



Administration Office  
503/645-6433  
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**Board of Directors Regular Meeting  
Wednesday, February 14, 2024**

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

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

**AGENDA**

1. Executive Session\*
  - A. Legal
  - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. [Proclamation: Black History Month](#)
5. Audience Time\*\*
6. Board Time
  - A. Committee Liaisons Updates
7. Consent Agenda\*\*\*
  - A. [Approve: Minutes of January 10, 2024 Regular Board Meeting](#)
  - B. [Approve: Quarterly Financial Report](#)
  - C. [Approve: Resolution Amending System Development Charge 5-Year Capital Improvement Plan](#)
  - D. [Approve: Resolution Appointing Budget Committee Member](#)
8. Unfinished Business
  - A. [Update: Maintenance Operations Update – Winter Storm Response](#)
  - B. [Information: General Manager’s Report](#)
9. New Business
  - A. [Update: Legislative Update](#)
  - B. [Update: Metro Community Choice Grant Program](#)
10. Adjourn

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

**\*\* Audience Time / Public Testimony:** Testimony is being accepted for this meeting in-person or virtually via MS Teams.

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

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

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

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

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



# MEMORANDUM

**DATE:** January 31, 2024  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** Information Regarding the February 14, 2024 Board of Directors Meeting

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## **Agenda Item #4 – [Proclamation: Black History Month](#)**

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

## **Agenda Item #7 – Consent Agenda**

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

- A. [Approve: Minutes of January 10, 2024 Regular Board Meeting](#)**
- B. [Approve: Quarterly Financial Report](#)**
- C. [Approve: Resolution Amending System Development Charge 5-Year Capital Improvement Plan](#)**
- D. [Approve: Resolution Appointing Budget Committee Member](#)**

## **Agenda Item #8 – Unfinished Business**

### **A. [Maintenance Operations Update – Winter Storm Response](#)**

Attached please find a memo noting that staff will provide an update on the impacts the winter weather had on district property and staff's on-going efforts to clean up storm debris and repair damage.

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

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

## **Agenda Item #9 – New Business**

### **A. [Legislative Update](#)**

Attached please find a memo noting that staff will present an update on the 2024 State Legislative Session.

### **B. [Metro Community Choice Grant Program](#)**

Attached please find a memo noting that staff will present an update on Metro's Community Choice grant pilot program and the three THPRD grant project recommendations being considered by Metro Council.



## TUALATIN HILLS PARK & RECREATION DISTRICT

### PROCLAMATION

By the Board of Directors

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

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

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

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

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

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

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

**NOW, THEREFORE**, the Tualatin Hills Park & Recreation District, does hereby declare the month of February 2024 as

## Black History Month

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

Signed this 14th day of February, 2024.

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Alfredo Moreno, President

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Barbie Minor, Secretary



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Wednesday, January 10, 2024, 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
Barbie Minor	Secretary/Director
Tya Ping	Secretary Pro-Tempore/Director
Felicita Monteblanco	Director
Miles Palacios	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.

### **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, January 10, 2024, at 6:00 pm.

### **Agenda Item #3 – Action Resulting from Executive Session**

There was no action resulting from Executive Session.

### **Agenda Item #4 – Accept: Audit Report on Park District Financial Statements for Fiscal Year 2022/23**

Jared Isaksen, Finance director, introduced Julie Fahey, Audit Partner with Talbot, Korvola & Warwick, LLP, the district's auditor, and Chris Howard, THPRD Audit Committee member, to make a presentation on the audit report on the park district's financial statements for the fiscal year ended June 30, 2023.

Julie provided a brief overview of the audit process and the district's audit results for the year ended June 30, 2023, via a PowerPoint presentation, a copy of which was entered into the record. This year marked implementation of the Governmental Accounting Standards Board's Statement No. 96, Subscription-based Information Technology Arrangements, which was handled successfully by district staff. She noted that the Independent Auditor's Report includes an unmodified opinion, meaning that the district's financial statements have been fairly presented, and that there were no internal control findings discovered. The district intends to apply for the Government Finance Officers Association Certificate of Excellence in Financial Reporting Award, which would be the district's 19<sup>th</sup> consecutive year for this award. Julie concluded her presentation by thanking district Finance staff for helping facilitate the audit process and offered to answer any questions the board may have.

President Moreno thanked the district’s auditor, audit committee, and staff for their efforts, noting the confidence it inspires in the public when an agency has a clean audit report.

**Barbie Minor moved that the board of directors accept the Audit Report on the park district’s Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

#### **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 during board time:

- ✓ Recently toured Cedar Hills Recreation Center and experienced the activity around THPRD morning classes and programming offered by community groups to which we provide space. His conversations with district staff included the successes and challenges of that particular facility, noting that hiring instructors and teachers is an ongoing challenge and spotlights the need for our continued emphasis on recruitment activities.
- ✓ Also toured the Elsie Stuhr Center during the lunchtime hour when Meals on Wheels was serving meals. He described the opportunity for community that this facility provides for those within the age range who qualify to participate, noting that he is excited to see how the district can continue to bring back more of the programs at the center, including partnerships with community groups operating out of the center.

Barbie Minor provided the following updates and comments during board time:

- ✓ Also attended the tour of the Elsie Stuhr Center and came away with such a strong sense of community, noting that it was uplifting to observe the interactions of the patrons. She thanked the district staff involved in providing the tour and expressed agreement with Miles’s comments around continuing to look for ways to lift up programming there.

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

- ✓ Attended a well-attended THPRD community meeting at Garden Home Recreation Center regarding a proposed dog run at Garden Home Park. He commended district staff for being willing to bring people together with strong opinions on both sides of an issue in order to be heard and to hear each other. He referenced the value in feeling heard regardless of outcome.

#### **Agenda Item #7 – Consent Agenda**

**Miles Palacios moved that the board of directors approve consent agenda items (A) Minutes of December 13, 2023 Regular Board Meeting, (B) Request for Reallocation of Funds Between Projects Within the 2023-24 System Development Charges Fund Budget, (C) Resolution Modifying 20-Year System Development Charge Capital Improvement Project List, (D) Intergovernmental Agreement with Metro for 2019 Parks and Nature Bond Measure Trails Grant Program, and (E) Intergovernmental Agreement with Washington County for Major Street Transportation Improvement Program (MSTIP) Opportunity Fund. Barbie Minor seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

## **Agenda Item #8 – Unfinished Business**

### **A. Maintenance Operations Overview**

Aisha Panas, deputy general manager, and Jon Campbell, Maintenance Operations manager, provided an in-depth overview of the current status of Maintenance Operations across the district, including historical funding and staffing levels within the department, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Background & History
  - 1990-2009: Specialized maintenance model
  - 2010-2011: Restructure - Implemented service consolidation
  - 2012-2013: Developed Park Maintenance Standards Manual
  - 2013: Restructure - Created Trails team
  - 2014: Restructure - Established Zone Management
  - 2016: Restructure - Parks & Athletic Facilities merge; Trails team moves to Nature & Trails
  - 2018: Updated Park Maintenance Standards Manual
  - 2018-present: Annual evaluation and adjustment of service routes as needed
- Operations Model & Locations
  - Park Maintenance North located at the HMT Recreation Complex
  - Park Maintenance South located at the Fanno Creek Service Center
- Growth of the THPRD System
- Planning for the Future of Parks and Trails
  - Most parks are visited once or twice a week
  - Increased programming = more frequent visits
  - Growing park system, declining resources
  - Land banking vs. park development
- Departmental Challenges
  - Providing high-quality parks and trails, despite having:
    - Fewer full-time staff
    - Fewer part-time & seasonal staff
    - Higher costs for utilities, materials, and supplies
- A Day in the Life of Park Maintenance
- Possible Operational Adjustments
  - Trails maintenance shifted to Nature & Trails
  - Routes reorganized
  - More frequent service of high-use sites
  - Delayed development of future parks

Aisha and Jon concluded their presentation and offered to answer any questions the board may have.

Felicita Monteblanco thanked district staff for the informative presentation, noting that it was helpful to hear more about the district's desired service levels in relation to a growing parks system and decreasing funding levels. She expressed gratitude to the staff who do this work and wished that every THPRD community member understood what it takes to maintain the district.

President Moreno asked for additional information regarding the graph reflecting the decline in full-time equivalent staff hours for Maintenance Operations and the reason or reasons behind the reduction.

- ✓ Aisha explained that one major reason for the decline was when the district's Building Facilities staff were moved out of the Maintenance Operations budget into their own home facilities in FY20/21, but that the overall decline started prior to, and has continued past, that adjustment.

Tya Ping inquired whether recruitment difficulties have contributed to the reduction in hours shown.

- ✓ Aisha replied that these are budgeted positions funded in each budget year, but that some positions were lost during the pandemic and funding has not been found to resurrect them.

President Moreno thanked district staff for the informative presentation.

**B. Resolution Calling for an Election in the Tualatin Hills Park & Recreation District on May 21, 2024, to Submit a Local Option Levy Measure to District Voters**

In response to the THPRD Board of Director's budget priority to *Develop Sustainable Operating and Financial Models for the Future*, the following board work sessions, presentations, and discussions have taken place over roughly the past 11 months:

- March 8, 2023, Regular Board Meeting
  - Staff provided a detailed overview of the district's operating budget challenges and a high-level outline of options the district may wish to explore to ensure the necessary funding to maintain existing service levels.
- April 12, 2023, Work Session
  - Staff provided an overview of various strategies the district may pursue to develop long-term sustainable operating and financial models. Staff shared information for the board's consideration including impacts to current and future service levels based on budget projections, realistic operating scenarios given budget projections, and an examination of options to pursue for revenue enhancement, including the timeline and process for pursuing a potential voter-approved operating levy to help fund service delivery.
- May 10, 2023, Work Session
  - Staff shared a brief history of Oregon property taxation and information on the district's historical use of operating levies.
- August 10, 2023, Regular Board Meeting
  - Staff shared plans for forming a community-led Levy Task Force to help advise the district on preparing for an operating levy. Staff also provided an overview of the project timeline and key milestones.
- September 13, 2023, Regular Board Meeting
  - The board appointed 13 community members to the district's Levy Task Force to advise the board on whether the district should pursue a voter-approved operating levy to fill a projected \$16 million deficit in the district's operating budget, representing about 21% of the district's annual budget. If so, they would also provide advice on the size, scale, and components of the levy.
- October 24, 2023, Board of Directors Retreat
  - Staff provided an update on the work of the district's Levy Task Force and the public opinion research that had been conducted. In addition, two questions were posed for the board's consideration and discussion:
    - If the levy doesn't pass, but the margin is close, would we go out to voters again? If so, in 2025?



- If the levy doesn't pass, what will the district's reduction philosophy be for the FY 24-25 Budget?
- November 8, 2023, Regular Board Meeting
  - Staff provided an update on the work of the district's Levy Task Force and project timeline.
- December 13, 2023, Regular Board Meeting
  - The Levy Task Force presented their recommendations to the board as follows:
    - Yes, the district should pursue an operating levy.
    - The local option levy should be in the amount of \$0.50 per \$1,000 in assessed value for five years beginning in 2024-2025.
    - The district should refer the levy measure to the voters for the May 21, 2024, election date.
    - Because the proposed local option levy is for operations (rather than capital expenditures), the district should prioritize capital replacement funding in a future bond measure when it is time to contemplate replacement of the 2008 bond measure.

Holly Thompson, Communications director, introduced this evening's presentation by noting that staff is requesting board consideration of a resolution calling for an election in the Tualatin Hills Park & Recreation District on May 21, 2024, to submit a local option levy measure to voters. The resolution includes the authorization of the ballot title, caption, and referral summary, and authorizes staff to draft and submit an explanatory statement for the county voters' pamphlet. Staff have worked with both legal counsel and public affairs professionals to provide guidance and input on required submissions to ensure the writing is impartial and clear for district voters.

Holly summarized the long and thoughtful process that has led the board and staff to this point:

- Staff are not making this request lightly; this has been a careful and reflective effort. Staff appreciate the concerns around tax sensitivity as heard from a couple of people last month, and their viewpoint is real and valid. But the district has avoided the issue of needing an operating levy for as long as it can, and the effects are already being felt.
- Two-thirds of the district's funding comes from property taxes. With the 3% growth cap, that funding can't keep up with rising costs. In the late 1990's, Measure 50 reduced 1997-98 property taxes by 10% and established permanent tax rates for jurisdictions. It also established the concept of Assessed Value vs. Real Market Value and limited the yearly growth of Assessed Value artificially to 3%. Local option levies remained as the only way for taxing districts to raise operating revenue beyond the permanent rate, putting the power into the hands of the voters in terms of what level of service they wished to fund. This set the stage for where the district is today.
- For years, THPRD benefited from strong growth in our boundaries, coupled with careful budgeting, as well as deferring investments that have caught up with us. Impacts were also felt due to the COVID-19 pandemic with facility closures, labor market imbalances, and inflation. Additional impacts included pension funding, full-time and part-time pay increases, and state mandates such as pay equity and Paid Leave Oregon.
- All of this has resulted in a forecasted \$16 million shortfall year-over-year in district operations, representing 21% of the annual operating budget. Without additional funding, personnel costs will increase from 27% of our budget today to 86%; funding for materials and services will decrease by 50%; contingency will be reduced by 80%; and no funding will be left for capital replacements.
- Without an operating levy, THPRD as it is today cannot be maintained:
  - 50 full-time and 200 part-time staff positions will be lost
  - Park maintenance will look radically different with garbage pick-up being less frequent, restrooms not cleaned or closed entirely, and some parks only serviced once per month

- 50% reduction in park and trail projects
- Closures of 3 pools and 2 splash pads
- Reduced facility hours
- Discontinuation of community events
- Elimination of the district's Mobile Rec, afterschool, preschool, and Camp Rivendale programs, as well as some recreation programs like Fitness in the Park, the NEWT program, and more
- As noted emphatically by the Levy Task Force members last month, this isn't the THPRD the community expects. The absolute priority is in maintaining service levels; not asking for more. The proposal before the board this evening represents a modest ask that will maintain current service levels, including growth expected over the next 5 years, and a needed new registration system.
  - Resolution 2024-02 authorizes the board to ask the voters of THPRD to support:
    - \$0.50 per \$1,000 in Assessed Value for 5 years
    - Nets between \$15-\$17 million annually
  - And is supported by public opinion research:
    - 60% of voters are likely to support the measure
    - People are concerned about reductions in park maintenance and programs
- Staff wants to emphasize that this ask is not being made lightly and that the district cares deeply about ensuring that our community is affordable and that THPRD remains accessible; however, an operating levy is the best way to allow THPRD to invest in its values. Property taxes are the funding that provides for the programs that reach our most vulnerable. With the levy, the district can:
  - Expand the Financial Aid program; expand partnerships with community-based organizations and government agencies; continue the Mobile Rec, afterschool, preschool, and Camp Rivendale programs; and maintain Centro de Bienvenida.

In conclusion, Holly added that staff respects that this isn't an easy burden for the board to carry, but at the end of the day the ask of the board is to follow the process laid out by the State of Oregon and letting the voters decide. Holly offered to answer any questions the board may have.

President Moreno opened the floor to board discussion.

Felicita Monteblanco thanked district staff for the thoughtfulness that has gone into this process and expressed gratitude for the work of the Levy Task Force and the diversity reflected on that committee. For her, this issue boils down to the district's commitment to pay equity and retaining our amazing staff, as well as the fact that our community is growing and while we welcome those who are new, it also increases the pressure on the parks system, and it costs money to provide the level of service that THPRD has provided for so long. She is excited to move forward and believes that the voters will choose to maintain THPRD's current level of service by voting yes.

Miles Palacios commented that two primary points stick out to him: a conversation around maintenance and a conversation around legacy. The operating levy isn't about expanding; it's about making sure THPRD can continue to provide the services that our community expects from us while also taking care of our employees who provide those experiences for our community members. He expressed gratitude for the work of the Levy Task Force, noting that the board owes it to the community to put this on the ballot for their decision.

Tya Ping thanked district staff for the immense amount of work in putting together the projections and estimations that helped inform this process. While she was initially hesitant when the idea of an operating levy was first suggested, it's become clear the importance that THPRD stays the way it is and that being a special district is a strength. She supports providing an opportunity to the voters to make that choice, noting that if the levy doesn't pass, that will provide the district more information, as well.

Barbie Minor echoed her fellow board members' comments of gratitude, noting that while she feels the weight of this decision for the board, it is also their responsibility. Through this process, the board has been privy to much information about any alternate ways to address the issue as well as educating themselves on the severity, but ultimately they are five people serving over 270,000 so in that regard she would like to hear what those people have to say. She looks forward to learning more about how we will be communicating with our community about this, such as through the voters' pamphlet, and taking the voters on this journey of the changes that have occurred that led us to where we are today.

President Moreno expressed appreciation for the thoughtful approach of district staff, the Levy Task Force, and the board in coming to this decision. THPRD is a special organization doing a lot of great work and is appreciated immensely by the community it serves. The district has an obligation to sustain, if not enhance, and the opportunity to choose needs to be made available to voters. However, he would like the voters to know that this choice was by no means a rubber stamp decision by the board and that many other revenue diversification ideas were explored and will continue to be explored. THPRD appreciates its community and does not take it for granted.

**Felicita Monteblanco moved that the board of directors approve the Resolution Calling for an Election in the Tualatin Hills Park & Recreation District on May 21, 2024, to Submit a Local Option Levy Measure to District Voters. Tya Ping seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

## **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:

- Updated Quarterly Financial Report
  - Jared Isaksen, Finance director, provided a brief overview of the updated quarterly financial report included within the board of directors' information packet.
- Cinthya Rodriguez Méndez, financial aid specialist, and Lulú Ballesteros, Equity and Engagement manager, provided an update on the district's financial aid program 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.

### Updated Quarterly Financial Reports

Board comments and discussion included the following:

- Overall support for the new report as presented and agreement with the \$10,000 accounts payable threshold.
- It would be helpful to have more current Human Resources recruitment information as well as trends identified (examples include positions that are having difficulty being filled).
- Identifying Minority, Women Owned, Emerging Small Business (MWESB) companies when that ability becomes available.

### Financial Aid Program

Board comments and discussion included the following:

- Expressions of gratitude for the growth and intentionality behind this program, including by meeting people where they're at and bridging the gap so that all community members can participate, as well as for reflecting the board's values in such a meaningful way.

- Appreciation for the transformation of this program in terms of ease of access and flexibility in how the funds can be used.
- Offerings of board assistance in networking with community leaders in ways that might be helpful for this program.
- Discussion regarding what types of programs are most popular and the work being done towards developing a database that will help track usage information, including what programs and locations are most popular.
- How this program is changing people's lives in a significant way, such as through swimming classes and babysitting training, and the districtwide messaging that the district's programs are for everyone.

## **Agenda Item #9 – New Business**

### **A. Sunset Town Center Community Parks & Open Space Concept Plan**

Gery Keck, Planning & Development manager, and Peter Swinton, urban planner, provided a detailed overview of the proposed mix of parks and trails as laid out within the draft Sunset Town Center Community Parks & Open Space Concept Plan, a copy of which was included within the board of directors' information packet, via a PowerPoint presentation, a copy of which was entered into the record. The draft concept plan lays the foundation for expanding THPRD's level of service in an area of the district currently considered to have no service, funded via system development charges collected from the Sunset Town Center development. All park-specific projects identified through the concept plan will incorporate THPRD's community engagement process so that project-level concept plans are developed with community members. Gery and Peter noted that board feedback will be incorporated into a final concept plan for consideration of board adoption in the spring, and offered to answer any questions the board may have.

Miles Palacios expressed agreement with the decision not to site a park within the Hillside Parcel noting that it would be a difficult area for recreation due to the steep topography and number of trees. Overall, he supports the current proposal as detailed.

Tya Ping asked if all of the parks would be connected by the trail.

- ✓ Peter described how the trail will traverse the development whereas the park sites were located closer to where people will live and with street access. Additionally, some of the parks are located on one side of the vegetated corridor and the trail on the other side, which increases the difficulty in connecting the parks directly to the trail; however, sidewalks will also link the parks to the trail.

Tya asked whether the Hillside Parcel would be left forested.

- ✓ Gery replied that while staff does not have that answer right now, the topography is very steep and forested and there are greenspace requirements for the development.

Tya stated that she would like to see as much preservation of trees as possible in order to help cool what will be a densely developed area. She also described the unique opportunity available to provide a destination park with interactive amenities close to the Sunset Transit Center, as well as giving each of the other parks a unique or identifying feature of interest serving different age groups. She would also like to see loop walking or biking trails around the parks for gentle exercise if possible.

Felicita Montebianco expressed agreement with Tya's comments regarding trying to keep as many trees as possible to cool a densely populated area, as well as the opportunity for a destination park, which was called out in the district's visioning work. She acknowledged the future community engagement work to design each park site, noting that dog areas and community gardens came to her mind. She appreciates the number of photos and images in the concept plan and is excited to welcome these new community members in a few years.

President Moreno thanked district staff for the informative presentation.

## **B. Climate Action Plan**

Bruce Barbarasch, Nature & Trails manager, provided a detailed overview regarding the development of a proposed Climate Action Plan (CAP), a copy of which was included within the board of directors' information packet, via a PowerPoint presentation, a copy of which was entered into the record. The proposed CAP, which will help THPRD serve the community in a sustainable manner, is intended to be carried out between 2024 and 2029 and will be updated every five years. It has two primary sections, Mitigation and Adaptation, each with six objectives. Bruce noted that board feedback will be incorporated into a final CAP for consideration of board adoption in March, and offered to answer any questions the board may have.

Barbie Minor commented that, although she is not an expert in this area, she appreciates how the plan is laid out in a clear and measurable manner and encouraged looking for any additional opportunities to not only save money, but operate in a more sustainable manner.

Felicita Montebalanco noted that, overall, she likes the plan and how it's laid out. She highlighted some questions and thoughts with the caveat that the district may not have the funding to act on them. She referenced Mitigation objective #6, Green Space Preservation, and its objective to maintain or increase vegetation and tree canopy in parks, and suggested that consideration be given to how to share our knowledge with the community, such as what types of trees to plant.

- ✓ Bruce described how much of this will be addressed through our work with our local agency partners, such as the Tree for All initiative in which the district is participating.

Felicita referenced Adaptation objective #1, Education, and suggested that consideration be given to how we can incorporate information about climate change in our signage as it's updated.

Tya Ping expressed agreement with Felicita's comments around community engagement and the role education plays in not just taking the community along on the district's journey, but identifying things that they can do at home, too. She also likes the way the plan is laid out and would love to see graphs reflecting our progress and perhaps quarterly updates.

Miles Palacios asked whether consideration has been given to utilizing rainwater in our facilities or other spaces.

- ✓ Bruce replied that this has been considered but is more complicated than it may appear and referenced the challenges and expense of catching rainwater and pumping it back out; however, recycled water seems to be more feasible and district staff is in discussions with Clean Water Services on this concept.

President Moreno expressed agreement with previous comments that the plan is well laid out. He referenced Mitigation objective #5, Waste Reduction, and described the need to be able to thoughtfully articulate any of these moves in combination with levy communications and how those interact; for example, with waste reduction being a goal of the CAP but also a consequence of an unsuccessful levy.

- ✓ Bruce noted that the approach to waste reduction in relation to the CAP will be around the waste generated at our facilities that is under our control, not waste collection at parks.

## **Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 8:15 pm.

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Alfredo Moreno, President

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Barbie Minor, Secretary

Recording Secretary,  
Jessica Collins

Tualatin Hills Park & Recreation District  
Quarterly Financial Report  
July 1, 2023 – December 31, 2023



Prepared for:  
Board of Directors

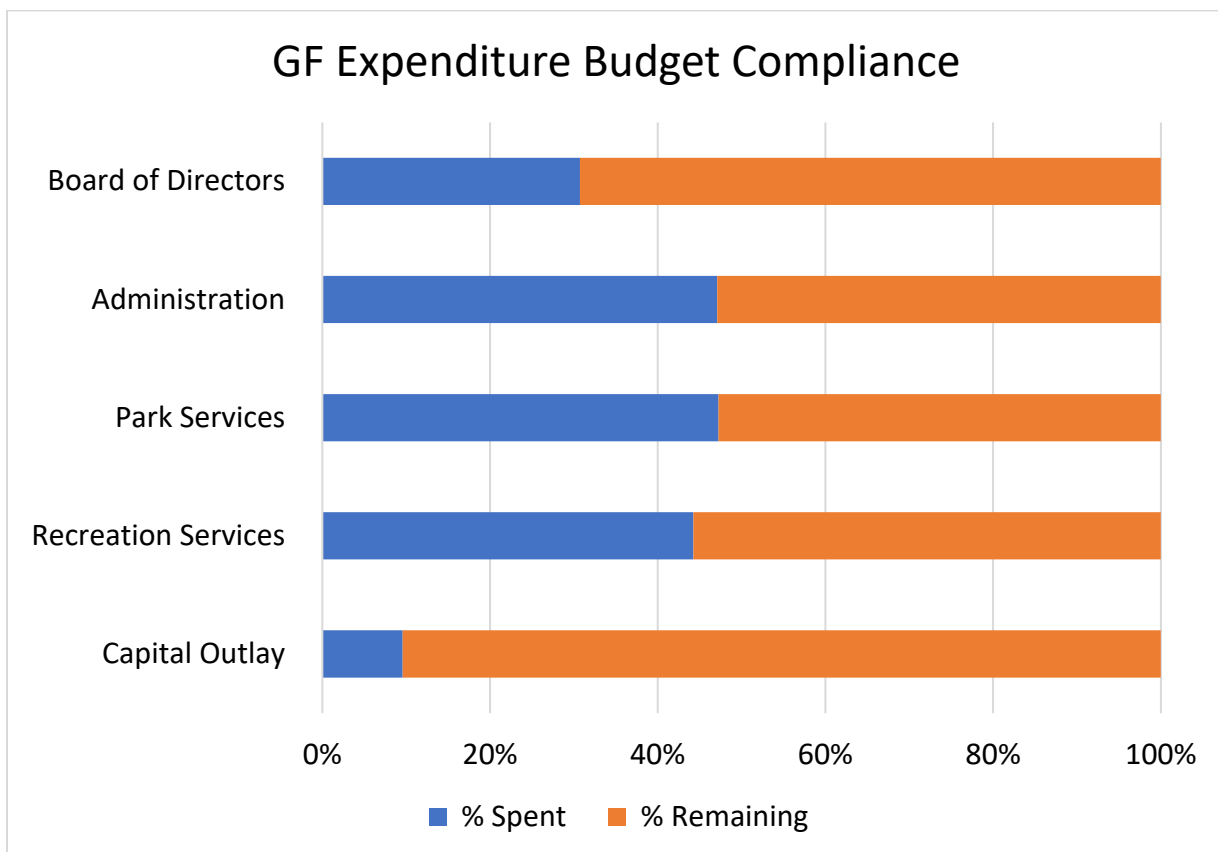
Prepared by:  
Jared Isaksen, Finance Director

# 2nd Quarter of FY2023-24

With half the year gone the district has been conservative in its spending with overall 35% of the budget spent. Excluding capital and contingency/reserves (Operations only) the district has spent 46% of the annual budget. Operations continue to proceed as anticipated and the annual pension contribution was paid in December.

## This Quarter in the numbers

- Expended 35% of overall budget
  - Recreation Services – 44%
  - Park Services & Administration – 47% each
- Received 74% of estimated revenues
  - Recreation Services – 47%
  - Property Taxes – 96%





## Tualatin Hills Park & Recreation District

General Fund Financial Summary  
Oct - Dec, 2023 Quarter

	<b>ACTUAL</b>		<b>BUDGET</b>		
	<b>Qtr 2 (Oct - Dec)</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>% YTD Actual to Budget</b>	<b>Full Fiscal Year</b>
<b>Program Resources:</b>					
Aquatic Centers	\$ 180,386	\$ 1,498,366	\$ 2,071,612	72.3%	\$ 3,986,992
Tennis Center	135,867	634,279	688,116	92.2%	1,240,987
Recreation Program	262,832	2,251,365	3,011,589	74.8%	4,805,749
Sports & Inclusion Services	405,997	2,082,048	1,982,605	105.0%	3,796,314
<b>Total Program Resources</b>	<b>985,082</b>	<b>6,466,057</b>	<b>7,753,922</b>	<b>83.4%</b>	<b>13,830,042</b>
<b>Other Resources:</b>					
Property Taxes	3,697,261	37,519,404	37,158,068	101.0%	39,194,636
Interest Income	199,814	579,011	53,065	1091.1%	150,000
Facility Rentals/Sponsorships	278,466	393,235	355,580	110.6%	540,000
Grants	-	325,526	1,503,961	21.6%	7,296,603
Miscellaneous Income	22,190	214,206	34,889	614.0%	513,300
<b>Total Other Resources</b>	<b>4,197,731</b>	<b>39,031,382</b>	<b>39,105,563</b>	<b>99.8%</b>	<b>47,694,539</b>
<b>Total Resources</b>	<b>\$ 5,182,813</b>	<b>\$ 45,497,439</b>	<b>\$ 46,859,485</b>	<b>97.1%</b>	<b>\$ 61,524,581</b>
<b>Program Expenditures:</b>					
Recreation Administration	428,438	814,107	786,644	103.5%	1,360,936
Aquatic Centers	1,838,974	3,242,066	4,058,214	79.9%	7,731,429
Tennis Center	378,375	643,924	677,817	95.0%	1,318,854
Recreation Centers	2,705,341	5,150,214	6,178,893	83.4%	11,634,130
Sports & Inclusion Services	1,780,180	3,255,203	3,960,722	82.2%	7,573,987
<b>Total Program Related Expenditures</b>	<b>7,131,308</b>	<b>13,105,515</b>	<b>15,662,290</b>	<b>83.7%</b>	<b>29,619,336</b>
<b>General Government Expenditures:</b>					
Board of Directors	101,847	144,504	154,858	93.3%	470,393
Administration	4,076,490	6,768,919	7,534,656	89.8%	14,374,676
Park Services	4,549,479	7,733,132	8,701,129	88.9%	16,366,624
Capital Outlay	1,053,773	1,250,536	2,567,848	48.7%	13,038,873
Contingency/Capital Replacement Reserve/Transfer Out	-	-	-	0.0%	9,154,679
<b>Total Other Expenditures:</b>	<b>9,781,589</b>	<b>15,897,090</b>	<b>18,958,492</b>	<b>83.9%</b>	<b>53,405,245</b>
<b>Total Expenditures</b>	<b>\$ 16,912,897</b>	<b>\$ 29,002,605</b>	<b>\$ 34,620,781</b>	<b>83.8%</b>	<b>\$ 83,024,581</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (11,730,084)</b>	<b>\$ 16,494,835</b>	<b>\$ 12,238,704</b>	<b>134.8%</b>	<b>\$ (21,500,000)</b>
<b>Beginning Cash on Hand</b>		<b>29,650,722</b>	<b>21,500,000</b>	<b>137.9%</b>	<b>21,500,000</b>
<b>Ending Cash on Hand</b>		<b>\$ 46,145,556</b>	<b>\$ 33,738,704</b>		<b>\$ -</b>



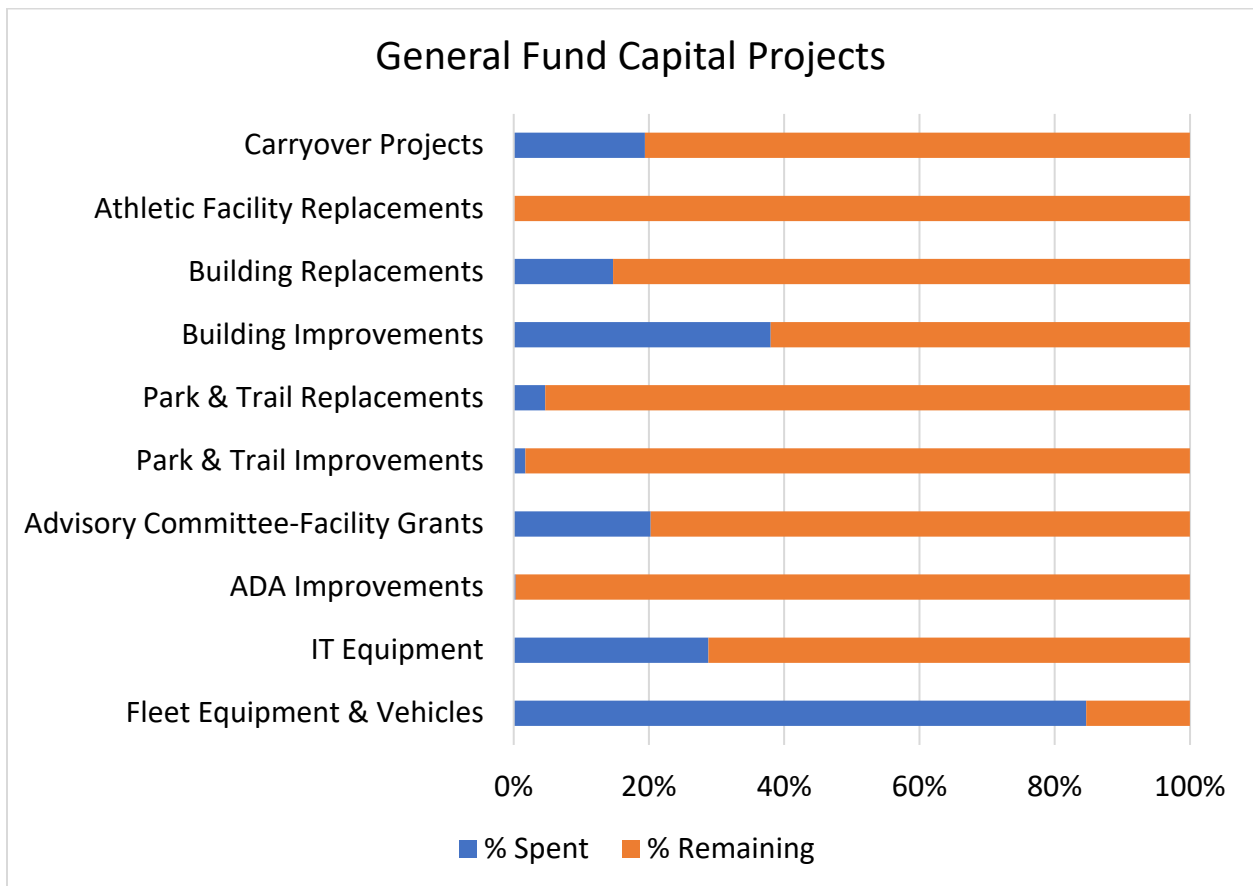
## Staff in the Numbers for the 2nd Quarter

Full-Time Staff	1st Quarter	2nd Quarter
Positions filled	195	199
Positions budgeted	207	207
Vacancy rate	6%	4%
Positions hired	8	8
Internal hires:		
Previous full-time	2	3
Previous part-time	1	1
Previous temp.	1	-
Active recruitments @ end of quarter	4	1

**WE'RE  
HIRING!**

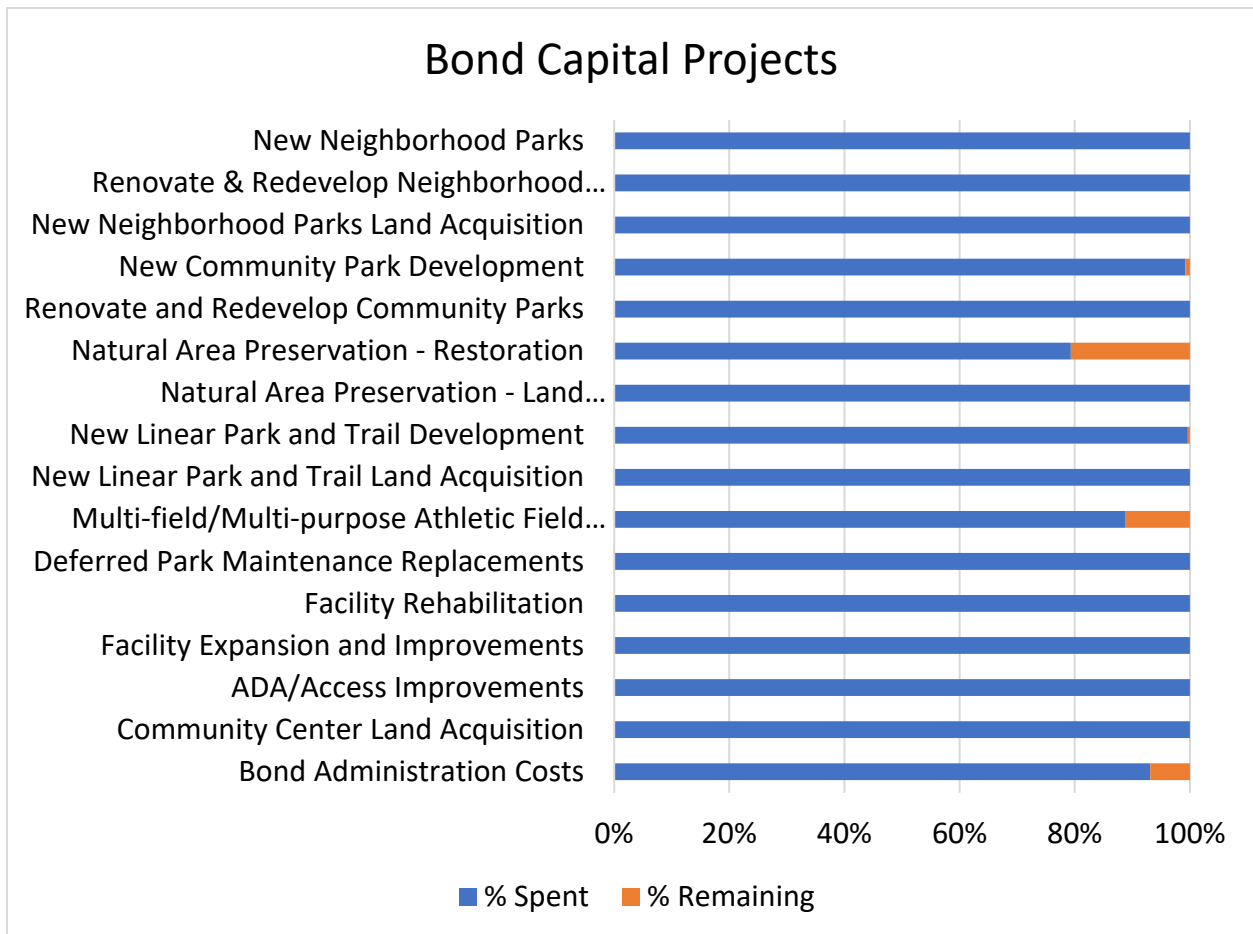
# Quarterly General Fund Capital Report

- Tyler Enterprise (financial software replacement) project continues to progress on schedule for the current phase of the project. Anticipated go live date 1/2/24.
- We have completed the purchase of an electric utility equipment and a full-size van
- Work is underway for:
  - Garden Home Rec Center roof replacement
  - La Raiz neighborhood park at Lombard and Baker
  - Resurfacing tennis courts
  - Permanent restroom project

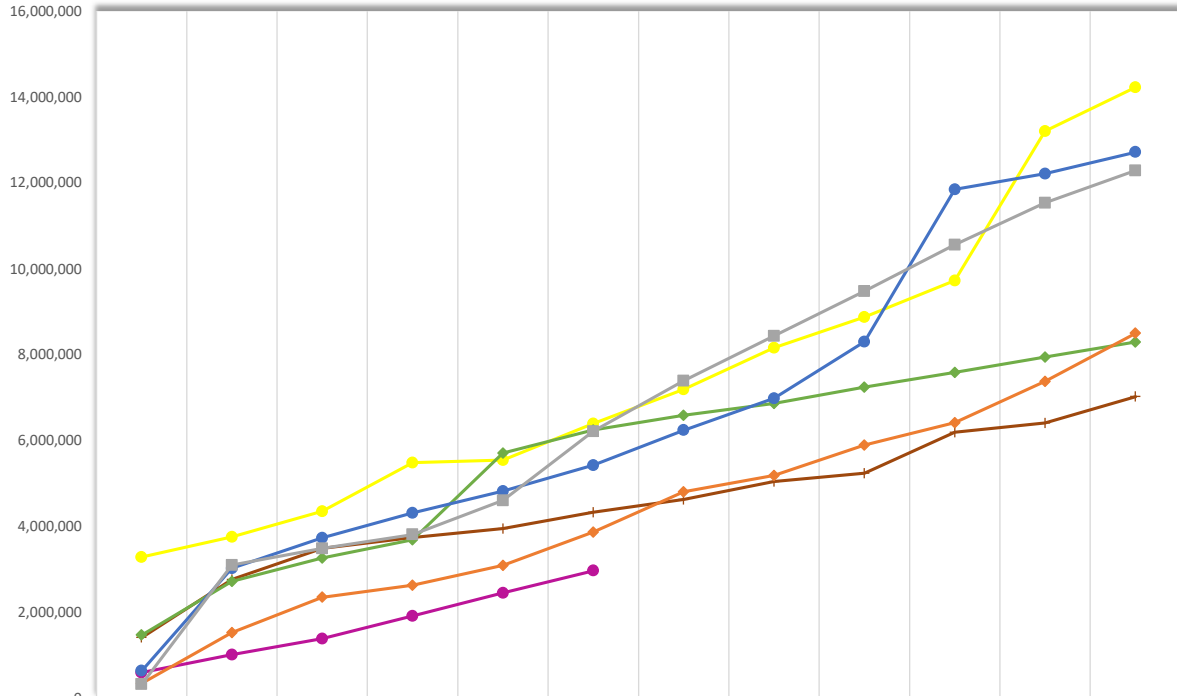


# Quarterly Bond Capital Fund Report

- Remaining amounts (expressed in \$ thousands):
  - New Community Park Development - \$83k
  - Natural Area Preservation – Restoration - \$1,076k
  - New Linear Park & Trail Development - \$54k
  - Multi-field/Multi-purpose Athletic Field Dev. - \$480k
  - Bond Administration Costs - \$37k

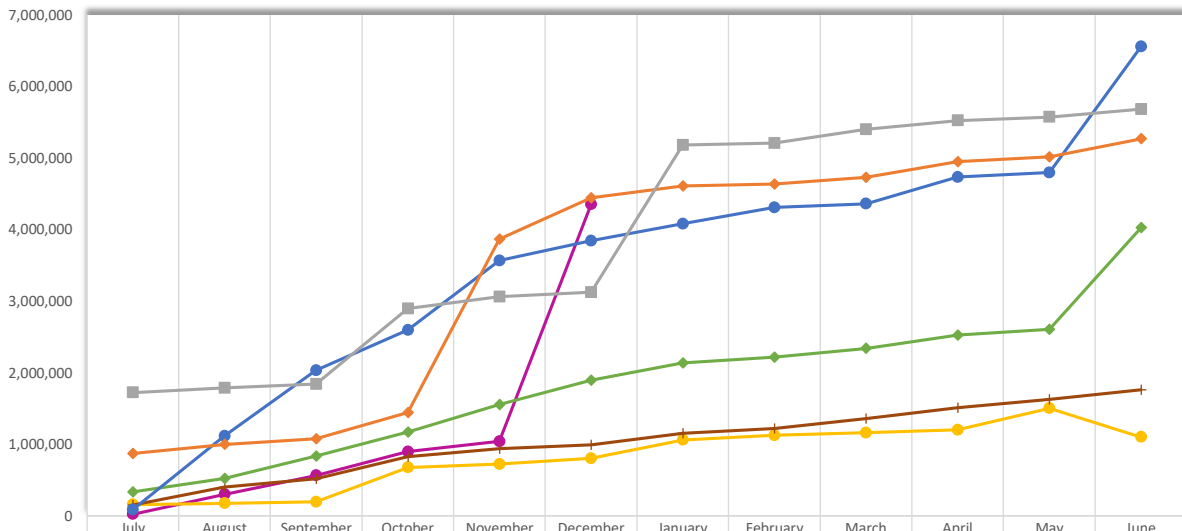


### SDC NET RECEIPTS



	July	August	September	October	November	December	January	February	March	April	May	June
2023/24	596,335	1,016,534	1,386,031	1,912,713	2,453,839	2,969,997						
2022/23	3,286,080	3,755,644	4,352,177	5,483,095	5,544,375	6,389,201	7,190,405	8,160,139	8,873,044	9,720,151	13,202,647	14,225,114
2021/22	1,411,759	2,764,286	3,488,116	3,740,257	3,947,333	4,331,144	4,624,587	5,045,186	5,240,197	6,188,607	6,407,442	7,024,475
2020/21	1,474,029	2,722,280	3,260,794	3,686,034	5,704,359	6,244,594	6,586,554	6,863,509	7,242,545	7,585,365	7,941,664	8,295,053
2019/20	638,062	3,022,394	3,733,680	4,316,119	4,822,899	5,422,459	6,239,824	6,982,430	8,296,568	11,843,150	12,208,515	12,716,582
2018/19	342,858	1,526,692	2,350,386	2,629,308	3,092,119	3,868,051	4,809,035	5,188,855	5,895,483	6,416,413	7,378,531	8,500,335
2017/18	326,031	3,101,921	3,483,829	3,811,088	4,606,202	6,214,455	7,389,329	8,435,744	9,474,756	10,559,729	11,531,646	12,287,676

### SDC EXPENDITURES



	July	August	September	October	November	December	January	February	March	April	May	June
2023/24	25,378	301,962	565,810	898,784	1,040,614	4,354,569						
2022/23	159,301	176,851	197,429	677,357	725,445	806,580	1,061,705	1,128,381	1,162,551	1,204,472	1,505,691	1,102,154
2021/22	152,827	403,143	519,003	825,806	939,875	994,203	1,153,184	1,218,951	1,358,790	1,511,047	1,626,926	1,761,170
2020/21	336,745	523,316	836,028	1,170,934	1,557,126	1,895,527	2,135,489	2,216,234	2,340,813	2,524,848	2,606,885	4,026,474
2019/20	90,850	1,117,938	2,033,035	2,599,511	3,566,694	3,844,435	4,082,474	4,311,955	4,361,775	4,734,014	4,796,361	6,557,239
2018/19	872,928	999,047	1,078,920	1,442,729	3,867,881	4,445,802	4,609,342	4,637,284	4,731,854	4,950,818	5,014,841	5,270,778
2017/18	1,724,189	1,789,956	1,841,475	2,898,204	3,062,924	3,123,925	5,183,213	5,210,292	5,399,850	5,524,037	5,573,045	5,683,260

# Accounts

## Checks by Date - Summary by Check Date

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# Business Services Division



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
318998	111310	KAISER FOUNDATION HEALTH PLAN	10/02/2023	0.00	233,251.62
318999	128490	MODA HEALTH PLAN INC	10/02/2023	0.00	26,405.24
319000	123409	UNUM LIFE INSURANCE COMPANY OF AMERICA	10/02/2023	0.00	12,408.85
Total for 10/2/2023:				0.00	272,065.71
ACH 117394		PORTLAND GENERAL ELECTRIC	10/04/2023	0.00	12,027.71
ACH 126918		ANDERSON KRYGIER INC	10/04/2023	0.00	10,417.80
319008	128051	BUELL RECREATION LLC	10/04/2023	0.00	105,683.15
319022	128135	LANGO HANSEN LANDSCAPE ARCHITECTS PC	10/04/2023	0.00	49,794.95
319023	129549	CALVIN L LEWIS	10/04/2023	0.00	31,350.00
319028	127915	PACIFIC TRACTOR & IMPLEMENT LLC	10/04/2023	0.00	36,029.78
319038	122851	TUALATIN VALLEY WATER DISTRICT	10/04/2023	0.00	12,836.87
319041	124469	TURF STAR WESTERN	10/04/2023	0.00	22,914.22
Total for 10/4/2023:				0.00	281,054.48
ACH 129422		MISSIONSQUARE RETIREMENT	10/05/2023	0.00	55,698.76
319045	123420.1	US BANK FBO: THPRD RETIREMENT PLAN	10/05/2023	0.00	12,304.10
Total for 10/5/2023:				0.00	68,002.86
92390	127100	ALLSTREAM BUSINESS US	10/10/2023	0.00	11,442.51
92396	105327	COMCAST CABLE	10/10/2023	0.00	94,429.24
92439	122850	TUALATIN VALLEY WATER DISTRICT	10/10/2023	0.00	46,639.87
92441	122850	TUALATIN VALLEY WATER DISTRICT	10/10/2023	0.00	37,785.15
92448	122850	TUALATIN VALLEY WATER DISTRICT	10/10/2023	0.00	56,298.99
92459	122850	TUALATIN VALLEY WATER DISTRICT	10/10/2023	0.00	20,455.07
92462	104538	CDW GOVERNMENT INC	10/10/2023	0.00	18,512.66
92484	102415	CITY OF BEAVERTON	10/10/2023	0.00	36,545.65
92485	102415	CITY OF BEAVERTON	10/10/2023	0.00	25,885.36
92487	127980	ACCONTEMPS - ROBERT HALF INTERNATIONAL	10/10/2023	0.00	16,800.00
92499	102415	CITY OF BEAVERTON	10/10/2023	0.00	13,074.00
92504	102415	CITY OF BEAVERTON	10/10/2023	0.00	19,110.07
92515	128043	GOVERNMENTJOBS.COM INC	10/10/2023	0.00	15,687.73
92533	100676	AIRGAS NORPAC INC	10/10/2023	0.00	11,655.55
92550	124103	WASTE MANAGEMENT OF OREGON INC	10/10/2023	0.00	11,161.10
92625	119628	SAIF CORPORATION	10/10/2023	0.00	71,216.54
Total for 10/10/2023:				0.00	506,699.49
ACH 112512		LITHTEX INC	10/11/2023	0.00	21,640.79
ACH 128018		PAUL BROTHERS INC	10/11/2023	0.00	258,513.39
319046	102415	CITY OF BEAVERTON	10/11/2023	0.00	13,000.00
Total for 10/11/2023:				0.00	293,154.18
ACH 104538		CDW GOVERNMENT INC	10/18/2023	0.00	42,471.40
319075	102415	CITY OF BEAVERTON	10/18/2023	0.00	14,636.48
319083	128704	THE FARLEY GROUP INC	10/18/2023	0.00	27,739.27
Total for 10/18/2023:				0.00	84,847.15
ACH 129422		MISSIONSQUARE RETIREMENT	10/19/2023	0.00	54,605.07
319107	123420.1	US BANK FBO: THPRD RETIREMENT PLAN	10/19/2023	0.00	12,316.12

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
			Total for 10/19/2023:	0.00	66,921.19
319108	129583	WILSONVILLE TOYOTA	10/24/2023	0.00	45,790.97
			Total for 10/24/2023:	0.00	45,790.97
ACH 128306		AKS ENGINEERING & FORESTRY LLC	10/25/2023	0.00	28,216.50
319110	102580	BEAVERTON SCHOOL DISTRICT #48J	10/25/2023	0.00	55,047.78
319115	128935	F & F FARM AND REFORESTATION LLC	10/25/2023	0.00	20,139.00
319122	129535	GROUND WORKSHOP LLC	10/25/2023	0.00	13,962.10
			Total for 10/25/2023:	0.00	117,365.38
ACH 122490		THPRD - EMPLOYEE ASSOCIATION / OSEA #400	10/31/2023	0.00	10,029.93
			Total for 10/31/2023:	0.00	10,029.93
ACH 106180		DELL MARKETING L P	11/01/2023	0.00	34,742.40
ACH 115219		NORTHWEST NATURAL GAS COMPANY	11/01/2023	0.00	18,874.64
ACH 117394		PORTLAND GENERAL ELECTRIC	11/01/2023	0.00	39,587.65
ACH 128669		SHI INTERNATIONAL CORPORATION	11/01/2023	0.00	25,481.78
319159	110583	IMPACT SIGN COMPANY	11/01/2023	0.00	13,658.00
319172	119171	ROMTEC INC	11/01/2023	0.00	70,023.88
319179	111310	KAISER FOUNDATION HEALTH PLAN	11/01/2023	0.00	237,978.03
319180	128490	MODA HEALTH PLAN INC	11/01/2023	0.00	27,233.88
319181	123409	UNUM LIFE INSURANCE COMPANY OF AMERICA	11/01/2023	0.00	12,539.63
			Total for 11/1/2023:	0.00	480,119.89
ACH 129422		MISSIONSQUARE RETIREMENT	11/02/2023	0.00	56,609.62
319188	123420.1	US BANK FBO: THPRD RETIREMENT PLAN	11/02/2023	0.00	12,336.41
			Total for 11/2/2023:	0.00	68,946.03
92663	122850	TUALATIN VALLEY WATER DISTRICT	11/07/2023	0.00	95,780.95
92727	127980	ACCONTEMPMS - ROBERT HALF INTERNATIONAL	11/07/2023	0.00	31,990.00
92731	100676	AIRGAS NORPAC INC	11/07/2023	0.00	17,195.70
92733	128733	UNITED SITE SERVICES	11/07/2023	0.00	25,841.35
92744	127100	ALLSTREAM BUSINESS US	11/07/2023	0.00	11,888.14
92752	129307	MILLER NASH GRAHAM & DUNN LLP	11/07/2023	0.00	18,848.00
92783	104900	AT&T MOBILITY	11/07/2023	0.00	10,096.10
92822	102415	CITY OF BEAVERTON	11/07/2023	0.00	46,301.57
92823	102415	CITY OF BEAVERTON	11/07/2023	0.00	23,642.44
92827	102415	CITY OF BEAVERTON	11/07/2023	0.00	14,541.20
92865	118925	REXIUS FOREST BY PRODUCTS INC	11/07/2023	0.00	14,415.00
92886	122850	TUALATIN VALLEY WATER DISTRICT	11/07/2023	0.00	94,281.04
92887	122850	TUALATIN VALLEY WATER DISTRICT	11/07/2023	0.00	28,701.67
92919	120895	SOUND SECURITY INC	11/07/2023	0.00	14,805.39
92926	128347	TECHNOLOGY INTEGRATION GROUP (TIG)	11/07/2023	0.00	10,240.00
			Total for 11/7/2023:	0.00	458,568.55
ACH 117394		PORTLAND GENERAL ELECTRIC	11/09/2023	0.00	22,052.76
ACH 123985		WASHINGTON COUNTY	11/09/2023	0.00	59,814.90
ACH 126918		ANDERSON KRYGIER INC	11/09/2023	0.00	11,275.80
ACH 128018		PAUL BROTHERS INC	11/09/2023	0.00	207,512.37
ACH 128306		AKS ENGINEERING & FORESTRY LLC	11/09/2023	0.00	40,993.90
ACH 128669		SHI INTERNATIONAL CORPORATION	11/09/2023	0.00	116,580.39
319196	129519	CHRISTOPHER JOHN BERNHARDT	11/09/2023	0.00	24,815.00
319198	129439	CASHMERE VALLEY BANK	11/09/2023	0.00	106,815.00
319204	129529	GARLAND / DBS INC	11/09/2023	0.00	283,093.81
319208	129584	GREAT PLACE TO WORK INSTITUTE INC	11/09/2023	0.00	13,300.00
			Total for 11/9/2023:	0.00	886,253.93

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH 104538		CDW GOVERNMENT INC	11/15/2023	0.00	19,200.00
ACH 123703		ENVIRONMENTAL SCIENCE ASSOCIATES	11/15/2023	0.00	14,030.71
ACH 126067		TALBOT KORVOLA & WARWICK LLP	11/15/2023	0.00	30,000.00
ACH 128197		BEYNON SPORTS SURFACES INC	11/15/2023	0.00	149,991.00
319232 102415		CITY OF BEAVERTON	11/15/2023	0.00	20,713.61
319237 127915		PACIFIC TRACTOR & IMPLEMENT LLC	11/15/2023	0.00	52,705.42
			Total for 11/15/2023:	0.00	286,640.74
ACH 129422		MISSIONSQUARE RETIREMENT	11/16/2023	0.00	53,930.33
319250 123420.1		US BANK FBO: THPRD RETIREMENT PLAN	11/16/2023	0.00	12,335.57
			Total for 11/16/2023:	0.00	66,265.90
ACH 115219		NORTHWEST NATURAL GAS COMPANY	11/22/2023	0.00	24,314.56
ACH 117394		PORTLAND GENERAL ELECTRIC	11/22/2023	0.00	51,543.69
			Total for 11/22/2023:	0.00	75,858.25
ACH 104538		CDW GOVERNMENT INC	11/29/2023	0.00	19,764.45
ACH 115219		NORTHWEST NATURAL GAS COMPANY	11/29/2023	0.00	17,486.00
ACH 117394		PORTLAND GENERAL ELECTRIC	11/29/2023	0.00	17,688.63
ACH 128306		AKS ENGINEERING & FORESTRY LLC	11/29/2023	0.00	21,420.95
			Total for 11/29/2023:	0.00	76,360.03
ACH 129422		MISSIONSQUARE RETIREMENT	11/30/2023	0.00	56,158.55
319299 123420.1		US BANK FBO: THPRD RETIREMENT PLAN	11/30/2023	0.00	12,325.66
			Total for 11/30/2023:	0.00	68,484.21
319300 111310		KAISER FOUNDATION HEALTH PLAN	12/01/2023	0.00	249,002.81
319301 128490		MODA HEALTH PLAN INC	12/01/2023	0.00	27,977.48
319303 123409		UNUM LIFE INSURANCE COMPANY OF AMERICA	12/01/2023	0.00	12,960.91
			Total for 12/1/2023:	0.00	289,941.20
92997 127980		ACCONTEMPS - ROBERT HALF INTERNATIONAL	12/05/2023	0.00	19,530.00
93001 100676		AIRGAS NORPAC INC	12/05/2023	0.00	14,918.62
93015 124103		WASTE MANAGEMENT OF OREGON INC	12/05/2023	0.00	10,003.81
93016 127100		ALLSTREAM BUSINESS US	12/05/2023	0.00	14,355.15
93025 127100		ALLSTREAM BUSINESS US	12/05/2023	0.00	14,500.83
93070 122850		TUALATIN VALLEY WATER DISTRICT	12/05/2023	0.00	19,458.71
93108 102415		CITY OF BEAVERTON	12/05/2023	0.00	39,531.90
93109 102415		CITY OF BEAVERTON	12/05/2023	0.00	10,471.32
93116 102415		CITY OF BEAVERTON	12/05/2023	0.00	10,069.34
93120 122850		TUALATIN VALLEY WATER DISTRICT	12/05/2023	0.00	10,990.58
93122 104900		AT&T MOBILITY	12/05/2023	0.00	10,340.66
93138 118435		R & R PRODUCTS INC	12/05/2023	0.00	22,916.13
93146 129451		BERRY DUNN MCNEIL AND PARKER LLC	12/05/2023	0.00	41,630.00
			Total for 12/5/2023:	0.00	238,717.05
ACH 128306		AKS ENGINEERING & FORESTRY LLC	12/06/2023	0.00	32,995.45
ACH 128592		STEP FORWARD ACTIVITIES INC	12/06/2023	0.00	25,000.96
319314 129535		GROUND WORKSHOP LLC	12/06/2023	0.00	10,441.13
319326 119171		ROMTEC INC	12/06/2023	0.00	117,870.49
319331 129457		TRUCKER HUSS A PROFESSIONAL CORPORATION	12/06/2023	0.00	10,489.50
			Total for 12/6/2023:	0.00	196,797.53
ACH 123420.2		US BANK FFC THPRD RETIREMENT PLAN	12/13/2023	0.00	3,900,000.00
ACH 104538		CDW GOVERNMENT INC	12/13/2023	0.00	18,438.20
ACH 123703		ENVIRONMENTAL SCIENCE ASSOCIATES	12/13/2023	0.00	11,066.58
ACH 125648		SIGNATURE GRAPHICS	12/13/2023	0.00	11,754.00
ACH 128018		PAUL BROTHERS INC	12/13/2023	0.00	303,692.01

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH 128306		AKS ENGINEERING & FORESTRY LLC	12/13/2023	0.00	27,621.53
ACH 129390		TYLER TECHNOLOGIES INC	12/13/2023	0.00	39,200.00
319422	125635	DANEAL CONSTRUCTION INC	12/13/2023	0.00	58,395.55
319427	108655	GRAINGER	12/13/2023	0.00	13,660.04
319435	129579	LEE CONTRACTORS LLC	12/13/2023	0.00	67,450.00
319450	127673	REAL ESTATE SERVICES GROUP INC	12/13/2023	0.00	21,800.00
319462	124469	TURF STAR WESTERN	12/13/2023	0.00	32,492.84
			Total for 12/13/2023:	0.00	4,505,570.75
ACH 129422		MISSIONSQUARE RETIREMENT	12/14/2023	0.00	53,236.57
319465	123420.1	US BANK FBO: THPRD RETIREMENT PLAN	12/14/2023	0.00	12,782.31
			Total for 12/14/2023:	0.00	66,018.88
319466	105066	CLEAN WATER SERVICES	12/15/2023	0.00	10,489.96
			Total for 12/15/2023:	0.00	10,489.96
ACH 129422		MISSIONSQUARE RETIREMENT	12/28/2023	0.00	50,398.18
ACH 122490		THPRD - EMPLOYEE ASSOCIATION / OSEA #400	12/28/2023	0.00	14,496.24
319473	123420.1	US BANK FBO: THPRD RETIREMENT PLAN	12/28/2023	0.00	12,509.54
			Total for 12/28/2023:	0.00	77,403.96
				Total:	0.00
					9,598,368.20

AP Checks by Date - Summary by Check Date (1/30/2024 2:43 PM)





# MEMORANDUM

**DATE:** January 19, 2024  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Resolution Amending System Development Charge 5-Year Capital Improvement Plan**

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## Introduction

Staff requests that the THPRD Board of Directors approve Resolution No. 2024-03 amending the district's five-year system development charge capital improvement plan (SDC-CIP) and approve the SDC-CIP's use in developing the Fiscal Year 2024-2025 (FY 2024-25) budget.

## Background

The SDC-CIP is used to budget and plan for all SDC-funded planning studies, land acquisition, and capital development projects. The last SDC-CIP was approved by the board at its February 8, 2023, meeting and was used to prepare the current fiscal year budget. Since adoption of the current budget, staff have proposed new projects to be added to the SDC-CIP project list and have tracked SDC revenues and affordable housing SDC fee waivers for the current fiscal year, and have projected waivers that may be issued in future years. Accordingly, staff have made the following changes to the SDC-CIP (Attachment 1):

1. Added the following projects to the SDC-CIP project list:
  - a. Proposed projects funded via SDC funds:
    - i. Acquisition of Neighborhood Park Land – North Bethany
    - ii. SDC Methodology Update
    - iii. Acquisition of Natural Area Land – Cooper Mountain Area
    - iv. Develop Pickleball Facility
    - v. Metro Community Choice Grant Match – Recuerdo Park Gleaning Garden Expansion
  - b. Proposed projects funded via SDC credits:
    - i. New Trail Acquisition & Development: Ridgeline
    - ii. New Trail Acquisition & Development: Bethany Crossing
    - iii. New Trail Acquisition & Development: Abbey Creek Terrace
2. Removed the following projects from the SDC-CIP project list:
  - a. Proposed projects funded via SDC funds moved to future years:
    - i. New Neighborhood Park Development, Design & Permitting: NWQ-7 (NW Liberty & NW 163rd Ter)
    - ii. New Neighborhood Park Development, Construction: NWQ-7 (NW Liberty & NW 163rd Ter)
    - iii. New Neighborhood Park Development, Construction: Park Blocks
  - b. Completed projects funded via SDC credits:
    - i. New Park and Trail Development: Lolich Farms Area
    - ii. New Trail Development: Scholls Valley Heights Tract B
    - iii. New Trail Development: Scholls Valley Heights Tract L
3. Added a new and fifth FY 2028/29 program year with associated SDC revenue projections to ensure the SDC-CIP continues to look five years into the future.

4. Aligned SDC-CIP project names with the updated 20-year System Development Charge Capital Improvement Project List approved January 2024.
5. Updated affordable housing waivers up to Resolution No. 2020-24's approved unit cap.
6. Updated estimated revenues based on historic actual collections.
7. Refined anticipated project sequencing and costs throughout the SDC-CIP project list to reflect current staff capacity and expected SDC fund availability.
8. Improved tracking procedures for SDC credit projects funded via escrow agreements by reflecting the impact of these projects on SDC fee revenues.

The SDC-CIP project list will provide guidance in making project commitments through the annual budget process. The list is not intended to be an explicitly sequential list of projects to be funded, as other factors may impact the year in which a project commitment is made. Staff will continue to monitor permitting and cost trends and make annual adjustments to the SDC-CIP.

### **Proposal Request**

Staff are requesting board of director's approval of Resolution No. 2024-03 amending the district's SDC-CIP (Attachment 1) and approving its use in developing the FY 2024-25 budget.

### **Outcomes of Proposal**

The amended SDC-CIP provides a more current and realistic tool for planning and budgeting for future acquisition and development of park amenities. The district will continue to be able to deliver a steady flow of new recreation facilities to meet the growing needs of the community.

### **Public Engagement**

Public engagement is not considered during the SDC-CIP update; however, THPRD engaged stakeholders to create the 2020 SDC Methodology approved by the Board on November 12, 2020. This 2020 Methodology established THPRD's System Development Charge Fee Schedule, last updated on June 14, 2023, and the district's 20-year System Development Charge Capital Improvement Project List, last updated January 10, 2024. Also, public input on THPRD's suite of functional plans influences how projects are prioritized within the SDC-CIP and the SDC-CIP helps the district pursue the 2020 Vision Action Plan goal areas and actions, which were established through an extensive public outreach process.

### **Action Requested**

Staff are requesting board of director's approval of Resolution No. 2024-03 amending the district's five-year SDC-CIP and approving its use in developing the FY 2024-25 budget.

## RESOLUTION NO. 2024-03

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK & RECREATION DISTRICT AMENDING ITS FIVE- YEAR SYSTEM DEVELOPMENT CHARGE CAPITAL IMPROVEMENT PLAN

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) adopted a System Development Charge (SDC) and corresponding methodology by resolution in November 1998 (the “SDC Resolution”), which was amended in September 2001 and August 2003, and updated in November 2007, March 2016, and November 2020; and

**WHEREAS**, the SDC methodology adopted by THPRD in 2020 was based on needs identified in THPRD’s 2013 Comprehensive Plan Update, which considers capital facility needs through the year 2035; and

**WHEREAS**, THPRD adopted the following functional plans addressing needs and priorities for each amenity:

- Athletic Facilities Functional Plan (March 7, 2016);
- Parks Functional Plan (May 2015 and updated April 2019);
- Trails Functional Plan (February 2016); and
- Natural Resources Functional Plan (December 2014).

**WHEREAS**, the SDC methodology report adopted on November 12, 2020 titled “Draft Methodology Report Parks System Development Charges” and dated September 9, 2020 reflects growth costs identified in the 2013 Comprehensive Plan Update and the functional plans; and

**WHEREAS**, pursuant to ORS 223.309, the board must adopt a Capital Projects List of the capital improvements to be funded wholly or in part by SDCs; and

**WHEREAS**, pursuant to ORS 223.309(2), the SDC Capital Projects List may be modified at any time by separate resolution adopted by the Board; and

**WHEREAS**, the Capital Projects List must include the estimated costs, timing and percentage of costs for each improvement that the District intends to fund, in whole or in part, with improvement fee revenues; and

**WHEREAS**, THPRD’s Five-year SDC Capital Improvement Plan (SDC-CIP) is the near-term planning document used to appropriate funding and sequence the completion of projects within THPRD’s Capital Projects List according SDC fund availability, anticipated SDC revenue collection, and staff availability; and

**WHEREAS**, THPRD last amended its SDC-CIP on February 8, 2023; and

**WHEREAS**, an amended SDC-CIP is required to support the development of the THPRD Fiscal Year 2024-2025 (FY 2024-25) budget and appropriate funds in FY 2024-25 for existing and new projects.

**RESOLUTION NO. 2024-03**

**NOW THEREFORE, the Tualatin Hills Park & Recreation District resolves:**

- Section 1: The amended SDC-CIP attached as Attachment 1 is adopted; and
- Section 2: The SDC-CIP is approved for use in developing the FY 2024-25 budget; and
- Section 3: This Resolution No. 2024-03 becomes effective on February 14, 2024.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 14<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Alfredo Moreno, President

\_\_\_\_\_  
Barbie Minor, Secretary

ATTEST:

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



SYSTEM DEVELOPMENT CHARGE FUND  
PROJECTS LIST  
Proposed Five-year CIP January 2024

  Concept Planning        Construction  
  Design & Permitting        New Project (NEW)

Fiscal Year	Project or Item Description	Districtwide			North Bethany			Bonny Slope West			Non-Overlay		
		Cost Estimate	Annual Available Funding Low Estimate	Annual Available Funding High Estimate	Cost Estimate	Annual Available Funding Low Estimate	Annual Available Funding High Estimate	Cost Estimate	Annual Available Funding Low Estimate	Annual Available Funding High Estimate	Cost Estimate	Annual Available Funding Low Estimate	Annual Available Funding High Estimate
2023/24	Beginning Cash Balance (July 1, 2023)		50,830,961	50,830,961		8,378,658	8,378,658		4,653,711	4,653,711		33,144,881	33,144,881
	Less: Carryover Appropriations		34,082,040	34,082,040		7,395,937	7,395,937		1,750,000	1,750,000		13,715,677	13,715,677
	<b>Net Available Beginning Balance</b>		<b>16,748,921</b>	<b>16,748,921</b>		<b>982,721</b>	<b>982,721</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>19,429,204</b>	<b>19,429,204</b>
	Estimated SDC Revenue		8,663,005	10,588,118		2,094,793	2,560,303		-	-		6,568,212	8,027,814
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(333,696)			-						(333,696)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(242,688)			-						(242,688)		
	<b>Estimated Available Funding</b>		<b>24,835,542</b>	<b>26,760,655</b>		<b>3,077,514</b>	<b>3,543,024</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>25,421,032</b>	<b>26,880,634</b>
	New Neighborhood Park Development, Design & Permitting: NWQ-5 (Abbey Creek Park Phase II)	154,329	24,681,213	26,606,326	154,329	2,923,185	3,388,695						
	New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)	1,217,896	23,463,317	25,388,430	1,217,896	1,705,289	2,170,799						
	New Neighborhood Park Development, Design & Permitting: SEQ-2 (La Raiz Park)	169,260	23,294,057	25,219,170							169,260	25,251,772	26,711,374
	New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)	196,597	23,097,460	25,022,573							196,597	25,055,175	26,514,777
	New Neighborhood Park Development, Design & Permitting: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	137,658	22,959,802	24,884,915							137,658	24,917,517	26,377,119
	New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	2,553,942	20,405,860	22,330,973							2,553,942	22,363,575	23,823,177
	New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	40,979	20,364,881	22,289,994							40,979	22,322,596	23,782,198
	New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	190,153	20,174,728	22,099,841							190,153	22,132,443	23,592,045
	North Johnson Creek Trail Concept Planning - Project Mgmt	10,139	20,164,589	22,089,702							10,139	22,122,304	23,581,906
	So. Cooper Mtn Park and Trail Development - Project Mgmt.	3,574	20,161,015	22,086,128							3,574	22,118,730	23,578,332
	Mt. View Champions Park Sport Court - Additional funding for bond project	53,000	20,108,015	22,033,128							53,000	22,065,730	23,525,332
	New Amenities in existing parks	55,151	20,052,864	21,977,977							55,151	22,010,579	23,470,181
	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	2,583	20,050,281	21,975,394							2,583	22,007,996	23,467,598
	Beaverton Creek Trail Engineering and Construction	1,100,000	18,950,281	20,875,394							1,100,000	20,907,996	22,367,598
	Land Acquisition Infill/Cooper Mountain	2,000,000	16,950,281	18,875,394							2,000,000	18,907,996	20,367,598
	Downtown Planning	10,000	16,940,281	18,865,394							10,000	18,897,996	20,357,598
	Functional Plan - Develop Facilities Functional Plan	100,000	16,840,281	18,765,394							100,000	18,797,996	20,257,598
	<b>Subtotal FY 2023/24 Costs</b>	<b>7,995,261</b>			<b>1,372,225</b>				<b>-</b>		<b>6,623,036</b>		
2024/25	Beginning Balance		16,840,281	18,765,394		1,705,289	2,170,799		2,903,711	2,903,711		18,797,996	20,257,598

Fiscal Year	Project or Item Description	Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding	
			Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate
	<b>Estimated SDC Revenue</b>		<b>8,966,210</b>	<b>10,958,702</b>		<b>2,168,111</b>	<b>2,649,914</b>		-	-		<b>6,798,099</b>	<b>8,308,788</b>
	<b>Estimated SDC Affordable Housing 30% AMI (100% Waiver)</b>	<b>(333,696)</b>			-			-			<b>(333,696)</b>		
	<b>Estimated SDC Affordable Housing 60% AMI (50% Waiver)</b>	<b>(192,128)</b>			-			-			<b>(192,128)</b>		
	<b>Estimated Available Funding</b>		<b>25,280,668</b>	<b>29,198,271</b>		<b>3,873,401</b>	<b>4,820,713</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>25,070,271</b>	<b>28,040,562</b>
	Acquisition of Neighborhood Park Land - North Bethany (NEW)	2,100,000	23,180,668	27,098,271	2,100,000	1,773,401	2,720,713						
	Acquisition of Trails Land - North Bethany	2,000,000	21,180,668	25,098,271	2,000,000	(226,599)	720,713						
	New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)***	44,666	21,136,002	25,053,605							44,666	25,025,605	27,995,896
	New Amenities in existing parks***	77,465	21,058,537	24,976,140							77,465	24,948,140	27,918,431
	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge***	55,700	21,002,837	24,920,440							55,700	24,892,440	27,862,731
	Functional Plan - Develop Facilities Functional Plan***	50,000	20,952,837	24,870,440							50,000	24,842,440	27,812,731
	Land Acquisition - Infill/Cooper Mountain	1,000,000	19,952,837	23,870,440							1,000,000	23,842,440	26,812,731
	SDC Methodology Update (NEW)	80,000	19,872,837	23,790,440							80,000	23,762,440	26,732,731
	Acquisition of Natural Area Land - Cooper Mountain Area (NEW)	2,600,000	17,272,837	21,190,440							2,600,000	21,162,440	24,132,731
	Develop Pickleball Facility (NEW)	6,000,000	11,272,837	15,190,440							6,000,000	15,162,440	18,132,731
	Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion (NEW)	83,200	11,189,637	15,107,240							83,200	15,079,240	18,049,531
	<b>Subtotal FY 2024/25 Costs</b>	<b>14,091,031</b>			<b>4,100,000</b>			-			<b>9,991,031</b>		
<b>2025/26</b>	<b>Beginning Balance</b>		<b>11,189,637</b>	<b>15,107,240</b>		<b>(226,599)</b>	<b>720,713</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>15,079,240</b>	<b>18,049,531</b>
	<b>Estimated SDC Revenue</b>		<b>9,280,028</b>	<b>11,342,256</b>		<b>2,243,995</b>	<b>2,742,661</b>		-	-		<b>7,036,033</b>	<b>8,599,596</b>
	<b>Estimated SDC Affordable Housing 30% AMI (100% Waiver)</b>	<b>(232,576)</b>			-			-			<b>(232,576)</b>		
	<b>Estimated SDC Affordable Housing 60% AMI (50% Waiver)</b>	-			-			-			-		
	<b>Estimated Available Funding</b>		<b>20,237,089</b>	<b>26,216,921</b>		<b>2,017,396</b>	<b>3,463,373</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>21,882,697</b>	<b>26,416,551</b>
	New Neighborhood Park Development, Concept Planning: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	318,739	19,918,350	25,898,182							318,739	21,563,958	26,097,812
	New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	154,123	19,764,227	25,744,059							154,123	21,409,835	25,943,689
	Trail Development - Westside Trail Bridge - Segment 15*	7,000,000	12,764,227	18,744,059							7,000,000	14,409,835	18,943,689
	Land Acquisition - Infill/Cooper Mountain	1,000,000	11,764,227	17,744,059							1,000,000	13,409,835	17,943,689
	New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Permitting	433,113	11,331,113	17,310,945							433,113	12,976,722	17,510,576
	<b>Subtotal FY 2025/26 Costs</b>	<b>8,905,975</b>			-			-			<b>8,905,975</b>		
<b>2026/27</b>	<b>Beginning Balance</b>		<b>11,331,113</b>	<b>17,310,945</b>		<b>2,017,396</b>	<b>3,463,373</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>12,976,722</b>	<b>17,510,576</b>
	<b>Estimated SDC Revenue</b>		<b>9,604,829</b>	<b>11,739,235</b>		<b>2,322,535</b>	<b>2,838,654</b>		-	-		<b>7,282,294</b>	<b>8,900,581</b>

Fiscal Year	Project or Item Description	Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding	
			Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	-			-			-			-		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-			-			-		
	<b>Estimated Available Funding</b>		<b>20,935,942</b>	<b>29,050,181</b>		<b>4,339,931</b>	<b>6,302,027</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>20,259,016</b>	<b>26,411,157</b>
	New Neighborhood Park Development, Concept Planning: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	295,083	20,640,859	28,755,098							295,083	19,963,933	26,116,074
	New Neighborhood Park Development, Concept Planning: SWQ-4 (SW 165th Ave & SW Farmington Rd)	330,092	20,310,767	28,425,006							330,092	19,633,841	25,785,982
	New Neighborhood Park Development, Design & Permitting: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	1,623,218	18,687,549	26,801,788							1,623,218	18,010,623	24,162,764
	Land Acquisition - Infill/Cooper Mountain	1,000,000	17,687,549	25,801,788							1,000,000	17,010,623	23,162,764
	New regional Trail Development - Westside Trail Segments 16-Remainder of 18, Construction	1,773,140	15,914,409	24,028,647							1,773,140	15,237,482	21,389,624
	<b>Subtotal FY 2026/27 Costs</b>	<b>5,021,533</b>			<b>-</b>			<b>-</b>			<b>5,021,533</b>		
2027/28	<b>Beginning Balance</b>		<b>15,914,409</b>	<b>24,028,647</b>		<b>4,339,931</b>	<b>6,302,027</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>15,237,482</b>	<b>21,389,624</b>
	Estimated SDC Revenue		<b>9,940,998</b>	<b>12,150,108</b>		<b>2,403,824</b>	<b>2,938,007</b>		-	-		<b>7,537,174</b>	<b>9,212,102</b>
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	-			-			-			-		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-			-			-		
	<b>Estimated Available Funding</b>		<b>25,855,407</b>	<b>36,178,756</b>		<b>6,743,754</b>	<b>9,240,034</b>		<b>2,903,711</b>	<b>2,903,711</b>		<b>22,774,656</b>	<b>30,601,726</b>
	New Neighborhood Park Development, Concept Planning: Park Blocks	284,031	25,571,376	35,894,725	284,031	6,459,723	8,956,003						
	New Neighborhood Park Development, Concept Planning: NEQ-2 (NW Saltzman Rd & Laidlaw Rd)	400,837	25,170,539	35,493,888				400,837	2,502,874	2,502,874			
	New Neighborhood Park Development, Design & Permitting: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	1,238,875	23,931,664	34,255,013							1,238,875	21,535,781	29,362,851
	New Neighborhood Park Development, Design & Permitting: SWQ-4 (SW 165th Ave & SW Farmington Rd)	1,677,400	22,254,264	32,577,613							1,677,400	19,858,381	27,685,451
	New Neighborhood Park Development, Construction: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	5,449,099	16,805,165	27,128,514							5,449,099	14,409,282	22,236,352
	New Neighborhood Park Development, Construction: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	4,173,885	12,631,280	22,954,629							4,173,885	10,235,397	18,062,467
	Land Acquisition - Infill/Cooper Mountain	1,000,000	11,631,280	21,954,629							1,000,000	9,235,397	17,062,467
	<b>Subtotal FY 2027/28 Costs</b>	<b>14,224,127</b>			<b>284,031</b>			<b>400,837</b>			<b>13,539,259</b>		
2028/29	<b>Beginning Balance</b>		<b>11,631,280</b>	<b>21,954,629</b>		<b>6,459,723</b>	<b>8,956,003</b>		<b>2,502,874</b>	<b>2,502,874</b>		<b>9,235,397</b>	<b>17,062,467</b>
	Estimated SDC Revenue		<b>10,288,933</b>	<b>12,575,362</b>		<b>2,487,957</b>	<b>3,040,837</b>		-	-		<b>7,800,975</b>	<b>9,534,525</b>
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	-			-			-			-		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-			-			-		
	<b>Estimated Available Funding</b>		<b>21,920,212</b>	<b>34,529,991</b>		<b>8,947,681</b>	<b>11,996,840</b>		<b>2,502,874</b>	<b>2,502,874</b>		<b>17,036,373</b>	<b>26,596,992</b>
	New Neighborhood Park Development, Concept Planning: NWQ-7 (NW Liberty & NW 163rd Ter)	248,112	21,672,100	34,281,879	248,112	8,699,569	11,748,728						
	New Neighborhood Park Development, Design & Permitting: Park Blocks	1,185,593	20,486,507	33,096,286	1,185,593	7,513,976	10,563,135						



Fiscal Year	Project or Item Description	Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding	
			Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate
	New Neighborhood Park Development, Design & Permitting: NEQ-2 (NW Saltzman Rd & Laidlaw Rd)	1,708,511	18,777,996	31,387,775				1,708,511	794,363	794,363			
	New Neighborhood Park Development, Construction: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	5,308,553	13,469,443	26,079,222							5,308,553	11,727,820	21,288,439
	New Neighborhood Park Development, Construction: SWQ-4 (SW 165th Ave & SW Farmington Rd)	5,646,805	7,822,638	20,432,417							5,646,805	6,081,015	15,641,634
	Land Acquisition - Infill/Cooper Mountain	1,000,000	6,822,638	19,432,417							1,000,000	5,081,015	14,641,634
	<b>Subtotal FY 2028/29 Costs</b>	<b>15,097,574</b>			<b>1,433,705</b>			<b>1,708,511</b>			<b>11,955,358</b>		
	<b>Total for 5-year CIP List</b>	<b>57,340,241</b>			<b>5,817,736</b>			<b>2,109,348</b>			<b>49,413,157</b>		
<b>Five Year CIP Credit Projects</b>													
	New Trail Development: Finnley Woods Area	168,776	6,653,862	19,263,641	168,776	7,345,200	10,394,359						
	New Neighborhood Park Development & Trail: SWQ-8 (SW Scholls Ferry & Tile Flat Rd)	1,500,000	5,153,862	17,763,641							1,500,000	3,581,015	13,141,634
	New Park Development: SCM Main Street Park	850,000	4,303,862	16,913,641							850,000	2,731,015	12,291,634
	New Pocket Park Development: Scholls Valley Heights	250,000	4,053,862	16,663,641							250,000	2,481,015	12,041,634
	New Neighborhood Parks and Community Trail: South Cooper Mountain Blackbird Farms Parks A & B	2,814,278	1,239,584	13,849,363							2,814,278	(333,263)	9,227,356
	SCM Heights New Neighborhood Park & Community Trail: SWQ-6 (SW Albatross Ln & Oystercatcher Ln)	1,500,000	(260,416)	12,349,363							1,500,000	(1,833,263)	7,727,356
	New Neighborhood Park Development: NWQ-11 (NW Eleanor Ave and NW Evelyn St) ****	2,056,400			2,056,400								
	New Trail Acquisition & Development: Ridgeline (NEW) ****	1,063,685			1,063,685								
	New Trail Acquisition & Development: Bethany Crossing (NEW) ****	212,000			212,000								
	New Trail Acquisition & Development: Abbey Creek Terrace (NEW) ****	1,800,000			1,800,000								
	<b>Subtotal Credit Projects</b>	<b>12,215,139</b>			<b>5,300,861</b>			<b>-</b>			<b>6,914,278</b>		
	<b>Fund Balance</b>		<b>(260,416)</b>	<b>12,349,363</b>		<b>7,345,200</b>	<b>10,394,359</b>		<b>794,363</b>	<b>794,363</b>		<b>(1,833,263)</b>	<b>7,727,356</b>

\*Trail costs are 40% of total estimated costs

\*\*Improvement/Development Costs for Community Parks are 75% of Total Estimated Project Cost

\*\*\* Fiscal year 2024-2025 funding increases for carryover projects

\*\*\*\* Escrow Project - Budget accounted for in SDC revenue





# MEMORANDUM

**DATE:** January 24, 2024  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE** **Resolution Appointing Budget Committee Member**

---

## **Introduction**

Staff requests board of directors' appointment of one budget committee member.

## **Background**

The THPRD Budget Committee is comprised of ten members: five drawn from the THPRD Board of Directors and five drawn from the general public (see attached roster). There is currently one open position on the committee due to the expiration of a committee members' term (Elizabeth Edwards) on June 30, 2023. Budget committee positions are three-year terms.

Notice of the vacancies was published and applications to serve on the committee were accepted from September 11 to October 23. Eighteen applications were received. Board President Alfredo Moreno directed that board members individually review and rank the applications received.

## **Proposal Request**

Based on the board's review of the applications received, Elizabeth Edwards is recommended for reappointment to the committee. The first 2024 THPRD Budget Committee meeting is scheduled for Thursday, February 22.

## **Public Engagement**

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

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

## **Action Requested**

Board of directors' approval of Resolution 2024-04 appointing Elizabeth Edwards to the THPRD Budget Committee, for a term of three years expiring on June 30, 2026.

**RESOLUTION 2024-04  
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON**

**A RESOLUTION APPOINTING  
BUDGET COMMITTEE MEMBER**

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

**WHEREAS**, budget committee members shall be appointed by the board for a three-year term expiring on June 30, 2026; and

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

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

The Board of Directors approves the appointment of

Elizabeth Edwards

to the Budget Committee.

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 14<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Alfredo Moreno, Board President

\_\_\_\_\_  
Barbie Minor, Board Secretary

ATTEST:

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



**THPRD BUDGET COMMITTEE**  
**FY 2024/25 Budget**

	<u>Term</u>
Jon Cascino	6/30/25
Chris Howard	6/30/24
Barbie Minor	6/30/25
Felicita Monteblanco	6/30/25
Alfredo Moreno	6/30/25
Miles Palacios	6/30/27
Tya Ping	6/30/27
Carolyn Uy	6/30/25
Natalie Zehner	6/30/24
VACANT	6/30/26



# MEMORANDUM

**DATE:** January 29, 2024  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE** **Maintenance Operations Update - Winter Storm Response**

---

In response to a week of severe winter weather, THPRD staff have been focused on assessing damage, coordinating clean-up and repairs, and preparing district sites to safely welcome back employees and patrons. The icy weather conditions posed significant challenges for staff and the community with damage impacting facilities, parks, trails, and natural areas across the district.

Jon Campbell, Maintenance Operations manager, and Keith Watson, Support Services manager, will attend the February 14, 2024, board of directors' meeting to share information and photos of the impacts the winter weather had on district property and staff's on-going efforts to clean up storm debris and repair damage.



# MEMORANDUM

**DATE:** January 31, 2024  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** **General Manager's Report**

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## **Local Option Levy Update**

Holly Thompson, Communications director, will provide an update on public information and outreach efforts underway to support the district's local option levy before voters in May 2024.

## **Dog Run Update**

Holly Thompson, Communications director, and Liana Harden, engagement & partnership specialist, will provide an update on community engagement efforts to support siting dog runs in parks. Specifically, they will be discussing the outcome of the outreach process for Garden Home Park and lessons the district learned through this outreach effort.

## **Adaptive & Inclusion Services**

Emily Kent, Sports & Inclusion manager, Juan Caez, assistant center supervisor, and Jared Grafenauer, Adaptive & Inclusion specialist, will provide information regarding adaptive and inclusive services. The presentation will cover programs such as Camp Rivendale, Therapeutic Recreation, and Inclusion Services.



# MEMORANDUM

**DATE:** January 29, 2024  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Legislative Update**

---

At the board's February 14 meeting, Aisha Panas, deputy general manager, and Kylie Grunow with Meriwether Strategies, the district's lobbyist, will present an update on the 2024 State Legislative Session. The update will include a brief overview of the THPRD legislative platform, a preview of the filed bills for the short session, and opportunity to discuss any emerging priority areas for the district.



# MEMORANDUM

**DATE:** January 29, 2024  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Metro Community Choice Grant Program**

---

## Introduction

Staff will be at the February board of directors' meeting to provide an update on THPRD's partnership with Metro on the Community Choice Grant pilot program.

## Background

In November of 2019, voters within the Portland Metro area approved a \$475 million Parks and Nature bond – Measure No. 26-203 – (the “bond”) funding six programs designed to protect clean water, restore fish and wildlife habitat, and create opportunities to connect people with nature close to home. The bond allocated \$40 million to fund Nature in Neighborhoods capital grants. Of that \$40 million, \$2 million was allocated to a one-year pilot grant program (Community Choice grants) in Metro Council District 4 including all urban areas in Washington County north of Oregon Highway 8 and areas west of Cornelius. Community Choice grants can help fund projects from \$10,000 up to \$250,000. The grants fund community-led, identified, and supported park and nature projects aimed at benefiting communities of color and people with low incomes by better connecting them to nature close to home, improving fish and wildlife habitat, and increasing climate resiliency. Grant funds can be used by a local government to buy land, build nature-themed park structures, improve public access to nature areas, or for nature restoration. The grants cannot be used for programming, classes, traditional play structures, or athletic fields and courts.

In July of 2022, Metro approached THPRD, and other Metro Council District 4 jurisdictions, to inquire about the district's interest in participating in the 2023 Community Choice grants pilot. In October of 2022, Metro hired Knot Studio, a local design firm, to lead this pilot project and develop partnerships between Metro, local jurisdictions, and the public. The Community Choice grants pilot officially began in January 2023. Between February and April, Metro and Knot Studio partnered with participating jurisdictions to conduct initial community engagement asking community members to provide ideas for park and nature projects. The 150 ideas identified by community members were then reviewed by Metro, a community-led committee convened by Metro for the pilot, and partner agencies to confirm they met the grant criteria including racial equity and climate resilience requirements within the bond. Between April and October 2023, the 150 project ideas were reviewed and refined with community members through six community design workshops and two community votes. From this process, nine projects are being recommended to Metro's Council for approval. The following are three THPRD projects being considered.

1. To Make It All Good Again at Tualatin Hills Nature Park – This project will restore natural areas using traditional ecological knowledge led by a partnership with Indigenous community members. It will also help expand programming to connect more people to this place using a culturally specific lens. (Attachment 1)

2. Connecting People and Habitat in Aloha – This project would build additional gleaning gardens and natural areas at Recuerdo Park, with the organization Adelante Mujeres. The project will make natural spaces more inclusive and increase health and welfare in diverse neighborhoods. (Attachment 2)
3. Pollinator Pathway – Located north and adjacent to Rock Creek Powerlines Soccer Fields and the Rock Creek Trail. This project will create a pollinator- and bird-friendly habitat and provide interpretive information along the trail. (Attachment 3)

### **Proposal Request**

There is no proposal request. Staff will provide an update on Metro's Community Choice grant pilot program and the three THPRD grant project recommendations being considered by Metro Council at its February 22, 2024, meeting.

### **Outcomes of Proposal**

THPRD project highlights include trail and habitat restoration, gleaning garden expansions, and partnership opportunities with historically underrepresented communities.

### **Public Engagement**

Metro went through a deliberate community engagement process to collect as many ideas as possible. Between March and May 2023, Metro collected project ideas through a survey and worked with partner agencies to reach communities that governments have excluded in the past. The initial collection of ideas from the community included 120 project ideas. During July of 2023, Metro conducted 3 community design workshops so community members could work with design professionals and staff from local agencies to take the project ideas and turn them into viable project concepts. Through this process 50 projects were created, 15 of which were within THPRD. The first public vote was held between late July and mid-August 2023. From this vote, 50 projects were narrowed down to 28 projects with 9 being in THPRD's jurisdiction. In August, Metro held a second round of 3 community design workshops to coordinate more detailed planning, designs, and costs with the community. The final vote was held September through October of 2023. Over 1,650 community members voted for their favorite parks and nature projects. THPRD was fortunate to have three of the final nine projects selected as recommendations for Metro Council's consideration.

### **Action Requested**

No action is being requested. Staff will provide an update on THPRD's partnership with Metro on their Community Choice grant pilot program.



# To Make it All Good Again at Tualatin Hills Nature Park

## Hacer que todo vuelva a estar bien en Tualatin Hills Nature Park



*\*Note: rendering and site plan concepts illustrate the vision and program ideas, not the final design. Final designs to be determined through a detailed design process after selected projects have been awarded.\**

*\*Nota: Los conceptos de renderizado y plano de sitio ilustran la visión y las ideas del programa, no el diseño final. Los diseños finales se determinarán a través de un proceso de diseño detallado después de que se hayan adjudicado los proyectos seleccionados.\**



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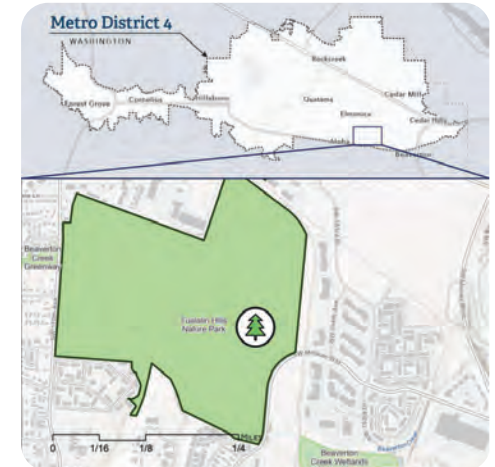


### Project Summary

Existing trails wind through the beloved streams and wooded area of Tualatin Hills Nature Park. New interpretive signage is proposed throughout the trails to inform people of all ages about the nature they are interacting with and cultural practices associated with various plants. This project idea centers around the potential for future collaboration between THPRD and the Native Community, who could work together to develop the interpretive content. Native plant restoration areas will be identified and restored. Trail accessibility, maintenance, and restoration improvements will be made.

### Project Cost

The total cost To Make it All Good Again at Tualatin Hills Nature Park is an estimated \$247,000. Accessibility improvements cost \$40,000. Culturally significant native plant restoration cost \$40,000. Interpretive signage throughout is \$60,000. Project development costs at \$50,000 must also be considered. A 30% contingency cost is included in the estimate.



### Resumen del proyecto

Los senderos existentes pasan por los arroyos y el área arbolada de Tualatin Hills Nature Park. Se proponen nuevas señalizaciones interpretativas a lo largo de los senderos para informar a las personas de todas las edades sobre la naturaleza con la que están interactuando y las prácticas asociadas con las diferentes plantas. Estas ideas del proyecto se centran en la posible colaboración futura entre THPRD y la comunidad indígena, los cuales podrían trabajar juntos para desarrollar contenido interpretativo. Se identificarán y restaurarán las áreas de restauración de plantas autóctonas. Se llevarán a cabo mejoras de accesibilidad, mantenimiento y restauración de los senderos.

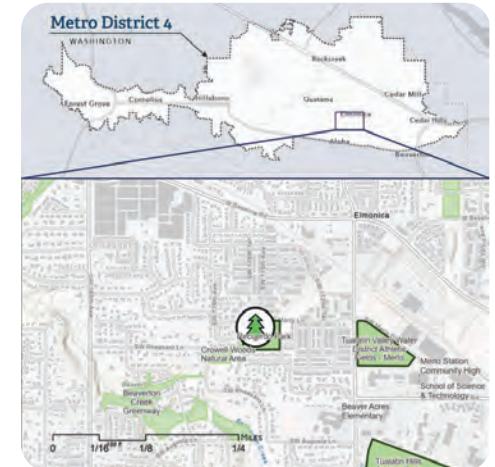
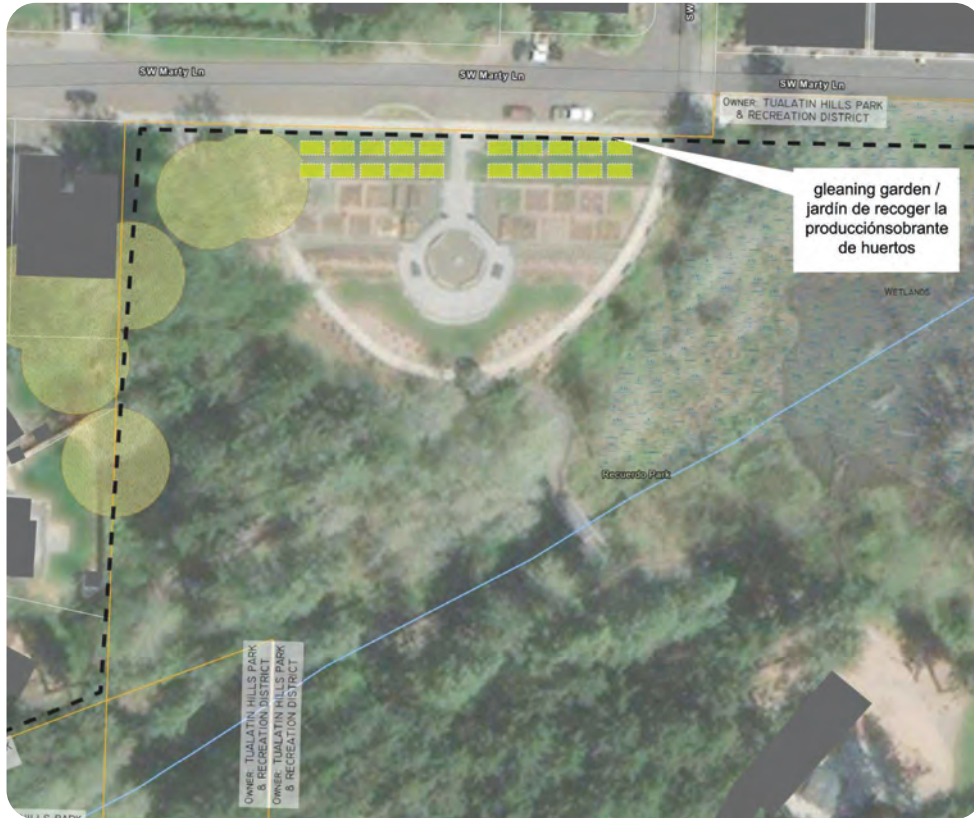
### Costo del proyecto

El costototaldeHacerquetodovuelvaaestarbien en Tualatin Hills Nature Park es de aproximadamente \$247,000. Las mejoras de accesibilidad costarán \$40,000. La restauración de plantas autóctonas culturalmente significativas costará \$40,000. La señalización interpretativa por toda el área costará \$60,000. También deben tomarse en cuenta los costos del desarrollo del proyecto de \$50,000. Se incluye un costo de contingencia del 30 % en la estimación.



# Connecting People and Habitat in Aloha Conectar a las personas y al hábitat en Aloha

ATTACHMENT 2



### Project Summary

In the scenic and newly refurbished Recuerdo Park, this project proposes enhancing community connection to nature by expanding gleaning garden amenities. The proposed project is an expansion of the gleaning garden area which would include new garden plots at the north side of the park along SW Marty Lane. Adelante Mujeres is a potential community partner for this work. Visitors would have the opportunity to connect with nature through existing view points, trails, bridges, and shelters.

### Project Cost

The total cost of Connecting people and habitat in Aloha is estimated at \$249,600. Garden expansion is estimated to cost \$120,000. Interpretive and small plant signage cost \$12,000. Permitting fees at \$15,000 and Project development fees at \$45,000 must also be considered. A 30% contingency cost is included in the estimate.

### Resumen del proyecto

En este escénico y recién renovado Recuerdo Park, este proyecto propone mejorar la conexión comunitaria con la naturaleza a través del expansión de servicios de huerto. El proyecto propuesto es una expansión del área de huertos comunitarios que incluiría nuevas parcelas del huerto en el lado norte del parque, a lo largo de SW Marty Lane. Adelante Mujeres es un posible socio comunitario para este trabajo. Los visitantes tendrían la oportunidad de conectarse con la naturaleza a través de miradores, senderos y puentes en el sitio.

### Costo del proyecto

El costo total de Conectar a las personas y al hábitat en Aloha es de aproximadamente \$249,600. El huerto de recolección costará aproximadamente \$120,000. La señalización interpretativa y los letreros pequeños para las plantas costarán \$12,000. También deben tomarse en cuenta las cuotas de los permisos de \$15,000 y las cuotas del desarrollo del proyecto de \$45,000. Se incluye un costo de contingencia del 30 % en la estimación.

*\*Note: rendering and site plan concepts illustrate the vision and program ideas, not the final design. Final designs to be determined through a detailed design process after selected projects have been awarded.\**

*\*Nota: Los conceptos de renderizado y plano de sitio ilustran la visión y las ideas del programa, no el diseño final. Los diseños finales se determinarán a través de un proceso de diseño detallado después de que se hayan adjudicado los proyectos seleccionados.\**



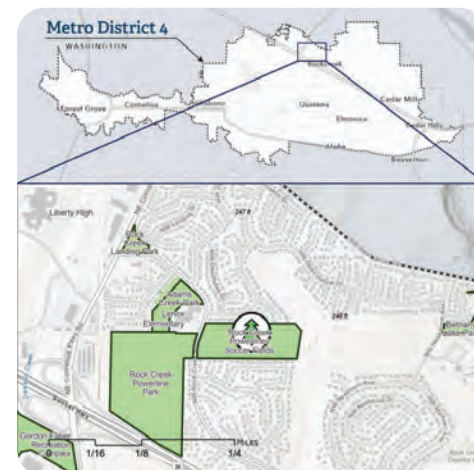
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# Pollinator Pathway on Rock Creek Powerline Trail

## Ruta para polinizadores en el sendero Rock Creek Powerline Trail



### Project Summary

Walking the Rock Creek Powerline Trail from NW Rock Creek road, there are invasive blackberries all along the existing trail. This project proposes to remove these bushes and replant native pollinators along the extent of trail opposite to the soccer fields. Along the trail near the newly planted pollinator area will be three rest benches on accessible surfacing, with plant signage to promote learning opportunities.

### Project Cost

The total cost of a Pollinator Pathway on the Rock Creek Powerline Trail is estimated to be \$244,725. Concrete surfacing and benches are \$37,500. Invasive removal and pollinator planting costs \$110,500. Interpretive signage and small plant signs cost \$5,250. Permitting fees at \$15,000 and Project development fees at \$20,000 must also be considered. A 30% contingency cost is included in the estimate.

### Resumen del proyecto

Hay zarzamoras invasoras a lo largo del sendero existente en el Rock Creek Powerline Trail, desde el sendero de NW Rock Creek. Este proyecto propone eliminar estos arbustos y sembrar plantas autóctonas para polinizadores a lo largo del sendero opuesto a los campos de fútbol. A lo largo del sendero, cerca del área recién sembrada con plantas para polinizadores, habrá tres bancas para descansar sobre superficie accesible, con letreros informativos sobre las plantas para promover las oportunidades de aprendizaje.

### Costo del proyecto

El costo total de la Ruta para polinizadores en el sendero Rock Creek Powerline Trail es de aproximadamente \$244,725. La superficie de concreto y las bancas costarán \$37,500. La eliminación de los arbustos invasores y la siembra de plantas de polinización costarán \$110,500. La señalización interpretativa y los letreros pequeños para plantas costarán \$5,250. También deben tomarse en cuenta las cuotas de los permisos de \$15,000 y las cuotas del desarrollo del proyecto de \$20,000. Se incluye un costo de contingencia del 30 % en la estimación.

*\*Note: rendering and site plan concepts illustrate the vision and program ideas, not the final design. Final designs to be determined through a detailed design process after selected projects have been awarded.\**

*\*Nota: Los conceptos de renderizado y plano de sitio ilustran la visión y las ideas del programa, no el diseño final. Los diseños finales se determinarán a través de un proceso de diseño detallado después de que se hayan adjudicado los proyectos seleccionados.\**



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