



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

**Board of Directors Regular Meeting
Wednesday, September 9, 2020
4:30 pm**

AGENDA

1. Call Regular Meeting to Order
2. [Proclamation: National Hispanic Heritage Month](#)
3. [Presentation: Emergency Shelter COVID-19 Response](#)
4. Audience Time*
5. Board Time
 - A. Committee Liaisons Updates
6. Consent Agenda**
 - A. [Approve: Minutes of July 22, 2020 Board Work Session](#)
 - B. [Approve: Minutes of August 12, 2020 Regular Board Meeting](#)
 - C. [Approve: Minutes of August 19, 2020 Special Board Meeting](#)
 - D. [Approve: Monthly Bills](#)
 - E. [Approve: Monthly Financial Statement](#)
 - F. [Approve: Intergovernmental Agreement with City of Beaverton for Building Public Mental Health and Community Psyche Program](#)
 - G. [Approve: Resolution Adopting a District 457 Governmental Deferred Compensation Plan and Trust](#)
7. Unfinished Business
 - A. [Approve: Resolution Adopting Vision Action Plan](#)
 - B. [Review: SDC Methodology Update - Affordable Housing Waiver Policy](#)
 - C. [Information: General Manager's Report](#)
8. New Business
 - A. [Approve: Resolution Authorizing the Transfer of Appropriated Funds Within the 2020-21 System Development Charges Fund Budget](#)
 - B. [Approve: Request for Reallocation of Funds Between Projects Within the 2020-21 System Development Charges Fund Budget](#)
 - C. [Approve: Resolution Appointing Advisory Committee Members](#)
9. Adjourn

Due to the current State of Emergency as a result of the COVID-19 pandemic, the THPRD Board of Director's September 9, 2020 Regular Meeting will be conducted electronically. Live streaming of this meeting will be available at <https://youtu.be/7HQFSmRWraU> and also posted on the district's website at www.thprd.org

*** Audience Time / Public Testimony:** Testimony is being accepted for this meeting by email only. If you wish to submit testimony, please do so **by 3 pm on September 9, 2020** to boardofdirectors@thprd.org. Testimony received by the designated time will be read into the record during the applicable agenda item with a 3-minute time limit.

****Consent Agenda:** Testimony regarding items 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.



MEMO

DATE: September 2, 2020
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the September 9, 2020 Board of Directors Meeting**

Agenda Item #2 – Proclamation: National Hispanic Heritage Month

Attached please find a proclamation declaring September as National Hispanic Heritage Month.

Agenda Item #3 – Presentation: Emergency Shelter COVID-19 Response

Attached please find a memo announcing that Kim Marshall, Executive Director with Project Homeless Connect, will be at your meeting to share about the organization's experience operating a temporary emergency shelter for people experiencing homelessness out of the Elsie Stuhr Center early in the COVID-19 pandemic.

Agenda Item #6 – Consent Agenda

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

- A. [Approve: Minutes of July 22, 2020 Board Work Session](#)
- B. [Approve: Minutes of August 12, 2020 Regular Board Meeting](#)
- C. [Approve: Minutes of August 19, 2020 Special Board Meeting](#)
- D. [Approve: Monthly Bills](#)
- E. [Approve: Monthly Financial Statement](#)
- F. [Approve: Intergovernmental Agreement with City of Beaverton for Building Public Mental Health and Community Psyche](#)
- G. [Approve: Resolution Adopting a District 457 Governmental Deferred Compensation Plan and Trust](#)

Agenda Item #7 – Unfinished Business

- A. [Approve: Resolution Adopting Vision Action Plan](#)

Attached please find a Vision Action Plan for consideration of the board's approval.

Action Requested: Board of directors' approval of Resolution No. 2020-16 adopting the Vision Action Plan.

- B. [Review: SDC Methodology Update - Affordable Housing Waiver Policy](#)

Attached please find a memo presenting options and seeking board guidance for the policy framework for system development charge (SDC) waivers for affordable housing.

- C. [General Manager's Report](#)

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

Agenda Item #8 – New Business

A. [Resolution Authorizing the Transfer of Appropriated Funds within the 2020-21 System Development Charges Fund Budget](#)

Attached please find a memo requesting authorization for transferring appropriated funds within the SDC fund budget to support artwork in the Patricia Reser Center for the Arts urban plaza.

Action Requested: Board of directors' approval of Resolution 2020-17 to authorize the transfer of appropriated funds within the 2020/21 SDC fund budget.

B. [Request for Reallocation of Funds Between Projects Within the 2020-21 System Development Charges Fund Budget](#)

Attached please find a memo requesting the reallocation of system development charge appropriated funds between projects within the FY 2020/21 Adopted Budget.

Action Requested: Board of directors' approval to authorize the reallocation of funds between projects within the FY 2020/21 Adopted Budget.

C. [Resolution Appointing Advisory Committee Members](#)

Attached please find a memo requesting reappointment of five individuals to a one-year extension of their terms on THPRD advisory committees due to the COVID-19 pandemic.

Action Requested: Board of directors' approval of Resolution No. 2020-18 Appointing Advisory Committee Members.

Other Packet Enclosures

- [Monthly Capital Report](#)
- [Monthly Bond Capital Report](#)
- [System Development Charge Report](#)



TUALATIN HILLS PARK & RECREATION DISTRICT

PROCLAMATION

By the Board of Directors

WHEREAS, each year, Americans observe National Hispanic Heritage Month by celebrating the culture, heritage and countless contributions of people of Hispanic descent; and

WHEREAS, the national observance began in 1968; and

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

WHEREAS, the THPRD community is strengthened and made better by the many contributions of Hispanic people who live in our community; and

WHEREAS, Hispanic people have had a profound and positive influence on our community; and

WHEREAS, Hispanic people continue to make important contributions to the cultural, educational, economic and political vitality of our community; and

WHEREAS, we honor the rich diversity of the people we serve.

NOW, THEREFORE, the Board of Directors of the Tualatin Hills Park & Recreation District does hereby declare the month of September 2020 as

National Hispanic Heritage Month

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

Signed this 9th day of September, 2020.

Ashley Hartmeier-Prigg, President

Tya Ping, Secretary



TUALATIN HILLS PARK & RECREATION DISTRICT

Proclamación

Por la Junta Directiva

CONSIDERANDO, que cada año, los Estadounidenses conmemoran del Mes Nacional de la Herencia Hispana por medio de la celebración de la cultura, tradición y las innumerables contribuciones por parte de las personas de descendencia hispana; y

CONSIDERANDO, que ésta celebración inicio en 1968; y

CONSIDERANDO, que THPRD honra y valora las contribuciones tan apreciables y únicas por parte de todos los miembros de la comunidad y se esfuerza por proveer un sistema de parques y recreación que brinde un ambiente de bienvenida e inclusión haciendo de él un espacio accesible y abierto para todos; y

CONSIDERANDO, que la comunidad de THPRD se fortalece y mejora por las diversas contribuciones de las personas hispanas que viven en nuestra comunidad; y

CONSIDERANDO, que las personas hispanas tienen una influencia profunda y positiva en nuestra comunidad; y

CONSIDERANDO, que las personas hispanas continuarán contribuyendo en aspectos culturales, educativos, económicos y políticos que dan vitalidad a la comunidad; y

CONSIDERANDO, que honramos la enriquecedora diversidad de la personas a quienes servimos.

POR LO TANTO, EN ESTE MOMENTO, la Junta Directiva del Distrito de Parques y Recreación de Tualatin Hills declara el mes de Septiembre del 2019 como el

Mes Nacional de la Herencia Hispana

También instamos a todos los integrantes del Distrito de Parques y Recreación de Tualatin Hills a fomentar y promover dicha celebración.

Se firma el 9 de septiembre del 2020.

Ashley Hartmeier-Prigg, Presidenta

Tya Ping, Secretaria



MEMO

DATE: August 27, 2020
TO: Doug Menke, General Manager
FROM: Holly Thompson, Communications Director

RE: **Emergency Shelter COVID-19 Response Presentation**

Kim Marshall, Executive Director, Project Homeless Connect of Washington County, will be at the September 9, 2020 board of directors' meeting to share about the organization's experience partnering with THPRD, Washington County, and Community Action Organization, on a temporary emergency shelter for people experiencing homelessness, that operated out of the Elsie Stuhr Center early in the COVID-19 pandemic.

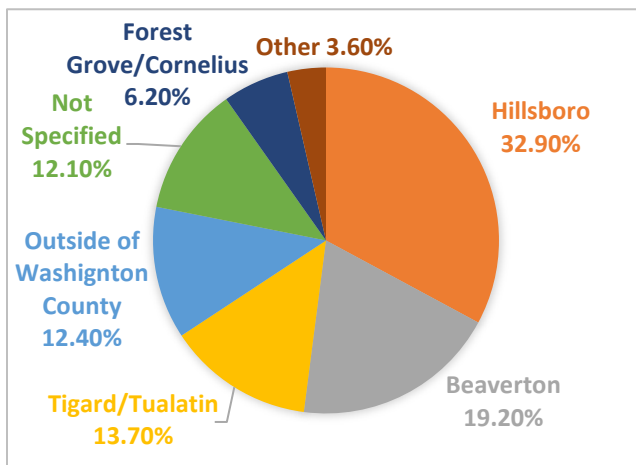
Emergency Shelter COVID 19 Response: Summary and lessons learned



The Severe Weather Shelter network began providing emergency shelter to individuals during the winter months (November to March) in 2008. Led by Washington County Department of Housing Services, the network of primarily faith based organizations opened their doors and, staffed and managed entirely by volunteers, provided a warm, dry, safe place to sleep, meals, and supports to individuals who would otherwise be unsheltered in our communities. In 2008, the shelter system was activated only during periods of extreme weather which resulted in a total of 18 days of activation and 171 bed stays provided by 442 volunteer hours. Over the course of the last 12 years, the system has grown into a fully developed winter shelter system offering safe accommodations to nearly 800 individuals at 8 sites during the winter months.

In January 2020, the membership of the Housing and Supportive Services Network completed our Continuum of Care's Point in Time Count, the annual census of shelter and unsheltered homeless individuals and families in our community. This year's count identified a total of 618 individuals in 491 households, of whom 307 individuals in 270 households were unsheltered at the time of the count. The unsheltered individuals consisted of 23 children under the age of 18, 13 young adults between the ages of 18 and 24, and 271 adults over the age of 24 including 44 older adults over the age of 55. 102 individuals were identified as chronically homeless. The US Department of Housing and Urban Development defines Chronically Homeless in 24 CFR Parts 91 and 578:

A "chronically homeless" individual is defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the "chronically homeless" definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.



The Point in Time Count also assess the geographic distribution of unsheltered homeless individuals within Washington County both by where individuals were contacted during the count and where they report being their primary location. Figure 1 identifies the distribution of the unsheltered population by primary location during the Point in Time count period.

Figure 1. Geographic distribution of unsheltered population – 2020 PIT

The 2019-2020 Severe Weather Shelter season began on November 1, 2019 with 8 Faith Based shelter provider partners funded by Community Action through a contract with Oregon Housing and Community Services. Still primarily volunteer driven, the programs operated independently under the collaborative model established by the Department of Housing Services. Seven of the 8 providers were open 1 to 2 nights per week at locations throughout the county and beds were offered on a first come, first served basis with people seeking shelter gathering at the entrance to each shelter awaiting entry. On nights when there were more individuals seeking shelter than the number of available beds, people were turned away at the door. One shelter program, at Sunrise Church, operated for 90 consecutive days with beds offered on an enrollment basis offering any empty beds remaining each night on a first come, first served basis.

Due to the growing threat of infection from COVID19, the State of Oregon issued guidance that communities should enact social distancing practices, and instituted a 'Stay Safe, Stay Home order'. The threat of COVID19 and resulting building closures led to the early closure of several of the Severe Weather shelter programs. On March 16th, most programs were shut down due to lack of access to buildings, lack of volunteers, and concern regarding the spread of COVID19 in their communities – particularly in spaces not large enough to allow for adequate distancing. The SOS program operated by Project Homeless Connect out of the Sunrise Baptist Church in Hillsboro had already closed their 90 day program on April 30th but was continuing to engage with unsheltered people through the operation of a day center out of the church building. The Beaverton Severe Weather Shelter also continued to operate one night per week out of building owned by the City of Beaverton.

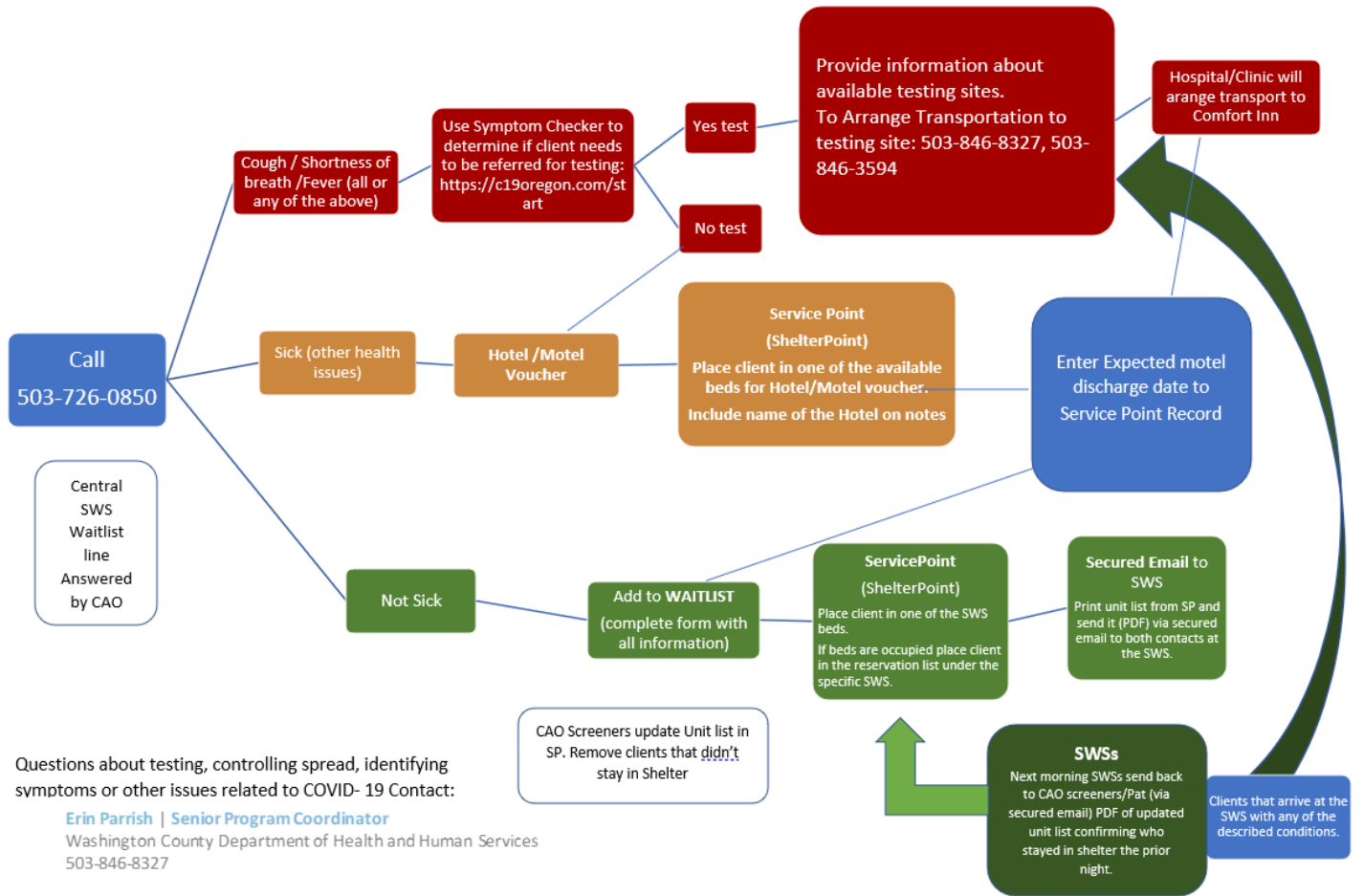
The Beaverton Severe Weather Shelter, operated by Just Compassion and Sunrise Severe Weather Shelter, operated by Project Homeless Connect, were able to continue to operate in their buildings and retain paid staff. Due to the closure of the other programs in the network and the need to ensure access to shelter, food, basic human sanitation, and to prevent the spread of COVID in the homeless community, the shelter season was extended to May 31, 2020. On March 18, 2020 Oregon Housing and Community Services provided an additional \$250,000 to Community Action to support the additional cost of extending the severe weather shelter season.

After consideration of the operating capacity of the existing network and the geographic distribution of unsheltered individuals in the January 2020 Point In Time Count, Just Compassion and Project Homeless Connect were asked to expand their services to provide emergency shelter 7 nights per week and to extend their operations to include daytime hours to reduce the risk of exposure and provide a more stable daily census in shelter. With the additional funding and the support of the Cities of Beaverton and Hillsboro, both programs agreed and began to adjust their programs, intake processes, and staffing levels to meet the need.

To mitigate the risk of COVID19 exposure and infection in the congregate settings, three significant adjustments to the program operations were identified as necessary for the safety of shelter residents and staff:

1. Real-time data available about shelter stays to facilitate contact tracing should an individual test positive for COVID19.
2. Divert symptomatic or medically vulnerable individuals from congregate settings.
3. Enhanced intake and screening procedures at shelter entry to identify and divert newly symptomatic individuals.

Through a phone-based screening and entry process, individuals seeking shelter who reported symptoms of COVID19 were diverted to testing sites and respite shelter at the Comfort Inn in Hillsboro operated by Washington County. Those who reported an underlying medical condition that would place them at additional risk for complications or death from exposure to COVID in a congregate setting were diverted to local motels across the county. Individuals were screened at shelter entry for newly developed symptoms after initial screening. The process used to determine placement is outlined in the flowchart below.



Shortly after reopening, Sonrise Church was no longer able to host the shelter and Project Homeless Connect worked with the City of Hillsboro and Tualatin Hills Parks and Recreation District to quickly operationalize two new sites – the Salvation Army site in Hillsboro, and the Elsie Stuhr Center in Beaverton.

From March 18 to June 1, the collaboration provided 4,795 bed stays to 291 individuals. With initial screening and diversion procedures in place, the response successfully mitigated the spread of COVID19 in the homeless population. Between March 25, 2020 and June 1, 2020, all partners participated in brief, virtual meetings 3 times per week to address emerging concerns and share rapidly changing information, consult with Washington County Public Health, ensure effective processes, staff complex client situations, and facilitate strong communication and program support. As a result of the frequent communication, emerging needs in the sheltered population were identified and relationships were in place to problem solve and adjust processes or enhance services as needed. Ongoing consultation with Washington County

Health and Human Services staff helped ensure that shelter programs had access to the information and materials needed to safely operate a congregate shelter setting in the midst of the pandemic. During the last two weeks of shelter operations Washington County Health and Human Services provided on site access to mental health and substance use assessments and supports on-site at each program. This partnership was remarkably supportive to the shelter guests and staff and resulted in improved engagement in services by several individuals.

The active participation of City staff in the collaboration meetings provided a direct line of communication between the cities and the programs.

The following is a summary of the impact of this expansion including lessons learned and recommendations for current and future consideration.

What Worked Well:

- Partnership & engagement from local jurisdictions - additional sites and expanded hours could not have been operationalized without the support of the cities and park district.
- Consolidated sites – reducing the number of sites made logistics and staffing easier & reduced potential spread of the virus. It also removed the burden of traveling across the county to access shelter day to day from people experiencing homelessness.
- Paid staffing ensured consistent and reliable coverage of additional shifts
- Expanded days and hours – operating 7 days/week and extending day-time hours allowed for more stability in shelter and enhanced the safety of the sheltered population by reducing potential exposures. Extended hours also provided more awake, non-meal time to engage with guests and supported access to services including engagement in Coordinate Entry processes (Community Connect), access to health, mental health, and substance use treatment programs, and provided shelter guests a place to be during daytime hours reducing complaints of loitering in surrounding neighborhoods.
- Reduced Shelter Census - Smaller number of individuals per site allowed for better engagement & relationship building, better oversight, and reduced the risk of virus spread.
- Coordinated enrollment facilitated access, reduced exposure, improved data quality and supported contract tracing.
- Providing mental health and addictions services on site – LifeWorks and 4D staff on-site facilitated access to services and resulted in improved engagement
- Ongoing coordination, regular communication, staffing individual client situations improved ability to be responsive and improve health, safety and efficiency
- Built for Zero – Having shelter services in place supported the efforts of the Built for Zero initiative by providing both a safe place to engage with individuals and additional contact points to help facilitate housing program enrollment processes.
- Mobile Shower Trailer – The expanded use of the one shower trailer operating in Washington County enabled shelter providers to ensure access to basic sanitation that we necessary for maintaining the health and safety of sites that did not have access to shower facilities. A schedule was developed to share access to showers for both sheltered and unsheltered people across the county.

Opportunities for improvement:

- Hotel placement for medically fragile individuals resulted in less support for those individuals due to lack of staffing. Individuals who are not able to care for themselves

independently and are not well enough to manage in a congregate shelter setting need a safe place to be with adequate supports as permanent solutions are developed.

- The delay in connecting with Hawthorne and 4D staff was a missed opportunity to engage people early on. Having these agreements in place as well as dedicated liaison staff at opening will ensure no delay.
- There remains a significant need for access to day shelter services. For a variety of reasons, a percentage of the homeless population cannot safely engage in congregate shelter settings. However, there is still a need for access to showers, laundry, basic health assessments, and support services. Expanding access to Day Shelter services and Street Outreach wide would allow for regular contact with the unsheltered population for the purposes of ensure health and safety and engaging in housing plans.
- Training at startup and on-going for shelter staff and volunteers – with expanded days and hours resulting in more time spent in the congregate setting with others, having staff trained in maintaining a safe and healthy environment, recognizing mental health crisis, and de-escalating conflict is essential.
- Siting – identifying and gaining access to facilities in which to provide shelter was challenging. Siting issues resulted in delays in implementing programs. Opportunity for education and engagement
- Access to basic sanitation, including bathrooms and showers were a significant issue for the unsheltered population. Not having consistent access to these basic resources poses a significant health risk.
- Access to phones, charging stations and internet was essential for accessing services, including shelter, applying for benefits, and having reliable information about COVID in the community. Without reliable access to these modern essentials, unsheltered individuals are at a significant disadvantage during the Pandemic.

Recommendations:

Mitigate siting challenges in advance – Identify locations that could serve as emergency shelter for homeless individuals in a public health crisis, in periods of severe weather, and as a full-time year-round asset in your community. Consider what conversations need to happen to engage stakeholders, build political will, and secure potential sites.

Engage in preparations for the winter shelter season now. The Severe Weather Shelter system will need to function differently this coming season as we may not be able to rely on church buildings or volunteers and will likely need to reduce the number of sites, reduce movement across the county, and limit exposure by operating 7 nights in a smaller number of smaller sites. This will require investment of additional resources as well as engagement from local jurisdictions to identify and support shelter sites.

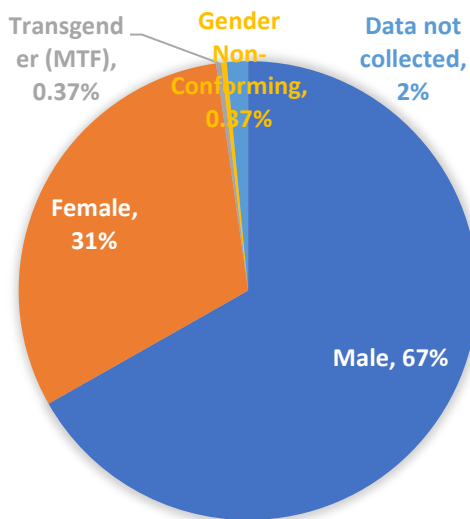
Support street outreach and harm reduction efforts. We cannot shelter or house all homeless people in our community. Therefore, for the duration of the COVID 19 threat and until additional resources are available to address the permanent housing and shelter needs of our community, increased access to basic sanitation services – specifically restrooms, showers and laundry – through a combination of expanded day shelter hours and the purchase of two additional shower trucks.

Increase Street Outreach to maintain contact with unsheltered populations, monitor for symptoms and make referrals for testing within unsheltered populations to prevent spread within camps and general populations.

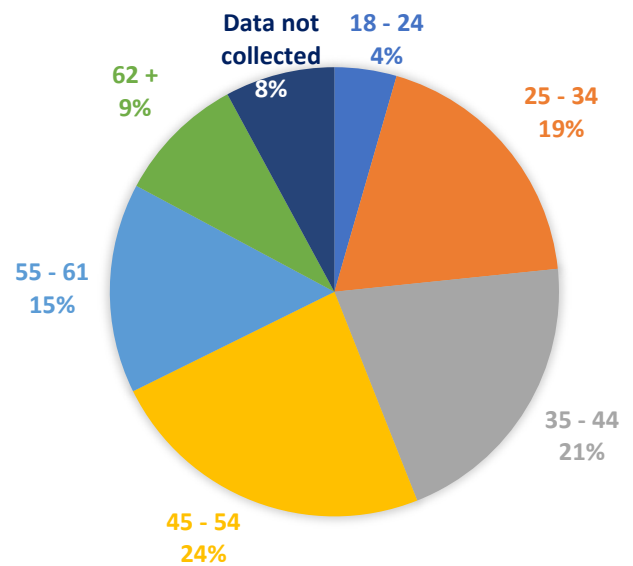
Combined Impact of All Efforts

Total Unduplicated Individuals	291	Total Unduplicated Households	261
Chronically Homeless Individuals	60	Individuals with disabling conditions	124
Youth 18-25	12	Veterans	15

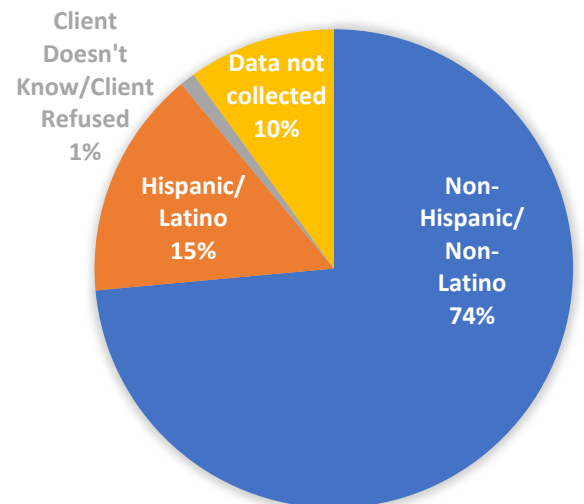
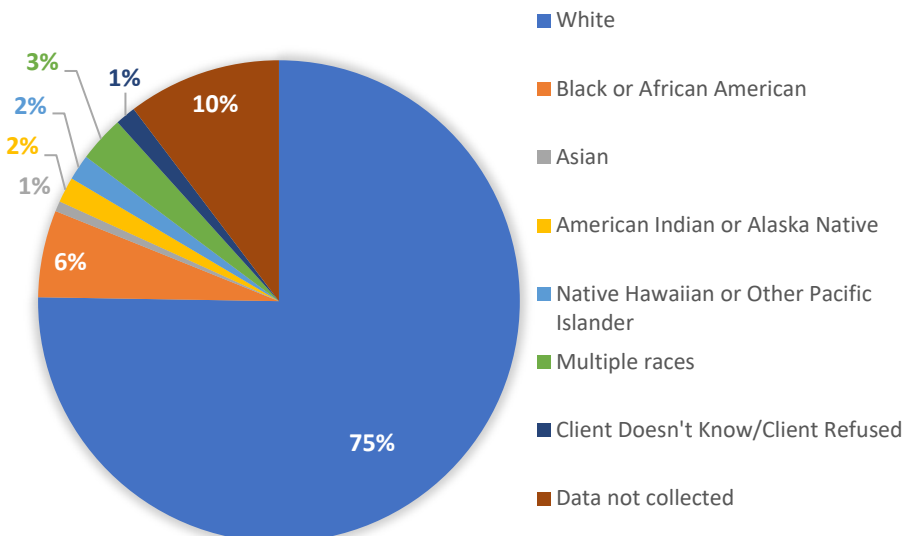
Participants by Gender:



Participants by Age:



Participants by Race and Ethnicity:



Sources of Income:

Supplemental Security Income (SSI)	37
Social Security Disability Insurance (SSDI)	20
Earned Income	14
Other Source	11

Exit Destination:

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	254
Rental by client, no ongoing subsidy	8
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	6
Substance abuse treatment facility or detox center	3
Staying or living with friends, temporary tenure (e.g., room apartment or house)	3
Hotel or motel paid for without emergency shelter voucher	3
Staying or living with friends, permanent tenure	1
Staying or living with family, temporary tenure (e.g., room, apartment or house)	1
Staying or living with family, permanent tenure	1
Owned by client, no ongoing subsidy	1
Hospital or other residential non-psychiatric medical facility	1

Participant Stories

Tricia is 61 years old. She was evicted from her apartment for non-payment of rent in February and, having no place else to go, began living in her car. She was working with a career coach to improve her employment and income while she searched for a new place to live. In March, she lost her job at McDonalds due to COVID19. With no income, a recent eviction and landlord debt on her rental history, Tricia entered shelter unsure how she would be able to find a place to live and wondering how long she would be homeless. With assistance from shelter staff and a Housing Navigator, she completed the application for the Metro 300 housing assistance program, was approved for housing and signed a new lease on April 8. She is settled into her new home and preparing to return to work.

Monique is 64 years old, has been homeless in Washington County since January of 2019. Due to her physical needs and fragile health, she was diverted from the congregate shelters and placed in a motel. She has significant health issues and dietary restrictions that required additional supports during her stay. It became clear that Monique was not able to manage activities of daily living and would not be able to live independently. Working collaboratively, staff at Community Action, Just Compassion, LifeWorks NW and Washington County advocated for her to be connected to the Medicaid resources needed to secure placement in an assisted living facility. With the stability of a safe place to stay, she was able to seek medical assistance and she was admitted to the hospital. She will be moving permanently to an assisted living facility in Sherwood upon her discharge putting an end to years of struggling to maintain her health and safety on the street.

Bradley is in his early 40's reports experiencing homelessness for the first time. Being separated from his wife after many years of marriage, he found himself homeless with no resources. Despite having several health issues Bradley made use of all services available to him. Working closely with him he disclosed being a Veteran. Shelter staff begin seeking services for Veterans. Bradley moved to a 24-hour shelter for Veterans - Do Good Multnomah - with housing services attached.

Al is in his late 40's has been homeless in Washington County for several years. He managed to keep a full-time job while staying at the Shelter. While in the shelter he worked closely with the staff regarding his use of alcohol. With support and encouragement from shelter staff, he attended zoom AA meetings at least twice each week while in the shelter. On May 31st he had 30 days clean and maintained full time employment.

Sebastian is in his mid-twenties and has experienced homeless since the age of 15. Living from tents to doorways he reports working and attending school while homeless. BSWS was a safe place which provided him with services that allowed him to be successful with his employment he was promoted to assistant manager. With the assistance of shelter staff he was able to move into his first apartment with a roommate.

Vince is in his late 30's he reports being homeless for a few years. He was very motivated seeking employment and working odd jobs while in the shelter. He was unable to obtain housing while at the shelter due to time restriction, but has remained engaged in his housing plan and is actively working to regain stability.

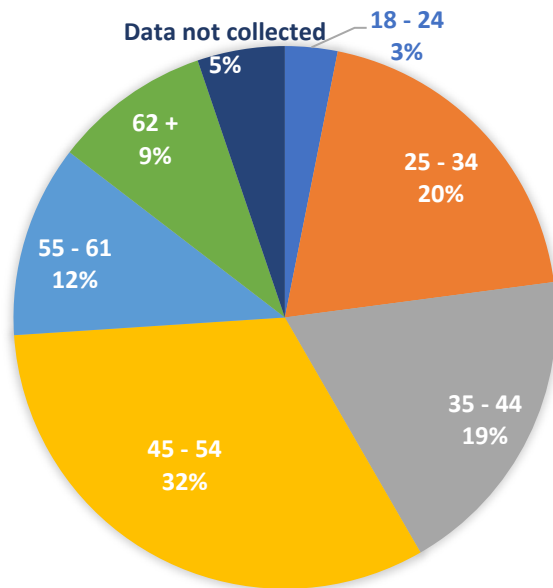
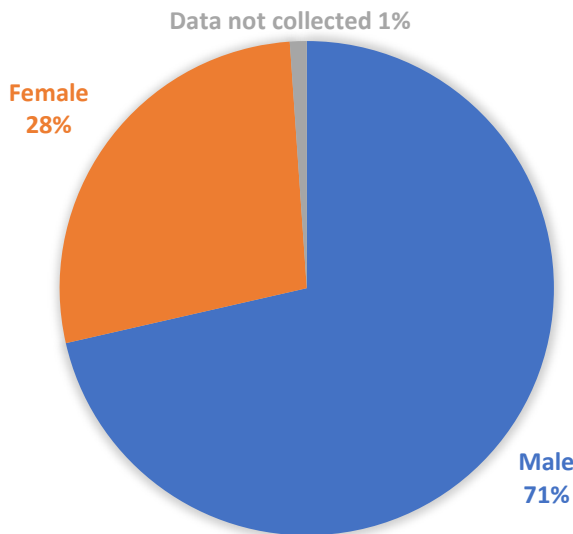
Ally had been homeless for many years, she was willing and determined to find permanent housing and full time employment. With the support of shelter staff she was able to use of a computer, receive daily bus tickets and a lunch to start her day. Despite dealing with some unseen disabilities she obtained employment at Amazon and is staying at the SOS in Portland.

“Scooter” is a 69-year-old man living outside in Washington County, Oregon. Once a promising musician, Scooter sustained a serious traumatic brain injury in the early 1980's. This injury changed the course of his life. With the help of his family, he was able to obtain Social Security Disability benefits. However, because of the effects of his disability, Scooter has been unable to manage his own finances and has needed the assistance of a payee; this has made him an easy target for predatory individuals interested in gaining access to his money. In the spring of 2020, Scooter mentioned some confusion about not receiving any money. Working collaboratively members of the Project Homeless Connect staff, ASSIST staff, the Hillsboro Police Department and Luke-Dorf staff learned that Scooter's former significant other had taken control of his finances, having his SSDI check deposited into a checking account that he did not have access to. As a result, the Hillsboro Police Department opened an investigation into this possible fraud. The ASSIST team worked with Scooter to connect with the Social Security Administration, return his benefits to him and start the process of obtaining a payee who will not fraudulently use his benefits. Project Homeless Connect and Luke-Dorf staff have worked together to connect Scooter with his brother in Arizona, and are working with him to get a phone and a replacement ID to achieve his goal of moving to Arizona to live with his brother.

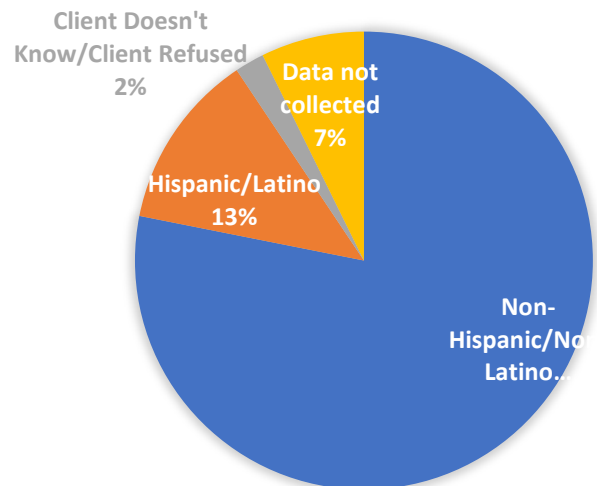
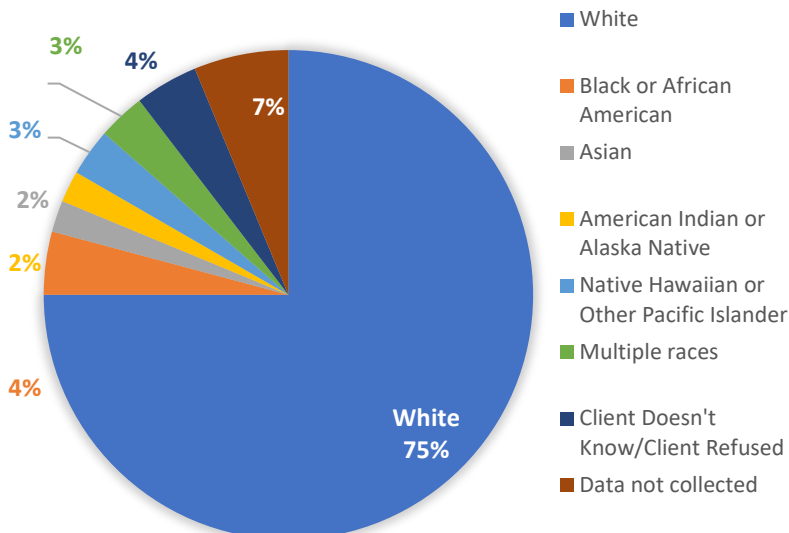
Appendix 1: Beaverton Severe Weather Shelter

Total Unduplicated Individuals	96	Total Unduplicated Households	93
Chronically Homeless Individuals	14	Individuals with disabling conditions	45
Youth 18-25	2	Veterans	5

Participants By Gender



Participants by Race and Ethnicity



Sources of income

Supplemental Security Income (SSI)	8
Social Security Disability Insurance (SSDI)	4
Earned Income	3
Unemployment Insurance	1
Temporary Assistance for Needy Families (TANF)	1

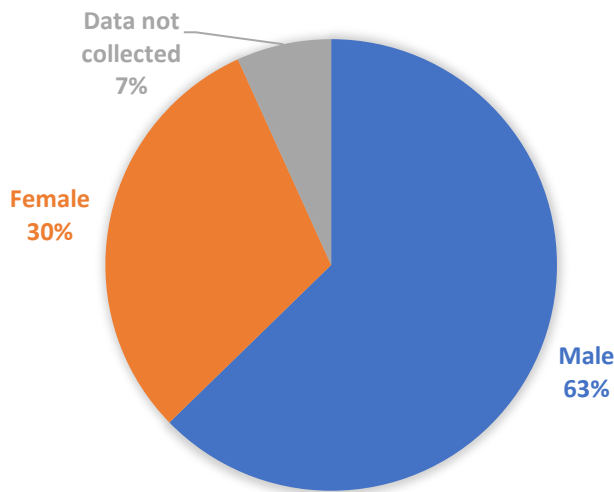
Exit Destination

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	93
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	3

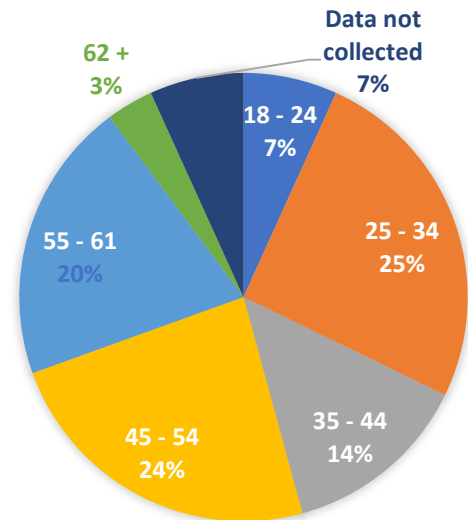
Appendix 2: Project Homeless Connect –Eslie Stuhr Center

Total Unduplicated Individuals	59	Total Unduplicated Households	56
Chronically Homeless Individuals	15	Individuals with disabling conditions	25
Youth 18-25	3	Veterans	2

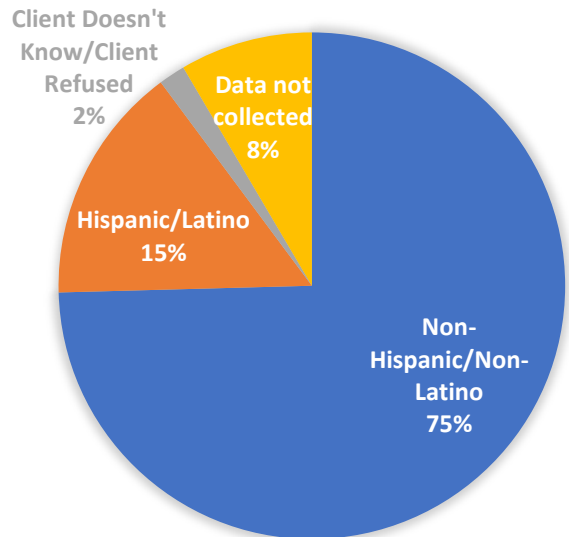
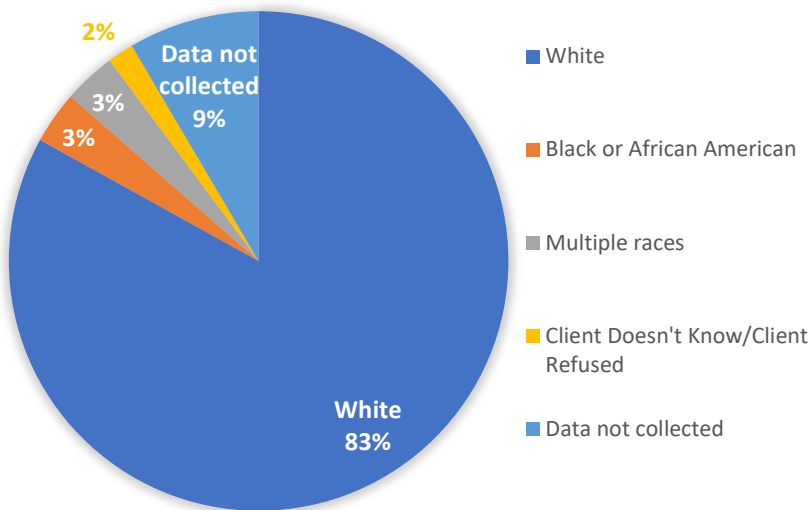
Participants by Gender



Participants by Age



Participants by Race & Ethnicity



Sources of Income

Supplemental Security Income (SSI)	6
Social Security Disability Insurance (SSDI)	2
Earned Income	1
Pension or retirement income from a former job	1

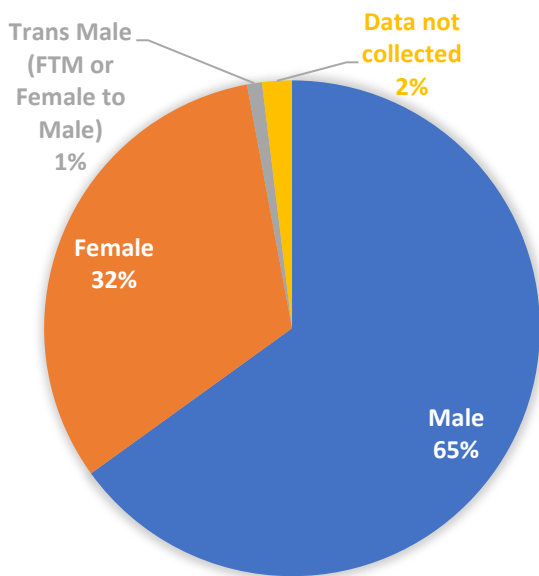
Exit Destination

Place not meant for habitation	33
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	7
Data not collected	5
Rental by client, no ongoing housing subsidy	4
Hotel or motel paid for without emergency shelter voucher	3
Staying or living in a family member's room, apartment or house	3
Staying or living in a friend's room, apartment or house	2
Jail, prison, or juvenile detention facility	1
Client Doesn't Know/Client Refused	1

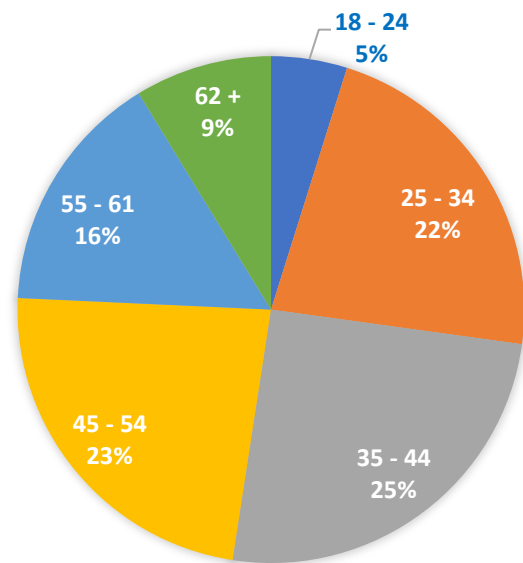
Appendix 3: Project Homeless Connect Salvation Army Center

Total Unduplicated Individuals	103	Total Unduplicated Households	99
Chronically Homeless Individuals	20	Individuals with disabling conditions	51
Youth 18-25	5	Veterans	7

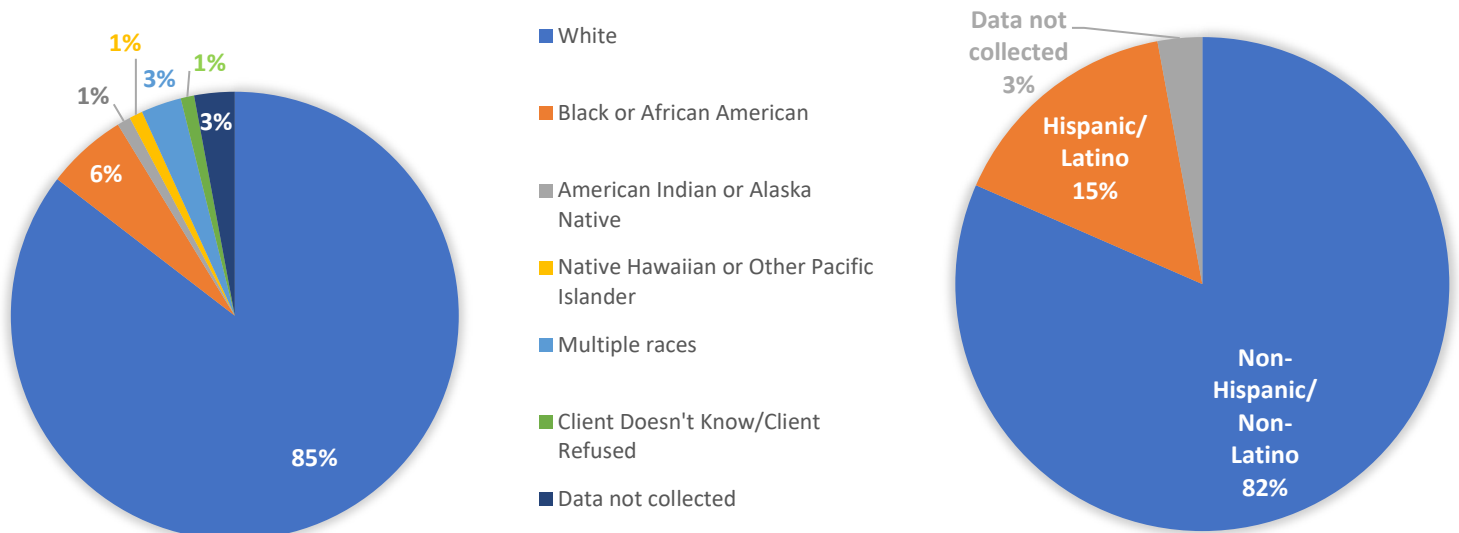
Participants by Gender



Participants by Age



Participants by Race & Ethnicity



Sources of Income

Supplemental Security Income (SSI)	16
Earned Income	10
Social Security Disability Insurance (SSDI)	9
Temporary Assistance for Needy Families (TANF)	2
General Assistance (GA)	1
Other Source	1

Exit Destination

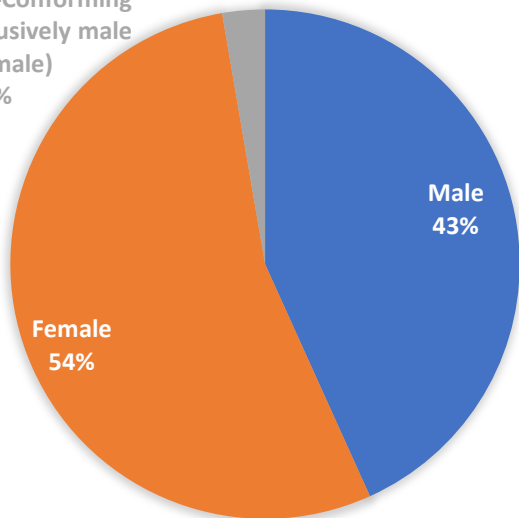
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	98
Rental by client, no ongoing subsidy	2
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	2
Hospital or other residential non-psychiatric medical facility	1

Appendix 4: Motel Vouchers – Scattered Site

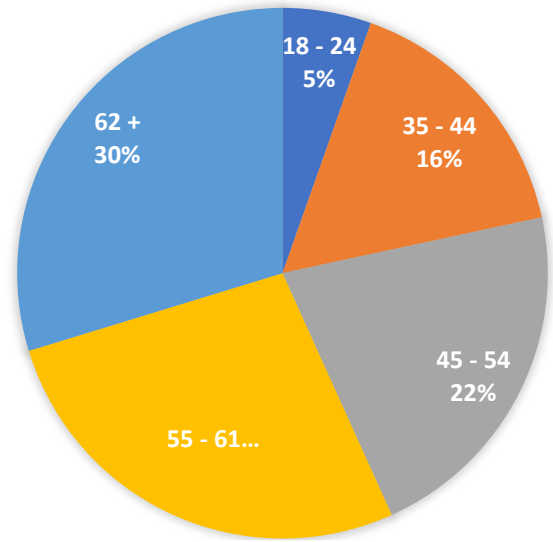
Total Unduplicated Individuals	37	Total Unduplicated Households	31
Chronically Homeless Individuals	15	Individuals with disabling conditions	28
Youth 18-25	2	Veterans	3

Participants by Gender

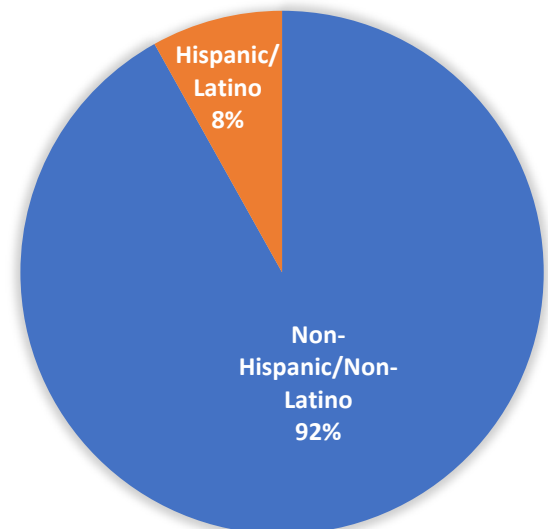
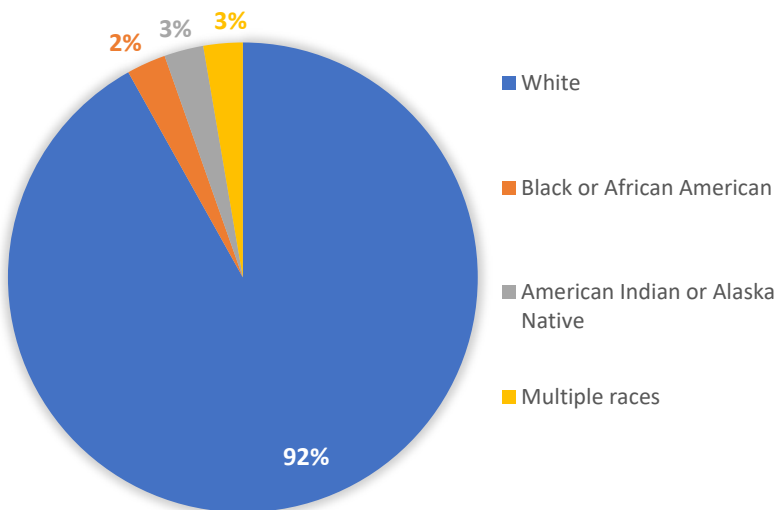
Gender Non-Conforming
(i.e. not exclusively male
or female)
3%



Participants by Age



Participants by Race & Ethnicity



Sources of Income

Social Security Disability Insurance (SSDI)	9
Supplemental Security Income (SSI)	6
Earned Income	2
Private Disability Insurance	1
Pension or retirement income from a former job	1
Alimony and other spousal support	1
Other Source	1

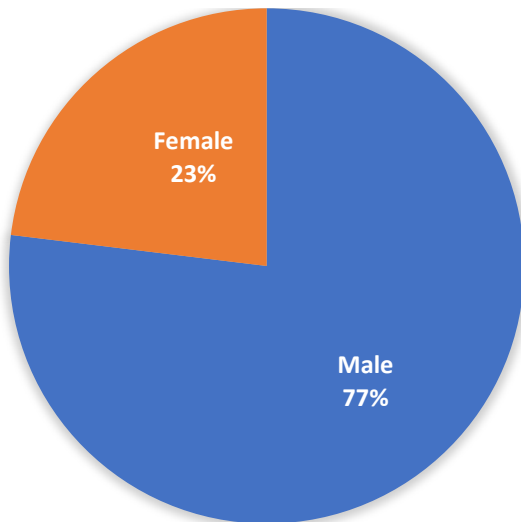
Exit Destination

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	23
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	8
Owned by client, with ongoing subsidy	1
Rental by client, no ongoing subsidy	1
Staying or living with friends, temporary tenure (e.g., room apartment or house)	1
Hotel or motel paid for without emergency shelter voucher	1
Hospital or other residential non-psychiatric medical facility	1

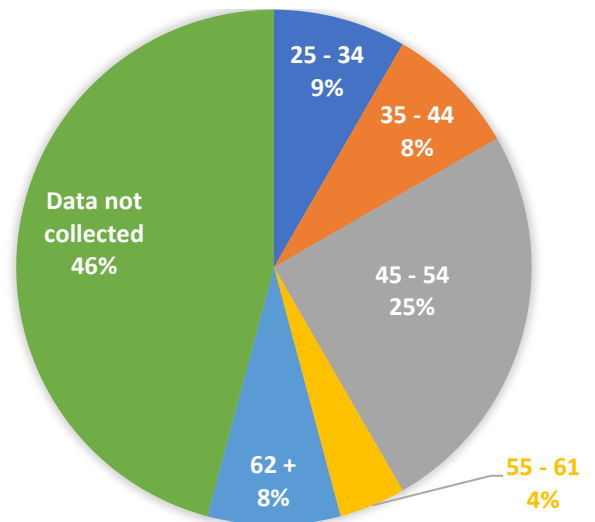
Appendix 5: Comfort Inn Respite Shelter for COVID Symptomatic/Positive

Total Unduplicated Individuals	24	Total Unduplicated Households	12
Chronically Homeless Individuals	3	Individuals with disabling conditions	2
Youth 18-25	0	Veterans	0

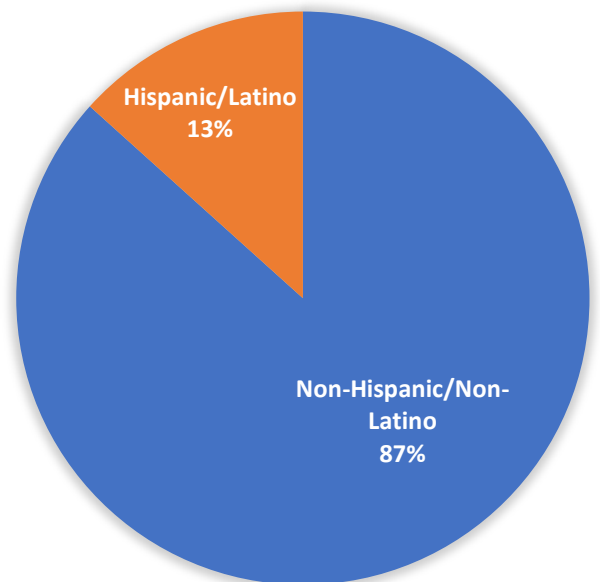
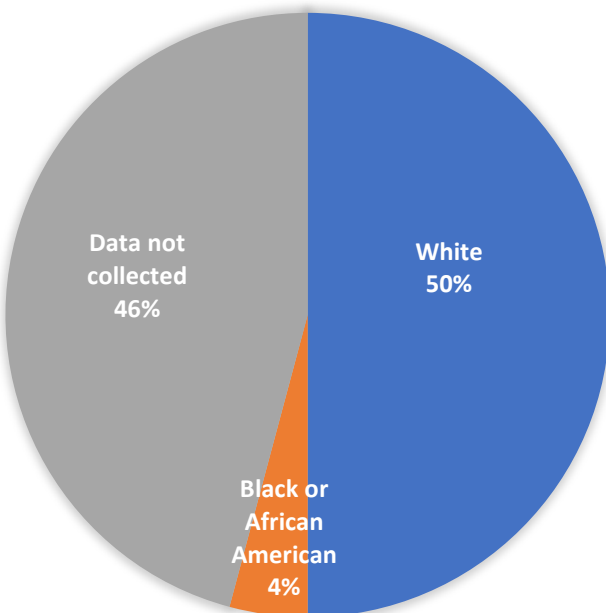
Participants by Gender



Participants by Age



Participants by Race & Ethnicity



Income Sources

Earned Income	1
Supplemental Security Income (SSI)	4
Social Security Disability Insurance (SSDI)	2

Exit Destinations

Emergency shelter, including hotel or motel paid for with emergency shelter voucher	8
Rental by client, no ongoing subsidy	2
Staying or living with friends, temporary tenure (e.g., room apartment or house)	2
Owned by client, no ongoing subsidy	1
Staying or living with friends, permanent tenure	1
Staying or living with family, temporary tenure (e.g., room, apartment or house)	1
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	1
Hotel or motel paid for without emergency shelter voucher	1



**Tualatin Hills Park & Recreation District
Minutes of a Work Session of the Board of Directors**

A work session of the Tualatin Hills Park & Recreation District Board of Directors was held electronically on Wednesday, July 22, 2020. Executive Session 4:30 pm; Work Session 5:30 pm.

Present:

Ashley Hartmeier-Prigg	President/Director
Tya Ping	Secretary/Director
Heidi Edwards	Secretary Pro-Tempore/Director
Wendy Kroger	Director
Felicita Montebianco	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Legal (B) Land

President Ashley Hartmeier-Prigg called executive session to order for the following purposes:

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session is held under authority of ORS 192.660(2)(e) & (h).

President Hartmeier-Prigg 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 – Work Session

A. SDC Discussion on Affordable Housing, Level of Service and Unit Cost

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Hartmeier-Prigg on Wednesday, July 22, 2020, at 5:30 pm.

Jeannine Rustad, Planning Manager, provided opening comments regarding this evening’s work session on the System Development Charge (SDC) Methodology Update currently in process, noting that staff has heard and understands the board’s objectives for this project. Staff understands that the board wants to contribute to the region-wide effort of solving the need for affordable housing, and have also heard the board’s concerns of making sure THPRD can still deliver the services that our patrons have come to expect. The recommendations presented this evening attempt to meet both sets of concerns, while also being sensitive to the current economic climate due to the ongoing pandemic. The direction received from the board this evening will be compiled into a final recommendation report that will be presented for the board’s consideration at the August regular board meeting.

Jeannine read into the record a letter dated July 20, 2020, from Kelly Ritz, President with Venture Properties. The letter noted that, along with others in their industry, Venture Properties

is concerned about the region's challenge in providing housing access and affordability for all. While recognizing the importance of SDCs for funding public improvements and services, they also see the necessity of finding a balance between SDC rates and the direct impact these fees have on the cost of delivering new homes. Following are their comments regarding the topics under discussion this evening.

- Non-Residential SDC Increases. They support both the new non-residential SDC rate and the recommended two-year phase-in plan.
- Recreation/Aquatic Center Financing Percentages. They strongly encourage the district to continue to study the alternate 10-25% scenarios as well as a multi-year phase-in for any increases in order to slow the impact of these fees on district housing costs.
- Affordable Housing Waivers. They support the recommendation for a 100% waiver on 30% Median Family Income (MFI) housing, with case-by-case board discretion for waivers on 60% MFI housing.

Jeannine and Deb Galardi, Principal with Galardi Rothstein Group, the district's System Development Charge (SDC) Methodology Update consultant, provided a detailed PowerPoint presentation, a copy of which was entered into the record, regarding the following SDC policy framework issues for the board's discussion and direction:

1. Non-Residential Fee Phasing
2. Level of Service
3. Affordable Housing Waivers

Non-Residential SDC Fee Increase

- Should the non-residential SDC fee increase be implemented immediately or phased in over time?
 - Non-residential SDC fees have been low for the past years. Updated calculations reflect an increase:
 - Current fee: \$397/employee
 - New fee: \$755/employee (at full funding of recreation/aquatic centers) or \$535/employee (at 30% funding of recreation/aquatic centers)
- Staff recommendation: Given the current economic climate, a phase-in is warranted.
 - Phase in over 2 years
 - Year 1: \$576/employee (at full funding of recreation/aquatic centers)
 - \$466/employee (at 30% funding of recreation/aquatic centers)
 - Year 2: \$755/employee (at full funding of recreation/aquatic centers)
 - \$535/employee (at 30% funding of recreation/aquatic centers)

Board comments and discussion on this topic included the following:

- A request for feedback from the Beaverton Chamber of Commerce.
- How the non-residential fee is calculated and assessed. The district's administrative procedures guide for implementing the SDC fees determines the non-residential fee amounts based on the type of business and other factors, typically resulting in lower fees per employee for businesses such as schools and hospitals compared to other uses.
- How the district's non-residential SDC fee compares to other local agencies. Even at the non-discounted unit cost of \$755/employee, the district's non-residential SDC fee would fall within the middle of other agencies' fees.
- The new non-residential SDC fee would take effect for building permits applied for after January 1, 2021.
- The board expressed agreement to move forward with a discounted non-residential SDC fee (funding recreation/aquatic centers at 30%) and phasing the new fee in over two years, in the interest of partnership with the district's business communities and supporting them during this time of economic uncertainty.

Level of Service

- How much of the cost of recreation/aquatic centers should be included within the SDC calculation?
 - Attachment 1a included within the board of directors' information packet shows the impacts of financing the recreation/aquatic centers at 10%, 25%, 30%, 50% or 100% on the district's SDC fees.
 - At 100% financing, multifamily housing SDCs would increase by 12%, and the largest single-family home category would increase by 35%. If considered, such increases should be phased in over time, especially due to the current pandemic.
 - At 30% financing, multifamily housing SDCs would decrease by 10%, and the first two tiers of single-family housing would see a 24% and 10% decrease.
 - Estimated cost is \$60 million per recreation/aquatic center (2) plus \$9.8 million for land acquisition for one center (land has been secured for the southwest center, but not a northwest center) for a total of \$129,800,000, which is over 25% of the total cost of the complete project list of \$502,448,288.
 - The district has a business plan to complete a facilities functional plan, which will better inform future needs for renovating existing and/or new facilities.
 - Stakeholders were shown options of 30% or 100% financing and feedback supported further investigation of financing recreation/aquatic centers at 10-25%.
 - SDC revenue collected could also serve as leverage for potential bond or other financing mechanisms (grants).
- Staff recommendation: Include 30% of the cost of the recreation/aquatic centers.

Board comments and discussion on this topic included the following:

- What percentage of recreation/aquatic centers has been typically funded via bond in the past? The district's last recreation/aquatic center, Conestoga, was built prior to the district having access to SDCs, using a combination of capital and bond funds.
- Funding 30% of the recreation/aquatic centers leaves opportunities for creativity in identifying other funding sources, such as bond measures and multi-use partnerships.
- The recommendation of 30% reflects the board's values in reducing the district's impact to the development of more affordable housing for the community.
- The board expressed agreement to move forward with including 30% of the cost of the recreation/aquatic centers within the SDC calculation.

Affordable Housing Waivers – Overview

- There is a significant affordable housing deficit in the region. Metro estimates that there is a 12,000-unit shortfall of affordable housing units for households earning less than 50% of the area median family income (MFI) in Washington County.
- Lack of access to housing, quality schools and parks, furthers systemic racism.
- The city and county are working on removing barriers through code changes.
- Affordable housing waivers will not leave district projects unfunded:
 - 5-year grant funding projection of \$2.89 million
 - Metro Local Share funding of \$8.62 million
 - Potential minimum of \$3 million in SDC projects
 - District affordable housing waivers help meet equity goal of Metro Bond
 - City of Beaverton's share is \$5.7 million
 - Metro bond trails funding of \$92 million for the region
- Anticipated SDCs from affordable housing projects over the next five years (at the SDC rate that includes 30% funding of recreation/aquatic centers):
 - 30% MFI: \$2.04 million
 - 60% MFI: \$3.5 million

Affordable Housing Waivers – Metro Bond Housing

- Should a 100% waiver on housing at 30% of MFI apply to Metro bond housing only or all housing at this level?
 - Feedback from stakeholders has been that non-Metro bond housing will need more help (i.e., they will have to find additional financing sources) than Metro-financed housing. In either scenario, waivers of SDCs are seen as leverage.
- Staff recommendation: Apply waiver to all housing at or below 30% MFI.

Board comments and discussion on this topic included the following:

- Appreciation for the feedback of affordable housing providers for sharing their expertise with the district.
- An overall comfort level in issuing waivers when considering the anticipated grant and Metro bond funding sources that would provide an alternate method of funding SDC-eligible projects. The board will be provided an annual grant funding and affordable housing waiver report.
- Gratefulness for the board and staff's efforts in this area, noting that the need for affordable housing could become even greater due to the current pandemic.
- The board expressed agreement to move forward with a 100% waiver for all affordable housing at or below 30% MFI.

Affordable Housing Waivers – 60% MFI

- What should be the waiver for 60% MFI housing?
 - Six scenarios are included within the board of directors' information packet.
 - The scenarios range from providing waivers only for 30% MFI, to 100% waivers for all affordable housing at or below 60% MFI.
 - Feedback on considerations will be included in a policy to be adopted by the board, and an affordable housing waiver application form.
- Staff recommendation: A new scenario of applying waivers for 60% MFI on an incentivized case-by-case basis using the following criteria:
 - Half of units are family size: 20% waiver
 - 12% or more units of the development are for 30% MFI: 20% waiver
 - 60-year affordability restriction: 20% waiver
 - Public open space component: 10% waiver
 - A development that includes public open space meeting district functional plan standards would likely receive SDC credits close to the amount of SDCs owed for the project.
 - Discretionary: 30% waiver
 - Demonstrated need; addressing racial equity; other services included in development; mix of income levels.
 - The recommendation provides both flexibility and discretion for the board, as well as certainty for developers.
 - Up to a 70% waiver could be issued if all of the proposed criteria is met.
 - 30% would be board-discretionary and would provide the opportunity for a developer to make its case to the board.

Board comments and discussion on this topic included the following:

- The public open space component, including concern that criteria associated with providing public open space would ultimately reduce the amount of space available for affordable housing, as well as support for the concept in that including a public space component would incentivize creativity and provide residents of the affordable housing developments with much-needed open space.

- A possibility of adopting criteria on an annual basis based on what components of affordable housing the board wishes to incentivize the most at that time, instead of formally adopting a set list of criteria within the methodology for the next five years.
- The need to reach out to affordable housing developers to seek feedback on the proposed criteria and inquire whether any additional criteria should be added, and to ensure that this method does not present any unintended barriers.
- Offers of board support, if needed, in reaching out to the affordable housing developers to facilitate additional discussion.
- The board expressed the need for additional time to consider this proposal, as well as to consider any feedback received from the housing providers stakeholders group. Jeannine suggested that the board may consider adopting the 60% MFI waiver as discretionary within the SDC Methodology and then follow-up later to determine what the criteria will be for the waivers.

Affordable Housing Waivers – Sunset Provision

- Should there be a sunset provision and, if so, what should it be?
- Staff recommendation: Yes; the earlier of:
 - board resolution rescinding the policy on waivers;
 - adoption of an updated methodology;
 - the established waiver cap is reached; or
 - five years (the district is required to update its methodology every 5 years).

Board comments and discussion on this topic included the following:

- The board expressed support for the staff recommendation in support of a sunset provision as described.

Affordable Housing Waivers – Waiver Amount Cap

- Should there be cap on the value of SDC waivers and, if so, what should the cap be?
 - Anticipated SDCs from affordable housing projects over the next five years:
 - \$5.54 million (30% MFI: \$2.04 million; 60% MFI: \$3.5 million)
 - The estimated grant revenue projected over the next five years is \$2.89 million.
 - Metro Local Share funding of \$8.62 million is anticipated:
 - Potential minimum of \$3 million in SDC projects.
 - City of Beaverton’s share is \$5.7 million.
 - Metro bond trails funding of \$92 million for the region:
 - The district is considering seeking funding for at least the Westside Trail Bridge (\$15 million total cost estimate) and Westside Trail Segment 14.
- Staff recommendation: Yes; a cap of \$3.5 million in waivers for all affordable housing.

Board comments and discussion on this topic included the following:

- The positive impact that the district is going to have on affordable housing by taking this step forward.
- The board expressed support for the staff recommendation of a cap of \$3.5 million.

The board thanked Jeannine and Deb for the hard work that went into preparing the information for this evening’s presentation.

B. Park Patrol

Mark Pierce, Security Operations Manager, provided a comprehensive update on the work of the district’s park patrol team via a PowerPoint presentation, a copy of which was entered into the record, and which included the following topics:

- Ambassadorship approach to engaging patrons in a positive manner

- Training required for park patrol team members
 - Customer service
 - Diversity, equity, inclusion and access
 - Conflict resolution/de-escalation
 - Conversational Spanish
 - Parent reunification
 - Run, Hide, Fight
 - Missing persons searches
 - Effectively dealing with camps
 - Lock out/lock down
- Regular duties of park patrol
 - Providing assistance to patrons/staff
 - Graffiti investigation/removal
 - After hours use
 - Off leash dogs
 - Parking concerns
- Future key performance indicators
 - Patron assistance provided
 - Community events attended
 - Staff assistance provided
 - Patrol walks conducted
 - Staff/Community training conducted
- Internal partners
 - Lulu Ballesteros Jones, Cultural Inclusion Specialist, provided an overview of the district's Talking Walls and Message Gardens pilot projects.
- External partners
 - Beaverton Police Department, Washington County Sheriff's Office, and Beaverton School District
- Community engagement
- Upcoming initiatives
 - Proactive crime prevention
 - Paws for Pets
 - Actively patrol our trails

Mark concluded the presentation by noting that he believes that the path forward for park patrol includes continued sensitivity to social justice issues, special attention to the stress that our community is under due to COVID-19, and a focus on community service to our patrons, and offered to answer any questions the board may have.

Secretary Tya Ping read the following testimony into the record:

Joey Whiting, an outreach worker with HomePlate Youth Services, provided written testimony noting that as an organization that works with houseless and at-risk youth, HomePlate Youth Services is excited to hear that the THPRD Board of Directors would have a discussion tonight around park patrolling. They would like to ask the board to consider, and to highlight the way that park patrolling has and continues to disproportionately affect the houseless community, houseless youth, and BIPOC youth. It is also imperative to examine and reassess the intrinsic ties to policing, and how the system of policing fails by and large to create truly safer spaces, for everyone in the community. While in the middle of this pandemic as well, it is important to recognize the lack of spaces for houseless folks, and how being allowed to spend time in parks can allow houseless people to separate themselves from others, and find a bit of the rest and ease that we are all struggling to find right now.

Felicita Monteblanco inquired what success looks like for park patrol?

- ✓ Mark explained that he believes success is best reflected as an active partnership between park patrol and the community it serves, resulting in a community that feels comfortable approaching park patrol in the field and through other communication methods with comments and suggestions.

Felicita questioned how the district can encourage community members to take ownership of and look out for their local parks, while also welcoming others.

- ✓ Mark described that the ownership aspect is already prevalent within the district, and continues to increase through relationship building between park patrol and the community.

Felicita asked what training is required for a park patrol member before day one in the field.

- ✓ Mark replied certification as an unarmed security professional, which is a fourteen-hour training mandated by the state. In the last few years, the course has moved toward a communications skills-based course. Additionally, training that is specific to the district.

Felicita requested additional information regarding the state-mandated course for her research purposes.

Felicita asked if it is common for park patrol members to use their position with the district as a stepping stone to becoming a law enforcement officer.

- ✓ Mark replied that it depends on the individual. Park patrol are part-time positions, which are difficult to fill long-term with experienced individuals and tend to attract students and people working multiple jobs. Today, all five park patrol employees aspire to go into criminal law, whether that is as a law enforcement officer, attorney, or some other role within the criminal justice system.

Felicita asked how five park patrol members was determined as the right number to serve the district and whether more staff is needed.

- ✓ Mark explained that the number of park patrol positions reflects the need and growth of the district. A formula was in the process of being developed to use in determining how much park patrol personnel needs to be added as the district grows, but has stalled due to the pandemic. His vision is for the department to be partially full-time and part-time, including a park patrol lead, and to have enough resources for a park patrol and park ambassador to be on the trails on a regular basis.

Felicita inquired how park patrol would typically approach a group of youth who are suspected of misbehaving in a park.

- ✓ Mark replied that it varies greatly depending on circumstance. Groups of youth are always in the parks; however, if park patrol sees something out of the ordinary, they may approach the group, whether or not they are youth. Examples would be a car or cars in the parking lot of a closed facility or a group gathered at a picnic shelter after dark.

Wendy Kroger complimented park patrol's ability to work cooperatively with others, including the community it serves, other local agencies, and interdepartmentally within the park district. She described the complicated nature of park patrol's role, noting that they are appreciated and that she is thankful for their efforts.

Tya Ping inquired how many park patrol members are patrolling the district at any given time.

- ✓ Mark noted that it depends on the day and time. There is a day shift and afternoon shift; the day shift has one person on some days and two on others, and the afternoon shift has two people five out of seven days.

Tya asked if park patrol members spend a majority of their time patrolling park property or responding to calls from the public.

- ✓ Mark replied that it is a mix of both, but that their activity leans slightly more toward self-generated versus responding to calls from the public. He provided an overview of the activity statistics for the past week, noting that park patrol responds to an average of 350-450 calls or emails from the public per week.

Tya asked how often park patrol contacts local area law enforcement for assistance and for what types of issues.

- ✓ Mark replied an average of three to five times per week, including EMS and fire, and provided examples of situations such as people suffering a mental health crisis, or those who make physical threats to park patrol staff.

Tya referenced the public testimony received this evening and asked at what point park patrol interacts with homeless people using the parks; if they are approached simply for being there, and whether park patrol connects them with services.

- ✓ Mark replied that homeless people are not approached simply for being in a park during the daytime hours. Typically, the interaction comes after a staff or community member has called park patrol after noticing a tent being put up on district property at which point park patrol will help them pack their belongings, offer information regarding services available, and help them carry their belongings to public transit. Mark noted that during his tenure at the district, they have had no interactions with homeless youth in the parks or facilities.

Heidi Edwards commented that the need seems greater than what five part-time staff members would be able to address. She wondered whether bikes could be useful for patrolling the trails.

- ✓ Mark noted that park patrol uses bicycles on occasion, but patrolling trails is more an issue of staffing as he would prefer to have two people out at a time, whether that is two park patrol members or a park patrol member along with a park ambassador.

Heidi suggested the opportunity for partnership between Portland Community College students interested in the field of criminal justice and the district's park patrol.

- ✓ General Manager Doug Menke expressed appreciation for this suggestion and commented that the challenge in staffing is that it is ongoing. There is a balance in that our highest threshold is to ensure the safety of our staff, and Mark works diligently in not allowing staff to get into unsafe circumstances, while also balancing our commitment to the public. Adding staff at this time presents a challenge due to limited resources.

Felicita complimented park patrol team member Rogelio Evangelista Morton, noting that he is kind and patient, and that she appreciates his and Mark's work with Virginia Garcia and that they set a great example of the type of work park patrol should be doing.

Felicita referenced Tya's question regarding park patrol calling upon other law enforcement agencies for assistance and asked what would happen if a park patrol member witnessed a law enforcement officer acting in a way that did not reflect THPRD values. Do other agencies understand our values and do we have an open-enough relationship with them to have those types of conversations?

- ✓ Mark replied that he would feel comfortable having a frank conversation if such a circumstance should occur, and believes the park patrol members would, as well. He has not had to have such a conversation yet as he has been very happy with the degree of compassion, respect and care shown by local law enforcement officers. However, if he did witness something, he would definitely have such a conversation, whether it be with district staff or outside law enforcement.

Felicita commented that she is happy to hear that district staff is willing to have such critical conversations and to reflect on our work as the tough conversations continue. She appreciates the willingness to ask critical questions of ourselves and each other.

President Hartmeier-Prigg stated that she is grateful to hear firsthand that park patrol leads with an ambassador approach, noting that it is important to the board to feel informed, to ensure that we have good practices in place, and that we're influencing other agencies that we have relationships with where we can. While there was no outright concern, there was the realization that the park district is not exempt from such tough conversations and reflection. She is also grateful to hear that park patrol interacts with our homeless community in a compassionate way. She noted that the board is always interested in more data so if there are any reports that Mark would like to share with them as a follow-up, it would be welcome information.

Heidi noted that a common topic for the Nature & Trails Advisory Committee is safety on the trails and that she appreciates receiving so much information this evening.

Felicita thanked district staff for the Talking Walls and Message Gardens projects noting that they perfectly represent THPRD values.

Agenda Item #3 – Adjourn

There being no further business, the meeting was adjourned at 8:04 pm.

Ashley Hartmeier-Prigg, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins



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

A meeting of the Tualatin Hills Park & Recreation District Board of Directors was held electronically on Wednesday, August 12, 2020. Executive Session 4:30 pm; Regular Meeting 5 pm.

Present:

Ashley Hartmeier-Prigg	President/Director
Tya Ping	Secretary/Director
Heidi Edwards	Secretary Pro-Tempore/Director
Wendy Kroger	Director
Felicita Monteblanco	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Legal (B) Land

President Ashley Hartmeier-Prigg called executive session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection,
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session is held under authority of ORS 192.660(2)(e)(f) & (h).

President Hartmeier-Prigg 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 Ashley Hartmeier-Prigg on Wednesday, August 12, 2020, at 5 pm.

Agenda Item #3 – Action Resulting from Executive Session

Felicita Monteblanco moved that the Board of Directors of the Tualatin Hills Park & Recreation District, acting also as the Board of Trustees of the Tualatin Hills Park & Recreation District Retirement Plan Trust, ratify the engagement of Miller Nash Graham & Dunn LLP to represent the District and the Trust in regard to review of Trust documents and insurance policies. Wendy Kroger seconded the motion. Roll call proceeded as follows:

Heidi Edwards	Yes
Tya Ping	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes
Ashley Hartmeier-Prigg	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Public Hearing: System Development Charge Methodology Update

A. Open Hearing

President Hartmeier-Prigg opened the public hearing.

B. Staff Report

Jeannine Rustad, Planning Manager, provided a detailed overview of the district's System Development Charge (SDC) Methodology Update currently in process via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Recap of Policy Issues and Recommendations
 - Implement a tiered approach to single-family SDCs with 4-tiers
 - Reduce the amount of the cost of recreation/aquatic centers funded through SDCs to 30%
 - Adopt a policy on affordable housing waivers:
 - All housing at 30% of median family income (MFI) will be eligible for a 100% waiver of SDCs
 - Housing at 60% MFI will be eligible for waivers at board discretion
 - The board will annually review criteria to be considered for waivers at this level
 - Affordable housing waivers will be subject to a \$3.5 million cap over the five-year period
 - There will be a sunset provision on the waivers at the earliest of:
 - A board resolution rescinding the policy,
 - Reaching the cap,
 - The board directing staff to update the methodology, or
 - Five years
 - A resolution on affordable housing waivers will be presented to the board for consideration later this fall
 - Phase-in the non-residential increase over two years
- Engagement Process
- Adoption Process
- Next Steps

Jeannine noted that after this evening's public hearing, staff will take feedback and direction from the board to complete the methodology and return in November 2020 for a final public hearing on resolutions for the adoption of the 20-year capital improvement list, updated methodology and new SDC rate, and offered to answer any questions the board may have.

Felicita Montebianco explained that she is struggling with the suggestion of incentivizing waivers for affordable housing serving those at 60% MFI as this is not the district's area of expertise and any criteria established may not be the most beneficial to this cause. She wondered whether it would be more helpful to establish a flat amount for these waivers rather than tying it to criteria.

- ✓ Jeannine described some of the criteria that will already be in place for affordable housing developments accessing funding through the Metro bond, which is expected to be the vehicle for the majority of affordable housing being built in the area over the next five years. She agreed that a flat waiver amount would simplify the process for the district and developers, as well as offer affordable housing developers more assurance.

Felicita described the challenge in understanding all the aspects of providing affordable housing for a community despite the board and staff's dedication to learning as much as possible, noting that she is hesitant to create a new set of rules for affordable housing providers to learn about and adhere to, while also reflecting THPRD's values. She thanked Washington County and the City of Beaverton for moving forward with affordable housing waivers, as well.

Tya Ping asked clarifying questions regarding the intersection of the timing of the sunset provision in relation to the overall waiver cap, and provided an example of an affordable housing development in the planning process near the end of the district's five-year sunset clause, when the district's established cap has not yet been reached.

- ✓ Jeannine thanked Tya for this example, noting that she would integrate language into the policy that would entitle the affordable housing developer to the waiver in this circumstance while the district works on updating its methodology again at the end of the five-year term.

C. Public Comment

Secretary Tya Ping read the written testimony received, copies of which were entered into the record:

Brian Hoop, Director with Housing Oregon, thanked the board for their consideration of an update to the district's SDC Methodology. Housing Oregon is a membership-based, statewide association of affordable housing community development corporations committed to serving and supporting low-income Oregonians across the housing needs spectrum, from homeless to homeowner. They believe the district's SDC Methodology update does address relief to affordable housing developers looking to develop multifamily housing units at the 30% and 60% MFI levels, taking into account long-term affordability and the compelling needs of low-income and extremely low-income residents in Washington County. Housing Oregon supports the approach for full waivers of 30% MFI units and encourages the district to adopt full waivers for 60% MFI units, as well. Construction of affordable housing is notoriously expensive and has increased at a rate greater than inflation for the last 5-8 years. In this income category, rents are typically at the upper (60%) end; if fees are waived, it will be easier to adjust the rents downward to serve those at 50% MFI, which is where the greatest need lies. Additionally, Housing Oregon worries that the \$3.5 million cap may limit the ability for projects to benefit from the relief when large developments encapsulate a larger share of the cap. The sunset provision also leaves a short window for relief. In putting together the financial package for an affordable housing development, developers need to know if the waiver will be available for one to two years while the deal approaches construction. If a developer cannot count on fees being waived, the waiver itself has less impact. If the development misses an arbitrary cut off, cuts are made to the project instead of integrated into the budget. They respectfully request that the board consider future renewals to the five-year period in addition to any opportunities to increase the cap.

Metro Councilor Juan Carlos Gonzalez encouraged the board to adopt the proposed recommendations outlined in the SDC Methodology update, which among other actions provides less barriers and financial constraints for the construction of affordable housing in the district. In 2018, voters approved a \$652.8 million affordable housing bond measure to help provide permanent affordable housing across the Metro region. As an implementing partner, Washington County and the City of Beaverton aim to create over 1,000 units of affordable housing, many of which will be within THPRD boundaries. THPRD would take a significant step in complementing the goals of the affordable housing measure by waiving SDC's for housing at 30% MFI and possibly 60% MFI. He commends the board for their commitment to partnership in addressing the widening gap of affordable housing options and the inequities those who need them face.

Rachael Duke, Executive Director for Community Partners for Affordable Housing (CPAH), thanked the board for the effort and time it took to develop the recommendations being discussed this evening for a policy framework regarding affordable housing and SDCs. CPAH understands that based on the board's August meeting, district staff will be taking the recommendations and developing policy to be adopted by resolution in November. CPAH is excited to see the recommendations. In particular, they support the decision to waive THPRD fees for affordable housing units that serve 30% MFI or less. These are the hardest units to create and serve the

most vulnerable people in our community. They are also pleased to see THPRD look to extend waiving these fees for units that serve households between 30% and 60% MFI and want to encourage the board to consider ensuring all projects in the district in this income range have an opportunity to benefit from a waiver. A reduction of fees in this income mix will allow developers to increase units or deepen affordability, which would be real outcomes from the policy shift. The \$3.5 million cap and sunset provision at five years limits the resources as well as time available, which could be an issue for larger projects or projects waiting to begin construction; they encourage the board to consider extending future renewals and increases in the cap. Finally, they encourage the board to be specific in the criteria used when projects will be funded based on "board discretion." In particular, they encourage prioritization of projects in which the sponsor agency as well as the project itself has a racial equity plan, and projects that will be serving homeless people through the delivery of permanent supportive housing.

Sheila Greenlaw-Fink, Executive Director for Community Housing Fund (CHF), thanked the board for the opportunity to provide comments on the SDC Methodology update. As has been noted, there is a significant shortfall of affordable housing in the region. In Washington County, in each of the past five years, nearly 50% of renters faced housing cost burdens, with communities of color disproportionately affected. Despite coordinated efforts to address homelessness, it is estimated that on any given day 1,000 people are homeless. And Beaverton School District has the largest number of homeless students in the state. CHF appreciates THPRD's willingness to address its role in the housing ecosystem. Developers who seek to build new housing to meet the needs of our community review many cost assumptions, SDCs being a primary factor. While THPRD provides highly attractive services, this comes at a cost. Historically, that cost has pushed many affordable housing developers to build elsewhere in the county, leaving families of modest means in the district with fewer options for stable, affordable housing. CHF believes the proposed methodology will help provide a level of certainty and incentive for affordable housing developers that will allow a greater mix of homes to be built in district. While considering a five-year sunset, and a cap on the amount of support provided, CHF asks that the district continues to discuss its critical role in this arena over the long term, and makes clear its continued partnership. Securing a site and assembling financing and entitlements often takes regulated housing developers 3-5 years. Lenders and investors must see jurisdictions and special districts as committed long term partners, with clear and certain processes, if they are to provide financing approvals. CHF supports the focus on units that are most highly targeted (30% MFI) for the longest period (60 years). With the Metro Bond funding, the percent of units targeted to those at 30% MFI is well above what other regulated projects have achieved historically, and well above the aspirational goal noted in the board's discussion. The percent of units that are highly targeted, as well as other factors such as size of units and amount of open space, will vary greatly by project. The Metro Bond process has established targets overall, which can be met through a combination of projects. Projects located near existing parks or facilities may require less open space on site than others. Affordable developers often create large community rooms and they encourage the board to consider these as valuable gathering spaces that provide benefit throughout the year. And, as noted in the board's discussion, affordable housing developers are anxious to create the maximum number of homes possible to meet their mission, but also to achieve financial feasibility. To achieve below-market rents, more open space simply requires more subsidy, since there will be no rental income derived from this portion of the project.

President Hartmeier-Prigg expressed gratitude for the testimony received this evening for the board's consideration.

D. Board Discussion

Wendy Kroger thanked district staff for their continued efforts on this topic, as well as the development community and other local agencies for their feedback, noting that a collective effort will result in a better outcome for everyone. She expressed a preference for certainty around

waivers for 60% MFI instead of utilizing changing criteria based on the board's discretion. If a criteria method is ultimately selected, it would be helpful to align most of the district's waiver criteria with that of the county and city, and focus any criteria specific to THPRD on that related to park and recreation services. Starting discussions with affordable housing developers early in their projects will help navigate this process, including in relation to the cap and sunset provision. She expressed appreciation for the feedback received thus far and hopes to hear from the Homebuilders Association and Beaverton Area Chamber of Commerce, as well.

Tya Ping asked how the \$3.5 million cap might be impacted if all of the waivers are utilized for 60% MFI units prior to projects with housing for 30% MFI being able to take advantage of the waivers, since housing for 60% MFI is typically quicker to build than for 30% MFI.

- ✓ Jeannine replied that she would work with legal counsel to specify within the board's resolution that a certain amount of the \$3.5 million is set aside specifically for 30% MFI units based on the forecast model. Annual reporting will also be provided to the board in order to make course corrections and adjustments within the five years as needed.

Tya Ping expressed concern regarding how a hard end date of five years may leave housing developments that are in process up in the air while the district works on its next methodology update, especially if there is still funding available at that point within the \$3.5 million cap.

- ✓ Jeannine suggested replacing the end term language of "five years" with "adoption of a new SDC Methodology" instead.

Felicita Monteblanco commented that the incentivized waivers for housing serving 60% MFI was a creative idea, but she is concerned about the complexity in administration, as well as the difficulty in coming to agreement regarding the specifics of the criteria and percentages. She agrees with earlier comments regarding the desire to offer clarity to affordable housing providers regarding the district's waiver program and she supports the consideration of a flat 50% waiver for units serving 60% MFI. She noted that the sunset provision and cap is about the way THPRD needs to do business in this regard and is not a reflection on how much the district is ultimately willing to give or necessarily how long it will offer the waivers. Revisiting the program every five years allows the district to address concerns and make improvements or adjustments.

- ✓ Jeannine provided comments regarding the benefits of when affordable housing developers approach the district early in their process, as well as the ability for the board to reevaluate the SDC Methodology at any point it sees fit to do so. The stakeholder list will be given notice when district staff intends to provide the annual report to the board.

Heidi Edwards thanked district staff for considering the feedback offered by the affordable housing developers and for keeping them involved in this process as much as possible.

President Hartmeier-Prigg noted that while incentivizing waivers was an innovative idea, it might have unintended consequences in practice. She supports a 50% waiver for housing units serving 60% MFI and is content with the \$3.5 million cap. She expressed gratitude for the helpful feedback provided throughout this process from a well-rounded representation of the community, which in turn leads to well-informed policy. She noted that the five-year SDC Methodology update provision is required by law and that she hopes that the yearly reports help show the success of this work and that future board members will want to continue this work, as well.

E. Close Hearing

President Hartmeier-Prigg closed the public hearing.

F. Board Action

There was no board action resulting from the public hearing.

Agenda Item #5 – Audience Time

There was no testimony submitted for audience time.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

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

- Attended the recent joint advisory committee meeting and relayed their compliments of district staff regarding the district's response to the pandemic.
- With Beaverton School District having announced virtual learning through at least November 13, she has connected with other elected officials regarding ways THPRD can help assist our community's students and working families.
- Her children are enjoying THPRD summer camp programs and their family has also experienced the popularity of pickleball being played in the parks.

Wendy Kroger provided the following updates and comments during board time:

- Referenced the virtual open house being held by the City of Beaverton seeking public input on filling a gap in the Fanno Creek Regional Trail between 92nd Ave. and Allen Blvd.
- Recognized the district staffing transition for the Parks & Facilities Advisory Committee and noted the discussion topics at their most recent meeting, which included the district's park ambassador program and dog parks.
- Provided an overview of the most recent Fiduciary Committee meetings, noting that there has been a lot to discuss, including welcoming a new member representing the district's employee association, new actuary equivalence factors, investment advisors, and more.

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

- Expressed appreciation for President Hartmeier-Prigg's comments at the recent joint advisory committee meeting regarding the district's prioritization of racial equity, as well as district staff's thorough presentation on the district's response to the pandemic.
- The Tualatin Hills Park Foundation was happy to support a recent graduation event for the Beaverton Black Parent Union held at the Jenkins Estate and she appreciates the efforts of district staff in coordinating the event. The next foundation meeting will take place this coming Wednesday.
- Participated in the recent Oregon Recreation & Park Association White Allies Listening Session along with many THPRD staff members.
- Joined a call with Congresswoman Suzanne Bonamici and other THPRD board members to represent THPRD along with other elected Washington County leaders.
- Connected a Girl Scout troop with appropriate district staff regarding a service project they are interested in doing for the district.

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

- She currently does not have a board liaison assignment as former board president.
- Echoed Heidi's comments regarding the Beaverton Black Parent Union graduation event, noting that she hopes that it is the beginning of a wonderful partnership.
- Referenced last month's board work session regarding the district's park patrol department and has been reflecting on the park patrol members' desires to eventually find careers in the criminal justice system. She may consider submitting a board parking lot item about what it might look like to continue to reflect on park patrol's alignment with THPRD values.
- Also participated on the call referenced by Heidi and appreciates district staff keeping the board well-informed so that they are able to be at their best in such situations.

President Hartmeier-Prigg expressed gratitude for the bright spot THPRD is for the community during this challenging time for our nation and the world.

Agenda Item #7 – Consent Agenda

Wendy Kroger moved that the board of directors approve consent agenda items (A) Minutes of June 9, 2020 Regular Board Meeting, (B) Minutes of June 16, 2020 Regular Board Meeting, (C) Monthly Bills, (D) Monthly Financial Statements, (E) Resolution Acknowledging Property Acquisitions for Fiscal Year 2019/20 and Describing Funding Source(s) and Purpose, (F) Resolution Appointing Audit Committee Member, (G) Resolution Appointing District Budget Officer, and (H) NW Quadrant Youth Athletic Field Public Improvement Fee-In-Lieu Agreement. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Felicita Monteblanco	Yes
Tya Ping	Yes
Heidi Edwards	Yes
Wendy Kroger	Yes
Ashley Hartmeier-Prigg	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. General Manager’s Report

General Manager Doug Menke provided an overview of his General Manager’s Report included within the board of directors’ information packet, including the following:

- **Advisory Committee Member Terms**
 - Holly Thompson, Communications Director, provided an overview of a staff proposal that advisory committee members whose terms are expiring this year be offered the chance to automatically extend their service for one year due to the impact of COVID-19 on the committees’ work for the majority of this year.
- **Reopening Team Update**
 - Aisha Panas, Director of Park & Recreation Services, provided an update on the district’s plans to reopen facilities via a PowerPoint presentation, a copy of which was entered into the record.

Doug offered to answer any questions the board may have.

Advisory Committee Member Terms

The board members discussed this proposal, noting the benefits (the experience level of second-year members, the reduction in staff workload that would be spent through the application and recruitment process), as well as the downsides (those who are waiting to volunteer for the district in this capacity would have to wait longer to be considered) of the proposal. The board expressed agreement with moving forward with the proposal as a voluntary, one-year extension. Holly noted that district staff would reach out to the impacted advisory committee members to ask their interest in the extension and bring additional information to the board in September.

Reopening Team Update

Heidi Edwards commented that, as the district moves forward in reopening facilities, it also needs to be aware and accepting of the potential risk of having to reverse course based on the governor’s orders regarding a change in COVID-19 phasing status.

Tya Ping inquired about the youth programming planned for Cedar Hills Recreation Center.

- ✓ Aisha described the small, stable pod model that the district anticipates using, similar to what was used for summer camps, and which is dependent on how Beaverton School District (BSD) implements their hybrid model for the start of the upcoming school year.

District staff is in close contact with BSD staff as these planning efforts are underway. A limited recreational program rollout is also being planned for Cedar Hills.

Tya asked whether the district would consider expanding these programs to other closed THPRD facilities if warranted by demand.

- ✓ Aisha confirmed that staff is discussing how to increase capacity if the demand is there, including expansion to other THPRD facilities as well as the potential for using BSD facilities. However, BSD has afterschool care providers in many of the elementary schools already and they will need to determine if those providers wish to offer the same type of services. Staff will remain in close contact with BSD and hope to learn more in the next few weeks.

Felicita Montebianco complimented the district's partnership with BSD, noting that it is an important relationship cultivated by the board members and district staff.

Felicita inquired about the status of restrooms in district parks.

- ✓ Aisha provided a detailed overview of the evolution of this topic over the course of the pandemic thus far, noting the considerations given in adhering to state health guidance for public restrooms in combination with diminished staffing levels. After summer camp programs have concluded, the permanent restroom facilities at HMT Recreation Complex, Mountain View Champions Park, Camp Rivendale, and Raleigh Park will remain open and cleaned twice daily. Additional sites are also under consideration for reopening of the permanent restroom facilities: Tualatin Hills Nature Park, Cooper Mountain Nature Park and Cedar Hills Park.

Heidi inquired whether any consideration is being given to offering priority for Title 1 or free lunch participants for the out-of-school care programming under development.

- ✓ Aisha confirmed this and shared how this was facilitated for summer camp programs with two out of every ten spots being held specifically for first responder families (1) and families within the district's financial aid program (1). She also provided an overview of the model that was used for the district's afterschool program at Chehalem Elementary School, as well as current discussions around how to provide the free lunch program for participants. There is a lot of interest in this topic and discussions continue with BSD.

Heidi agreed that this is an area that needs continued attention and dedication, noting that these communities tend to be the hardest hit by the pandemic and are sometimes unfamiliar with the resources available to them.

- ✓ Aisha added that the district's grant staff is also seeking out grant opportunities for funding subsidies for lower-income or financial aid recipients to be able to participate in these programs. The district's lobbyist is also busy working to pursue federal funding subsidies.

Heidi referenced the Childcare is Essential Act and Pandemic Nutrition Act currently making their way through congress and wondered whether the district could tap into these resources, too, or partner with BSD to do so.

Agenda Item #9 – New Business

A. Revised Operating Plan

Lori Baker, Chief Financial Officer, provided a detailed overview of the district's Revised Operating Plan for FY 20/21 included in the board of director's information packet, via a PowerPoint presentation, a copy of which was entered into the record. The board adopted the district budget on June 16, 2020, aware of the need to monitor operations in a different manner in the upcoming year due to the ongoing COVID-19 pandemic. The Revised Operating Plan includes recent projections on facility reopening timelines and estimates on programming, maintenance services, and other operational activities that are planned for the year. The operating plan gives revised projections for each division, department and center in the district. Revised operating plans and quarterly forecasts will be utilized as the year progresses, which will

allow flexibility to respond to current conditions within the limits established via the budget adopted by the board. Lori offered to answer any questions the board may have.

Felicita Monteblanco expressed appreciation for the district's leadership, noting that she hopes the community is also listening tonight to learn more about why certain tough decisions were made.

President Hartmeier-Prigg agreed with Felicita's comments, noting that these were not easy decisions and acknowledged the human impact; however, the financial health of the district is of the utmost importance in order to be able to make it through the pandemic. She is grateful for the services the district is still able to provide to the community, especially considering how other neighboring park and recreation agencies have fared.

B. Intergovernmental Agreement with Washington County for Cities and Special Districts Assistance Grant Allocation for COVID-19 Response Cost Relief

Lori Baker, Chief Financial Officer, introduced Cindy Dauer, Grant Specialist, and Olivia Tsujimura, Chief Accountant, to provide an overview of the process district staff used in applying for a Cities and Special Districts Assistance Grant available via the federal CARES Act to address the critical negative impacts of the pandemic. The district submitted a total reimbursement request of \$5,531,360 of which Washington County allocated \$585,662 under the program. At the conclusion of this evening's presentation, district staff requests board approval of an intergovernmental agreement with Washington County to facilitate the reimbursement request.

Cindy and Olivia provided a PowerPoint presentation, a copy of which was entered into the record, regarding the steps district staff took in compiling the detailed information needed in order to submit an application for reimbursement consideration and offered to answer any questions the board may have.

President Hartmeier-Prigg thanked district staff for their hard work in pulling together the information in order to be able to apply for this reimbursement.

Heidi Edwards moved that the board of directors approve the intergovernmental agreement and associated documents with Washington County and authorize the general manager or designee to execute the necessary documents to facilitate the project. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

Wendy Kroger	Yes
Tya Ping	Yes
Felicita Monteblanco	Yes
Heidi Edwards	Yes
Ashley Hartmeier-Prigg	Yes

The motion was UNANIMOUSLY APPROVED.

C. Community Psyche Grant Funds

Aisha Panas, Director of Park & Recreation Services, and Holly Thompson, Communications Director, provided a detailed overview of the district's Community Psyche Programming proposal to Washington County via a PowerPoint presentation, a copy of which was entered into the record. With the adoption of the federal CARES Act, a COVID-19 Relief Fund (CRF) was created to help businesses impacted by closure orders. Washington County received a direct disbursement of over \$104 million and established workgroups to determine how funds would be allocated within the county. The county agreed to award \$1 million of the CRF funds to build community psyche, to be spent on events that build community that would otherwise likely be cancelled or modified in light of the pandemic. THPRD was named as a convener for up to \$500,000 to be spent on eligible costs. Together with staff from the City of Beaverton, THPRD

staff developed the programming proposal, which has been submitted to Washington County for review. The proposal includes:

- \$408,000 for THPRD-led activities
- \$92,000 for City of Beaverton-led activities
- Three categories of programs:
 - Mobile programming
 - Community events
 - Community partnerships

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

The board members expressed excitement and comments of gratitude and appreciation for district staff's effort in putting together this creative and inclusive proposal. The board requested to be kept informed of the event details and dates as they become available.

General Manager Doug Menke commented on the uniqueness of how this opportunity came about in working with all levels of county staff, noting that it was a team effort by staff and highlighted the district's strengths and eagerness in getting back to serving the community.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 7:30 pm.

Ashley Hartmeier-Prigg, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins



**Tualatin Hills Park & Recreation District
Minutes of a Special Meeting of the Board of Directors**

A Special meeting of the Tualatin Hills Park & Recreation District Board of Directors was held electronically at 4:30 pm on Wednesday, August 19, 2020.

Present:

Ashley Hartmeier-Prigg	President/Director
Tya Ping	Secretary/Director
Heidi Edwards	Secretary Pro-Tempore/Director
Wendy Kroger	Director
Doug Menke	General Manager

Absent:

Felicita Montebianco	Director
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Agenda Item #1 – Call Special Meeting to Order

A Special Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Ashley Hartmeier-Prigg on Wednesday, August 19, 2020, at 4:30 pm.

Agenda Item #2 – Intergovernmental Agreement with Washington County for Funding Exchange and Additional Cities and Special Districts Assistance Grant Allocation for COVID-19 Response Cost Relief

Lori Baker, Chief Financial Officer, provided an overview of the memo included within the board of director’s information packet, noting that the Washington County Board of Commissioners is considering an allocation of \$500,000 to THPRD to fulfill the County’s goal of building public mental health and community psyche in response to the COVID-19 pandemic. In the process of collaborating with the County on this funding, it was determined that the events and programs under this funding could be best completed by using district unrestricted funds, to provide flexibility in program design and timing. In exchange for providing unrestricted funds to support this program, the County is anticipated to provide an additional allocation of federal pass-through funding under the Cities and Special Districts Assistance program. Staff are seeking board approval of an intergovernmental agreement and associated documents for the funding exchange with Washington County and approval of an amendment to an existing intergovernmental agreement and associated documents for the Cities and Special Districts program grant award with Washington County. Lori offered to answer any questions the board may have.

President Hartmeier-Prigg expressed appreciation for Washington County’s acknowledgement that THPRD is the clear facilitator for the community psyche events, noting that she is excited to see all the ways THPRD is going to work with the community on this endeavor.

General Manager Doug Menke offered comments regarding the THPRD team effort that moved this process along, from finessing the financial side of the transaction, to gearing up to provide the types of services to the community that THPRD does best.

Heidi Edwards added that THPRD is a COVID-19 responder in that we are not doing what we usually do; we're responding to the needs of the community through this pandemic.

Wendy Kroger moved that the board of directors approve the intergovernmental agreement, amended intergovernmental agreement and associated documents with Washington County and authorization for the general manager or designee to execute the necessary documents to facilitate the project. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Tya Ping	Yes
Heidi Edwards	Yes
Wendy Kroger	Yes
Ashley Hartmeier-Prigg	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – Adjourn

There being no further business, the meeting was adjourned at 4:37 pm.

Ashley Hartmeier-Prigg, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins

Check #	Check Date	Vendor Name	Check Amount
82603	7/1/2020	COMMUNITY NEWSPAPERS INC Advertising	3,465.00 \$ 3,465.00
82575	7/1/2020	ALPHA DOG ADA SIGNS Capital Outlay - ADA Projects	1,468.39 \$ 1,468.39
ACH	7/29/2020	MILLER NASH GRAHAM & DUNN LLP Capital Outlay - Bond - Land Acquisition	190.00 \$ 190.00
ACH	7/22/2020	AKS ENGINEERING & FORESTRY LLC	4,237.50
ACH	7/22/2020	TREECOLOGY INC Capital Outlay - Bond - Natural Resources Projects	8,870.00 \$ 13,107.50
313354	7/8/2020	PAUL BROTHERS INC	16,150.00
313397	7/17/2020	CLEAN WATER SERVICES Capital Outlay - Bond - New/Redevelop Neighborhood Parks	9,796.08 \$ 25,946.08
313454	7/29/2020	DCW COST MANAGEMENT Capital Outlay - Bond - Youth Athletic Field Development	2,970.00 \$ 2,970.00
ACH	7/8/2020	3J CONSULTING INC Capital Outlay - Bridges/Bdwlks-3 sites	2,152.66 \$ 2,152.66
82637	7/1/2020	WEST SLOPE WATER DISTRICT	1,633.53
313342	7/8/2020	EXERCISE EQUIPMENT NW INC Capital Outlay - Building Replacements	10,622.00 \$ 12,255.53
ACH	7/29/2020	TYLER TECHNOLOGIES INC Capital Outlay - ERP Software	7,300.00 \$ 7,300.00
313382	7/15/2020	PACIFIC FENCE & WIRE CO Capital Outlay - Facility Challenge Grants	12,708.13 \$ 12,708.13
82633	7/1/2020	FIBERGRATE COMPOSITE STRUCTURES Capital Outlay - Park & Trail Replacements	2,508.00 \$ 2,508.00
82582	7/1/2020	STEP FORWARD ACTIVITIES INC	175.54
82609	7/1/2020	TUALATIN VALLEY WATER DISTRICT	78.06
82628	7/1/2020	GATE SUPPLIES INC	3,607.98
82658	7/1/2020	WASHINGTON COUNTY	1,572.62
313355	7/8/2020	PORTLAND GENERAL ELECTRIC	1,389.98
313364	7/8/2020	WH PACIFIC INC	15,072.25
313376	7/15/2020	DIRTECH NW LLC	72,558.00
313384	7/15/2020	PORTLAND GENERAL ELECTRIC	21.79
313390	7/15/2020	WH PACIFIC INC	1,544.12
ACH	7/15/2020	LYDA EXCAVATING INC	124,330.06
313414	7/22/2020	2.INK STUDIO	5,059.30
ACH	7/22/2020	3 KINGS ENVIRONMENTAL	115,011.83
313465	7/29/2020	WASHINGTON COUNTY	3,331.07
313466	7/29/2020	WEST MEYER FENCE	16,694.29

Check #	Check Date	Vendor Name	Check Amount
ACH	7/29/2020	ENVIRONMENTAL SCIENCE ASSOCIATES	6,835.00
ACH	7/29/2020	JACOBS ENGINEERING GROUP INC	46,724.58
ACH	7/29/2020	MILLER NASH GRAHAM & DUNN LLP	1,482.00
		Capital Outlay - SDC - Park Development/Improvement	\$ 415,488.47
ACH	7/22/2020	WESTSIDE TRANSPORTATION ALLIANCE	1,000.00
		Dues & Memberships	\$ 1,000.00
313356	7/8/2020	PORTLAND GENERAL ELECTRIC	4,994.84
313384	7/15/2020	PORTLAND GENERAL ELECTRIC	1,368.71
313460	7/29/2020	PORTLAND GENERAL ELECTRIC	13,687.84
ACH	7/29/2020	PORTLAND GENGERAL ELECTRIC (CLEAN WIND)	1,867.08
		Electricity	\$ 21,918.47
313329	7/1/2020	KAISER FOUNDATION HEALTH PLAN	264,047.65
313330	7/1/2020	MODA HEALTH PLAN INC	28,965.53
313331	7/1/2020	STANDARD INSURANCE COMPANY	12,267.75
313332	7/1/2020	UNUM LIFE INSURANCE - LTC COMPANY OF AMERICA	1,744.20
ACH	7/1/2020	CHARLES SCHWAB & CO INC	8,500,000.00
313521	7/31/2020	UNUM LIFE INSURANCE - LTC COMPANY OF AMERICA	2,068.80
		Employee Benefits	\$ 8,809,093.93
ACH	7/1/2020	THPRD - EMPLOYEE ASSOCIATION	6,571.16
ACH	7/15/2020	BANK OF AMERICA - HSA FOR LIFE	10,500.00
ACH	7/15/2020	CHARLES SCHWAB & CO INC	27,173.21
ACH	7/15/2020	MASSACHUSETTS MUTUAL LIFE INSURANCE COMPANY	11,149.68
313394	7/16/2020	PACIFICSOURCE ADMINISTRATORS INC	1,805.63
ACH	7/31/2020	CHARLES SCHWAB & CO INC	26,876.81
ACH	7/31/2020	MASSACHUSETTS MUTUAL LIFE INSURANCE COMPANY	11,309.05
ACH	7/31/2020	THPRD - EMPLOYEE ASSOCIATION	6,442.31
		Employee Deductions	\$ 101,827.85
ACH	7/29/2020	NW NATURAL	2,372.63
		Heat	\$ 2,372.63
313360	7/8/2020	SPECIAL DISTRICTS ASSOCIATION OF OREGON	75,590.88
313387	7/15/2020	SPECIAL DISTRICTS ASSOCIATION OF OREGON	144,579.00
		Insurance	\$ 220,169.88
82554	7/1/2020	BEAVERTON AUTO PARTS	1,686.84
82560	7/1/2020	WASTE MANAGEMENT OF OREGON INC	2,188.72
82568	7/1/2020	CANTEL SWEEPING	1,008.52
82573	7/1/2020	AMAZON.COM	79.30
82626	7/1/2020	TIRE HUB LLC	1,158.10
82634	7/1/2020	GUARANTEED PEST CONTROL SERVICE CO INC	1,928.00
82655	7/1/2020	INTERSTATE AUTO PARTS INC	1,002.55
313343	7/8/2020	FARLEY GROUP INC, THE	3,050.00
ACH	7/8/2020	JOHNSON CONTROLS FIRE PROTECTION LP	16,766.00
ACH	7/8/2020	TREECOLOGY INC	3,300.00
313433	7/22/2020	PEREGRINE SPORTS LLC	14,632.00

Check #	Check Date	Vendor Name	Check Amount
ACH	7/22/2020	JOHNSON CONTROLS FIRE PROTECTION LP	4,866.00
ACH	7/29/2020	TMG SERVICES	13,577.68
		Maintenance Services	\$ 65,243.71
82549	7/1/2020	AIRGAS NORPAC INC	3,236.94
82554	7/1/2020	BEAVERTON AUTO PARTS	69.37
82569	7/1/2020	OFFICE DEPOT INC	89.98
82573	7/1/2020	AMAZON.COM	359.21
82582	7/1/2020	STEP FORWARD ACTIVITIES INC	11,782.25
82600	7/1/2020	POOL & SPA HOUSE INC	2,329.21
82626	7/1/2020	TIRE HUB LLC	526.04
82646	7/1/2020	TARGET SPECIALTY PRODUCTS	2,117.40
313363	7/8/2020	WALTER E NELSON COMPANY	1,215.24
		Maintenance Supplies	\$ 21,725.64
82579	7/1/2020	COMCAST CABLE	946.22
313509	7/31/2020	SOUTHRIDGE YOUTH FOOTBALL - PMB 342	1,700.00
		Miscellaneous Other Services	\$ 2,646.22
82569	7/1/2020	OFFICE DEPOT INC	587.33
82573	7/1/2020	AMAZON.COM	204.48
82584	7/1/2020	AT&T MOBILITY	172.92
82620	7/1/2020	RICOH USA INC	341.70
82621	7/1/2020	RICOH USA INC	260.77
ACH	7/29/2020	SHI INTERNATIONAL CORPORATION	1,439.09
		Office Supplies	\$ 3,006.29
82603	7/1/2020	COMMUNITY NEWSPAPERS INC	346.95
		Printing & Publication	\$ 346.95
82591	7/1/2020	COMMAND PROMPT INC	10,000.00
313344	7/8/2020	GALARDI CONSULTING LLC	33,032.50
ACH	7/8/2020	PROVIDENCE HEALTH & SERVICES OREGON	1,724.25
313394	7/16/2020	PACIFICSOURCE ADMINISTRATORS INC	(30.50)
ACH	7/29/2020	MILLER NASH GRAHAM & DUNN LLP	16,356.00
		Professional Services	\$ 61,082.25
82569	7/1/2020	OFFICE DEPOT INC	364.17
82573	7/1/2020	AMAZON.COM	1,340.89
82580	7/1/2020	LIFEGUARD STORE INC, THE	3,979.00
82606	7/1/2020	STRING KING LACROSSE LLC	3,209.43
82620	7/1/2020	RICOH USA INC	12.28
82621	7/1/2020	RICOH USA INC	3.45
ACH	7/8/2020	CDW GOVERNMENT INC	13,777.39
ACH	7/22/2020	TRUVIEW BSI LLC	183.00
ACH	7/29/2020	SHI INTERNATIONAL CORPORATION	2,926.00
		Program Supplies	\$ 25,795.61

Check #	Check Date	Vendor Name	Check Amount
313470	7/31/2020	BERG, AYRA	1,200.00
		Refund for District Credit Balance	\$ 1,200.00
313437	7/22/2020	SMALL FRIENDS PRESCHOOL	7,874.35
		Refund for Rent	\$ 7,874.35
82560	7/1/2020	WASTE MANAGEMENT OF OREGON INC	5,750.73
		Refuse Services	\$ 5,750.73
82620	7/1/2020	RICOH USA INC	3,635.20
82621	7/1/2020	RICOH USA INC	3,171.89
		Rental Equipment	\$ 6,807.09
313328	7/1/2020	HARSCH INVESTMENT PROPERTIES LLC	3,518.00
		Rental Facility	\$ 3,518.00
313435	7/22/2020	RAGSDALE, MARNIE	1,409.22
313494	7/31/2020	MENASCHE, SIMON	1,590.48
		Replacement Payroll Check	\$ 2,999.70
ACH	7/29/2020	SHI INTERNATIONAL CORPORATION	66.50
		Small Furniture & Equipment	\$ 66.50
82573	7/1/2020	AMAZON.COM	6.45
82579	7/1/2020	COMCAST CABLE	45.97
82581	7/1/2020	AVERTIUM LLC	2,000.00
ACH	7/1/2020	KRONOS INCORPORATED	40,937.28
313346	7/8/2020	GRUNOW, KYLIE	1,500.00
ACH	7/8/2020	SMITH DAWSON & ANDREWS	3,000.00
ACH	7/22/2020	HR ANSWERS INC	1,200.00
ACH	7/22/2020	TRUVIEW BSI LLC	1,399.50
313455	7/29/2020	ELEVATE TECHNOLOGY GROUP	2,925.00
ACH	7/29/2020	CHAVES CONSULTING INC	1,332.72
ACH	7/29/2020	MILLER NASH GRAHAM & DUNN LLP	4,211.00
ACH	7/29/2020	SHI INTERNATIONAL CORPORATION	51,543.76
		Technical Services	\$ 110,101.68
82579	7/1/2020	COMCAST CABLE	809.90
82584	7/1/2020	AT&T MOBILITY	9,105.62
ACH	7/29/2020	SHI INTERNATIONAL CORPORATION	931.00
		Telecommunications	\$ 10,846.52
82639	7/1/2020	TEREX USA LLC	1,446.41
		Vehicle & Equipment Services	\$ 1,446.41
82554	7/1/2020	BEAVERTON AUTO PARTS	65.22
313337	7/8/2020	CARSON OIL INC	1,905.93
313420	7/22/2020	CARSON OIL INC	1,721.79
		Vehicle Gas & Oil	\$ 3,692.94

<u>Check #</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
82548	7/1/2020	BEAVERTON, CITY OF	17,632.74
82609	7/1/2020	TUALATIN VALLEY WATER DISTRICT	16,570.01
82637	7/1/2020	WEST SLOPE WATER DISTRICT	129.45
313452	7/29/2020	BEAVERTON SCHOOL DISTRICT #48	55,336.47
		Water & Sewer	\$ 89,668.67
		Grand Total	\$ 10,079,761.78



Tualatin Hills Park & Recreation District

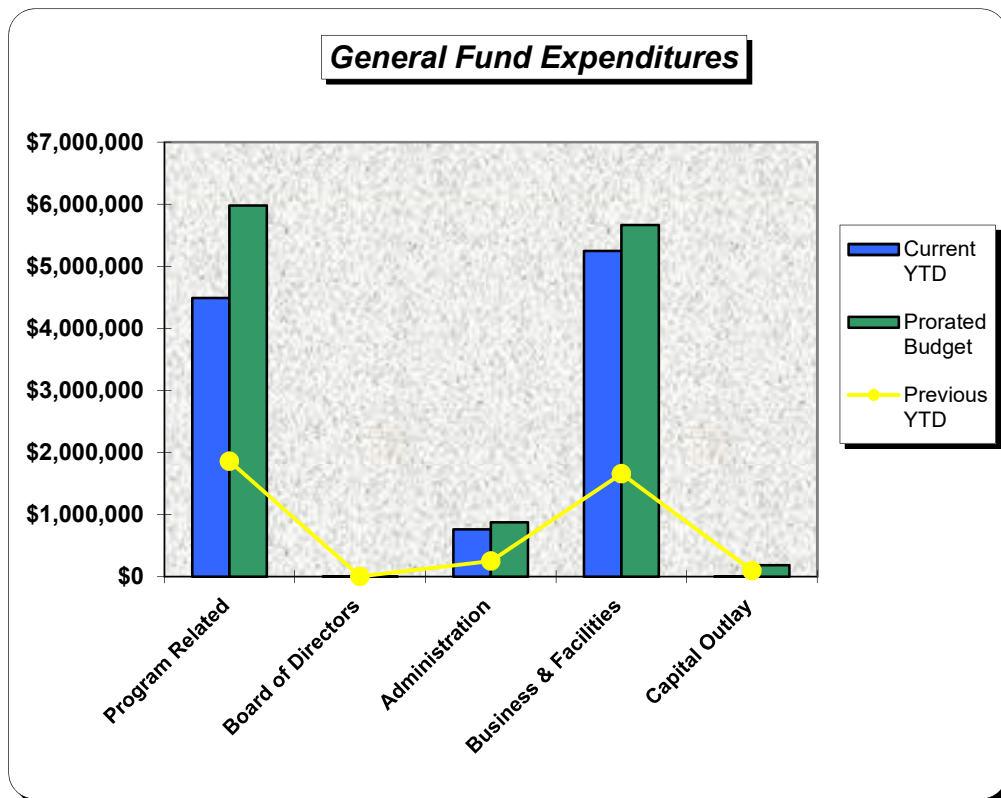
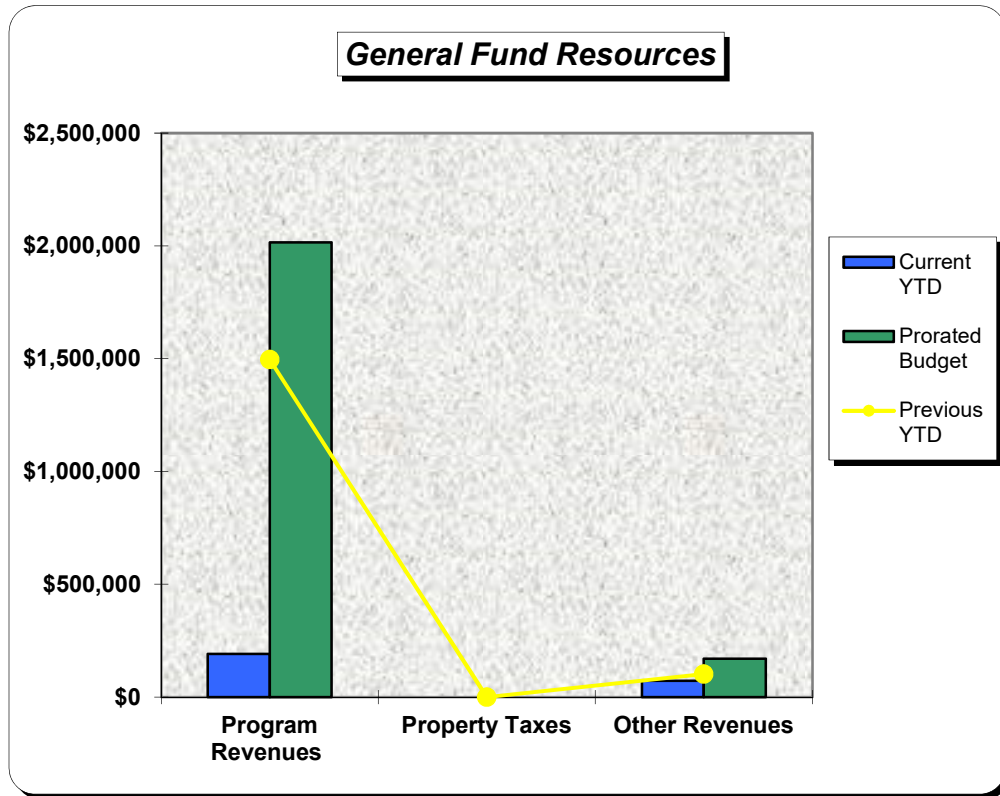
General Fund Financial Summary July, 2020

	ACTUAL		BUDGET		
	Current Month	Year to Date	Year to Date	% YTD Actual to Budget	Full Fiscal Year
Program Resources:					
Aquatic Centers	\$ -	\$ -	\$ 469,194	0.0%	\$ 3,780,320
Tennis Center	-	-	65,894	0.0%	1,260,017
Recreation Centers & Programs	43,328	43,328	1,109,409	3.9%	6,382,547
Sports Programs & Field Rentals	148,062	148,062	240,109	61.7%	1,992,613
Natural Resources	-	-	130,672	0.0%	564,425
Total Program Resources	191,390	191,390	2,015,278	9.5%	13,979,922
Other Resources:					
Property Taxes	-	-	-	0.0%	34,914,382
Interest Income	12,553	12,553	32,346	38.8%	500,000
Facility Rentals/Sponsorships	18,152	18,152	24,800	73.2%	660,183
Grants	-	-	89,488	0.0%	2,900,700
Miscellaneous Income	41,352	41,352	23,137	178.7%	465,000
Total Other Resources	72,057	72,057	169,771	42.4%	39,440,265
Total Resources	\$ 263,447	\$ 263,447	\$ 2,185,049	12.1%	\$ 53,420,187
Program Related Expenditures:					
Parks & Recreation Administration	155,839	155,839	187,403	83.2%	846,987
Aquatic Centers	961,483	961,483	1,342,598	71.6%	5,232,202
Tennis Center	355,191	355,191	428,838	82.8%	1,661,764
Recreation Centers	1,485,830	1,485,830	2,135,317	69.6%	9,680,044
Community Programs	220,469	220,469	264,177	83.5%	938,148
Athletic Center & Sports Programs	584,514	584,514	758,190	77.1%	3,278,507
Natural Resources & Trails	725,905	725,905	863,500	84.1%	3,358,192
Total Program Related Expenditure	4,489,231	4,489,231	5,980,022	75.1%	24,995,844
General Government Expenditures:					
Board of Directors	2,647	2,647	4,726	56.0%	346,658
Administration	761,062	761,062	874,746	87.0%	3,088,592
Business & Facilities	5,247,570	5,247,570	5,662,363	92.7%	23,736,891
Capital Outlay	871	871	185,900	0.5%	7,268,673
Contingency/Capital Replacement Reserve	-	-	4,000,000	0.0%	4,000,000
Total Other Expenditures:	6,012,150	6,012,150	10,727,737	56.0%	38,440,814
Total Expenditures	\$ 10,501,381	\$ 10,501,381	\$ 16,707,758	62.9%	\$ 63,436,658
Revenues over (under) Expenditures	\$ (10,237,934)	\$ (10,237,934)	\$ (14,522,709)	70.5%	\$ (10,016,471)
Beginning Cash on Hand		11,244,401	10,016,471	112.3%	10,016,471
Ending Cash on Hand		\$ 1,006,467	\$ (4,506,238)	100.0%	\$ -

Tualatin Hills Park and Recreation District

General Fund Financial Summary

July, 2020





MEMO

DATE: August 26, 2020
TO: Doug Menke, General Manager
FROM: Lori Baker, Director of Business Services

RE: **Intergovernmental Agreement with City of Beaverton for Building Public Mental Health and Community Psyche Program**

Introduction

In June 2020, Washington County approved a \$1,000,000 allocation of CARES Act Coronavirus Relief Fund (CRF) to the Building Public Mental Health and Community Psyche Program. Of this allocation, \$500,000 was identified for coordination by THPRD in Washington County Districts 1 and 2. As part of the process, THPRD agreed to support Washington County in administration of funds related to activities completed by the City of Beaverton.

Staff are seeking board of directors' approval of an intergovernmental agreement and associated documents with City of Beaverton and authorization for the general manager or designee to execute the necessary documents associated with this agreement.

Background

On March 27, 2020, the federal government approved the CARES Act to address the critical negative impacts of the pandemic. The CARES Act provided \$150 billion in Coronavirus Relief Funds for state and local governments. Washington County was awarded \$104,660,474. The county formed a CRF Work Group to consider the highest priority public health, business and community stabilization needs. The Cities and Special Districts Assistance Grant and the Building Public Mental Health and Community Psyche Grant were two of the programs approved by the Board of County Commissioners. The county allocated \$7 million in funding to the Cities and Special Districts Assistance Grant program, and determined that funds were best allocated using a budget-based allocation mechanism. The county allocated \$1 million in funding to the Building Public Mental Health and Community Psyche program, and determined that equal allocation to each County District was the best method for this program. THPRD was requested to coordinate County Districts 1 and 2, for a total of \$500,000. In August 2020, the County approved a funding exchange of program funds to allow successful implementation of the Building Public Mental Health and Community Psyche program activities. The district has entered into an intergovernmental agreement with Washington County to support the funding exchange for the program, and to amend the intergovernmental agreement with Washington County for disbursement of the additional Cities and Special Districts Assistance Grant allocation. The next step in the process is to enter into an intergovernmental agreement with the City of Beaverton, for funding of events programmed by the city.

Proposal

Staff are seeking board of directors' approval of an intergovernmental agreement and associated documents with the City of Beaverton and authorization for the general manager or

designee to execute the necessary documents to facilitate the project. A draft IGA is attached (Exhibit A).

Benefits of Proposal

The proposal will result in funding of the City of Beaverton events under the agreement with Washington County, which meets the terms of the agreement with Washington County.

Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

Board of directors' approval of the intergovernmental agreement and associated documents with City of Beaverton, and authorization for the general manager or designee to execute the documents to facilitate the project.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN TUALATIN HILLS PARK & RECREATION DISTRICT AND THE CITY
OF BEAVERTON**

For Public Mental Health & Community Psyche Program

FOR COORDINATION OF FUNDING TO SUPPORT COMMUNITY EVENTS

This INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered between TUALATIN HILLS PARK & RECREATION DISTRICT, acting by and through its elected officials, hereinafter referred to as “District”, and THE CITY OF BEAVERTON, acting by and through its elected officials, hereinafter referred to as “City”. District and City may be jointly referred to herein as the “Parties” or individually as a “Party.”

RECITALS

1. WHEREAS, ORS 190.010 authorizes units of local government to enter into intergovernmental agreements for the performance of any or all functions and activities that a party to the agreement has the authority to perform; and
2. WHEREAS, on March 8, 2020 the Governor of Oregon declared an emergency under ORS 401.165 *et. seq.* due to the public health threat posed by the novel infectious coronavirus (COVID-19); and
3. WHEREAS, on March 11, 2020, COVID-19, which spreads person-to-person through coughing, sneezing and close personal contact, was declared a pandemic by the World Health Organization; and
4. WHEREAS on March 13, 2020 the President of the United States declared the COVID-19 outbreak a national emergency; and
5. WHEREAS on March 23, 2020, Oregon Governor Kate Brown issued Executive Order 20-12 (EO 20-12) which, among other things, prohibited non-essential social and recreational gatherings of individuals outside of home or place of residence and imposed social distancing requirements that curtailed traditional committee gatherings and events; and
6. WHEREAS, on March 27, 2020 the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) became law and established the \$150 billion Coronavirus Relief Fund (Fund) from which the U.S. Department of the Treasury made payments to eligible units of local government, including the County; and
7. WHEREAS, Washington County (“County”) received a payment from the Fund which, subject to the requirements of the CARES Act and 2 CFR 200, can be used to reimburse necessary expenses associated with the COVID-19 Public Health Emergency; and

8. WHEREAS, on June 2, 2020, the Washington County Board of Commissioners approved the distribution of \$1,000,000.00 from the County's allocation of the Fund for building Public Mental Health and Community Psyche as one of the four principles for the utilization of the County's allocation of the Fund. Included in the Public Mental Health and Community Psyche allocation was \$500,000 identified for Washington County Districts 1 and 2. The DISTRICT was identified as the convener of Districts 1 and 2; and
9. WHEREAS, on the same day, the Washington County Board of Commissioners approved the distribution of \$7,000,000.00 from the County's allocation of the Fund (Cities and Special Districts Assistance Program) to provide economic relief and reimburse cities and special districts within Washington County for necessary expenses related to COVID-19 public health emergency; and
10. WHEREAS the District has applied and is eligible for an allocation of a portion of the Cities and Special Districts Assistance Program funds as a Subrecipient under the CARES Act to cover expenses already incurred or to be incurred in the form of unbudgeted necessary expenses due to the COVID-19 public health emergency; and
11. WHEREAS, in the process of collaborating with the County on the Public Mental Health and Community Psyche Program, District indicated that the County's goal of building public mental health and community psyche could be met with programs financed with unrestricted funds of the District;
12. WHEREAS, the County, in recognition of District's commitment to fund programs supporting the County's Public Mental Health and Community Psyche Program with unrestricted District funds, desired to increase District's allocation of funds under the County's Cities and Special Districts Assistance Program in an equal amount in a fund exchange agreement;
13. WHEREAS, on August 4, 2020 the Washington County Board of Commissioners reallocated \$1,000,000.00 from the Public Mental Health and Community Psyche Program to the Protect Public Health – Cities and Special Districts Assistance Program;
14. WHEREAS, on August 18, 2020 the Washington County Board of Commissioners allocated \$500,000 under the Cities and Special Districts Assistance Grant Program to District in exchange for obligations associated with the Public Mental Health and Community Psyche Program; and
15. WHEREAS, the County and the District entered into an intergovernmental agreement on August 18, 2020, setting forth District's obligations associated with the Public Mental Health and Community Psyche Program (the "County IGA");
16. WHEREAS, the District agreed to act as convener for Districts 1 and 2 of Washington County, and allocate up to \$92,000 in support of events held by the City of Beaverton

under the Public Mental Health and Community Psyche Program.

AGREEMENT

Article 1 DISTRICT OBLIGATIONS

- 1.1 In exchange for carrying out City's obligations set forth in Article 2 of this Agreement ("City's Obligations") District shall reimburse up to \$92,000 to City for costs that City incurs in carrying out City's Obligations.
- 1.2 District shall review, verify, and approve all reporting submissions described in Article 2.3 of this Agreement from City, prior to reimbursement of costs.

Article 2 CITY OBLIGATIONS

- 2.1. City shall conduct or shall cause the events and activities provided in Attachment A (the "Activities"), made and incorporated herein, to be conducted in accordance with this Agreement. The Activities, have been identified and planned to satisfy the requirements of the County's Public Mental Health and Community Psyche Program. Any supplement or amendment of Attachment A will be submitted to the District, together with corresponding estimated or actual budget, which will be submitted by the District for County prior approval and shall:
 - 2.1.1. Aim to supplant and replace other community events and activities that have been cancelled, restricted, or postponed due to the COVID-19 public health crises; and
 - 2.1.2. Be designed and implemented in a manner that complies with all applicable Federal, State or local regulations or orders pertaining to the safe operation of any event or activity including regulations or orders that require gatherings to be limited or restricted in occupancy or size; and
 - 2.1.3. Be planned and carried out with a focus on diversity, equity, and inclusiveness of all County residents; and
 - 2.1.4. Include a mixture of events and activities designed to reach as many County District 1 residents as possible.
- 2.2. City shall complete the events for the purposes described herein between March 1st, 2020 and March 31st, 2021.
- 2.3. City shall provide three written reports to District, which will be included in the District's reports to County, describing in reasonable detail all Activities-related

expenditures during the reporting period and provide documented proof of said expenditures.

- 2.3.1. The first report will reflect all expenditures from March 1st, 2020 through October 31st, 2020 and will be due by November 12th, 2020.
- 2.3.2. The second report shall cover the period of November 1st, 2020 through December 31st, 2020 and shall be submitted to District no later than January 13th, 2021.
- 2.3.3. The third and final report shall cover the period of January 1st, 2021 through March 31st, 2021 and shall be submitted to District no later than April 13th, 2021. The final report should contain a list of all the Activities-related programs executed, the final amount spent on each program, and the community impact of the program.
- 2.4. City shall supervise or cause the proper supervision of any Activities and be responsible for all Activities participants. City shall have full responsibility that all Activities are conducted in a safe and careful manner. Safe and careful manner includes City's obligation to ensure the Activities comply with all Federal, State, and local laws, regulations and orders applicable to the Activities.
- 2.5. City shall promptly provide any documentation requested by District in relation to the expenditure of the funds or other obligations under this Agreement.
- 2.6. City expressly assumes toward District all duties, obligations, and responsibilities that District assumed toward County under the County IGA within the scope of City's obligations.

Article 3 GENERAL PROVISIONS

3.1 LAWS OF OREGON

The parties shall comply with all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon.

3.2 DEFAULT

Time is of the essence in the performance of the Agreement. Either party shall be deemed to be in default if it fails to comply with any provisions of this Agreement. The non-defaulting party shall provide the other party with written notice of default and allow thirty (30) days within which to cure the defect.

3.3 INDEMNIFICATION

This Agreement is for the benefit of the parties only. City agrees to indemnify and hold harmless the District, the County, and their respective elected officials, directors, officers, employees, and agents, from, for, and against all claims, demands and causes of actions and suits of any kind or nature for personal injury, death or damage to property on account of, related to, or arising out of City's performance of this Agreement, including but not limited to any negligent or wrongful acts or omissions of the indemnifying party and its officers, employees and agents. To the extent applicable, the above indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300) and the Oregon Constitution. City shall give District immediate written notice of any action or suit filed or any claim made against the District that may result in litigation in any way related to this Agreement. District retains the right, in its discretion, to defend any action with Counsel of this choosing.

3.4 INSURANCE

City shall maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 through 30.274.

3.5 MODIFICATION OF AGREEMENT

No waiver, consent, modification or change of terms of this Agreement shall be binding unless in writing and signed by both Parties. The Parties agree that this Agreement may require modification as additional guidance becomes available.

3.6 DISPUTE RESOLUTION

The Parties shall attempt to informally resolve any dispute concerning any Party's performance or decisions under this Agreement, or regarding the terms, conditions or meaning of this Agreement. A neutral third party may be used if the parties agree to facilitate these negotiations. In the event of an impasse in the resolution of any dispute, the issue shall be submitted to the governing bodies of both parties for a recommendation or resolution.

3.7 REMEDIES

Subject to the provisions in paragraph 3.6, any Party may institute legal action to cure, correct or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Washington County Circuit Court. The Parties, by signature of their authorized representatives below, consent to the personal jurisdiction of that court.

3.8 EXCUSED PERFORMANCE

In addition to the specific provisions of this Agreement, performance by any party shall not be in default where delay or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of GOD, governmental restrictions imposed on or mandated by governmental entities other than the parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar bases for excused performance that are not within the reasonable control to the party to be excused.

3.9 SEVERABILITY

If any one or more of the provisions contained in this Agreement is invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of the Agreement will not be affected or impaired in any way.

3.10 INTEGRATION

This Agreement is the entire agreement of the parties on its subject and supersedes any prior discussions or agreements regarding the same subject.

Article 4 TERM OF AGREEMENT and SURVIVAL

4.1 This Agreement becomes effective on the last date signed below and shall terminate on April 1, 2021, unless extended or terminated by mutual written consent of the Parties.

4.2 General Provisions 3.3, and 3.8 shall survive termination or expiration of this Agreement.

WHEREAS, all the aforementioned is hereby agreed upon by the parties and executed by the duly authorized signatures below.

TUALATIN HILLS PARK & RECREATION DISTRICT

AUTHORIZED SIGNATURE

DATE

PRINTED NAME

TITLE

CITY OF BEAVERTON, OREGON

AUTHORIZED SIGNATURE #1

DATE

PRINTED NAME

TITLE

AUTHORIZED SIGNATURE #2

DATE

PRINTED NAME

TITLE

City of Beaverton

Community Events & Programs

Project Name	Description	Populations Served	Connection to promoting public mental health and community psyche due to the pandemic
Tree Lighting	Transition traditional tree lighting event into a week-long nightly experience. Showcase multicultural decorations and multiple spaces for photo displays throughout City Park.	Community at-large	This long standing tradition has helped shaped the identity and community of Beaverton for years. Community psyche will be detrimentally affected without it. These funds would allow the event to continue safely and be adapted to COVID-19 health and safety guidelines.
Den Gathering Spaces	Transition 1st Street in downtown Beaverton to a safe, physically distanced, space for people to eat outdoors, supporting a partnership of local restaurants downtown, help provide musical entertainment.	Community at-large	People need places to safely gather to eat and enjoy the company of others. Without access to socialization opportunities, many people will suffer from depression and anxiety. This event would help provide options those opportunities and outlets.

Beaverton Community Events & Programs Subtotal

\$40,000

Community Partnerships

Project Name	Description	Populations Served	Connection to promoting public mental health and community psyche due to the pandemic
Welcoming Week	Welcoming Week grants for community based organizations to host events recognizing the significant contributions of immigrant and refugee community members.	Immigrants and refugees, BIPOC, Community at-large	Immigrants, refugees, BIPOC, and people from under-served communities have disproportionately experienced negative second-order effects of the pandemic including detriments to mental health. This popular long-standing series of events will be adapted for COVID-19 safety and precautions and provide.
Theatre on the Lawn	Fund a local production of Looking Glass Alice on the library lawn.	Community at-large	Outdoor theatre is a traditional summer event but most performances have been cancelled due to COVID-19 restrictions and concerns. Theatre experiences can bring people together safely and build community mental health.
Cultural History of Beaverton Project	Collect stories from BIPOC leaders, non-traditional narratives, mission pieces of local history.	BIPOC, Community at-large	One way to build community and community psyche is through community storytelling. This program would help capture stories from local residents and safely share those with others, creating community while maintaining safe physical distancing.
Community Conversations on Race	National trainers/speakers/facilitators to train and facilitate dialogue for community members.	BIPOC, Community at-large	Due to the pandemic, community members now lack access to forums where they can discuss current events and issues. Community members need opportunities to express and discuss ongoing issues around race to help promote mental health and heal community psyche.

Beaverton Community Partnerships Subtotal

\$52,000

Beaverton Total

\$92,000



MEMO

DATE: September 1, 2020
TO: Doug Menke, General Manager
FROM: Lori Baker, Director of Business Services

RE: **Resolution Adopting a District 457 Governmental Deferred Compensation Plan and Trust**

Introduction

Staff are requesting board of directors' approval of the resolution adopting the ICMA-RC 457 Governmental Deferred Compensation Plan and Trust for the Tualatin Hills Park & Recreation District 457 Deferred Compensation Plan ("457 Plan").

Background

The district's 457 Deferred Compensation Plan, a standardized plan administered by Mass Mutual, was adopted effective June 1, 2011. In July 2020, the plan committee selected ICMA-RC to provide administrative services for the plan. ICMA-RC was also selected as the administrator for the district's Individual Account Program Plan. Utilizing a consistent administrator will allow employees to manage their retirement investments via one access point, and provides for reductions in fees for both plans.

As part of the transition, the district must revise the plan document. ICMA-RC provides a standardized plan document that provides benefits that are consistent with those provided under the existing plan document, and can be administered on the ICMA-RC platform. The plan document has been reviewed for compliance by outside counsel.

Proposal Request

Staff are requesting approval of the attached resolution which adopts the 457 Plan. The plan document is attached.

Benefits of Proposal

The proposed plan document will allow for the 457 Plan to be administered on the ICMA-RC platform.

Potential Downside of Proposal

There are no potential downsides to the proposal.

Action Requested

Board of directors' approval of Resolution 2020-19, adopting the ICMA-RC 457 Governmental Deferred Compensation Plan and Trust for the Tualatin Hills Park & Recreation District 457 Deferred Compensation Plan ("457 Plan").

Resolution No. 2020-19

**A RESOLUTION OF THE TUALATIN HILLS PARK & RECREATION
DISTRICT BOARD OF DIRECTORS ADOPTING A DISTRICT
457 GOVERNMENTAL DEFERRED COMPENSATION PLAN AND TRUST**

WHEREAS, Tualatin Hills Park & Recreation District originally adopted the Tualatin Hills Park & Recreation District 457 Deferred Compensation Plan (the “457 Plan”) effective June 1, 2011; and

WHEREAS; the Board of Directors now desires to transition the 457 Plan to be administered by ICMA-RC.

Now, therefore, the Tualatin Hills Park & Recreation District Board resolves as follows:

Section 1. The Board adopts the Tualatin Hills Park & Recreation District 457 Governmental Deferred Compensation Plan (the “Plan”), attached and incorporated into this resolution as Exhibit A.

Section 2. The Plan in Exhibit A is effective on October 1, 2020, or such other earlier or later date as provided in Exhibit A or as necessary for continued income tax qualification.

Section 3. This resolution is effective on the date the Board adopts it.

ADOPTED by the Board of Directors of Tualatin Hills Park & Recreation District this 9th day of September, 2020.

Felicit Montebianco, Board President

Tya Ping, Board Secretary

ATTEST:

Jessica Collins
Recording Secretary

457 GOVERNMENTAL DEFERRED COMPENSATION PLAN AND TRUST



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457 GOVERNMENTAL DEFERRED COMPENSATION PLAN AND TRUST

As Amended and Restated

Article I. Purpose

The Employer identified in Article 2.09 hereby establishes and maintains the Employer's Deferred Compensation Plan and Trust, hereafter referred to as the "Plan." The Employer is a State, political subdivision of a State, or an agency or instrumentality of a State or political subdivision, as described in Section 457(e)(1)(A) of the Internal Revenue Code ("the Code").

The primary purpose of this Plan is to provide retirement income and other deferred benefits to the Employees of the Employer and the Employees' Beneficiaries in accordance with the provisions of Section 457 of the Code.

The Employer has determined that the establishment of a deferred compensation plan for the Employees of the Employer serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel.

This Plan shall be an agreement solely between the Employer and participating Employees. The Plan and Trust forming a part hereof are established and shall be maintained for the exclusive benefit of Participants and their Beneficiaries. No part of the corpus or income of the Trust shall revert to the Employer or be used for or diverted to purposes other than the exclusive benefit of Participants and their Beneficiaries.

The Employer adopts the Group Trust created by the Declaration of Trust of VantageTrust Company.

Article II. Definitions

- 2.01 **Account.** The bookkeeping account maintained for each Participant reflecting the cumulative amount of the Participant's Deferred Compensation, including any income, gains, losses, or increases or decreases in market value attributable to the Employer's investment of the Participant's Deferred Compensation, and further reflecting any distributions to the Participant or the Participant's Beneficiary and any fees or expenses charged against such Participant's Deferred Compensation.
- 2.02 **Accounting Date.** For valuing the Trust's assets, as provided in Section 6.06, each business day that the New York Stock Exchange is open for trading.
- 2.03 **Administrator.** The person or persons named in writing to carry out certain nondiscretionary administrative functions under the Plan, as hereinafter described. The Employer may remove any person as Administrator upon seventy-five (75) days' advance notice in writing to such person, in which case the Employer shall name another person or persons to act as Administrator. The Administrator may resign upon seventy-five (75) days' advance notice in writing to the Employer, in which case the Employer shall name another person or persons to act as Administrator. Unless otherwise provided in the Plan, the Administrator shall act at the direction of the Employer and shall be fully protected in acting on such direction. The Employer may enter into a separate agreement with the Administrator

detailing features of the Plan and any elections as to the administration of the Plan.

- 2.04 **Automatic Distribution Date.** April 1 of the calendar year after the year the Participant attains age 70½ or, if later, has a Severance Event.
- 2.05 **Beneficiary.** The person or persons named by the Participant in his or her Joinder Agreement who shall receive any benefits payable hereunder in the event of the Participant's death. In the event that the Participant names two or more Beneficiaries, each Beneficiary shall be entitled to equal shares of the benefits payable at the Participant's death, unless otherwise provided in the Participant's Joinder Agreement. If no Beneficiary is named in the Joinder Agreement, if the named Beneficiary predeceases the Participant, or if the named Beneficiary does not survive the Participant for a period of fifteen (15) days, then the estate of the Participant shall be the Beneficiary. If a married Participant resides in a community property state, the Participant shall be responsible for obtaining appropriate consent of his or her spouse in the event the Participant names someone other than his or her spouse as Beneficiary; provided, however that solely for purposes of this sentence, the term "spouse" shall have the meaning determined by the Employer.

For purposes of Section 7.09(c), relating to unforeseeable emergency withdrawals, the term Primary Beneficiary means an individual who is named as a Beneficiary under the Plan and who would have an unconditional right to all or a portion of the Participant's account balance under the Plan upon the death of the Participant (or Beneficiary who has inherited an account balance).

- 2.06 **Deferred Compensation.** The amount of Includible Compensation otherwise payable to the Participant that the Participant and the Employer mutually agree to defer hereunder (including pursuant to automatic enrollment in Section 4.03), any amount credited to a Participant's Account by reason of a transfer under Section 6.09 or 6.10, a rollover under Section 6.11, or any other amount the Employer agrees to credit to a Participant's Account.
- 2.07 **Dollar Limitation.** The applicable dollar amount within the meaning of Section 457(b)(2)(A) of the Code, as adjusted for the cost-of-living in accordance with Section 457(e)(15) of the Code.
- 2.08 **Employee.** Any individual who provides services for the Employer, whether as an employee of the Employer, as defined by state law, or as an independent contractor, and who has been designated by the Employer as eligible to participate in the Plan.
- 2.09 **Employer.** Tualatin Hills Park & Recreation District, which is a State, political subdivision of a State, or agency or instrumentality of a State, as described in Section 457(e)(1)(A) of the Code.
- 2.10 **457 Catch-Up Dollar Limitation.** Twice the Dollar Limitation.
- 2.11 **Includible Compensation.** Includible Compensation of a Participant means "compensation," as defined in Section 415(c)(3) of the Code, for services performed for the Employer. Includible Compensation shall be determined without regard to any community property laws. For purposes of a Participant's Joinder Agreement only and not for purposes of the limitations in Article V, Includible Compensation shall include pre-tax contributions (excluding direct employer contributions) to an integral part trust of the employer providing retiree health care benefits.
- 2.12 **Joinder Agreement.** An agreement entered into between an Employee and the Employer, including any amendments or modifications thereof, that fixes the amount of Deferred Compensation, specifies a preference among the investment alternatives designated by the Employer, names the Employee's Beneficiary or Beneficiaries, and incorporates the terms, conditions, and provisions of the Plan by

reference. A Joinder Agreement includes amounts that an Employer agrees to credit to the Employee's account as "employer contributions."

- 2.13 Normal Limitation.** The maximum amount of Deferred Compensation for any Participant for any taxable year (other than amounts referred to in Sections 6.09, 6.10, and 6.11).
- 2.14 Normal Retirement Age.** Age 70½, unless the Participant has elected an alternate Normal Retirement Age by written instrument delivered to the Administrator prior to a Severance Event. A Participant's Normal Retirement Age determines the period during which a Participant may utilize the additional catch-up dollar limitation of Section 5.02(b) hereunder and determines the right to receive certain tax free distributions described in Section 7.14. Once a Participant has to any extent utilized the catch-up limitation of Section 5.02(b), his Normal Retirement Age may not be changed.

A Participant's alternate Normal Retirement Age may not be earlier than the earliest date that the Participant will become eligible to retire and receive immediate, unreduced retirement benefits under the Employer's basic defined benefit retirement plan covering the Participant (or a money purchase pension plan of the Employer in which the Participant also participates if the Participant is not eligible to participate in a defined benefit plan of the Employer), and may not be later than the date the Participant will attain age 70½. If the Participant will not become eligible to receive benefits under a basic defined benefit retirement plan (or money purchase pension plan, if applicable) maintained by the Employer, the Participant's alternate Normal Retirement Age may not be earlier than 65 and may not be later than age 70½ (except as provided in the next paragraph). Solely for purposes of the prior two sentences, a plan of the Employer includes a plan maintained by the state (or a political subdivision or agency or instrumentality of the state) in which the Employer is located. In no event may a Participant's normal retirement age be different than the normal retirement age under the Employer's other 457(b) plans, if any.

In the event the Plan has Participants that include qualified police or firefighters (as defined under Section 415(b)(2)(H)(ii)(I) of the Code), a normal retirement age may be designated for such qualified police or firefighters that is not earlier than age 40 or later than age 70½. Alternatively, qualified police or firefighters may be permitted to designate a normal retirement age that is between age 40 and age 70½.

- 2.15 Participant.** Any Employee who has joined the Plan pursuant to the requirements of Article IV. Unless the context requires otherwise, the term Participant includes an Employee or former Employee of the Employer who has not yet received all of the payments of benefits to which he/she is entitled under the Plan.
- 2.16 Percentage Limitation.** 100 percent of the Participant's Includible Compensation available to be contributed as Deferred Compensation for the taxable year.
- 2.17 Plan Year.** The calendar year, unless otherwise elected by the Employer.
- 2.18 Severance Event.** A severance of the Participant's employment with the Employer within the meaning of Section 457(d)(1)(A)(ii) of the Code.

In general, a Participant shall be deemed to have experienced a Severance Event for purposes of this Plan when, in accordance with the established practices of the Employer, the employment relationship is considered to have actually terminated. If the Plan does not allow participation by independent contractors of the Employer, a Participant shall also be deemed to have experienced a Severance Event for purposes of the Plan when, in accordance with the established practices of the Employer, the Participant ceases to be an employee and becomes an independent contractor. If the Plan allows participation by independent contractors of the

Employer, then in the case of a Participant who is an independent contractor of the Employer, a Severance Event shall be deemed to have occurred when the Participant's contract under which services are performed has completely expired and terminated, there is no foreseeable possibility that the Employer will renew the contract or enter into a new contract for the Participant's services, and it is not anticipated that the Participant will become an Employee of the Employer, or such other events as may be permitted under the Code.

- 2.19 **Trust.** The Trust created under Article VI of the Plan which shall consist of all compensation deferred under the Plan, plus any income and gains thereon, less any losses, expenses and distributions to Participants and Beneficiaries.

Article III. Administration

- 3.01 **Duties of the Employer.** The Employer shall have the authority to make all discretionary decisions affecting the rights or benefits of Participants that may be required in the administration of this Plan. The Employer's decisions shall be afforded the maximum deference permitted by applicable law.
- 3.02 **Duties of Administrator.** The Administrator, as agent for the Employer and subject to oversight by the Employer, shall perform nondiscretionary administrative functions in connection with the Plan, including the maintenance of Participants' Accounts, the provision of periodic reports of the status of each Account, and the disbursement of benefits on behalf of the Employer in accordance with the provisions of this Plan.

Article IV. Participation in the Plan

- 4.01 **Initial Participation.** An Employee that the Employer elects to be eligible for the Plan may become a Participant by entering into a Joinder Agreement (or by being treated as entering into a Joinder Agreement pursuant to Section 4.03) prior to the beginning of the calendar month in which the Joinder Agreement is to become effective to defer compensation not yet paid or made available, or such other date as may be permitted under the Code. A new employee may defer compensation in the calendar month during which he or she first becomes an employee if a Joinder Agreement is entered into on or before the first day on which the employee performs services for the Employer.
- 4.02 **Amendment of Joinder Agreement.** A Participant may amend an executed Joinder Agreement to change the amount of Includible Compensation not yet paid or made available that is to be deferred (including the reduction of such future deferrals to zero). Such amendment shall become effective as of the beginning of the calendar month commencing after the date the amendment is executed, or such other date as may be permitted under the Code. A Participant may at any time amend his or her Joinder Agreement to change the Beneficiary or specify investments, and such amendment shall become effective immediately.
- 4.03 **Automatic Enrollment.**
- (a) *If elected by the Employer, the Plan will provide for automatic enrollment.* In this case, an Employee will become a Participant, shall be treated as entering into a Joinder Agreement, and shall have compensation deferred, at the amount equal to the percentage of compensation specified by the Employer, unless the Employee affirmatively elects a different amount (or elects not to enter into a Joinder Agreement) within the initial "opt-out" period specified by the Employer. The "opt-out" period shall be no less than thirty (30) days and no more than ninety (90) days. The Participant will be treated as having entered into a Joinder Agreement at the end of such opt-out period and Default Elective Deferrals shall begin on the first pay period of the following calendar month. Unless otherwise elected by the Employer, these

automatic enrollment provisions will also apply when an Employee is rehired. An Employee who becomes a Participant pursuant to this Section 4.03 may amend the Joinder Agreement as provided in Section 4.02.

(b) **Definitions.** *The following definitions shall apply for this Section 4.03:*

- (1) **Eligible Automatic Contribution Arrangement (“EACA”).** An automatic contribution arrangement that satisfies the uniformity and notice requirements of this Section 4.03.
- (2) **Automatic Contribution Arrangement.** An arrangement under which, in the absence of an affirmative election by a Covered Employee, a specified percentage of compensation will be withheld from the Covered Employee’s pay and contributed to the Plan as Deferred Compensation.
- (3) **Covered Employee.** A Participant identified by the Employer as being covered under the EACA. An independent contractor cannot be a Covered Employee.
- (4) **Default Elective Deferrals.** The Deferred Compensation contributed to the Plan under the EACA on behalf of Covered Employees who do not have an affirmative election in effect regarding Deferred Compensation.
- (5) **Default Rate.** The percentage of a Covered Employee’s compensation contributed to the Plan as a Default Elective Deferral, per pay period, for a given Plan Year. The Default Rate is specified by the Employer.

(c) **Rules of Application**

- (1) Default Elective Deferrals will be made on behalf of Covered Employees who do not have an affirmative election in effect regarding Deferred Compensation. The amount of Default Elective Deferrals made for a Covered Employee each pay period is equal to the Default Rate multiplied by the Covered Employee’s compensation for that pay period. If the Employer elects, a Covered Employee’s Default Elective Deferrals will increase each Plan Year by a designated percentage, per pay period, beginning with the second Plan Year that begins after the Default Rate first applies to the Covered Employee. The increase will be effective beginning with the first pay period that begins in such Plan Year.
- (2) A Covered Employee will have a reasonable opportunity after receipt of the notice described in Section 4.03(e) to make an affirmative election regarding Deferred Compensation (either to have no Deferred Compensation contributed or to have a different amount of Deferred Compensation contributed) before Default Elective Deferrals are made on the Covered Employee’s behalf. Default Elective Deferrals being made on behalf of a Covered Employee will cease as soon as administratively feasible after the Covered Employee makes an affirmative election. An affirmative election to have no Deferred Compensation contributed, made no later than ninety (90) days after Default Elective Deferrals are first withheld from a Covered Employee’s pay, shall be deemed a request for distribution of the Covered Employee’s Default Elective Deferrals under Section 4.03(f) of the Plan, unless the Covered Employee affirmatively elects otherwise.

(d) **Uniformity Requirement**

- (1) Except as provided in (2), below, if the Employer has elected to have Covered Employees’ Default

Elective Deferrals increase each Plan Year by a designated percentage, the same percentage of compensation will be withheld as a Default Elective Deferral from all Covered Employees subject to the Default Rate.

- (2) Default Elective Deferrals will be reduced or stopped to meet the limitations under Section 457(b) of the Code, and to satisfy any suspension period required after a hardship distribution from another plan maintained by the Employer.

(e) **Notice Requirement**

- (1) At least thirty (30) days, but not more than ninety (90) days, before the beginning of the Plan Year, the Employer will provide each Covered Employee a comprehensive notice of the Covered Employee's rights and obligations under the EACA, written in a manner calculated to be understood by the average Covered Employee. If an employee becomes a Covered Employee after the 90th day before the beginning of the Plan Year and does not receive the notice for that reason, the notice will be provided no more than ninety (90) days before the employee becomes a Covered Employee but no later than the date the employee becomes a Covered Employee.
- (2) The notice must accurately describe:
 - (i) the amount of Default Elective Deferrals that will be made on the Covered Employee's behalf in the absence of an affirmative election;
 - (ii) the Covered Employee's right to elect to have no Deferred Compensation deferred on his or her behalf or to have a different amount of Deferred Compensation deferred;
 - (iii) how Default Elective Deferrals will be invested in the absence of the Covered Employee's investment instructions; and
 - (iv) the Covered Employee's right to make a withdrawal of Default Elective Deferrals and procedures for making such a withdrawal.

(f) **Withdrawal of Default Elective Deferrals**

- (1) No later than ninety (90) days after Default Elective Deferrals are first withheld from a Covered Employee's pay, the Covered Employee may request a distribution of his or her Default Elective Deferrals. No spousal consent is required for withdrawal under this provision.
- (2) The amount distributed from the Plan upon the Covered Employee's request is equal to the amount of Default Elective Deferrals made through the earlier of (a) the pay date for the second payroll period that begins after the Covered Employee's withdrawal request and (b) the first pay date that occurs after thirty (30) days following the Covered Employee's request, plus attributable earnings through the date of distribution. Any fee charged to the Covered Employee for the withdrawal may not be greater than any other fee charged for a cash distribution.
- (3) Unless the Covered Employee affirmatively elects otherwise, any withdrawal request will be treated as an affirmative election to stop having Deferred Compensation deferred on the Covered Employee's behalf as of the date specified in Section 4.03(f)(2) above.

- (4) Default Elective Deferrals distributed pursuant to this Section 4.03(f) are not counted towards the dollar limitation on Deferred Compensation contained in Section 457(b) of the Code. Matching contributions that might otherwise be allocated to a Covered Employee's account on behalf of Default Elective Deferrals will not be allocated to the extent the Covered Employee withdraws such Deferred Compensation pursuant to this Section 4.03(f) and any matching contributions already made on account of Default Elective Deferrals that are later withdrawn pursuant to this Section 4.03(f) will be forfeited.

4.04 Vesting of Employer Contributions. If a Participant's Joinder Agreement provides for the Employer to credit Deferred Compensation to a Participant's Account in the form of "employer contributions," such credits shall be immediately vested, except as provided in Section 4.03(f)(4).

Article V. Limitations on Deferrals

5.01 Normal Limitation. Except as provided in Section 5.02, the maximum amount of Deferred Compensation for any Participant for any taxable year, shall not exceed the lesser of the Dollar Limitation or the Percentage Limitation.

5.02 Catch-Up Limitations.

- (a) Catch-up Contributions for Participants Age 50 and Over: A Participant who has attained the age of 50 before the close of the taxable year, and with respect to whom no other elective deferrals may be made to the Plan for the Plan Year by reason of the Normal Limitation of Section 5.01, may enter into a Joinder Agreement to make elective deferrals in addition to those permitted by the Normal Limitation in an amount not to exceed the lesser of:
 - (1) The applicable dollar amount as defined in Section 414(v)(2)(B) of the Code, as adjusted for the cost-of-living in accordance with Section 414(v)(2)(C) of the Code; or
 - (2) The excess (if any) of:
 - (i) The Participant's Includible Compensation for the year, or
 - (ii) Any other elective deferrals of the Participant for such year which are made without regard to this Section 5.02(a).

An additional contribution made pursuant to this Section 5.02(a) shall not, with respect to the year in which the contribution is made, be subject to any otherwise applicable limitation contained in Section 5.01 above, or be taken into account in applying such limitation to other contributions or benefits under the Plan or any other plan. This Section 5.02(a) shall not apply in any year to which a higher limit under Section 5.02(b) applies.

- (b) Last Three Years Catch-up Contribution: For each of the last three (3) taxable years for a Participant ending the year before the year he or she attains (or will attain) Normal Retirement Age, the maximum amount of Deferred Compensation shall be the lesser of:
 - (1) The 457 Catch-Up Dollar Limitation, or
 - (2) The sum of

- (i) The Normal Limitation for the taxable year, and
- (ii) The Normal Limitation for each prior taxable year of the Participant commencing after 1978 less the amount of the Participant's Deferred Compensation for such prior taxable years. A prior taxable year shall be taken into account under the preceding sentence only if (x) the Participant was eligible to participate in the Plan for such year, and (y) compensation (if any) deferred under the Plan (or such other plan) was subject to the Normal Limitation.

Should the maximum Deferred Compensation under this Section 5.02(b) be lower in any of the three (3) years than the maximum Deferred Compensation under Section 5.02(a), the Participant may instead defer amounts under 5.02(a) if otherwise permitted and no further deferrals under Section 5.02(b) will be permitted.

5.03 Sick, Vacation and Back Pay. If the Employer so elects, a Participant may defer all or a portion of the value of the Participant's accumulated sick pay, accumulated vacation pay and/or back pay, provided that such deferral does not cause total deferrals on behalf of the Participant to exceed the Dollar Limitation or Percentage Limitation (including any catch-up dollar limitation) for the year of deferral. The election to defer such sick, vacation and/or back pay must be made in a manner and at a time permitted under Section 1.457-4(d) of the Income Tax Regulations.

For Plan Years beginning before January 1, 2009, pursuant to proposed IRS regulations issued under Section 415 of the Code, the Plan may permit deferrals from compensation, including sick, vacation and back pay, so long as the amounts are paid within 2½ months following severance from employment and the other requirements of Sections 457(b) and 415 of the Code are met. For Plan Years beginning on or after January 1, 2009, pursuant to final IRS regulations issued under Section 415 of the Code, the Plan may permit deferrals from compensation, including sick, vacation and back pay, so long as the amounts are paid by the later of: (i) 2½ months following severance from employment, and (ii) the end of the calendar year that includes the date of such severance from employment, and the other requirements of Sections 457(b) and 415 of the Code are met. Additionally, the agreement to defer such amounts must be entered into prior to the first day of the month in which the amounts otherwise would be paid or made available.

5.04 Other Plans. Notwithstanding any provision of the Plan to the contrary, the amount excludible from a Participant's gross income under this Plan or any other eligible deferred compensation plan under Section 457(b) of the Code shall not exceed the limits set forth in Sections 457(b) and 414(v) of the Code.

5.05 Excess Deferrals. Any amount that exceeds the maximum Dollar Limitation or Percentage Limitation (including any applicable catch-up dollar limitation) for a taxable year, shall constitute an excess deferral for that taxable year. Any excess deferral shall be distributed to the Participant in accordance with the requirements for excess deferrals under the Code and Section 1.457-4(e) of the Income Tax Regulations or other applicable Internal Revenue Service guidance.

5.06 Protection of Person Who Serves in a Uniformed Service. An Employee whose employment is interrupted by qualified military service under Section 414(u) of the Code or who is on leave of absence for qualified military service under Section 414(u) of the Code may elect to contribute additional Deferred Compensation upon resumption of employment with the Employer equal to the maximum Deferred Compensation that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Includible Compensation) without the interruption or leave, reduced by Deferred Compensation, if any, actually made for the Employee during the period of the interruption or leave. This right applies for five (5) years following the resumption of employment (or, if sooner, for a period equal to three (3) times the period of the interruption or leave).

- 5.07 **Benefit Accruals with Respect to Qualified Military Service.** Notwithstanding any provision of the Plan to the contrary, if the Employer so elects, Participants who die or become Disabled while performing qualified military service (as defined in Code Section 414(u)) with respect to the Employer shall receive Plan contributions as permitted under Code Section 414(u)(9).
- 5.08 **Benefit Accruals with Respect to Differential Wage Payments.** Unless otherwise elected by the Employer, Plan contributions shall be made based on differential wage payments (as such term is defined in Section 3401(h)(2) of the Code).

Article VI. Trust and Investment of Accounts

- 6.01 **Investment of Deferred Compensation.** A Trust described in Section 457(g) of the Code is hereby created to hold all the assets of the Plan for the exclusive benefit of Participants and Beneficiaries, except that expenses and taxes may be paid from the Trust as provided in Section 6.03. The trustee shall be the Employer or such other person that agrees with the consent of the Employer to act in that capacity hereunder.
- 6.02 **Investment Powers.** The trustee shall have the powers listed in this Section with respect to investment of Trust assets, except to the extent that the investment of Trust assets is directed by Participants, pursuant to Section 6.05 or to the extent that such powers are restricted by applicable law.
- (a) To invest and reinvest the Trust without distinction between principal and income in common or preferred stocks, shares of regulated investment companies and other mutual funds, bonds, loans, notes, debentures, certificates of deposit, contracts with insurance companies including but not limited to insurance, individual or group annuity, deposit administration, guaranteed interest contracts, and deposits at reasonable rates of interest at banking institutions including but not limited to savings accounts and certificates of deposit. Assets of the Trust may be invested in securities that involve a higher degree of risk than investments that have demonstrated their investment performance over an extended period of time.
 - (b) To invest and reinvest all or any part of the assets of the Trust in any common, collective or commingled trust fund that is maintained by a bank or other institution and that is available to Employee plans described under Sections 457 or 401 of the Code, or any successor provisions thereto, and during the period of time that an investment through any such medium shall exist, to the extent of participation of the Plans, the declaration of trust of such commonly collective, or commingled, trust fund shall constitute a part of this Plan.
 - (c) To invest and reinvest all or any part of the assets of the Trust in any group annuity, deposit administration or guaranteed interest contract issued by an insurance company or other financial institution on a commingled or collective basis with the assets of any other 457 plan or trust qualified under Section 401(a) of the Code or any other plan described in Section 401(a)(24) of the Code, and such contract may be held or issued in the name of the Administrator, or such custodian as the Administrator may appoint, as agent and nominee for the Employer. During the period that an investment through any such contract shall exist, to the extent of participation of the Plan, the terms and conditions of such contract shall constitute a part of the Plan.
 - (d) To hold cash awaiting investment and to keep such portion of the Trust in cash or cash balances, without liability for interest, in such amounts as may from time to time be deemed to be reasonable and necessary to meet obligations under the Plan or otherwise to be in the best interests of the Plan.

- (e) To hold, to authorize the holding of, and to register any investment to the Trust in the name of the Plan, the Employer, or any nominee or agent of any of the foregoing, including the Administrator, or in bearer form, to deposit or arrange for the deposit of securities in a qualified central depository even though, when so deposited, such securities may be merged and held in bulk in the name of the nominee of such depository with other securities deposited therein by any other person, and to organize corporations or trusts under the laws of any jurisdiction for the purpose of acquiring or holding title to any property for the Trust, all with or without the addition of words or other action to indicate that property is held in a fiduciary or representative capacity but the books and records of the Plan shall at all times show that all such investments are part of the Trust.
- (f) Upon such terms as may be deemed advisable by the Employer or the Administrator, as the case may be, for the protection of the interests of the Plan or for the preservation of the value of an investment, to exercise and enforce by suit for legal or equitable remedies or by other action, or to waive any right or claim on behalf of the Plan or any default in any obligation owing to the Plan, to renew, extend the time for payment of, agree to a reduction in the rate of interest on, or agree to any other modification or change in the terms of any obligation owing to the Plan, to settle, compromise, adjust, or submit to arbitration any claim or right in favor of or against the Plans to exercise and enforce any and all rights of foreclosure, bid for property in foreclosure, and take a deed in lieu of foreclosure with or without paying consideration therefor, to commence or defend suits or other legal proceedings whenever any interest of the Plan requires it, and to represent the Plan in all suits or legal proceedings in any court of law or equity or before any body or tribunal.
- (g) To employ suitable consultants, depositories, agents, and legal counsel on behalf of the Plan.
- (h) To open and maintain any bank account or accounts in the name of the Plan, the Employer, or any nominee or agent of the foregoing, including the Administrator, in any bank or banks.
- (i) To do any and all other acts that may be deemed necessary to carry out any of the powers set forth herein.

The trustee may authorize the Administrator to exercise these powers as an agent for the trustee, subject to the oversight of the trustee.

6.03 Taxes and Expenses. All taxes of any and all kinds whatsoever that may be levied or assessed under existing or future laws upon the Plan, or in respect to the Trust, or the income thereof, and all commissions or acquisitions or dispositions of securities and similar expenses of investment and reinvestment of the Trust, shall be paid from the Trust. Such reasonable compensation of the Administrator, as may be agreed upon from time to time by the Employer and the Administrator, and reimbursement for reasonable expenses incurred by the Administrator in performance of its duties hereunder (including but not limited to fees for legal, accounting, investment and custodial services) shall also be paid from the Trust.

6.04 Payment of Benefits. The payment of benefits from the Trust in accordance with the terms of the Plan may be made by the Administrator, or by any custodian or other person so authorized by the Employer to make such disbursement. The Administrator, custodian or other person shall not be liable with respect to any distribution of Trust assets made at the direction of the Employer.

6.05 Investment Funds. In accordance with uniform and nondiscriminatory rules established by the Employer and the Administrator, the Participant may direct his or her Accounts to be invested in one (1) or more investment funds available under the Plan (including a fund or investment that consists of or is available through an open brokerage window); provided, however, that the Participant's investment directions shall

not violate any investment restrictions established by the Employer. Neither the Employer, the Administrator, nor any other person shall be liable for any losses incurred by virtue of following such directions or with any reasonable administrative delay in implementing such directions.

6.06 Valuation of Accounts. As of each Accounting Date, the Plan assets held in each investment fund offered shall be valued at fair market value and the investment income and gains or losses for each fund shall be determined. Such investment income and gains or losses shall be allocated proportionately among all Account balances on a fund-by-fund basis. The allocation shall be in the proportion that each such Account balance as of the immediately preceding Accounting Date bears to the total of all such Account balances as of that Accounting Date. For purposes of this Article, all Account balances include the Account balances of all Participants and Beneficiaries.

6.07 Participant Loan Accounts. Participant loan accounts shall be invested in accordance with Section 8.03 of the Plan. Such Accounts shall not share in any investment income and gains or losses of the investment funds described in Sections 6.05 and 6.06.

6.08 Crediting of Accounts. The Participant's Account shall reflect the amount and value of the investments or other property obtained by the Employer through the investment of the Participant's Deferred Compensation pursuant to Sections 6.05 and 6.06. It is anticipated that the Employer's investments with respect to a Participant will conform to the investment preference specified in the Participant's Joinder Agreement, but nothing herein shall be construed to require the Employer to make any particular investment of a Participant's Deferred Compensation. Each Participant shall receive periodic reports, not less frequently than annually, showing the then current value of his or her Account.

6.09 Post-Severance Transfers Among Eligible Deferred Compensation Plans.

(a) *Incoming Transfers:* A transfer may be accepted from an eligible deferred compensation plan maintained by another employer and credited to a Participant's or Beneficiary's Account under the Plan if:

- (1) In the case of a transfer for a Participant, the Participant has had a Severance Event with that employer and become an Employee of the Employer;
- (2) The other employer's plan provides that such transfer will be made; and
- (3) The Participant or Beneficiary whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer.

The Employer may require such documentation from the predecessor plan as it deems necessary to effectuate the transfer in accordance with Section 457(e)(10) of the Code, to confirm that such plan is an eligible deferred compensation plan within the meaning of Section 457(b) of the Code, and to assure that transfers are provided for under such plan. The Employer may refuse to accept a transfer in the form of assets other than cash, unless the Employer and the Administrator agree to hold such other assets under the Plan.

(b) *Outgoing Transfers:* An amount may be transferred to an eligible deferred compensation plan maintained by another employer, and charged to a Participant's or Beneficiary's Account under this Plan, if:

- (1) In the case of a transfer for a Participant, the Participant has a Severance Event with the Employer and becomes an employee of the other employer;
- (2) The other employer's plan provides that such transfer will be accepted;

- (3) The Participant or Beneficiary and the employers have signed such agreements as are necessary to assure that the Employer's liability to pay benefits to the Participant has been discharged and assumed by the other employer; and
- (4) The Participant or Beneficiary whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer.

The Employer may require such documentation from the other plan as it deems necessary to effectuate the transfer, to confirm that such plan is an eligible deferred compensation plan within the meaning of Section 457(b) of the Code, and to assure that transfers are provided for under such plan. Such transfers shall be made only under such circumstances as are permitted under Section 457 of the Code and the regulations thereunder.

6.10 Transfers Among Eligible Deferred Compensation Plans of the Employer.

- (a) *Incoming Transfers.* A transfer may be accepted from another eligible deferred compensation plan maintained by the Employer and credited to a Participant's or Beneficiary's Account under the Plan if:
 - (1) The Employer's other plan provides that such transfer will be made;
 - (2) The Participant or Beneficiary whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer; and
 - (3) The Participant or Beneficiary whose deferred amounts are being transferred is not eligible for additional annual deferrals in the Plan unless the Participant or Beneficiary is performing services for the Employer.
- (b) *Outgoing Transfers.* An amount may be transferred to another eligible deferred compensation plan maintained by the Employer and credited to a Participant's or Beneficiary's Account under the Plan if:
 - (1) The Employer's other plan provides that such transfer will be accepted;
 - (2) The Participant or Beneficiary whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer; and
 - (3) The Participant or Beneficiary whose deferred amounts are being transferred is not eligible for additional annual deferrals in the Employer's other eligible deferred compensation plan unless the Participant or Beneficiary is performing services for the Employer.

6.11 Eligible Rollover Distributions.

- (a) *Incoming Rollovers:* An eligible rollover distribution may be accepted from an eligible retirement plan and credited to a Participant's Account under the Plan. The Employer may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with Section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of Section 402(c)(8)(B) of the Code. The Plan shall separately account (in one (1) or more separate accounts) for eligible rollover distributions from any eligible retirement plan.

(b) *Outgoing Rollovers*: Notwithstanding any provision of the Plan to the contrary that would otherwise limit a distributee's election under this Section, a distributee may elect, at the time and in the manner prescribed by the Administrator, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee in a direct rollover.

(c) *Definitions*:

- (1) **Eligible Rollover Distribution**: An eligible rollover distribution is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include: any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or joint life expectancies) of the distributee and the distributee's named beneficiary, or for a specified period of ten years or more; any distribution to the extent such distribution is required under Sections 401(a)(9) and 457(d)(2) of the Code; and any distribution made as a result of an unforeseeable emergency of the employee. Subject to Section 9.04 (related to rollovers of Roth amounts), for purposes of distributions from other eligible retirement plans rolled over into this Plan, the term eligible rollover distribution shall not include the portion of any distribution that is not includible in gross income (determined without regard to the exclusion for net unrealized appreciation with respect to employer securities), such as after-tax contributions.
- (2) **Eligible Retirement Plan**: An eligible retirement plan is an individual retirement account described in Section 408(a) of the Code, an individual retirement annuity described in Section 408(b) of the Code, an annuity plan described in Sections 403(a) or 403(b) of the Code, a qualified trust described in Section 401(a) of the Code, or an eligible deferred compensation plan described in Section 457(b) of the Code which is maintained by an eligible governmental employer described in Section 457(e)(1)(A) of the Code, that accepts the distributee's eligible rollover distribution. Effective for distributions after December 31, 2007, a Participant may elect to have any portion of an Eligible Rollover Distribution paid directly to a Roth IRA described in Section 408A of the Code. Such a direct payment, as a qualified rollover distribution described in Section 408A(e)(1) of the Code, would be taxable to the Participant to the extent required by Section 408A(d)(3) of the Code.
- (3) **Distributee**: A distributee includes an Employee or former Employee. In addition, the Employee's or former Employee's surviving spouse and the Employee's or former Employee's spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Section 414(p) of the Code, are distributees with regard to the interest of the spouse or former spouse. For distributions after December 31, 2006 (unless the Employer elected a different effective date in a prior plan document, a distributee includes the Employee's or former Employee's nonspouse designated Beneficiary, in which case, the distribution can only be transferred to a traditional or Roth IRA established on behalf of the nonspouse designated Beneficiary, in the Participant's name, for the purpose of receiving the distribution.
- (4) **Direct Rollover**: A direct rollover is a payment by the plan to the eligible retirement plan specified by the distributee.

(d) *Rollover by a Non-Spouse Designated Beneficiary*

- (1) Unless otherwise elected by the Employer, for distributions in Plan Years beginning after December 31, 2006 but on or before December 31, 2009, a non-spouse Beneficiary who qualifies as a

“designated beneficiary” under Code Section 401(a)(9)(E) may establish an individual retirement plan that will be treated as an inherited IRA pursuant to the provisions of Code Section 402(c)(11) into which all or a portion of a death benefit distribution from this Plan can be transferred directly. A trust maintained for the benefit of one (1) or more designated beneficiaries shall be treated in the same manner as a designated beneficiary.

- (2) Notwithstanding subsection (1), for distributions in Plan Years beginning after December 31, 2009, a non-spouse Beneficiary who qualifies as a “designated beneficiary” under Code Section 401(a)(9)(E) may establish an individual retirement plan that will be treated as an inherited IRA pursuant to the provisions of Code Section 402(c)(11) into which all or a portion of a death benefit distribution from this Plan can be transferred directly. A trust maintained for the benefit of one (1) or more designated beneficiaries shall be treated in the same manner as a designated beneficiary.
- (3) Notwithstanding anything herein to the contrary, a death benefit distribution shall not be eligible for transfer to an inherited IRA to the extent such distribution is a required minimum distribution under Code Section 401(a)(9).
- (4) If the dates noted above are modified by the Employer’s prior plan document, the December 31, 2009 dates in subsections (1) and (2), above, will be modified, as applicable, by the Employer’s prior plan document.

6.12 Trustee-to-Trustee Transfers to Purchase Permissive Service Credit. All or a portion of a Participant’s Account may be transferred directly to the trustee of a defined benefit governmental plan (as defined in Section 414(d) of the Code) if such transfer is (a) for the purchase of permissive service credit (as defined in Section 415(n)(3)(A) of the Code) under such plan, or (b) a repayment to which Section 415 of the Code does not apply by reason of subsection (k)(3) thereof, within the meaning of Section 457(e)(17) of the Code.

6.13 Treatment of Distributions of Amounts Previously Rolled Over From 401(a) and 403(b) Plans and IRAs. For purposes of Section 72(t) of the Code, a distribution from this Plan shall be treated as a distribution from a qualified retirement plan described in Section 4974(c)(1) of the Code to the extent that such distribution is attributable to an amount transferred to an eligible deferred compensation plan from a qualified retirement plan (as defined in Section 4974(c) of the Code).

6.14 Employer Liability. In no event shall the Employer’s liability to pay benefits to a Participant under this Plan exceed the value of the amounts credited to the Participant’s Account; neither the Employer nor the Administrator shall be liable for losses arising from depreciation or shrinkage in the value of any investments acquired under this Plan.

Article VII. Benefits

7.01 Retirement Benefits and Election on Severance Event.

- (a) *General Rule:* Except as otherwise provided in this Article VII, the distribution of a Participant’s Account shall commence as of a Participant’s Automatic Distribution Date, and the distribution of such benefits shall be made in accordance with one of the payment options described in Section 7.02. Notwithstanding the foregoing, but subject to the following paragraphs of this Section 7.01, the Participant may elect following a Severance Event to have the distribution of benefits commence on a fixed determinable date other than that described in the preceding sentence, but not later than April 1 of

the year following the year of the Participant's retirement or attainment of age 70½, whichever is later. The Participant's right to change his or her election with respect to commencement of the distribution of benefits shall not be restrained by this Section 7.01. Notwithstanding the foregoing, the Administrator, in order to ensure the orderly administration of this provision, may establish a deadline after which such election to defer the commencement of distribution of benefits shall not be allowed for those benefits administered by Administrator.

- (b) *Loans:* Notwithstanding the foregoing provisions of this Section 7.01, no election to defer the commencement of benefits after a Severance Event shall operate to defer the distribution of any amount in the Participant's loan account in the event of a default of the Participant's loan.

7.02 Payment Options. As provided in Sections 7.01 and 7.04, a Participant may elect to have the value of the Participant's Account distributed in accordance with one of the following payment options, provided that such option is consistent with the limitations set forth in Section 7.03:

- (a) Equal monthly, quarterly, semi-annual or annual payments in an amount chosen by the Participant, continuing until his or her Account is exhausted;
- (b) One (1) lump-sum payment;
- (c) Approximately equal monthly, quarterly, semi-annual or annual payments, calculated to continue for a period certain chosen by the Participant;
- (d) Annual Payments equal to the minimum distributions required under Section 401(a)(9) of the Code, including the incidental death benefit requirements of Section 401(a)(9)(G), over the life expectancy of the Participant or over the life expectancies of the Participant and his or her Beneficiary;
- (e) Payments equal to payments made by the issuer of a retirement annuity policy acquired by the Employer;
- (f) A split distribution under which payments under options (a), (b), (c) or (e) commence or are made at the same time, as elected by the Participant under Section 7.01, provided that all payments commence (or are made) by the latest benefit commencement date permitted under Section 7.01;
- (g) Any other payment option elected by the Participant and agreed to by the Employer and Administrator.

A Participant's selection of a payment option under Subsections (a), (c), or (g) above may include the selection of an automatic annual cost-of-living increase. Such increase will be based on the rise in the Consumer Price Index for All Urban Consumers (CPI-U) from the third quarter of the last year in which a cost-of-living increase was provided to the third quarter of the current year. Any increase will be made in periodic payment checks beginning the following January.

7.03 Limitation on Options. A Participant may not select a payment option under subsections 7.02(a) or (c) if the amount of any such periodic payment is less than \$100. No payment option may be selected by a Participant under Sections 7.02 or 7.04 unless it satisfies the requirements of Sections 401(a)(9) and 457(d)(2) of the Code, including the requirement that payments commencing before the death of the Participant shall satisfy the incidental death benefit requirements under Section 401(a)(9)(G) of the Code.

7.04 Minimum Required Distributions. Notwithstanding any provision of the Plan to the contrary, the Plan shall comply with the minimum required distribution rules set forth in Sections 457(d)(2) and 401(a)(9) of the

Code, including the incidental death benefit requirements of Section 401(a)(9)(G) of the Code.

- (a) *Application of Minimum Distribution Requirements:* The minimum distribution requirements of Section 401(a)(9) of the Code shall only apply to the Plan to the extent that such requirements are applicable by law for a year. Pursuant to the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"), required minimum distributions were suspended for 2009.
- (b) *Special Rule for Scheduled Installment Payments:* All installment payments scheduled to be distributed to a Participant prior to the effective date of a suspension of the required minimum distribution provisions of Code Section 401(a)(9) shall be distributed as scheduled unless the Participant affirmatively elects to have the payments stopped. Notwithstanding the foregoing, for purposes of this Section 7.04(b), the effective date of the suspension of the required minimum distribution provisions for 2009 shall be deemed January 6, 2009.

7.05 Time and Manner of Distribution.

- (a) *Automatic Distribution Date.* The Automatic Distribution Date is April 1 of the year that follows the later of (1) the calendar year the Participant attains age 70½ or (2) retires due to a Severance Event. If the Participant postpones the required distribution due in the calendar year he or she attains age 70½ or severs employment, to the Automatic Distribution Date, the second required minimum distribution must be taken by the end of that year. The Participant's Account will be distributed, or begin to be distributed to the Participant no later than the Participant's Automatic Distribution Date.
- (b) *Death of Participant Before Distributions Begin.* Except as otherwise permitted by Section 401(a)(9) of the Code, if the Participant dies before distributions begin, the Participant's Account will be distributed, or begin to be distributed, no later than as follows:
 - (1) If the Participant's surviving spouse is the Participant's sole Designated Beneficiary, then, distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained age 70½, if later.
 - (2) If the Participant's surviving spouse is not the Participant's sole Designated Beneficiary, then distributions to the Designated Beneficiary will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died.
 - (3) If there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's death, the Participant's Account will be distributed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.
 - (4) If the Participant's surviving spouse is the Participant's sole Designated Beneficiary and the surviving spouse dies after the Participant but before distributions to the surviving spouse begin, this subparagraph 7.05(b), other than subsection 7.05(b)(1), will apply as if the surviving spouse were the Participant.

Distributions are considered to begin on the Participant's Automatic Distribution Date for purposes of this Section 7.05 and Section 7.07, unless Section 7.05(b)(4) applies. If Section 7.05(b)(4) applies, distributions are considered to begin on the date distributions are required to begin to the surviving spouse under Section 7.05(b)(1). If distributions under an annuity purchased from an insurance company irrevocably commence to the Participant before the Participant's Automatic Distribution Date (or to the Participant's surviving spouse before the date distributions are required to begin to the surviving spouse under Section 7.05(b)(1)), the date distributions are considered to begin is the date distributions actually

commence.

- (c) *Death of Participant On or After Distributions Begin.* Except as otherwise permitted by Section 401(a)(9) of the Code, if the Participant dies on or after distributions begin and before depleting his or her Account, distributions must commence to the Designated Beneficiary by December 31 of the calendar year immediately following the calendar year in which the Participant died.
- (d) *Forms of Distribution.* Unless the Participant's Account is distributed in the form of an annuity purchased from an insurance company or in a single-sum on or before the Automatic Distribution Date, as of the first Distribution Calendar Year, distributions will be made in accordance with Sections 7.06 and 7.07. If the Participant's Account is distributed in the form of an annuity contract purchased from an insurance company, distributions thereunder will be made in accordance with the requirements of Section 401(a)(9) of the Code and the Income Tax Regulations.

7.06 Required Minimum Distributions During Participant's Lifetime.

- (a) *Amount of Required Minimum Distribution for Each Distribution Calendar Year.* During the Participant's lifetime, the minimum amount that will be distributed for each Distribution Calendar Year is the lesser of:
 - (1) the quotient obtained by dividing the Participant's Account Balance by the distribution period set forth in the Uniform Lifetime Table set forth in Section 1.401(a)(9)-9, Q&A-2, of the Income Tax Regulations using the Participant's age as of the Participant's birthday in the Distribution Calendar Year; or
 - (2) if the Participant's sole Designated Beneficiary for the Distribution Calendar Year is the Participant's spouse, the quotient obtained by dividing the Participant's Account Balance by the number in the Joint and Last Survivor Table set forth in Section 1.401(a)(9)-9, Q&A-3, of the Income Tax Regulations using the Participant's and spouse's attained ages as of the Participant's and spouse's birthdays in the Distribution Calendar Year.
- (b) *Lifetime Required Minimum Distributions Continue Through Year of Participant's Death.* Required minimum distributions will be determined under this Section 7.06 beginning with the first Distribution Calendar Year and continuing up to, and including, the Distribution Calendar Year that includes the Participant's date of death.

7.07 Required Minimum Distributions After Participant's Death.

- (a) *Death On or After Date Distributions Begin.*
 - (1) Participant Survived by Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is a Designated Beneficiary, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the longer of the remaining Life Expectancy of the Participant or the remaining Life Expectancy of the Participant's Designated Beneficiary, determined as follows:
 - (i) The Participant's remaining Life Expectancy is calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.
 - (ii) If the Participant's surviving spouse is the Participant's sole Designated Beneficiary, the remaining Life Expectancy of the surviving spouse is calculated for each Distribution Calendar Year after the year of the Participant's death using the surviving spouse's age as of the spouse's birthday in that year. For Distribution Calendar Years

after the year of the surviving spouse's death, the remaining Life Expectancy of the surviving spouse is calculated using the age of the surviving spouse as of the spouse's birthday in the calendar year of the spouse's death, reduced by one for each subsequent calendar year.

- (iii) If the Participant's surviving spouse is not the Participant's sole Designated Beneficiary, the Designated Beneficiary's remaining life expectancy is calculated using the age of the Beneficiary in the year following the year of the Participant's death, reduced by one for each subsequent year.

- (2) No Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is no Designated Beneficiary as of September 30 of the year after the year of the Participant's death, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the Participant's remaining Life Expectancy calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.

(b) *Death Before Date Distributions Begin.*

- (1) Participant Survived by Designated Beneficiary. Except as permitted by Section 401(a)(9) of the Code, if the Participant dies before the date distributions begin and there is a Designated Beneficiary, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the remaining Life Expectancy of the Participant's Designated Beneficiary, determined as provided in Section 7.07(a).
- (2) No Designated Beneficiary. If the Participant dies before the date distributions begin and there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's death, distribution of the Participant's entire Account will be completed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.
- (3) Death of Surviving Spouse Before Distributions to Surviving Spouse Are Required to Begin. If the Participant dies before the date distributions begin, the Participant's surviving spouse is the Participant's sole Designated Beneficiary, and the surviving spouse dies before distributions are required to begin to the surviving spouse under Section 7.05(b)(1), this Section 7.07(b) will apply as if the surviving spouse were the Participant.

7.08 Definitions.

- (a) *Designated Beneficiary.* The individual who is a designated by the Participant (or the Participant's surviving spouse) as the Beneficiary of the Participant's interest under the Plan and who is the Designated Beneficiary under Section 401(a)(9) of the Code and Section 1.401(a)(9)-4 of the Income Tax Regulations.
- (b) *Distribution Calendar Year.* A calendar year for which a minimum distribution is required. For distributions beginning before the Participant's death, the first Distribution Calendar Year is the calendar year immediately preceding the calendar year which contains the Participant's Automatic Distribution Date. For distributions beginning after the Participant's death, the first Distribution Calendar Year is the calendar year in which distributions are required to begin under Sections 7.05(b) and (c). The required minimum distribution for the Participant's first Distribution Calendar Year will be made on or before the Participant's Automatic Distribution Date. The required minimum distribution for other Distribution Calendar Years, including the required minimum distribution for the Distribution Calendar Year in which the Participant's Automatic Distribution Date occurs, will be made on or before December 31 of that Distribution Calendar Year.

- (c) *Life Expectancy.* Life Expectancy as computed by use of the Single Life Table in Section 1.401(a)(9)-9, Q&A-1, of the Income Tax Regulations.
- (d) *Participant's Account Balance.* The Account Balance as of the last Accounting Date in the calendar year immediately preceding the Distribution Calendar Year (valuation calendar year) increased by the amount of any contribution made and allocated or forfeitures allocated to the Account Balance as of dates in the valuation calendar year after the Accounting Date and decreased by distributions made in the valuation calendar year after the Accounting Date. The Account Balance for the valuation calendar year includes any amounts rolled over or transferred to the Plan either in the valuation calendar year or in the Distribution Calendar Year if distributed or transferred in the valuation calendar year.

7.09 Unforeseeable Emergencies.

- (a) In the event an unforeseeable emergency occurs, a Participant, or a Beneficiary with a current unconditional right to all or a portion of the Participant's account balance under the Plan following the death of the Participant, may, unless otherwise elected by the Employer, apply to the Employer (or the Administrator, acting on behalf of the Employer) to receive that part of the value of his or her Account that is reasonably needed to satisfy the emergency need. If such an application is approved by the Employer (or the Administrator, acting on behalf of the Employer), the Participant or Beneficiary shall be paid only such amount as the Employer or Administrator deems necessary to meet the emergency need, but payment shall not be made to the extent that the financial hardship may be relieved through cessation of deferral under the Plan, insurance or other reimbursement, or liquidation of other assets to the extent such liquidation would not itself cause severe financial hardship.
- (b) An unforeseeable emergency shall be deemed to involve only circumstances of severe financial hardship of a Participant or Beneficiary resulting from an illness or accident of the Participant or Beneficiary, the Participant's or Beneficiary's spouse, or the Participant's or Beneficiary's dependent (as defined in Section 152 of the Code, and, for taxable years beginning on or after January 1, 2005, without regard to Sections 152(b)(1), (b)(2), and (d)(1)(B) of the Code); loss of the Participant's or Beneficiary's property due to casualty (including the need to rebuild a home following damage to a home not otherwise covered by homeowner's insurance, e.g., as a result of a natural disaster); or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant or the Beneficiary. For example, the imminent foreclosure of or eviction from the Participant's or Beneficiary's primary residence may constitute an unforeseeable emergency. In addition, the need to pay for medical expenses, including non-refundable deductibles, as well as for the cost of prescription drug medication, may constitute an unforeseeable emergency. The need to pay for the funeral expenses of a spouse or a dependent (as defined in Section 152 of the Code, and, for taxable years beginning on or after January 1, 2005, without regard to Sections 152(b)(1), (b)(2), and (d)(1)(B) of the Code) may also constitute an unforeseeable emergency. In addition, loss of property due to theft, legal bills involving criminal charges, and lost or reduced wages of the Participant's or Beneficiary's household may constitute an unforeseeable emergency if extraordinary, unforeseeable, and arising as a result of events beyond the control of the Participant or Beneficiary and otherwise meeting the conditions described in Section 7.09(a). Except as otherwise specifically provided in this Section 7.09(b), the purchase of a home and the payment of college tuition are not unforeseeable emergencies.
- (c) Unless otherwise elected by the Employer, the determination of any unforeseeable emergency will be expanded to include circumstances of severe financial hardship resulting from an illness or accident of a Primary Beneficiary or other similar extraordinary and unforeseeable circumstances of a Primary Beneficiary that result in a severe financial hardship.

7.10 In-Service Distribution of Rollover Contributions. Effective January 1, 2006, the Employer may elect to allow Participants to receive an in-service distribution of amounts attributable to rollover contributions to the Plan. If the Employer has elected to make such distributions available, a Participant that has a separate account attributable to rollover contributions to the Plan may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.

7.11 In-Service Distribution to Participants Age 70½ or Older. Unless otherwise elected by the Employer, a Participant who has reached age 70½ and has not yet had a Severance Event, may, at any time, request a distribution of all or a part of his or her Account.

7.12 Distribution of De Minimis Accounts. Notwithstanding the foregoing provisions of this Article VII:

(a) *Mandatory Distribution:* If the value of a Participant's Account is less than \$1,000, the Participant's Account shall be paid to the Participant in a single lump sum distribution, provided that:

- (1) No amount has been deferred under the Plan with respect to the Participant during the 2-year period ending on the date of the distribution; and
- (2) There has been no prior distribution under the Plan to the Participant pursuant to this Section 7.12.

Notwithstanding any other provisions of the Plan to the contrary, if the amount of a Beneficiary's Account following notification of a Participant's death is less than \$1,000, the Beneficiary's Account may be paid to the Beneficiary in a single lump sum distribution.

(b) *Voluntary Distribution:* If the value of the Participant's Account is at least \$1,000 but not more than the dollar limit under Section 411(a)(11)(A) of the Code, the Participant may elect to receive his or her entire Account in a lump sum payment if:

- (1) No amount has been deferred under the Plan with respect to the Participant during the 2-year period ending on the date of the distribution; and
- (2) There has been no prior distribution under the Plan to the Participant pursuant to this Section 7.12.

7.13 Deemed Severance from Employment.

(a) Unless otherwise elected by the Employer, effective January 1, 2009, a Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services (as defined in chapter 43 of title 38, United States Code) for more than thirty (30) days.

(b) If a Participant receives a distribution pursuant to Section 7.13(a), then during the six-month period beginning on the date of the distribution the Participant shall not be permitted to defer compensation.

(c) If a Participant receives a distribution which could be attributable to: (i) a deemed severance from employment described in subsection (a); or (ii) another distribution event under the Plan, then the distribution shall be considered made pursuant to the distribution event referenced in (ii), and the Participant shall not be subject to the limitation on elective deferrals or Voluntary Employee

Contributions set forth in subsection (b).

7.14 Distributions for Health and Long-Term Care Insurance for Public Safety Officers.

- (a) If elected by the Employer, for Plan Years beginning after December 31, 2006, Eligible Retired Public Safety Officers may elect after separation from service to have up to \$3,000 distributed tax-free annually from the Plan in order to pay for Qualified Health Insurance Premiums for an accident or health plan (including a self-insured plan) or a qualified long-term care insurance contract. The Plan shall make such distributions directly to the provider of the accident or health plan or qualified long-term care insurance contract.
- (b) The term “Eligible Retired Public Safety Officer” means an individual who, by reason of disability or attainment of Normal Retirement Age, is separated from service as a Public Safety Officer with the Employer who maintains the eligible retirement plan from which distributions pursuant to this Section are made. The term “Public Safety Officer” has the same meaning given such term by Section 1204(9)(A) of the Omnibus Crime Control and Safe Streets Act of 1968.
- (c) The term “Qualified Health Insurance Premiums” means premiums for coverage for the Eligible Retired Public Safety Officer, his spouse, and dependents, by an accident or health insurance plan or qualified long-term care insurance contract (as defined in Code Section 7702B).

7.15 EESA Provisions. The provisions relating to qualified disaster recovery assistance distributions for Participants affected by certain 2008 severe storms, flooding, and tornadoes and repayment thereof, and relating to repayment of prior qualified distributions for home purchases, set forth in Section 702 of the Emergency Economic Stabilization Act of 2008 (“EESA”) shall apply to the Plan.

7.16 KETRA and GOZA Provisions. The provisions relating to qualified hurricane distributions and repayment thereof set forth in Section 1400Q(a) of the Code, and relating to repayment of prior qualified distributions for home purchases set forth in Code Section 1400Q(b), shall apply to the Plan. These provisions added to the Code by the Katrina Emergency Tax Relief Act of 2005 (“KETRA”) and the Gulf Opportunity Zone Act of 2005 (GOZA), permit plans to allow repayments of certain prior qualified distributions for home purchases for Participants affected by Hurricanes Katrina, Rita, and Wilma.

Article VIII. Loans to Participants

8.01 Availability of Loans to Participants.

- (a) If elected by the Employer, loans will be available to Participants in this Plan. A Participant may apply for a loan from the Plan subject to the limitations and other provisions of this Article.
- (b) The Employer shall establish written guidelines governing the granting of loans, provided that such guidelines are approved by the Administrator and are not inconsistent with the provisions of this Article, and that loans are made available to all applicable Participants on a reasonably equivalent basis.

8.02 Terms and Conditions of Loans to Participants. Any loan by the Plan to a Participant under Section 8.01 of the Plan shall satisfy the following requirements:

- (a) *Availability.* Loans shall be made available to all Participants who are active employees on a reasonably

equivalent basis. Loans shall not be made available to terminated Employees, Beneficiaries, or alternate payees.

- (b) *Interest Rate.* Loans must be adequately secured and bear a reasonable interest rate.
- (c) *Loan Limit.* No Participant loan shall exceed the present value of the Participant's Account.
- (d) *Foreclosure.* In the event of default on any installment payment, the outstanding balance of the loan shall be a deemed distribution. In such event, an actual distribution of a plan loan offset amount will not occur until a distributable event occurs in the Plan.
- (e) *Reduction of Account.* Notwithstanding any other provision of this Plan, the portion of the Participant's Account balance used as a security interest held by the Plan by reason of a loan outstanding to the Participant shall be taken into account for purposes of determining the amount of the Account balance payable at the time of death or distribution, but only if the reduction is used as repayment of the loan.
- (f) *Amount of Loan.* At the time the loan is made, the principal amount of the loan plus the outstanding balance (principal plus accrued interest) due on any other outstanding loans to the Participant from the Plan and from all other plans of the Employer that are either eligible deferred compensation plans described in Section 457(b) of the Code or qualified employer plans under Section 72(p)(4) of the Code shall not exceed the lesser of:
 - (1) \$50,000, reduced by the excess (if any) of
 - (i) The highest outstanding balance of loans from the Plan during the one (1) year period ending on the day before the date on which the loan is made; over
 - (ii) The outstanding balance of loans from the Plan on the date on which such loan is made; or
 - (2) One-half of the value of the Participant's interest in all of his or her Accounts under this Plan.

For the purpose of the above limitation, all loans from all qualified employer plans of the Employer under Code Section 72(p)(4) are aggregated.

- (g) *Application for Loan.* The Participant must give the Employer adequate written notice, as determined by the Employer, of the amount and desired time for receiving a loan. No more than one (1) loan may be made by the Plan to a Participant in any twelve-month period, unless a different period is elected by the Employer. No loan shall be approved if an existing loan from the Plan to the Participant is in default to any extent.
- (h) *Length of Loan.* Any loan issued shall require the Participant to repay the loan in substantially equal installments of principal and interest, at least monthly, over a period that does not exceed five (5) years from the date of the loan; provided, however, that if the proceeds of the loan are applied by the Participant to acquire any dwelling unit that is to be used within a reasonable time (determined at the time of the loan is made) after the loan is made as the principal residence of the Participant, the five (5) year limit shall not apply. In this event, the period of repayment shall not exceed a reasonable period determined by the Employer. Principal installments and interest payments otherwise due may be suspended for up to one (1) year during an authorized leave of absence, if the promissory note so provides, but not beyond the original term permitted under this subsection (h), with a revised payment schedule (within such term) instituted at the end of such period of suspension.

- (i) *Prepayment.* The Participant shall be permitted to repay the loan in whole or in part at any time prior to maturity, without penalty.
- (j) *Promissory Note.* The loan shall be evidenced by a promissory note executed by the Participant and delivered to the Employer, and shall bear interest at a reasonable rate determined by the Employer.
- (k) *Security.* The loan shall be secured by an assignment of the participant's right, title and interest in and to his or her Account.
- (l) *Assignment or Pledge.* For the purposes of paragraphs (f) and (g), assignment or pledge of any portion of the Participant's interest in the Plan and a loan, pledge, or assignment with respect to any insurance contract purchased under the Plan, will be treated as a loan.
- (m) *Other Terms and Conditions.* The Employer shall fix such other terms and conditions of the loan as it deems necessary to comply with legal requirements, to maintain the eligibility of the Plan and Trust under Section 457 of the Code, or to prevent the treatment of the loan for tax purposes as a distribution to the Participant. The Employer, in its discretion for any reason, may also fix other terms and conditions of the loan, not inconsistent with the provisions of this Article, including:
 - (1) the circumstances under which a loan becomes immediately due and payable, provided, however, with respect loans issued after December 31, 2012, that the loan program shall not provide that a loan becomes due and payable solely because the Participant requests or receives a partial distribution of the Participant's account balance after termination of employment;
 - (2) rules relating to reamortization of loans; and
 - (3) rules relating to refinance of loans.

8.03 Participant Loan Accounts.

- (a) Upon approval of a loan to a Participant by the Employer, an amount not in excess of the loan shall be transferred from the Participant's other investment fund(s), described in Section 6.05 of the Plan, to the Participant's loan account as of the Accounting Date immediately preceding the agreed upon date on which the loan is to be made.
- (b) The assets of a Participant's loan account may be invested and reinvested only in promissory notes received by the Plan from the Participant as consideration for a loan permitted by Section 8.01 of the Plan or in cash. Uninvested cash balances in a Participant's loan account shall not bear interest. Neither the Employer, the Administrator, nor any other person shall be liable for any loss, or by reason of any breach, that results from the Participant's exercise of such control.
- (c) Repayment of principal and payment of interest shall be made by payroll deduction or, Automated Clearing House (ACH) transfer, or with respect to a terminated Employee solely by ACH, and shall be invested in one (1) or more other investment funds, in accordance with Section 6.05 of the Plan, as of the next Accounting Date after payment thereof to the Trust. The amount so invested shall be deducted from the Participant's loan account. A payment intended to be a prepayment or payment of the loan in full may also be made by cashier's check or money order, and shall be invested in accordance with this provision.
- (d) The Employer shall have the authority to establish other reasonable rules, not inconsistent with the

provisions of the Plan, governing the establishment and maintenance of Participant loan accounts.

Article IX. Roth Provisions

This Article IX has no effect unless and until the Employer affirmatively elects to offer Designated Roth Accounts.

9.01 Definitions. The following definitions shall apply for purposes of this Article IX.

- (a) *Designated Roth Account.* A bookkeeping account established and maintained to record the Participant's Roth Elective Deferrals, In-Plan Roth Conversions, rollovers from designated Roth account under other eligible retirement plans, and the income gains and losses thereon. Unless specifically stated otherwise, all references in the Plan to a Participant's Account shall include a Participant's Designated Roth Account.
- (b) *In-Plan Roth Conversion.* (1) A distribution from a Participant's Pre-Tax Account that is rolled over to the Participant's Designated Roth Account under the Plan, as described in Code Section 402A(c)(4)(B); or (2) A transfer from an amount in the Participant's Pre-Tax Account not otherwise distributable from the Plan to the Participant's Designated Roth Account under the Plan, as described in Code Section 402A(c)(4)(E), to the extent permitted by Section 9.05(e).
- (c) *Pre-Tax Account.* A bookkeeping account established and maintained to record the portion of the Participant's Account attributable to amounts other than Roth Elective Deferrals, In-Plan Roth Conversions, rollovers from designated Roth accounts under other eligible retirement plans, and the income gains and losses thereon. Unless specifically stated otherwise, all references in the Plan to a Participant's Account shall include a Participant's Pre-Tax Account.
- (d) *Qualified Roth Contribution Program.* A program described in paragraph (1) of Code Section 402A(b), under which a Participant may make Roth Elective Deferrals in lieu of all or a portion of the elective deferrals the Participant is otherwise eligible to make under the Plan.
- (e) *Roth Elective Deferrals.* Deferred Includible Compensation contributed pursuant to Section 9.02 by a Participant, which amounts are:
 - (1) designated irrevocably by the Participant at the time of the deferral election as a Roth elective deferral that is being made in lieu of all or a portion of the pre-tax deferrals the Participant is otherwise eligible to make under the Plan; and
 - (2) treated by the Employer as includible in the Participant's income at the time the Participant otherwise would have received that amount as Includible Compensation.

9.02 Permitted Roth Elective Deferrals

- (a) If the Employer elects to offer Designated Roth Accounts, as of the effective date of such election, a Participant shall be permitted to make Roth Elective Deferrals from his or her Includible Compensation in such amount or percentage as may be specified in the Joinder Agreement. A Participant's Roth Elective Deferrals will be allocated to a separate Designated Roth Account maintained for such deferrals as defined in Section 9.01(a) above.
- (b) Unless specifically stated otherwise, Roth Elective Deferrals will be treated as Deferred Compensation for all purposes under the Plan.

9.03 Separate Accounting

- (a) Contributions and withdrawals of Roth Elective Deferrals, In-Plan Roth Conversions and rollovers from a designated Roth account under an eligible retirement plan will be credited and debited to a Participant's Designated Roth Account.
- (b) The Plan will maintain a record of the amount of Roth Elective Deferrals, In-Plan Roth Conversions, and rollovers from a designated Roth account under an eligible retirement plan in each Participant's Designated Roth Account.
- (c) Gains, losses, and other credits or charges must be separately allocated on a reasonable and consistent basis to each Participant's Designated Roth Account and Pre-Tax Account under the Plan.
- (d) No contributions other than Roth Elective Deferrals, In-Plan Roth Conversions, and rollovers from a designated Roth account under an eligible retirement plan and properly attributable earnings thereon will be credited to each Participant's Designated Roth Account.

9.04 Direct Rollovers

- (a) Notwithstanding anything to the contrary in the Plan, a direct rollover of a distribution from a Designated Roth Account under the Plan shall be made only to another designated Roth account under an eligible retirement plan described in Section 402A(e)(1) of the Code or to a Roth IRA described in Section 408A of the Code, and only to the extent the rollover is permitted under the rules of Section 402(c) of the Code.
- (b) Notwithstanding anything to the contrary in the Plan, unless otherwise elected by the Employer, the Plan will accept a rollover contribution to a Designated Roth Account only if it is a direct rollover from another designated Roth account under an eligible retirement plan described in Section 402A(e)(1) of the Code, or if the rollover is an In-Plan Roth Conversion defined in Section 10.05.
- (c) Eligible rollover distributions from a Participant's Designated Roth Account are taken into account in determining whether the total amount of the Participant's Account balances under the Plan exceeds \$1,000 for purposes of mandatory distributions from the Plan.

9.05 In-Plan Roth Conversions. Unless otherwise elected by the Employer, as of the effective date of this Article the Plan shall allow for In-Plan Roth Conversions.

- (a) *Tax Treatment.* The amount of an In-Plan Roth Conversion shall be includible in the Participant's gross income, as though it were not part of a qualified rollover contribution.
- (b) *Irrevocability.* Any election made by the Participant pursuant to Section 9.05(a) to do an In-Plan Roth Conversion shall be irrevocable.
- (c) *Treatment of Loans.* Outstanding plan loans shall be excluded from In-Plan Roth Conversions. Notwithstanding anything herein to the contrary, an In-Plan Roth Conversion shall not accelerate or otherwise cause a Participant to default on an outstanding plan loan.
- (d) *Spousal Consent.* Notwithstanding anything herein to the contrary, if the Plan requires spousal consent for a distribution, a married Participant shall not be required to obtain spousal consent in connection

with an election to make an In-Plan Roth Conversion.

- (e) *In-Plan Roth Conversions of Non-Distributable Amounts.* Effective January 1, 2013, a Participant may transfer, as part of an In-Plan Roth Conversion, an amount that is not otherwise distributable from the Participant's Pre-Tax Account to the Participant's Designated Roth Account. Such transfer shall be treated as a distribution which was contributed in a qualified rollover contribution within the meaning of Code Section 408A(e). Any distribution restrictions that were applicable to the amount before the In-Plan Roth Conversion shall apply to such amount (and earnings and losses thereon) in the Participant's Designated Roth Account. If the Participant's Account or a portion of the Account is subject to a vesting schedule, an In-Plan Roth Conversion is available only if the Account or portion of the Account is fully vested. The Participant may not transfer under this Section 9.05(e) any portion of the Account that is partially vested.

9.06 Availability of Loans from Designated Roth Accounts. A Participant's Designated Roth Account balance can be included to determine a Participant loan amount under Article VIII. However, unless the Employer elects otherwise, Designated Roth Accounts will not be available as a source for loans under the Plan.

Article X. Non-Assignability

10.01 General. Except as provided in Article VIII and Section 10.02, no Participant or Beneficiary shall have any right to commute, sell, assign, pledge, transfer or otherwise convey or encumber the right to receive any payments hereunder, which payments and rights are expressly declared to be non-assignable and non-transferable.

10.02 Domestic Relations Orders.

- (a) *Allowance of Transfers:* To the extent required under a final judgment, decree, or order (including approval of a property settlement agreement) that (1) relates to the provision of child support, alimony payments, or marital property rights and (2) is made pursuant to a state domestic relations law, and (3) is permitted under Sections 414(p)(11) and (12) of the Code, any portion of a Participant's Account may be paid or set aside for payment to a spouse, former spouse, child, or other dependent of the Participant (an "Alternate Payee"). Where necessary to carry out the terms of such an order, a separate Account shall be established with respect to the Alternate Payee who shall be entitled to make investment selections with respect thereto in the same manner as the Participant. Any amount so set aside for an Alternate Payee shall be paid in accordance with the form and timing of payment specified in the order. Nothing in this Section shall be construed to authorize any amount to be distributed under the Plan at a time or in a form that is not permitted under Section 457(b) of the Code and is explicitly permitted under the uniform procedures described in Section 10.02(d) below. Notwithstanding the foregoing sentence, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any State, then the amount of the Participant's Account shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order. Any payment made to a person pursuant to this Section shall be reduced by any required income tax withholding. An Account maintained by the Alternate Payee shall otherwise be treated as if it were a Participant Account.

- (b) *Release from Liability to Participant:* The Employer's liability to pay benefits to a Participant shall be reduced to the extent that amounts have been paid or set aside for payment to an Alternate Payee to paragraph (a) of this Section and the Participant and his or her Beneficiaries shall be deemed to have released the Employer and the Plan Administrator from any claim with respect to such amounts.
- (c) *Participation in Legal Proceedings:* The Employer and Administrator shall not be obligated to defend against or set aside any judgment, decree, or order described in paragraph (a) or any legal order relating to the garnishment of a Participant's benefits, unless the full expense of such legal action is borne by the Participant. In the event that the Participant's action (or inaction) nonetheless causes the Employer or Administrator to incur such expense, the amount of the expense may be charged against the Participant's Account and thereby reduce the Employer's obligation to pay benefits to the Participant. In the course of any proceeding relating to divorce, separation, or child support, the Employer and Administrator shall be authorized to disclose information relating to the Participant's Account to the Alternate Payee (including the legal representatives of the Alternate Payee), or to a court.
- (d) *Determination of Validity of Domestic Relations Orders:* The Administrator shall establish uniform procedures for determining the validity of any domestic relations order. The Administrator's determinations under such procedures shall be conclusive and binding on all parties and shall be afforded the maximum amount of deference permitted by law.

10.03 IRS Levy. Notwithstanding Section 10.01, the Administrator may pay from a Participant's or Beneficiary's Account balance the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

10.04 Mistaken Contribution. To the extent permitted by applicable law, if any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned directly to the Participant or, to the extent required or permitted by the Administrator, to the Employer.

10.05 Payments to Minors and Incompetents. If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid to such persons as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

10.06 Procedure When Distributee Cannot Be Located. The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means (a) the mailing by certified mail of a notice to the last known address shown on the Employer or Administrator's records, (b) notification sent to the Social Security Administration or the Pension Benefit Guarantee Corporation (under their program to identify payees under retirement plans), and (c) the payee has not responded within six (6) months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the Trust shall continue to hold the benefits due such person to the extent consistent with applicable law.

Article XI. Relationship to Other Plans and Employment Agreements

This Plan serves in addition to any other retirement, pension, or benefit plan or system presently in existence or hereinafter established for the benefit of the Employer's employees, and participation hereunder shall not affect benefits receivable under any such plan or system. Nothing contained in this Plan shall be deemed to constitute an employment contract or agreement between any Participant and the Employer or to give any Participant the right to be retained in the employ of the Employer. Nor shall anything herein be construed to modify the terms of any employment contract or agreement between a Participant and the Employer.

Article XII. Amendment or Termination of Plan

The Employer may at any time amend this Plan provided that it transmits such amendment in writing to the Administrator at least thirty (30) days prior to the effective date of the amendment. The consent of the Administrator shall not be required in order for such amendment to become effective, but the Administrator shall be under no obligation to continue acting as Administrator hereunder if it disapproves of such amendment.

The Administrator may at any time propose an amendment to the Plan by an instrument in writing transmitted to the Employer. Such amendment shall become effective unless, within the 30-day period beginning on the date the Administrator transmits such amendment, the Employer notifies the Administrator in writing that it disapproves such amendment, in which case such amendment shall not become effective. In the event of such disapproval, the Administrator shall be under no obligation to continue acting as Administrator hereunder.

The Employer may at any time terminate this Plan. In the event of termination, assets of the Plan shall be distributed to Participants and Beneficiaries as soon as administratively practicable following termination of the Plan. Alternatively, assets of the Plan may be transferred to an eligible deferred compensation plan maintained by another eligible governmental employer within the same State if (a) all assets held by the Plan are transferred; (b) the receiving plan provides for the receipt of transfers; (c) the Participants and Beneficiaries whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer; and (d) the Participants or Beneficiaries whose deferred amounts are being transferred are not eligible for additional annual deferrals in the receiving plan unless the Participants or Beneficiaries are performing services for the employer maintaining the receiving plan. In addition, unless otherwise prohibited by applicable law, with respect to Participants or Beneficiaries who cannot be located or who do not elect otherwise, the assets held in the accounts of such Participants or Beneficiaries may be transferred to an individual retirement plan (as defined in Section 7701(a)(37) of the Code) selected by the Employer.

Except as may be required to maintain the status of the Plan as an eligible deferred compensation plan under Section 457(b) of the Code or to comply with other applicable laws, no amendment or termination of the Plan shall divest any Participant of any rights with respect to compensation deferred before the date of the amendment or termination.

Article XIII. Applicable Law

This Plan and Trust shall be construed under the laws of the state where the Employer is located and is established with the intent that it meet the requirements of an "eligible deferred compensation plan" under Section 457(b) of the Code, as amended. The provisions of this Plan and Trust shall be interpreted wherever possible in conformity with the requirements of that Section of the Code.

In addition, notwithstanding any provision of the Plan to the contrary, the Plan shall be administered in compliance with the requirements of Section 414(u) of the Code.

Article XIV. Miscellaneous Items

14.01 Gender and Number. The masculine pronoun, whenever used herein, shall include the feminine pronoun, and the singular shall include the plural, except where the context requires otherwise.

14.02 Electronic Communication and Consent. Unless expressly required otherwise, where this Plan provides that a document, election, notification, direction, signature, or consent will be in writing, such writing may occur through an electronic medium, including but not limited to electronic mail, intranet or internet web posting and online account access, to the fullest extent permitted by applicable law.

DECLARATION OF TRUST

This Declaration of Trust (the "Group Trust Agreement") is made as of the 19th day of May, 2001, by VantageTrust Company, which declares itself to be the sole Trustee of the trust hereby created.

WHEREAS, the ICMA Retirement Trust was created as a vehicle for the commingling of the assets of governmental plans and governmental units described in Section 818(a)(6) of the Internal Revenue Code of 1986, as amended, pursuant to a Declaration of Trust dated October 4, 1982, as subsequently amended, a copy of which is attached hereto and incorporated by reference as set out below (the "ICMA Declaration"); and

WHEREAS, the trust created hereunder (the "Group Trust") is intended to meet the requirements of Revenue Ruling 81-100, 1981-1 C.B. 326, and is established as a common trust fund within the meaning of Section 391:1 of Title 35 of the New Hampshire Revised Statutes Annotated, to accept and hold for investment purposes the assets of the Deferred Compensation and Qualified Plans held by and through the ICMA Retirement Trust.

NOW, THEREFORE, the Group Trust is created by the execution of this Declaration of Trust by the Trustee and is established with respect to each Deferred Compensation and Qualified Plan by the transfer to the Trustee of such Plan's assets in the ICMA Retirement Trust, by the Trustees thereof, in accord with the following provisions:

- (a) Incorporation of ICMA Declaration by Reference; ICMA By-Laws. Except as otherwise provided in this Group Trust Agreement, and to the extent not inconsistent herewith, all provisions of the ICMA Declaration are incorporated herein by reference and made a part hereof, to be read by substituting the Group Trust for the Retirement Trust and the Trustee for the Board of Trustees referenced therein. In this respect, unless the context clearly indicates otherwise, all capitalized terms used herein and defined in the ICMA Declaration have the meanings assigned to them in the ICMA Declaration. In addition, the By-Laws of the ICMA Retirement Trust, as the same may be amended from time-to-time, are adopted as the By-Laws of the Group Trust to the extent not inconsistent with the terms of this Group Trust Agreement.

Notwithstanding the foregoing, the terms of the ICMA Declaration and By-Laws are further modified with respect to the Group Trust created hereunder, as follows:

1. any reporting, distribution, or other obligation of the Group Trust vis-à-vis any Deferred Compensation Plan, Qualified Plan, Public Employer, Public Employer Trustee, or Employer Trust shall be deemed satisfied to the extent that such obligation is undertaken by the ICMA Retirement Trust (in which case the obligation of the Group Trust shall run to the ICMA Retirement Trust); and
2. all provisions dealing with the number, qualification, election, term and nomination of Trustees shall not apply, and all other provisions relating to trustees (including, but not limited to,

resignation and removal) shall be interpreted in a manner consistent with the appointment of a single corporate trustee.

(b) *Compliance with Revenue Procedure 81-100.* The requirements of Revenue Procedure 81-100 are applicable to the Group Trust as follows:

1. Pursuant to the terms of this Group Trust Agreement and Article X of the By-Laws, investment in the Group Trust is limited to assets of Deferred Compensation and Qualified Plans, investing through the ICMA Retirement Trust.
2. Pursuant to the By-Laws, the Group Trust is adopted as a part of each Qualified Plan that invests herein through the ICMA Retirement Trust.
3. In accord with the By-Laws, that part of the Group Trust's corpus or income which equitably belongs to any Deferred Compensation and Qualified Plan may not be used for or diverted to any purposes other than for the exclusive benefit of the Plan's employees or their beneficiaries who are entitled to benefits under such Plan.
4. In accord with the By-Laws, no Deferred Compensation Plan or Qualified Plan may assign any or part of its equity or interest in the Group Trust, and any purported assignment of such equity or interest shall be void.

(c) *Governing Law.* Except as otherwise required by federal, state or local law, this Declaration of Trust (including the ICMA Declaration to the extent incorporated herein) and the Group Trust created hereunder shall be construed and determined in accordance with applicable laws of the State of New Hampshire.

(d) *Judicial Proceedings.* The Trustee may at any time initiate an action or proceeding in the appropriate state or federal courts within or outside the state of New Hampshire for the settlement of its accounts or for the determination of any question of construction which may arise or for instructions.

IN WITNESS WHEREOF, the Trustee has executed this Declaration of Trust as of the day and year first above written.

VANTAGETRUST COMPANY



MEMO

DATE: August 24, 2020
TO: Doug Menke, General Manager
FROM: Holly Thompson, Communications Director

RE: **Resolution Adopting Vision Action Plan**

Introduction

Staff presented updates on the development of a Vision Action Plan to the board at previous meetings in November 2018, May 2019, July 2019, November 2019, and March 2020. Staff are requesting board of directors' approval of Resolution No. 2020-16 adopting the Vision Action Plan.

Background

In late 2018, the board of directors expressed an interest in launching a visioning process. The purpose of the visioning process would be to conduct meaningful, cross-cultural, extensive engagement, to better understand the goals and aspirations of the patrons we serve. From the information learned through this effort, a guiding vision for the district's future was desired to ensure the work being done meets the aspirational needs of the community.

Staff launched the effort in October 2018. The project was divided into five phases. Phase one, the preparation phase, ran from October 2018 through May 2019. Volunteers were recruited to serve on the district's Visioning Task Force (VTF) to lead the community engagement efforts. The board appointed 13 people to serve on the VTF in May 2019. The VTF brought together members of different ages, ethnicities, geographic areas within the district, and various professional and lived experiences. Their collective multilingual skills encompassed seven languages. The VTF set a goal for themselves to connect with more than 10,000 people in five months of community engagement.

In June 2019, the district launched into phase two of the project, Outreach and engagement. Through the amazing efforts of the VTF, they were able to exceed o goals. In all, the district accomplished the following:

- **Reached nearly 10,500 people;**
- **Collected more than 12,500 ideas; and**
- **Attended 117 meetings, events, activities.**

After collecting the input from the public, the ideas had to be sorted and organized; this effort moved the project into phase three, the action team phase. Staff and the consultants worked to organize the ideas around four goal areas. Inclusive committees were put together called action teams. These teams met in November and December 2019, to distill the 12,500 ideas to test with the public. In all, the work of the action teams resulted in 108 ideas under four goal areas.

Next, the narrowed down ideas needed to be tested with the public again, to ensure we had accurately captured the best ideas from the public input. A community review survey was

prepared and made available to the public from February through April 2020. This work represents the fourth phase of the project, the community review phase. Nearly 800 surveys were collected, and they confirmed the action ideas were on the right track. Following the survey results, the VTF was ready to move to the final stage of developing an action plan.

Staff is asking for the board of directors to review and approve the Vision Action Plan co-produced by staff and members of the Visioning Task Force. The Vision Action Plan is a blueprint that will guide district operations for the years to come that will serve as a foundation for the future of park district services. This plan embodies the community's aspirations for the future and provides clarity on our shared priorities. The four goal areas within this plan are the pillars the future will be built upon:

- **Welcoming and Inclusive;**
- **Play for Everyone;**
- **Accessible and Safe;** and
- **Preserving Natural Spaces.**

Proposal Request

Staff are requesting board of directors' approval of a resolution adopting the Vision Action Plan.

Benefits of Proposal

The Vision Action Plan will provide guidance for staff on decisions and activities related to park and recreation services.

Potential Downside of Proposal

There are no potential downsides to the proposal.

Action Requested

Board of directors' approval of Resolution No. 2020-16 adopting the Vision Action Plan.

RESOLUTION NO. 2020-16

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
AUTHORIZING ADOPTION OF THE VISION ACTION PLAN**

WHEREAS, the Board of Directors directed staff and volunteers from the district's Visioning Task Force (VTF) to work to develop a Vision Action Plan for the district; and

WHEREAS, the VTF and staff successfully completed an impressive community engagement effort that connected with the diverse community we serve reaching more than 10,500 people, collecting more than 12,500 ideas, at 117 meetings and events; and

WHEREAS, the VTF and staff worked with community leaders and partners to distill the ideas collected into the 108 action ideas that were tested with the public through a community survey; and

WHEREAS, staff and the VTF have prepared a Vision Action Plan for THPRD that encompasses the collective aspirations and priorities for the future of park and recreation services; and

WHEREAS, the information learned through the visioning process will serve as a foundation for future district planning efforts; and

WHEREAS, THPRD will focus on the four core goal areas within the Vision Action Plan 1) Welcoming and Inclusive, 2) Play for Everyone, 3) Accessible and Safe, 4) Preserving Natural Spaces, and will report back to the community on our progress on these goals; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK & RECREATION DISTRICT IN BEAVERTON, OREGON, AS FOLLOWS:

The Board of Directors approves adoption of the Vision Action Plan.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 9th day of September 2020.

Ashley Hartmeier-Prigg, President

Tya Ping, Secretary

ATTEST:

Jessica Collins, Recording Secretary

Vision Action Plan

Tualatin Hills Park & Recreation District



TUALATIN HILLS
PARK & RECREATION DISTRICT



TUALATIN HILLS PARK & RECREATION DISTRICT



Come share your vision for the future of THPRD



TUALATIN HILLS
PARK & RECREATION DISTRICT

Message from the Board of Directors

Welcome to the Tualatin Hills Park & Recreation District Vision Action Plan! This document is the culmination of a year's worth of effort from our amazing Visioning Task Force volunteers. We are so appreciative of their efforts to speak directly with people in parks and out-and-about throughout the community to get your input and ideas on how we can improve services in the coming years.

This is truly community engagement at its best. Our volunteers represented the community well, reflecting a diversity in age, ethnicity, race, gender, and languages spoken. Their ability to connect with and advise the district on outreach strategies was impressive. Even more impressive was their commitment and dedication to leading the engagement efforts themselves and the hours they spent volunteering at events throughout the community to gather input.

This document represents the outcome of that work. It is a testament to the hopes, dreams, and priorities of the people who make this area their home. It will serve as a blueprint, guiding district operations for the years to come. Simply put, the THPRD Vision Action Plan is the foundation of the future of park district services and will be built upon in the coming years.

On behalf of all of us on the THPRD Board of Directors, we want to express our gratitude and appreciation for the Visioning Task Force members who worked tirelessly on this project. And we want to say thank you to the more than 10,000 people who shared your thoughts with us.

We are committed to staying focused on fulfilling your vision for THPRD.



Ashley Hartmeier-Prigg
Board President



Heidi Edwards
Secretary Pro
Tempore Director



Tya Ping
Secretary Director



Felicita Montebianco
Director



Wendy Kroger
Director

Message from the Visioning Task Force

YESTERDAY IS GONE. TOMORROW HAS NOT YET COME. WE HAVE ONLY TODAY. LET US BEGIN.

As THPRD's newly formed Visioning Task Force (VTF) last year, we adopted Mother Teresa's mindset as expressed in her quote without realizing it. Although "yesterday" has passed, we believe that THPRD has a strong organization and network of resources. THPRD staff and Board of Directors are committed to reaching and engaging with all corners of our vast community through various languages and cultural approaches to create a shared "tomorrow." Similarly, we felt there was conscientious thought in the creation and composition of our VTF. Together, we are living examples of different walks of life, professions, experiences, and cultural and age backgrounds. An important goal for us was to ensure that THPRD would expand their welcome to include everyone - considering new types of events and activities, improvements to existing facilities as well as pursuing even more effective means of communication.

Looking toward the tomorrow of THPRD, the VTF whole-heartedly agreed to disagree while synthesizing and internalizing our

Mother Teresa

input and the input from individuals and groups representing our community. We dedicated ourselves to the task at hand, recognizing the "today" and committing "to begin." We questioned, asked for background information from THPRD, and, most of all, became one with the community. We each played our part and participated in community events and activities in different settings to hear from a variety of audiences. To our surprise, individuals young and old - and families readily shared their vision of THPRD. We listened attentively, empathized with concerns presented, and documented input carefully. People felt their contributions were validated. We focused on our goals, whether as



Message from the Visioning Task Force

a large group or action teams looking at specific pillars. It was always exciting to hear different ideas and perspectives as we methodically followed VTF guidelines. Together, as a team, we developed strong leadership, and in doing so, we built strength and validity.

Here is the culmination of our efforts - The Vision Action Plan. It truly reflects the needs and aspirations of our community and holds valuable recommendations. Our unified perspective is that THPRD continue to increase avenues for access for ALL community members, regardless of physical challenges, economic hardship, or language background.

Together we felt that it was an honor to be part of this project. We were able to accomplish a lot despite the pandemic's effect on the overall timeline. Nevertheless, we would like you to know that as community volunteers, we are thankful for the welcoming and supportive spirit of the THPRD staff as we pursued our goals. Throughout, staff treated the VTF members with respect and demonstrated a genuine appreciation for our participation. Special thanks are due to Jaspreet Chahal, THPRD Community Engagement Specialist.

Written by: Visioning Task Force Members





Founded by a Community Vision

THPRD was founded because of a shared community vision. It was 1953, and Elsie Stuhr was a physical education teacher in Beaverton. Elsie had an idea, a vision: a better way to deliver park and recreation services to our growing community. She imagined a dedicated organization that focused exclusively on these areas.

For two years, Elsie went to community meetings, met with neighbors, and helped lead a ballot measure to form the Tualatin Hills Park & Recreation District. At the time of its founding, in 1955, THPRD served 3,000 people. Elsie would become a founding member of the park district's Board of Directors, a position she held for 20 years.

In 2018, when staff began preparing for a community visioning process, we were struck by the district's own history. As we recruited VTF members and shared our origin story, our volunteers

were amazed as well. We realized by learning from our founding roots - we answered the question, "Why does visioning matter?" It matters because when we rally around a common purpose and a common understanding of where we are headed and what we want to achieve, we can make real change happen. It happened 65 years earlier when the district was founded. And today, through this community visioning process, we can help make the changes we want to see and ensure the future of our park and recreation system.

THPRD Today

THPRD has grown into Oregon's largest special park district. We have the honor of serving more than 250,000 diverse community members throughout Washington County and the greater Beaverton area. While our role in the region continues to grow, the heart of our mission remains the same: to provide high-quality park and recreation facilities, programs, services, and natural areas to meet the needs of all of our residents.



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Moving the Vision into Action

Visioning Task Force

Acknowledgments

Outreach Events Activities and Meetings

Appendix



We acknowledge that THPRD rests on Native lands and was originally home to the Tualatin Kalapuya affiliated with the Confederated Tribes of Grand Ronde.

Creating a Co-Produced Vision



What is a Visioning Process?

Visioning processes empower and invite communities to imagine what can be, opening pathways to communicate with decision-makers. Successful visioning processes are bold. They include voices not often heard from to envision a future where we all thrive. And they help create a plan to think differently and elevate our collective experiences in public spaces.

Inclusive Effort

In fall 2018, THPRD set out to connect with those who value our services, parks, recreation areas, natural spaces, and more. To better plan for a proactive park district that meets all needs equitably, we recognized the need to conduct an inclusive, intentional, and multicultural community visioning process.

Embedded within this recognition was a commitment to identify the needs of people who don't participate in traditional feedback channels. Before this, THPRD had not conducted a visioning process at this scale.

The district embraced this opportunity to build the foundation of a transformative vision

– shaped and informed by collaborative community engagement. Those in positions of privilege will always find ways to have their views heard. To center narratives of underrepresented and historically underserved populations, THPRD committed to prioritizing Diversity, Equity, Inclusion, and Access (DEIA) in all aspects of this work. We sought to examine our assumptions and better understand what communities today need and how best to serve the expanding interests of our long-term, new, and future residents.

As we look forward to translating this vision into practice, the information learned from this effort will serve to guide policy-making, formal planning processes, long-term programming, and align district funding with community priorities. This plan lays the foundation of a longer journey with a commitment to ensure the work we are doing meets the aspirational needs of our community.

THPRD is grounded in public service and believes the outcomes of community visioning will be better policies, projects, and decisions – rooted in the needs of the very people we serve.

Community Visioning Goal Areas

This plan is built upon and reflective of a wealth of community-driven aspirations and perspectives. We collected more than 12,500 ideas during the public outreach phase. These responded to

both current challenges and shared forward-looking thoughts. Every contribution has been invaluable and directly inspired these **four overarching goal areas**:



Welcoming and Inclusive

Combines a range of ideas centered on building community, expanding the role of THPRD in people's lives, minimizing or eliminating barriers to participation in THPRD's services, expanding staff capacity, and building partnerships and community relations.



Play for Everyone

Reflects all the ways people (and their nonhuman family members) want to play, move and interact with THPRD, including participation in classes, activities, exercise, and sports; play in creative parks and playgrounds with imaginative new features throughout the year.



Accessible and Safe

Represents themes related to the overall maintenance of facilities and equipment and the ability of all THPRD residents to access their THPRD amenities safely. It also includes recommendations for ways to make facilities and programming more enjoyable and financially accessible for everyone.



Preserving Natural Spaces

Includes community ideas that envision opportunities for people to be in and enjoy nature. It is also representative of comments on trails – for recreation, travel, interaction with animals, and regional connection—preserving our shared natural spaces and educational opportunities in nature.

Collectively, these goal areas form the anchoring pillars of this Vision Action Plan. These will also help THPRD look forward to serving a growing, multigenerational, and multicultural population. Each goal area is further organized into themes with associated actions and strategies for THPRD.

The information herein is intended to be useful to many audiences. To that end, we first provide an overview of the community visioning

timeline, followed by a snapshot of the work accomplished in each phase. And finally, we present the Vision Action Plan with associated actions under each goal area.

Whether you are new to the region, a lifelong resident, or considering THPRD as your new home – we are glad you are here and thrilled to present this co-produced vision.

Community Visioning Timeline



Phase 1

Preparation

**Oct 2018-
May 2019**

Set the stage for a successful visioning process. Lay the foundation to begin the outreach in the spring and summer seasons.

Phase 2

Outreach + Engagement

June-Oct 2019

Build the support for a co-produced vision through extensive multicultural public outreach. Intentionally partner with community-based organizations to reach beyond our existing audience.

Phase 3

Action Teams

Nov-Dec 2019

Bring cross-discipline teams together, organized around identified overarching goal areas. Refine collected community input and develop a robust set of ideas and recommendations for a community review survey.

What is a Community Vision Plan?

Community vision helps THPRD improve access to a healthy, active lifestyle for all. THPRD will use community feedback to identify specific actions that will inform a future strategic plan. This plan will influence programming, funding, and strategic planning and serve as a touchstone for the Board of Directors and staff.

Community Visioning Timeline



Phase 4

Community Review

Feb-April 2020

Engage THPRD public through a multilingual community review survey created from the work of the Action Teams.

Phase 5

Vision Action Plan

April-Aug 2020

Work with the Visioning Task Force to develop a foundational vision, the Vision Action Plan to help guide THPRD work for years to come.

Why is this important now?

Ours has always been a diverse community. And it's important to us that we meet its diverse needs. At THPRD, we value community feedback as we strive to be leaders in innovation and offer better park and recreation services for all. The visioning process today will help shape the future of the park district tomorrow.

Vision Action Plan Phases

Phase 1: Preparation

This phase was critical to set the stage for a successful visioning process. To conduct extensive cross-cultural public engagement, we framed our work through several guiding principles.

Guiding Principles

- **Engaging underserved populations:** We will prioritize meaningful engagement with the historically underserved and the often marginalized. Our outreach and engagement efforts must be accessible to include voices and perspectives from underserved areas and populations.
- **Building trust through multicultural engagement:** With a commitment to meet communities in their “natural gathering spaces,” we recognize that communities of color are experts of their own lived experiences, and effective engagement strategies center cultural awareness and respect.
- **Intentional partnerships:** We will foster new and strengthen ongoing partnerships with fellow public agencies, local community-based, faith-based, public health organizations, disability groups, and more.
- **Removing barriers:** THPRD is committed to providing “access for all.” We must identify barriers that low-income communities, communities of color, and individuals experiencing disabilities still encounter when trying to access our services and spaces.
- **Co-production:** Co-production breaks down the barrier between provider and user – helping create authentic collaboration between community volunteers and THPRD staff at every step. This commitment will help create equitable access, enhance cultural specificity, and increase participation.



Vision Action Plan Phases

Getting Started

Staff knew that we would need help pulling off a visioning process. A request for proposals was issued in early 2019 and a competitive search was conducted to find a public involvement firm to assist the district. JLA Public Involvement was selected to help develop the visioning process.

At the same time, recruitment began for a diverse pool of community volunteers to serve on the THPRD Visioning Task Force, and to help co-produce the community engagement.

Visioning Task Force

A dedicated volunteer group - the Visioning Task Force (VTF), was recruited to work together and lead outreach efforts. Their task: lead and help create public involvement strategies to meet communities where they are.

The THPRD Board of Directors officially appointed this thirteen-member task force in May 2019. The VTF brought together members of different ages (from high school students to retirees), ethnicities, geographic areas within THPRD, and of various professional backgrounds.



Their collective multilingual outreach skills in seven languages, including Amharic, ASL, English, Hindi, Tamil, Urdu, and Spanish, gave them the ability to capture unique stories and experiences of THPRD residents. Members represent a multigenerational, multicultural, and multiethnic park district.

Setting an Ambitious Goal

Starting with their first monthly meeting in May 2019, the VTF committed to flexible ways of public engagement and to build relationships with culturally-specific and community-based organizations. In a few short weeks, the project team trained the VTF members to effectively use a mix of traditional and creative bilingual (English and Spanish) engagement tools.

With an ambitious goal of reaching 10,000 people in five months, VTF members donated over 250 volunteer hours to surpass their original goal! Their participation in this work has served to include voices that may not feel empowered or authentically engaged to contribute to a vision that embraces expansive growth and is accountable and responsive to community input.

Vision Action Plan Phases

Phase 2: Outreach + Engagement (June - October 2019)

To create a vision action plan inclusive of many voices, this phase aimed to create space for community perspectives with a clear demonstration that public input will shape the outcome. We focused on ways to involve everyone, including those who may lack the agency or access to platforms to participate.

Being Intentional

Being intentional in engaging with historically left behind populations in public engagement processes transforms our understanding of what is possible. Different communities access and use parks and recreation services in different ways. To inspire a broad range of community responses, we asked two big-picture questions:

1 What do you want for the future of THPRD? Why?

2 What are your favorite activities to do with THPRD? How can they be improved in the future?



Vision Action Plan Phases

Community Engagement

Community engagement efforts prioritized identifying current community needs and challenges and gathered data to inform all THPRD services and programs. Using traditional and innovative engagement techniques helped connect with thousands of people at hundreds of meetings, activities, and events.

VTF members advised on a host of engagement strategies, including a comprehensive calendar inclusive of multicultural activities and events across the district, including underserved areas. Each member signed up for multiple outreach opportunities. Members also advocated for an approach designed to make participation easy and accessible.



Vision Action Plan Phases

Engagement Numbers:

Nearly
10,500
people reached

At events and activities, focus groups, partner meetings, and presentations to community partners, we reached thousands of people. We conducted targeted outreach at free food markets, senior housing facilities, and heard from members of the disability community. All told, these efforts resulted in connections with nearly 10,500 individuals across the district.

More than
12,500
ideas collected

Using multiple engagement strategies helped capture more than 12,500 inspirational and innovative ideas that reflect the rich diversity and creativity of our community. Outreach efforts were collaborative and led by VTF members with logistics and coordination provided by staff.

Events and activities:

117 engagement opportunities

Community feedback was collected through 117 engagement opportunities. These included a variety of multicultural events and activities, welcoming people of all ages, abilities, backgrounds, races, gender identity, and sexual orientations.

Engagement Tools

People communicate in different ways. To accommodate and include various styles, we used creative and tailored tools at each event. These were:

Intentional in-reach

All THPRD staff and volunteers had access to an online platform and comment boxes to share their input.



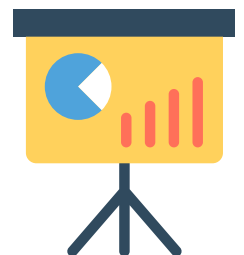
Project Mascot

THPRD spaces welcome a diverse range of visitors with something for everyone. And we wanted our engagement and outreach approach to carry this same spirit of inclusivity. With this in mind, the project team created a project mascot, **Visi, the playful park creature**. The inspiration for Visi came from the nature that surrounds us. Visi helped spark creativity, imagination, and fun conversations all summer long!



Community presentations

Presentations about community visioning were made to local jurisdictional and community partners, neighborhood associations, and boards and commissions that reached hundreds of individuals.



Vision Action Plan Phases

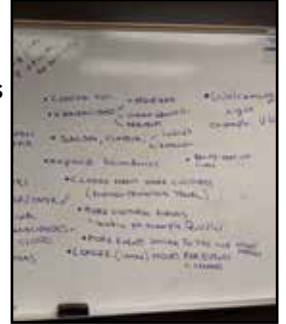
Engagement Tools Continued

In-person engagement : Focus Groups

VTF members and staff had thousands of one-on-one conversations with THPRD residents in multiple languages.



We partnered with Unite Oregon, a local community-based organization, to invite immigrants and refugees and communities of color to two multilingual focus groups. People from diverse heritages—Latinx, Middle Eastern, and South Asian participated in the focus groups. During these rich conversations, attendees shared their ideas and insights both as new and long-term residents of the district.



Creative Engagement

Charts to “share your vision for THPRD,” coloring sheets for children to draw “your perfect park,” and cards to capture written thoughts. Each tool was made available in English and Spanish. VTF members also walked amongst event attendees to connect with individuals that may not come to an engagement station.

Youth Engagement : Online Open House

Young people form nearly a third of the population in the region, and will be future THPRD stewards. Two high school VTF members led the co-creation of youth engagement strategies. Including youth perspectives in this process was critical. We achieved this through partnerships and presentations at nine Beaverton School District (BSD) schools and multiple THPRD afterschool programs to collect feedback from pre-school to high school aged youth.



Social media platforms were also utilized to share project information and opportunities for involvement. People were invited to write their vision on an “online sticky wall” and read what others had shared. This tool received nearly 1,000 individual comments.



Comment Boxes

THPRD residents had access to comment boxes and cards to share their suggestions and ideas. These were placed at all THPRD facilities, local libraries, and places of worship, local city and county buildings, businesses, and more. In total, over 40 boxes were made available across the district in easily accessible public and civic spaces.



Vision Action Plan Phases

Phase 3: Action Teams (November – December 2019)

Develop a robust set of ideas and recommendations for a community review survey



Immediately after the outreach phase, the project team identified common themes to organize public input under the overarching goal areas. This effort moved community visioning into phase three, the Action Teams phase. Inclusive committees called Action Teams were brought together with the intent to review, discuss, and distill community aspirations into a set of voteable actions for a public survey. Each team was focused on a different goal area. They met over a series of eight meetings in November and December 2019.

Nearly sixty individuals representing VTF members, THPRD board members, district and partner agency staff, and advisory committee members participated in the meetings. Their conversations focused on:

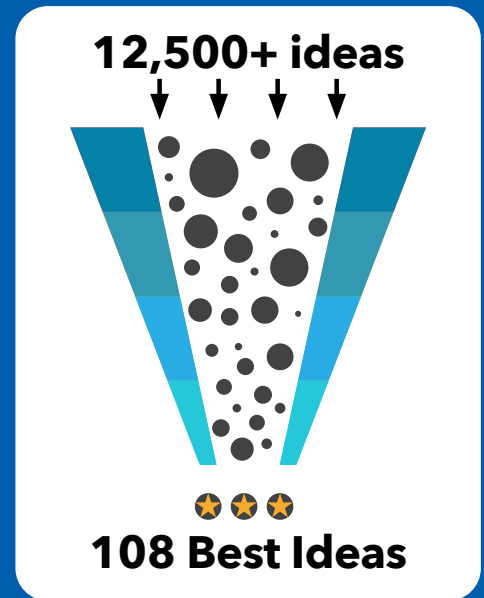
- **creating equitable access**
- **honoring community vision and feedback**
- **respecting the work of VTF**
- **using inclusive and community-friendly language**
- **proactively examining our assumptions**
- **crafting a community-owned vision for a twenty-first century park district**

Vision Action Plan Phases

VTF participation in this phase provided critical context and grounding information. An integral part of this phase's design was community volunteers working directly with subject matter experts and staff to sift through the thousands of comments received. Together, their work and conversations refined and developed a robust set of ideas for the blueprint of the vision plan. Having staff and task force members work together, in the early drafting, ensured that ideas are better rooted in community feedback. Several participants, including both the VTF members and staff, shared how unusual and successful they felt this model was.

The outcome of the Action Teams' work helped streamline more than **12,500 ideas** into the **"108 best of the best ideas."**

Action Teams distilling public input for community survey



Vision Action Plan Phases

Phase 4: Community Review (February – April 2020)

Engage community on the Action Teams' ideas and recommendations

The 108 ideas and recommendations developed in the Action Teams phase became part of a community review survey. The goal of the survey was to ensure we had accurately captured the best ideas from public input. The final survey design and list of actions were reviewed and approved by the VTF at their monthly meeting. In February 2020, the THPRD public was invited to review and vote for their favorite park and recreation ideas through a community review survey.

BSD youth who participated in the outreach and engagement phase were also invited to complete this survey. Presentations to local jurisdictional partners were also made.

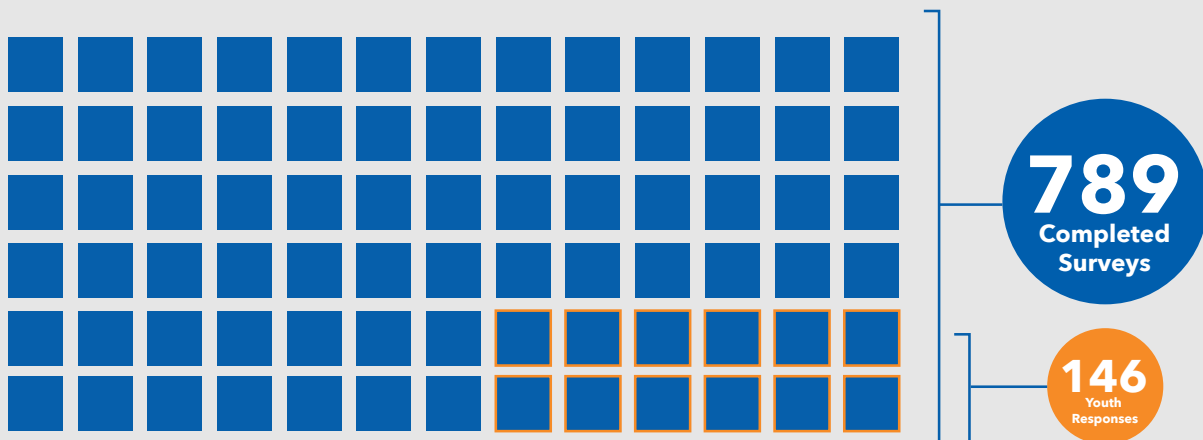
To reach multilingual audiences, the survey was made available in Arabic, Simplified Chinese, English, Korean, Spanish, and Vietnamese. Under each goal area, the public voted on their favorite "Top 5 favorite ideas."

Just as the project team was preparing for extensive promotion, we entered the unprecedented global pandemic era. One month into the community review and following extended closures under the Stay Home, Save Lives order, communication efforts were rethought to design a virtual outreach strategy to garner responses. Here again, THPRD was able to activate community partnerships, collaborating and connecting with the district's many local partners.

Despite limited avenues and opportunities for promotion, targeted outreach demonstrated an engaged and invested community that genuinely cares about their park and recreation spaces. Likewise, the high volume of responses to a detailed four-page survey with an 80% completion rate, affirmed and assured the project team that the plan and ideas are moving in the right direction.

In two months, a total of 789 completed surveys, including 146 youth responses, were received.

Survey Responses



Vision Action Plan Phases

Phase 5: Vision Action Plan

All the efforts of community visioning led to where we are today - a Vision Action Plan. This vision will guide our planning and operations for years ahead. It is community-driven, validated by the survey responses, and confirmed through the Action Teams process. Thousands of collected ideas and aspirations are neatly arranged around four overarching goal areas.

The **108 actions** are grouped under **themes** and **strategies** that we will be implementing through ongoing and long-term THPRD work.



Actions per Goal Area



**Welcoming
and Inclusive**

28



**Play for
Everyone**

30



**Accessible
and Safe**

26



**Preserving
Natural Spaces**

24

108 Total Actions

Vision Action Plan

Welcoming and Inclusive

Diverse communities have always made this region their home and bring valuable contributions to the social fabric. According to recent demographic data, nearly one in three THPRD residents are people of color. And more than half of the communities of color are bilingual. People often face language and access barriers.

Throughout this process, public input revealed strong support for THPRD to be a welcoming partner and an inclusive service provider – connecting with and serving multicultural communities in creative and thoughtful ways. THPRD must also take steps to address existing inequities and plan for a growing population by providing neighborhood-level access to parks, facilities, and services in historically under-invested areas. People called for THPRD to expand services for underserved and underrepresented populations as we continue to grow and expand as an organization.

Our partnerships, spaces, workforce, and volunteers should reflect shared cultural values and reflect the population we serve. Developing outreach approaches that are inclusive and focus on intentional engagement with multicultural community groups helps promote THPRD to a diverse, engaged, and twenty-first century audience. Communities also want more transparency, accountability, and easier ways to access THPRD’s budget. The following are the ways THPRD will continue being **Welcoming and Inclusive**.

Host events and activities that bring people together

Actions:

- Culturally-specific & LGBTQIA inclusive events
- Accessible & diverse events for all ages
- More community markets and bazaars
- Central gathering space for large events
- Help with transportation to events from underserved areas
- Easier ways to rent THPRD spaces



Ensure that parks and facilities are welcoming

Actions:

- Staff & volunteers who reflect the community
- Spaces that reflect shared cultural values
- Welcoming & inclusive spaces for people of all races, gender identity, ability & sexual orientation



Expand services

Actions:

- Facilities in underserved & growing areas
- Clear benefits to opt-in to THPRD's in-district services



Promote THPRD to a diverse audience

Actions:

- Mobile app to navigate THPRD services & facilities
- Easy ways to understand THPRD's budget
- Direct engagement with youth & seniors



Build partnerships and community relations

Actions:

- Expand community workshops & sessions
- Partner with community groups & service providers
- Low-cost resources for nonprofits
- Community involved & collaborative decision-making
- Intentional engagement with diverse community groups



Increase staff capacity and satisfaction

Actions:

- Welcoming and culturally responsive staff
- More training and resources for staff & volunteers
- Career development opportunities through THPRD
- More volunteer and internship opportunities



Bring people together through food

Actions:

- Expand locally-sourced food options at events
- More food at events & activities
- Easy & accessible grilling in parks
- Sell alcohol at selected events



Vision Action Plan

Play for Everyone

THPRD is committed to improving access to a healthy and active lifestyle for all. As a growing park district, it is essential to be responsive to evolving community needs and provide year-long access to more programs and activities. People of all ages, abilities, cultures, interests, and backgrounds must be able to come together, play, and explore through more avenues and opportunities. Active exercise must be encouraged to improve the physical and mental well-being of all residents in many environments (indoors and outdoors).

Within THPRD boundaries, people of color, people with disabilities, seniors, and low-income communities in underserved areas can still lack access to water-play and related recreational activities. To better serve and increase access to high-quality services for all residents, it has never been more important to rethink and reimagine the role of THPRD in people's lives. It is crucial to be receptive to emerging needs and develop a comprehensive, diverse, and equitable portfolio of programs, services, and classes. All people, including individuals with disabilities and their families, must be able to use and feel welcome in all our spaces, parks, facilities, and play areas. The district must also plan more neighborhood dog runs and invest in off-leash dog areas when developing new parks.

Communities envision parks and spaces that are multigenerational, allow for all-season play, have a distinct character, and celebrate a shared identity. The district will champion and provide **Play for Everyone** in the following ways.

Encourage Exercise

Actions:

- Outdoor exercise equipment
- Extend gym hours

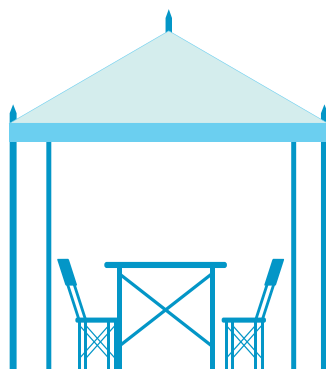


Offer a mix of playground designs and amenities

Actions:

- Creative & themed playgrounds & features
- Nature play options in parks
- Drop-in activities that build community connections
- Multi-generational parks with features for everyone
- More all-weather play opportunities

Space for community groups



More opportunities for dogs and other nonhuman family members

Actions:

- More pet & animal events
- Fenced, off-leash areas for dogs



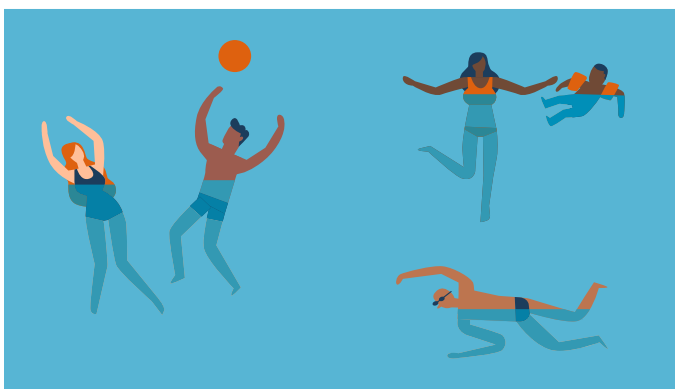
Accessible play areas for people with disabilities



Encourage water recreation and play

Actions:

- More swim classes & times
- More water play & recreation
- More splash pads



Encourage active sports

Actions:

- Soccer areas in neighborhood parks
- Organized drop-in games in parks
- Expanded recreation & drop-in sport options
- Flexible sports areas for emerging sports
- Dedicated mountain biking track
- Sports equipment libraries
- Play equipment for all sizes & heights



Provide classes and activities for all ages, interests, and abilities in a variety of topics

Actions:

- Flexible family-friendly classes & activities
- Childcare during classes
- Classes and activities for all ages, abilities & interests
- Diverse options for summer & after school camps
- Culturally-specific classes & activities
- Classes available in different languages
- New activities & classes based on current trends
- Art, music, & dance classes
- Science, life-skills, & learning based classes



Accessible and Safe

Access to safe and well-maintained parks and recreation services play a critical role in our residents' health and connectivity. Parks, play areas, and recreation activities build community and serve as connection points. Input from community members emphasized the need for everyone to access all THPRD spaces safely. Safety includes a range of features, from clean and updated amenities to well-lit parks, trails, recreation areas, and fields. Accessibility prioritizes expanded access and participation through increased financial aid for seniors, people with disabilities, and low-income individuals and families who may need it most. A user-friendly registration system and an improved web presence will also serve to make THPRD services and programs more visible and easier to sign up for.

Now more than ever, regardless of geographic location, all THPRD residents must be connected, be able to move around, and have safe access to their parks and recreation spaces. THPRD must continue working in concert with local jurisdictional partners to connect more people to their neighborhood parks and trails without cars. To ensure all residents feel that they belong, and all THPRD spaces are **Accessible and Safe** for everyone, community vision helped identify the following actions.

Maintain parks and facilities

Actions

- Clean & update parks, paths, play equipment & facilities
- Remodel & update pools as needed



Provide more seating and shade

Actions

- Shade & cover in parks & play areas
- Accessible benches in parks & trails



Keep parks and facilities safe

Actions

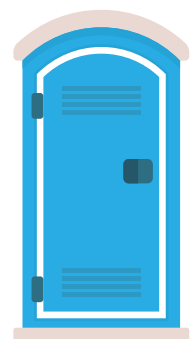
- Security features in parks & facilities
- Increase park patrol presence
- Involve community for safer & well-maintained parks
- Kid-friendly materials & surfaces in playgrounds
- Play areas with clear lines of sight



Provide more restrooms and changing spaces

Actions

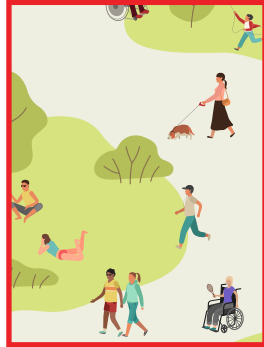
- More permanent & portable restrooms
- More wheelchair accessible restrooms
- Accessible & gender-neutral changing spaces



Provide accessibility to all parks, facilities, and spaces

Actions

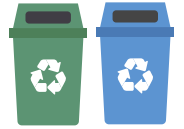
- Update spaces to meet accessibility needs
- Accessible benches in parks & trails
- Accessible & gender-neutral changing spaces & spaces



Provide trash, recycling and waste management solutions

Actions

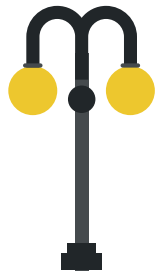
- More trash cans, recycling & compost options



Increase well lit areas

Actions

- Better lit spaces, including parks, trails, facilities & fields



User-friendly registration system



Actions

- More user-friendly online registration system

Increase financial assistance



Actions

- Expand financial assistance program
- Additional sales & discounts

Make it easier to get to and find parks, facilities and trails

Actions

- Easier access to parks, facilities & parking areas
- Improve signage to help people find facilities & trails
- Accessible & visible signage in different languages



Provide a more connected trail system

Actions:

- Connect to regional trail systems
- Parks, trails & facilities connected to transit lines
- Connect trails to places where people live & work



Ensure designated dog areas in parks

Actions:

- Waste bags near dog areas
- Enforcement of rules on leashed dogs & waste cleanup



Vision Action Plan

Preserving Natural Spaces

THPRD invites people to enjoy nearly 70 miles of hard- and soft-paved trails and more than 1,500 acres of natural area. Residents explore forests, lakes, streams, birds, and other wildlife while still being in the city. Among district residents, natural spaces are cherished, and maintaining existing resources while preserving for future generations is a shared community goal. Community members also value increased trail connectivity between THPRD and regional trail systems to promote healthy connections between nature and people.

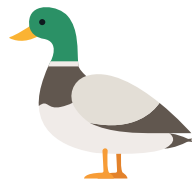
Yet, public feedback also revealed a somewhat unequal distribution of these resources. Disparities and lack of access can occur due to various reasons, including language, ability, and geographic location within district boundaries. To answer the question: What would it look like for all THPRD residents to have equal access to green spaces? We must design a more equitable interconnected system. THPRD must be an active partner against systemic racism and bridge the access gap in the outdoors. All people, especially underserved residents, people of color, people with disabilities, and low-income communities, must have equitable access to THPRD's trails and natural areas.

As we look to the future, the effects of climate change are already being felt in our region. It is critical to adapt existing practices to mitigate these ongoing impacts. Public input envisions THPRD as a leader in developing a proactive local and regional response to climate change. Sustainability, commitment to reducing carbon footprint, planting trees better suited to a warming planet - these and more must become ongoing strategies in THPRD's toolkit in being a responsible steward of district natural resources. Community vision supports a focus on developing and leading environmental responsibility and climate-resilience by **Preserving Natural Spaces**.

Preserve and expand natural areas

Actions

- Preserve & expand wildlife habitat & trees
- More opportunities to see & experience wildlife



Provide opportunities for people to connect with nature

Actions

- Accessible places to rest, relax & enjoy nature
- Places for quiet & solitude in nature
- Guided & self-guided activities to explore nature



Expand access to community gardening



Be a leader in responding to climate change

Actions:

- Be a leader in responding to climate change
- Reduce THPRD's carbon footprint



Maintain existing trails



Equitable access to natural areas



Provide more and preserve existing green spaces

Actions:

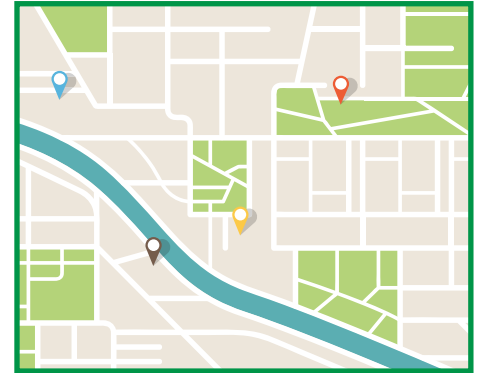
- Preserve green spaces
- Remove invasive weeds
- Limit pesticide use in parks & landscaping
- More gardens for enjoyment (like botanical or sensory gardens)



Create a more connected and varied trail system

Actions:

- Easier ways for everyone to discover THPRD's trails
- Provide trails for different activities, abilities & uses



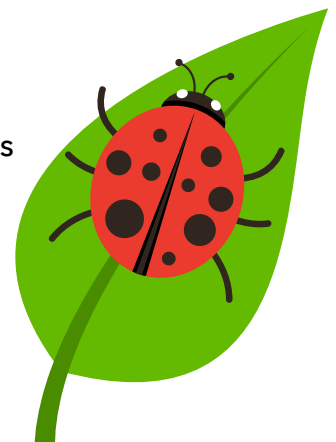
Integrate indigenous cultural practices in landscaping



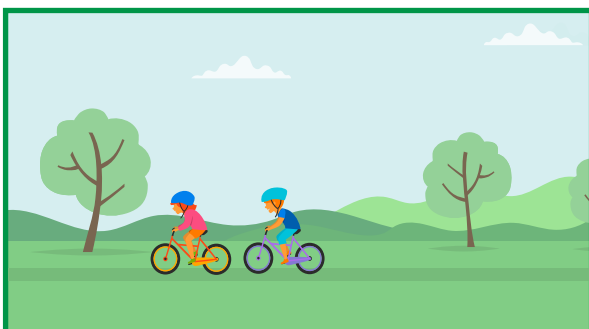
Opportunities to recreate in natural areas and learn about plants and nature

Actions:

- Expanded access to Nature Centers & Nature Mobiles
- Designate "off path" natural play areas
- Ways to access creeks & ponds
- More nature & outdoor programming for all ages & abilities
- More nature educational programming



Acquire more parkland







Impact of the COVID-19 Pandemic

In March 2020, the COVID-19 pandemic took hold in Oregon. This happened soon after the launch of the visioning community review survey. As THPRD staff, we feel it is significant to acknowledge the pandemic's effects on this project and district operations.

Financial Impacts

All THPRD buildings were closed to the public in mid-March. As result, the district experienced a significant reduction in workforce. THPRD's current workforce represents about 28% of the positions we would expect to have at this time. Never would we have imagined that programs would be closed for five months. As we look toward welcoming communities back, we know it will take several more months for all our amenities to be fully functional. At the time of this writing, the district projects a \$10.6 million reduction in our annual budget. We also know the impact will likely grow as the pandemic continues.



 **TUALATIN HILLS**
PARK & RECREATION DISTRICT


REOPENING RULES

<h3>Please Sign In</h3>  <p>Public Health may use your information to contact you if someone who visits this business tests positive for COVID-19.</p>	<h3>Masks Required</h3>  <p>Masks or face coverings are required for everyone five and older inside THPRD buildings.</p>
<h3>Keep 6 ft. apart</h3>  <p>Stay 6 feet away from others. Don't gather in groups.</p>	<h3>Clean your hands</h3>  <p>Use soap and water for at least 20 seconds. Or use hand sanitizer made with at least 60-95% alcohol content.</p>


Maximum Occupancy

Facility rules reopening sign

Please clean equipment before and after use



Help prevent the spread of COVID-19 and sanitize equipment before and after use

Visit www.thprd.org for more information |  **TUALATIN HILLS**
PARK & RECREATION DISTRICT

Sanitize equipment reopening sign

Impact of the COVID-19 Pandemic

Operational Changes

The pandemic has also transformed THPRD's operational procedures. Face coverings are now a part of our everyday apparel. Various park amenities were also closed to the public for months. Health, safety, and cleaning requirements have been changing. New personnel policies supporting remote working, flexible schedules, COVID-19 reporting, and health and safety requirements – have had to be quickly devised, implemented, and updated as state rules and guidance has evolved during this time. To continue serving the community, a "virtual recreation center" was designed to offer FREE online content.

Moving Forward

As the VTF and the staff reflect on this vision action plan's timing, we are humbled by and grateful for the wealth of the comprehensive community input on shared values and priorities.

The district will, undoubtedly, look different coming out of the pandemic, and we know the financial constraints and limitations might be even higher. Yet, at the same time, we have a road map to follow, and a richer, deeper understanding of what matters most to those we serve. Most of all, we are profoundly thankful to be able to plan and rebuild at this important moment - fully informed by our community's vision.



Systemic Racism: Embracing Lasting Change

In the midst of the global COVID-19 pandemic, there has been a nationwide call to action to address systemic racism and injustice in response to the murder of George Floyd in Minneapolis. While Mr. Floyd's death was deeply shocking, it was unfortunately not surprising. It is yet another example of the disparate treatment experienced by people of color every day in our nation. Now more than ever, it is critical to listen to all voices and work together to root out systemic racism and injustice.

“Let me be clear about THPRD’s values: we stand together, in solidarity with the Black community, and with all People of Color, to say we see you, we hear you, and we accept the responsibility to be an active partner in the fight against systemic racism and injustice.”

Doug Menke,
General Manager

These are not just words, but rather an articulation of THPRD's values and a commitment to necessary self-reflection and action. The following page has a few examples of ongoing THPRD projects. We understand this list is just a beginning, but we will continue to prioritize our commitment to diversity, equity, inclusion, and access, as we move forward. We are committed to achieving our community vision of ensuring that THPRD is a welcoming and inclusive place for everyone we serve.



Systemic Racism: Embracing Lasting Change

Prioritizing Services for the Underserved

The district received a grant from Washington County, funded through Federal CARES Act funds. Because of the county's generous support, THPRD is able to offer FREE mobile recreation programming to our community. Recreational programming includes free summer camps, the Nature Mobile, Wellness on Wheels for seniors, and Mobile Adaptive Programming for people experiencing disabilities. The district will also work with community partners to help fund their events.

Message Gardens

THPRD identified two sites to create message gardens. These gardens offer the community a dedicated place to share positive messages of hope, inspiration, and purpose in the form of painted rocks. We wanted to use our public spaces to provide accessible sites for meaning, reflection, and shared values.



Message Garden at Evelyn M. Schiffler Memorial Park

Talking Walls

THPRD, in partnership with the Black Student Union at Sunset High School, is set to launch four distinctive murals. A talking wall is an expressive visual storytelling art form about socially relevant themes. This project also gives THPRD a chance to partner with Color Outside the Lines. This organization specializes in highlighting Black Indigenous People of Color (BIPOC) artists and will pair artists with students on the mural design. The Talking Walls will showcase our commitment to racial justice and solidarity.



Proposed Talking Walls mural at Sunset Park Sports Complex

Summary

We understand that lasting social change is a journey that we will be on together for the rest of our lives. To truly achieve our community vision, we must dedicate ourselves to continually examining our policies, procedures, and practices through an equity lens to ensure we are truly able to live up to the values we uphold.

Moving the Vision into Action

Where Do We Go From Here?

The answer to where we are headed is much simpler than it seems ... we will use the information gathered through this process and continue working toward the goals outlined by the people we serve. Our focus will be:

- **Ensuring a Welcoming and Inclusive district;**
- **Providing Play for Everyone;**
- **Keeping things Accessible and Safe and;**
- **Continue Preserving Natural Spaces.**

This plan is meant to guide our policy-making and formal planning processes for the next 20 years. As we move to update the district's guiding documents such as the strategic plan and functional plans, the vision action plan will serve as a guiding light, interweaving public feedback into the documents that will help bring these visionary ideas to life.

Vision Plans Take Time to Implement

It takes time to achieve our aspirations. And remember, as we asked people for their input, we let them know the time horizon. This effort is meant to help guide the district's decision-making for many years. It will take time to achieve many of the ideas in this plan - but you can't create a plan for getting where you want to go if you don't have a destination in mind. The vision is our destination. It is the landing zone for the future of our park and recreation services. Yes, we will face challenges, especially with the economic setbacks brought on by the COVID-19 pandemic. But we now have an opportunity to evaluate our choices and better align them with the direction articulated in our community's aspirations.



How Will We Hold Ourselves Accountable?

Staff will report on our progress annually to the THPRD Board of Directors on the vision action plan. We will also share information and provide community updates. Finally, we will follow the example our founders laid out for us. To understand how to turn a vision into a reality - we need only look toward the example set by the people who helped create THPRD.

Visioning Task Force

Special Gratitude

Sustained volunteering commitments take time and energy and must be honored in the same spirit. A necessary first step for us in this process was to acknowledge that THPRD benefits from the individual and collective wisdom and experiences of the VTF. And to recognize the efforts, dedication, and culturally-informed knowledge of this group, the district

amended existing policy to offer annual THPRD membership to those serving on the VTF. Members had the option to choose from a General Pass (Household 3+) or a Single Deluxe Fitness Pass.

THPRD is deeply thankful to the many contributions of this exceptional group of community volunteers.

Visioning Task Force



*VTF members with THPRD staff at their first meeting on May 16, 2019. **From left to right:** Ewnetu Tsegaw, Ronald L Ferguson, Reid Quiggins, Victor Sin, Holly Van Houten, Shreya Jain, Rachel Gowland, Kathi Karumbunathan, Richard Goldner, Nadia Hasan and daughter, Olivia Brown, Holly Thompson (THPRD), Ann Albrich, Jaspreet Chahal (THPRD); Not pictured: America Rodriguez*

Visioning Task Force

A few words from VTF members:



"It was great to be part of the process of capturing community input which is integrated into a planning process at THPRD. It's been an amazing experience to see deeper community involvement in action. Shout out to THPRD staff, especially Jaspreet Chahal and Holly Thompson who coordinated this effort."

Ewnetu Tsegaw



"I had a wonderful time working on the Visioning Task Force. I enjoyed being a part of the process from start to finish, and it was rewarding to participate in the process of organizing all of the feedback we received in a clear way. I really enjoyed going out in the community, attending a variety of events, and meeting so many wonderful people who had great ideas and thoughts about THPRD's future."

Shreya Jain



"It was so exciting to engage with our community to ensure the vision for our parks incorporated all of our voices."

Nadia Hasan



"The visioning process gave me lots of chances to hear people's creative ideas for how to make parks in our community even better. While much has changed since those conversations took place, parks seem as important as ever for health, wellbeing, and spending time with family."

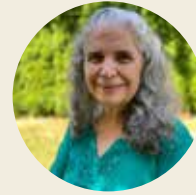
Holly Van Houten

A few words from VTF members:



"I've enjoyed the opportunity to participate in ensuring voices of our diverse community are heard. Parks and recreation should be accessible and inclusive to all and this process is the first step in identifying ways to create livability for so many."

Victor Sin



"Serving on the VTF was a very rewarding experience for me. I enjoyed reaching out to the voices of our community-at-large as they expressed aspirations for the future of THPRD."

Olivia Brown



"Being a part of the Visioning Task Force gave me the opportunity to interact and connect with so many new people, and it was amazing to be able to honor their stories and experiences while we worked to make a more inclusive and communal park district."

Kanthi Karumbunathan



"As a long time Beaverton resident and community member for the past 37 years, I was honored to be included as a member of this volunteer project. We worked closely together in collaboration to collect thousands of community ideas and suggestions. Special acknowledgement goes to the THPRD administration in providing logistical support to the team while maintaining a neutral, but supportive approach during this year long process. The efforts by our entire VTF represented a highly successful community outreach effort which more than met the stated mission of providing clear parameters that can be used in guiding the future long term directions of THPRD."

Richard Goldner

Visioning Task Force

A few words from VTF members:



"What a wonderful experience to be part of the Visioning Task Force, such a committed and caring group of people! I gained such valuable insights to our exceptional community. Thank you for the opportunity!"

Ann Albrich



"I have greatly enjoyed my time on the THPRD Visioning Task Force. Both the VTF and the THPRD staff were so welcoming, and it was exciting to learn about all the many programs and facilities that THPRD has to offer. My partner and I moved to Oregon just five years ago. Being relatively new to the area, this project provided an amazing opportunity for me to learn more about THPRD programs and events, but much more than that, it provided an opportunity to connect with the broader community and to hear from a variety of audiences as they shared their hopes for the future of the district. Whether it was a concert or an after school program, there was always a diverse audience that seemed more than willing to share their ideas, dreams, and wishes. I think through these efforts, and bringing it all together with the work groups, we have a strong plan moving forward that truly reflects the needs of our community. It has been a great project, with strong leadership, and I have been honored to be a part of it all."

Ronald L Ferguson



"Partnering with THPRD on this project was such an educational experience. My favorite conversations were with children. I heard all kinds of compelling suggestions from individuals under the age of twelve."

Rachel Gowland



"I loved experiencing different events in my community I wouldn't have otherwise engaged in, as well as hearing so many thoughtful ideas for the future of THPRD."

Reid Quiggins

Acknowledgements

THPRD Board of Directors

Ashley Hartmeier-Prigg, Board President
Heidi Edwards, Secretary Pro Tempore Director
Tya Ping, Secretary Director
Felicita Montebianco, Director
Wendy Kroger, Director

Former Directors: John Griffiths, Ali Kavarianian, and Todd Duwe

THPRD Management

Doug Menke, General Manager
Aisha Panas, Director of Park and Recreation Services
Christine Hoffman, Human Resources Director
Holly Thompson, Communications Director
Lori Baker, Director of Business Services
Jessica Collins, Executive Assistant

Former Directors: Keith Hobson and Geoff Roach

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America Rodriguez, Visioning Task Force
Ann Albrich, Visioning Task Force
Ashley Hartmeier-Prigg, Board President
Brian Martin, City of Beaverton
Bruce Barbarasch, THPRD
Carine Arendes, Washington County
Chris Gaydos, THPRD
Christine Hoffmann, THPRD
Colin Perkin, THPRD
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Julie Rocha, THPRD
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Karin Madsen, THPRD
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Kristin Smith, THPRD
Lacey Townsend, Tualatin Soil and Water Conservation District
Liana Harden, THPRD

Lulu Ballesteros Jones, THPRD
Mark Pierce, THPRD
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Mike Cero, THPRD
Mike Riedel, THPRD Parks and Facilities Advisory Committee
Nadia Hasan, Visioning Task Force
Olivia Brown, Visioning Task Force
Patty Brescia, THPRD
Rachel Gowland, Visioning Task Force
Reid Quiggins, Visioning Task Force
Richard Goldner, Visioning Task Force
Ronald L Ferguson, Visioning Task Force
Sabrina Taylor Schmitt, THPRD
Sam Scheerens, THPRD Nature & Trails Advisory Committee
Scott Wagner, THPRD
Sebastian Ford, THPRD
Sgt. Shawn Kramer, Beaverton Police Department
Sharon Hoffmeister, THPRD
Shreya Jain, Visioning Task Force
Steven Gulgren, THPRD
Tara Wilkinson, The Intertwine Alliance
Tim Bonnin, THPRD
Tricia Lance, THPRD Parks and Facilities Advisory Committee
Tya Ping, Secretary Director
Victor Sin, Visioning Task Force
Wendy Kroger, Director

Acknowledgements

THPRD Project Staff

Jaspreet Chahal, Project Lead
Holly Thompson, Project Director

THPRD Engagement Staff

Henry Chan, Graphic Designer
Jeannine Rustad, Planning Manager
Karin Madsen, Special Events Coordinator
Liana Harden, Engagement and Partnerships Specialist
Liz Eischen, Communications Specialist - Digital Engagement
Lulú Ballesteros, Cultural Inclusion Specialist
Many thanks are due to THPRD Special Events team for logistical support at each event.

Consultant Services

Allison Brown, JLA Public Involvement
Jessica Pickul, JLA Public Involvement
Darren Cools, JLA Public Involvement

Professional Services

Linguava Interpreters

Focus Group Partners

Cristina Palacios, Unite Oregon
Muwafaq Alkattan, Unite Oregon

Focus Group Participants

Adela Cabrera
Ahmed Alzubidi
Ail Salman
Ali Al Alazzawi
Anjabeen Ashraf
Annabelle Hussaini
Anushri Dhawan
Arnold Munoz
Delfina Andrade
Dolce Aluarado

Farahnaz Zaman
Fayda Abdulmunem
Griceldu Ramirez
Humberto Munoz
Humberto Rodriguez
Janet Munoz
Maryam Moussaoui
Premila Singh
Samira Al Jawahiry
Sarah Munoz
Zainab Yaseen

Organizations and partners that hosted a visioning conversation

Beaverton City Library
Beaverton Committee for Community Involvement
Beaverton Committee on Aging
Beaverton Visioning Advisory Committee
Cedar Hills Community Partner Organization (CPO)
Champions Too Steering Committee
City of Beaverton Human Rights Advisory Commission
City of Beaverton Mayor's Youth Advisory Board
Diversity Advisory Board
Garden Home Community Library
NWRESD Cascade and Pacific Academy
The Springs at Tanasbourne
THPRD Joint Advisory Committees
Westside Economic Alliance Subcommittee

Beaverton School District Schools

Aloha High School
Aloha Huber Elementary
Cedar Park Middle School
International School of Beaverton
Jacob Wismer Elementary School
Mountain View Middle School
Southridge High School
Vose Elementary
Westview High School
Special thanks to the BSD Administration and school staff for their support.

THPRD afterschool THRIVE Programs

Tualatin Hills Athletic Center
Cedar Hills Recreation Center
Conestoga Recreation & Aquatic Center
Garden Home Recreation Center

Outreach Events, Activities, and Meetings

- Vose Elementary 5K Run 2019
- Pride Social
- THPRD Volunteer Training #1
- Family Pride Dance
- Cascade Brewing Community Outreach Event
- Fanno Creek Family Ride
- THPRD Volunteer Training #2
- Summer Kick-Off & Concert
- Diversity Advisory Board Meeting
- Story Slam
- Volunteers Training, Camp Rivendale
- Westside Timbers 4v4 Tournament #1
- Westside Timbers 4v4 Tournament #2
- Family Fun Day
- Westside Economic Alliance Subcommittee
- Community Night + Summer Reading Kick-Off
- Abbey Creek Area Park Proposed Development
- Village Waterhouse HOA Board Meeting
- Superhero Autism Activity Day
- Pride Pool Party
- Longest Day of the Year Concert
- Pride in the Park
- Westside Shakespeare Festival
- Garden Home Library Expansion Celebration
- Human Rights Advisory Commission Meeting
- Red White & Blue Barbecue
- 4th of July Waterhouse Social Gathering
- 4th of July Concert Celebration
- Theater in the Park
- Balloon Rockets
- Beaverton Area Chamber of Commerce Expo
- THPRD Joint Advisory Committee Meeting
- Stars in the Park
- Nike Made to Play Field Day
- July Beaverton Night Market
- Highlands Park Neighborhood Meeting
- United Methodist Church Free Food Market
- Westview Twilight Track & Field Meet
- Picnic in the (Greenway) Park
- Party in the Park
- BEEverton Bee Fest
- Virginia Garcia Free Food Market
- Virginia Garcia Community Health Fair
- Summer Concert, Cedar Mill Park
- Big Truck Day
- National Night Out
- Greenway Park Concert
- Sexton Mountain NAC Movie Night
- Deaf Social
- All Ability Tri4Youth
- Beaverton Farmers Market Outreach #1
- THPRD Staff Appreciation Day
- Beaverton Committee on Aging Meeting
- South Beaverton Summer Fair
- Cedar Mill Farmers Market
- August Beaverton Night Market
- End of Summer Reading Lawn Party
- Fiesta en el Parque
- Raleigh Park Concert
- Wake up Beaverton: Back to School
- 2019 Bethany Village Summer Concert
- Flicks by the Fountain
- Vose Picnic
- Garden Home Mini Market
- Meet and Greet at EWRESD
- Stuhr Estate & Rummage Sale
- Pop-Up Dog Park & Doggie Paddle
- Ethiopian Community BBQ
- Beaverton Visioning Advisory Committee
- San Francisco Tienda
- Back to School Night at City Library
- Celebrating Indian Culture
- Welcoming Walk with Immigrants & Refugees
- Beaverton International Celebration
- Arabic Poetry Potluck
- Beaverton Farmers Market Outreach #2
- 2019 Beaverton Committee for Community Involvement Planning Summit
- Beaverton Half Marathon

Outreach Events, Activities, and Meetings

- Cedar Mill Cider Festival
- Beaverton Committee for Community Involvement
- PTO Presentation, Aloha Huber Park Elementary School
- Special Olympic Oregon Youth Games
- Input at afterschool program THRIVE #1
- Informal VTF outreach
- Back to School Night at Aloha High School
- Input at afterschool THRIVE program #2
- Input at afterschool THRIVE program #3
- Fall Native Plant Sale
- Health & Wellness Resource Fair
- Compassion Connect Free Clinic
- Input at afterschool THRIVE program #4
- Input at afterschool THRIVE program #5
- Input at afterschool THRIVE program #6
- Champions Too Steering Committee
- Student Input, Mountain View Middle School (AVID)
- Focus Group #1 w/ Unite Oregon
- Community Partner Organization (CPO), Cedar Hills
- Input at Cedar Hills THRIVE program #7
- Input at Cedar Hills THRIVE program #8
- Input at Cedar Hills THRIVE program #9
- Community Engagement at Bilal Masjid
- Student Input, Jacob Wismer Elementary School
- Student Input, International School of Beaverton (Middle School)
- Student Input, International School of Beaverton (High School)
- Focus Group #2 w/ Unite Oregon
- Mayor's Youth Advisory Board Meeting
- Student Input, Southridge High School (Leadership Class)
- Family Resource Fair
- Cedar Hills Fall Festival
- Cultural Book Fair
- Student Input, Scholls Heights Elementary School
- Student Input, Westview High School
- Student Input, Cedar Park Middle School (Grade 6 AVID)
- Student Input, Cedar Park Middle School (Grade 7 AVID)
- Student Input, Cedar Park Middle School (Grade 8 AVID)
- Cedar Hills Park Re-Opening

In addition to the individuals and organizations mentioned here, we are also grateful to the thousands of THPRD community members whose ideas and creativity helped inform this Vision Action Plan.



Appendix

Goal Area: Welcoming and Inclusive		
#	Actions	THPRD Strategies
Theme: Host events and activities that bring people together		
1.	Culturally-specific & LGBTQIA inclusive events	Host district-wide culturally specific events, age-specific entertainment and celebrations in locations that are accessible to all. Bring LGBTQIA-specific events hosted at THPRD. Create a central gathering space for large community events and include more community markets, bazaars, and swapping events. Offer transportation assistance to THPRD events from underserved areas; and help more people easily rent spaces and host their own events at THPRD locations.
2.	Accessible & diverse events for all ages	
3.	More community markets and bazaars	
4.	Central gathering space for large events	
5.	Help with transportation to events from underserved areas	
6.	Easier ways to rent THPRD spaces	
Theme: Bring people together through food		
7.	Expand locally-sourced food options at events	Create ways for people to come together through and around food. Partner with local vendors expanding ways to purchase food at events. Expand free food served at events, activities and camps. Help more people access grilling stations in parks. Sell alcohol at select age-appropriate events.
8.	More food at events & activities	
9.	Easy & accessible grilling in parks	
10.	Sell alcohol at selected events	
Theme: Ensure that parks and facilities are welcoming		
11.	Staff & volunteers who reflect the community	Ensure that THPRD's staff and volunteers reflect the community. Invest in spaces that reflect our cultural values, including safe and welcoming environments for all people, including people of color, people of all genders, sexual orientations and abilities.
12.	Spaces that reflect shared cultural values	
13.	Welcoming & inclusive spaces for people of all races, gender identity, ability & sexual orientations	
Theme: Expand services		
14.	Facilities in underserved & growing areas	Prioritize new facilities and enhance services in historically underserved areas. Plan park services for areas forecasted for future growth and complete new facilities in a timely manner. Incentivize opting-in to THPRD's services.
15.	Clear benefits to opt-in to THPRD's in-district services	
Theme: Build partnerships and community relations		
16.	Expand community workshops & sessions	Deepen THPRD's partnerships with different schools, community groups, businesses and companies, healthcare and service providers, and fitness organizations. Serve as leader in bringing different groups together. Coordinate with community-based organizations to offer diverse workshops and activities. Offer low-cost resources non-profit groups.
17.	Partner with community groups & service providers	
18.	Low-cost resources for nonprofits	

Theme: Increase staff capacity and satisfaction		
19.	Welcoming and culturally responsive staff	Hire and retain welcoming, friendly and multilingual staff. Continue to have staff that are helpful and culturally responsive. Offer more adaptive training and resources for all staff. Ensure that staff systems and facilities support a healthy workplace making THPRD a pathway for career development and a place where people want to work.
20.	More training and resources for staff & volunteers	
21.	Career development opportunities through THPRD	
22.	More volunteer and internship opportunities	
Theme: Promote THPRD to diverse audiences		
23.	Mobile app to navigate THPRD services & facilities	Create a mobile “app” to help people find information and navigate THPRD’s system for a personalize user experience. Make it easier to find information on THPRD website. Provide regular communication and marketing in different formats and languages with ways for people to opt-in to marketing. Find innovative ways to directly engage young people and seniors. Connect with diverse community groups through intentional outreach. Help more people better understand and access THPRD’s funding and budget. Continue involving communities in collaborative decision-making for better alignment of services and programs.
24.	Marketing & information in additional languages	
25.	Direct engagement with youth & seniors	
26.	Intentional engagement with diverse community groups	
27.	Community involved & collaborative decision-making	
28.	Easy ways to understand THPRD’s budget	

Goal Area: Play for Everyone		
#	Actions	THPRD Strategies
Theme: Provide classes and activities for all ages, interests, and abilities in a variety of topics		
29.	Flexible family-friendly classes & activities	Schedule classes so family members can participate at the same time in different classes. Develop specialized classes and activities that offer more opportunities for people of all ages, abilities and interests. Provide culturally specific and multilingual classes and activities. Continually develop a comprehensive, diverse, and equitable portfolio of classes with fun, new and popular activities based on current and emerging trends. Introduce creative options including, dance, art and music class options for all ages, skill-levels, and interests. Add classes that offer science, life-skills training and learning based opportunities.
30.	Childcare during classes	
31.	Classes and activities for all ages, abilities & interests	
32.	Diverse options for summer & after school camps	
33.	Culturally-specific classes & activities	
34.	Classes available in different languages	
35.	New activities & classes based on current trends	
36.	Art, music, & dance classes	
37.	Science, life-skills & learning based classes	

Appendix

Theme: More opportunities for dogs and other nonhuman family members		
38.	More pet & animal events	Consider fenced dog parks in future park developments. Continue to add smaller neighborhood dog fenced runs in parks. Provide more opportunities to interact with animals (other than dogs).
39.	Fenced, off-leash areas for dogs	
Theme: Space for community groups		
40.	Space for community groups	Be responsive to community needs and host support groups or 'drop-in' spaces for people to connect and build community.
Theme: Accessible play areas for people with disabilities		
41.	Accessible play areas for people with disabilities	Ensure that all people experiencing disabilities feel welcome and can access all spaces, parks, facilities, and play areas. Designate dedicated play time in playgrounds for children experiencing disabilities. Host intentional social gatherings that welcome people of all abilities.
Theme: Encourage Exercise		
42.	Outdoor exercise equipment	Identify easy ways for people to access exercise equipment through installation of free equipment in parks. Extend gym hours to accommodate different user schedules.
43.	Extend gym hours	
Theme: Encourage active sports		
44.	Soccer areas in neighborhood parks	Encourage active sports for all by adding temporary goal posts and areas to play soccer in neighborhood parks. Create ways for unscheduled play by providing drop-in options for organized games in neighborhood parks and more competitive sports leagues at THPRD facilities. Offer individual registration for drop-in sports at centers vs. team only registration. Continue to bring more competitive sports leagues. Keep up with emerging sports trends by offering evolving spaces to meet current needs. Plan for a dedicated, looped trail for mountain biking and actions sports. Help people access play equipment through sports libraries and add different sized infrastructure in parks to stay active.
45.	Organized drop-in games in parks	
46.	Expanded recreation & drop-in sport options	
47.	Flexible sports areas for emerging sports	
48.	Dedicated mountain biking track	
49.	Sports equipment libraries	
50.	Play equipment for all sizes & heights	

Theme: Encourage water recreation and play		
51.	More swim classes & times	Connect more people to pools and water recreation through increase number of swim classes and times for all ages and abilities. Add more water play options like splash pads across the district.
52.	More water play & recreation	
53.	More splash pads	
Theme: Offer a mix of playground designs and amenities		
54.	Creative & themed playgrounds & features	Introduce creative or musical play equipment in parks. Plan parks with a unique identity like special themes, challenging play features, and more. Incorporate more nature play in parks like climbing trees, rocks and logs. Provide fun ways for everyone to explore our parks. Design more multi-generational community parks with features for all ages and abilities. Plan for more all-weather and all-season play opportunities.
55.	Nature play options in parks	
56.	Drop-in activities that build community connections	
57.	Multi-generational parks with features for everyone	
58.	More all-weather play opportunities	

Goal Area: Accessible and Safe		
#	Actions	THPRD Strategies
Theme: Maintain parks and facilities		
59.	Clean & update parks, paths, play equipment & facilities	Keep existing parks, paths, play equipment and facilities clean and well-maintained and cared for. Periodically remodel and update pools as needed.
60.	Remodel & update pools as needed	
Theme: Keep parks and facilities safe		
61.	Security features in parks & facilities	Add more security features and emergency call stations to help people feel safe, and make it easier to report issues or concerns. Design play areas with lines of sight to ensure kids are safe. Use child-friendly materials and surfaces in play areas. Engage communities and encourage participation and stewardship to help keep neighborhood parks safe and well-maintained. Increase Park Patrol staff and consider overnight monitoring of parks high incidence of vandalism. Train staff in mental health crisis intervention.
62.	Increase park patrol presence	
63.	Involve community for safer & well-maintained parks	
64.	Kid-friendly materials & surfaces in playgrounds	
65.	Play areas with clear lines of sight	
Theme: Provide more restrooms and changing spaces		
66.	More permanent & portable restrooms	Ensure increased access to more permanent (where feasible) and portable restrooms in parks, facilities, and amenities. Add more restrooms that are wheelchair accessible and user-friendly for all ages.
67.	More wheelchair accessible restrooms	
68.	Accessible & gender-neutral changing spaces & showers	

Appendix

Theme: Provide accessibility to all parks, facilities, and spaces		
69.	Update spaces to meet accessibility needs	Plan for and implement accessibility improvements to update all parks, facilities, and trails.
Theme: Provide more seating and shade		
70.	Shade & cover in parks & play areas	Provide more trees, shade and cover in parks and play areas. Ensure seating and play areas are accessible to all including people experiencing disabilities.
71.	Accessible benches in parks & trails	
Theme: Provide trash, recycling and waste management solutions		
72.	More trash cans, recycling & compost options	Ensure an adequate number of trash receptacles, recycling areas, and waste management solutions at events, parks, and facilities. Adopt ecological, environmentally friendly options and foster an attitude of community involvement, responsibility, and volunteerism.
Theme: Increase well lit areas		
73.	Better lit spaces, including parks, trails, facilities & fields	Enhance safety through well-lit outdoor spaces, including park entrances, trails, parking areas, playgrounds, and sports fields/courts. Increase lighting options around trail crossings and transit areas for commuters and users to feel safe throughout the year.
Theme: User-friendly registration system		
74.	More user-friendly online registration system	Improve the class and activity registration systems that offers a user-friendly experience. Increase the number of spots per class for popular classes.
Theme: Increase financial assistance		
75.	Expand financial assistance program	Offer more discounts and programs at reduced fees. Increase financial aid and reduced fee options for seniors, people with disabilities, and low-income individuals, and families. Designate more free times/ days and add discounts on classes with lower sign-ups.
76.	Additional sales & discounts	

Theme: Make it easier to get to and find parks, facilities and trails		
77.	Easier access to parks, facilities & parking areas	Make it easier for all people to access parks, paths and parking areas throughout the district. Support multi-modal access to parks and facilities by providing bike storage and electric vehicle charging stations. Make parking easier, especially for people with mobility aids or strollers. Better connect all residents to parks and facilities with clear wayfinding signage. Include visible interpretive multilingual signage to and along trails, parks and facilities throughout the district.
78.	Improve signage to help people find facilities & trails	
79.	Accessible & visible signage in different languages	
Theme: Provide a more connected trail system		
80.	Connect to regional trail systems	Continue efforts to interconnect THPRD's trail system to other regional trail systems. Work in concert with partner governments and local jurisdictions to create better connections between trails and places where people live, work, and play.
81.	Parks, trails & facilities connected to transit lines	
82.	Connect trails to places where people live & work	
Theme: Ensure designated dog areas in parks		
83.	Waste bags near dog areas	Add more waste bag stations near designated dog areas. Keep dog and children play areas separate. Enforce rules on leashed dogs and waste management.
84.	Enforcement of rules on leashed dogs & waste cleanup	

Goal Area: Preserving Natural Spaces		
#	Actions	THPRD Strategies
Theme: Preserve and expand natural areas		
85.	Preserve & expand wildlife habitat & trees	Preserve and expand wildlife habitats for future generations. Create more opportunities to see and experience wildlife in natural areas that sustain both people and wildlife. Make it easier for animals to move through and to natural areas. Preserve forests and big trees.
86.	More opportunities to see & experience wildlife	
Theme: Be a leader in responding to climate change		
87.	Be a leader in responding to climate change	Play a leadership role in developing an active response to ongoing climate change impacts. Proactively plant trees and plants that are suitable for a warming planet. Continue to design parks and trails to address climate change concerns. Prioritize sustainability and set goals to reduce THPRD's carbon footprint.
88.	Reduce THPRD's carbon footprint	

Appendix

Theme: Provide more and preserve existing green spaces		
89.	Preserve green spaces	Preserve open spaces that promote healthy connections between nature and people; provide green spaces close to where people live. Offer ways for people to plant trees (like an 'adopt a park' tree planting program). Continue to remove invasive plants and limit the use of pesticides in parks and landscaping. Plan for decorative gardens for enjoyment like botanical, sensory gardens, or sculptural gardens that incorporate and celebrate local art and culture.
90.	Remove invasive weeds	
91.	Limit pesticide use in parks & landscaping	
92.	More gardens for enjoyment (like botanical or sensory gardens)	
Theme: Expand access to community gardening		
93.	Expand access to community gardening	Expand and add community gardens throughout the district. Reach out and work with community based organizations to increase community gardening access and education to underserved communities.
Theme: Provide opportunities for people to connect with nature		
94.	Accessible places to rest, relax & enjoy nature	Provide places to rest, relax and enjoy nature with others and spaces that offer quiet and solitude in nature. Create opportunities for guided and self-guided wildlife walks and other activities to explore natural areas.
95.	Places for quiet & solitude in nature	
Theme: Maintain existing trails		
96.	Maintain existing trails	Care for and enhance THPRD's existing trail system.
Theme: Create a more connected and varied trail system		
97.	Easier ways for everyone to discover THPRD's trails	Collaborate with community groups to help more people discover THPRD's trails. Increase interconnected and varied trails for different activities, abilities and uses (like walking, hiking, and running).
98.	Provide trails for different activities, abilities & uses	
Theme: Equitable Access to natural areas		
99.	Equitable access to natural areas	Ensure equitable access to natural areas for all people especially people of color and underserved communities throughout the district.

Theme: Opportunities to recreate in natural areas and learn about plants and nature		
100.	Expanded access to Nature Centers & Nature Mobiles	Expand access to Nature Centers and Nature Mobiles in all areas of the district. Designate places to play and explore in natural areas that are "off path." Consider ways to increase access to rivers, creeks and ponds. Increase year-round outdoor programming for all interests, ages and abilities, especially for children. Add multilingual signage and interpretation to learn about plants and nature. Develop ways to expand nature educational programming and activities in natural areas. Provide classes or opportunities to learn more about sustainability and gardening.
101.	Designate "off path" natural play areas	
102.	Ways to access creeks & ponds	
103.	More nature & outdoor programming for all ages & abilities	
104.	Guided & self-guided activities to explore nature	
105.	Multilingual signs about plants & nature	
106.	More nature educational programming	
Theme: Integrate indigenous cultural practices in landscaping		
107.	Integrate indigenous cultural practices in landscaping	Consider and respect history and culture when planning landscaping and plantings. Engage Tribal Traditional Ecological Knowledge in decision-making about land and water use.
Theme: Acquire more parkland		
108.	Acquire more parkland	Expand THPRD boundaries by acquiring more land for parks and amenities through annexation.



MEMO

DATE: August 24, 2020
TO: Doug Menke, General Manager
FROM: Jeannine Rustad, Planning Manager
RE: **SDC Methodology Update - Affordable Housing Waiver Policy**

Introduction

Staff are presenting options and seeking board guidance for the policy framework for system development charge (SDC) waivers for affordable housing. This framework will be incorporated in an affordable housing policy resolution to be presented for approval at the board's October 2020 meeting.

Background

Staff have been working on an update to the SDC methodology since late summer 2019. This update was initiated at the board's request to address policy issues, including affordable housing waivers. Staff have presented information and options on affordable housing waivers to the board at the following meetings:

- November 12, 2019: System Development Charge Methodology Update: Policy Framework Issues (New Business)
- December 10, 2019: System Development Charge Methodology Update: Policy Framework (Work Session)
- March 10, 2020: System Development Charge Methodology Update: Policy Issues – Affordable Housing Waivers (Unfinished Business)
- June 9, 2020: System Development Charge Methodology: Residential Tiering (Unfinished Business)
- July 22, 2020: SDC Discussion on Affordable Housing, Level of Service and Unit Cost (Work Session)
- August 12, 2020: Hearing on SDC Methodology Update

Attachment A contains:

- Estimated affordable housing units anticipated within district boundaries over the next five years, as well as the value of those credits at the new proposed rate.
- Proposed revisions to the components of the affordable housing waiver policy in response to stakeholder and board feedback.
- A list of other actions the district is considering to address affordable housing challenges within district boundaries.

In addition to individual conversations, a meeting with affordable housing advocates, providers and jurisdictional partners was held on August 27, 2020, to discuss the material in Attachment A. Minutes from that meeting are provided in Attachment B.

Proposal Request

Staff are presenting options and seeking board guidance for the policy framework for system development charge (SDC) waivers for affordable housing. This framework will be incorporated in an affordable housing policy resolution to be presented for approval at the board's October 2020 meeting.

Benefits of Proposal

Identifying the policy framework for affordable housing will allow for adoption of an affordable housing SDC waiver policy in October 2020. Adopting this policy will make waivers available for affordable housing developments currently or soon to be under development.

Potential Downside of the Proposal

Once adopted, an affordable housing SDC waiver policy will decrease the amount of SDCs collected and, thus, the ability to deliver all projects within the SDC capital improvement plan. However, as previously shown, other funding sources, such as grants and Metro's 2019 Nature and Trails bond, are likely to provide funding to ensure that projects are delivered.

Action Requested

No formal action is being requested. Staff are presenting options and seeking board guidance for the policy framework for system development charge (SDC) waivers for affordable housing. This framework will be incorporated in an affordable housing policy resolution to be presented for approval at the board's October 2020 meeting.

Anticipated Affordable Housing Waivers (2020-2025)

	Metro Bond		Total Metro	Other	TOTAL
	City	County			
30% MFI	89	60	149	75	224
60% MFI	161	72	233	175	408
			382	250	632

SDC Rates (2020)

MF Rate	\$8,840
Senior Rate	\$6,597

Likely Required Waivers

100% Waiver @ 30% MFI	Units	Value	Less Collection Fee
30% @ Senior Rate	22	\$ 145,134.00	\$ 141,360.52
30% @ MF Rate	202	\$ 1,785,680.00	\$ 1,739,252.32
TOTAL 30% Waiver Value		\$ 1,930,814.00	\$ 1,880,612.84
50% Waiver @ 60% MFI	Units	Value	Less Collection Fee
60% @ Senior Rate	72	\$ 237,492.00	\$ 231,317.21
60% @ MF Rate	336	\$ 1,485,120.00	\$ 1,446,506.88
Total 60% Waiver Value		\$ 1,722,612.00	\$ 1,677,824.09
Total Waivers		\$ 3,653,426.00	\$ 3,558,436.92
Potential Amenity Credits		\$ 1,080,666.00	\$ 1,052,568.68
Waiver Values w/ credits		\$ 2,572,760.00	\$ 2,505,868.24

Waivers if No Senior Housing

30% MFI (100% Waiver)	\$ 1,980,160.00	\$ 1,928,675.84
60% MFI (50% Waiver)	\$ 1,803,360.00	\$ 1,756,472.64
TOTAL WAIVERS	\$ 3,783,520.00	\$ 3,685,148.48
Potential Credits	\$ 1,080,666.00	\$ 1,052,568.68
Value w/ credits	\$ 2,702,854.00	\$ 2,632,579.80

Note: SDCs annually adjusted – rates can go up or down.

Affordable Housing Policy Components:

- Sunset provision to be the earlier of
 - Reach the cap
 - **Adoption of a new methodology**
 - Revise the Affordable Housing Policy Resolution

Change: Took out option of “5 years.” We are required to update the methodology every 5 years. However, the process can take up to a year. Thus, the policy should still be in place until either the board changes the policy or a new methodology is in place.

Regarding the concern that requested waivers could exceed the cap, staff will be reporting on the status of affordable housing development in the district on an annual basis. If affordable housing development exceeds anticipated rates shown above, the board will be able to respond to request either a revision to the policy and/or an update to the methodology.

- Amount of Waivers:
 - 100% waiver for housing at the 30% MFI level
 - **50% waiver for housing at the 31-60% MFI level**

Change: Proposing 50% waiver at the 31-60% MFI level, as opposed to incentivized structure. This proposal provides the most certainty to developers and, as illustrated below, it is likely that all housing at this level anticipated in the next 5 years will be covered under the proposed cap.

- Cap
 - **Option 1: Dollar cap**
 - **At least \$2 mil. for 30% MFI housing (100% waivers)**
 - **\$1.5 mil. for 60% MFI housing (50% waivers)**
 - **Option 2: Unit cap**
 - 224 units at the 30% MFI level (100% waivers)
 - 408 units at the 60% MFI level (50% waivers)

Change: Both options set caps at each level to ensure 30% MFI housing has waivers allocated.

Considerations:

- Under the first option, waivers could exceed dollar amount if no senior housing, no credit developments or rates go up.
 - Option 2 would likely allow for credits for all projects within the time period (i.e., the only way that requested would exceed available waivers is if more affordable housing is proposed).
- Requirement for Waivers

Developer seeking waivers must provide:

 - **Organizational equity plan**
 - **Outreach plan for the development (should show who is looking for homes in the community and how they are targeting communities of color)**
 - **Lease screening criteria**

Change: Requiring this information is new to the proposal.

Note: While it would be ideal to consider equity in determining whether to grant waivers, conversations revealed that (1) it would be challenging to come up with a measurable yet simple way to accomplish this goal, (2) Metro and the city/county through the Local Implementation Strategies are leading with equity and (3) using criteria for waivers would not give developers certainty, and they would likely have to cover the costs of SDCs in their financing plans. The purpose of collecting the proposed items would be to ensure that the developer is addressing equity in some form. This would not be burdensome, as the information is required for the Metro Bond developments, and most affordable housing developers are already considering these items.

Deed restriction on term of affordability

- Should we require a 30 or 60-year affordability period?

Considerations: The city is requiring 60-years on any developments it invests in, looking at such investment as infrastructure. However, the state requires 60 years for projects using Low Income Tax Credits at 9% and 30 years for developments at 4%.

- **Non-SDC Actions**

- Updated land policy to require any disposition of land to have as a criterion use for another public purpose, with extra consideration given to affordable housing development. In addition, we could consider delaying closing until such time as the purchaser has secured all necessary funding for the project, so as to avoid carrying costs.
- Continue to request to be brought into the conversation early and explore opportunities to creatively include open space.
- Explore grant and partnership opportunities for offering recreation services close or at affordable housing sites (recreation mobile).
- Work with local jurisdictions on an annual affordable housing forum.
- Continue to seek out grant opportunities to build new amenities in underserved areas and consider diversity in prioritizing projects.

Stakeholder Discussion: THPRD Affordable Housing Policy

Meeting Date: August 27th, 2020, 9am to 10:30am

Location: MS Teams (virtual meeting)

Presentation Team: Jeannine Rustad, THPRD; Peter Swinton, THPRD

Re: THPRD Affordable Housing Policy Discussion Notes

Attendees:

- Jilian Saurage Felton, CPAH	- Justin Metcalf, Wishcamper Partners
- Ken Rencher, Washington County	- Javier Mena, City of Beaverton
- Victor Sin, Metro	

Meeting recording: <https://web.microsoftstream.com/video/f7e7e0e8-408e-402e-aa1a-87e8087da88f>

9:05 AM – Intro:

- THPRD looking to build partnerships with affordable housing developers
- Overview of other areas we’re looking to contribute to affordable housing

9:13 AM – Affordable housing projects expected over the next 5 years (overview of number in Attachment A).

- Assumes waiver of the 2.6% fee that City and County would charge
 - County is charging \$50 fee for waivers but has indicated it’s willing to consider waiving even this nominal fee for affordable housing waivers
 - Will ask the same on COB fees

Note: SDCs annually adjusted – rates can go up or down.

9:16AM - **Affordable Housing Policy Components: Sunset Provision**

- Sunset provision to be the earlier of
 - Reach the cap
 - **Adoption of a new methodology**
 - Can be triggered one of three ways:
 - Annual reporting showing waivers committed or used and board directs update early (requires communication with development community)
 - Board direction for other reasons
 - Required every 5 years
 - Revise the Affordable Housing Policy Resolution
 - Does not change methodology, but creates avenue for extending waivers.

Change: Took out option of “5 years.” We are required to update the methodology every 5 years. However, the process can take up to a year. Thus, the policy should still be in place until either the board changes the policy, or a new methodology is in place.

- CPAH and REACH deferred their waivers until certificate of occupancy, this is still an option for affordable housing.

- Allows affordable housing developers to move forward now while the affordable housing policy is being developed.
- Discussion:
 - None

Regarding the concern that requested waivers could exceed the cap, staff will be reporting on the status of affordable housing development in the district on an annual basis. If affordable housing development exceeds anticipated rates shown above, the board will be able to respond to request either a revision to the policy and/or an update to the methodology.

- Discussion: None

9:19AM – Affordable Housing Waiver Cap

- Cap can be broken down using one of the two following options:
- **Option 1: Dollar cap**
 - **At least \$2 mil. for 30% MFI housing (100% waivers)**
 - **\$1.5 mil. for 60% MFI housing (50% waivers)**
- **Option 2: Unit cap**
 - 224 units at the 30% MFI level (100% waivers)
 - 408 units at the 60% MFI level (50% waivers)
- Feedback on Preference: Unit cap is preferred
- Notes
 - THPRD will be readjusting our forecasts for SDCs to account for more affordable housing. This will decrease revenues, but we want to fund affordable housing.
 - Discussion:
 - Ken Rencher: Is there a way of making sure there is spatial equity in those units that are subsidized?
 - We are using the affordable housing development forecasts from the City and County, so we are assuming the City and County know where these developments are to be constructed. The caps are based on those forecasts. We wish we could guarantee the waivers would be disbursed evenly, but we are also constrained by available land. Finally, we looked at ways of measuring this, but it became too cumbersome to manage.
 - Javier Mena: The two options, when adopted, are we locked into one option or will developers be able to choose when they apply?
 - No, we will lock in one of the options to set the cap.
 - Javier: The City is more concerned with generating the needed units rather than seeing a certain amount of money be spent. If units come in under-cost, great; that leaves more funds for additional units! I would support the unit cap.
 - Clarification: THPRD will track progress toward the unit cap and we will send a letter to the City

and County for projects entitled to waivers. We are trying to take on that admin burden.

- Justin Metcalf: Option 2 is derived from option 1, but option 2 better gets at your intent. The unit cap is more appropriate coming from THRPD. I support the unit cap, but it would be important for THRPD to manage the admin and the back end to ensure there are adequate funds available to provide certainty for the developer community.
- Ken Rencher: The unit cap gives greater certainty to the developer community.
- Jillian Saurage Felton: This gives greater certainty to developer community. It also helps the board show a clearer, more predictable approach.

Change: Both options set caps at each level to ensure 30% MFI housing has waivers allocated.

- Discussion: None

Considerations:

- Under the first option, waivers could exceed dollar amount if no senior housing, no credit developments or rates go up.
 - Discussion: None
- Option 2 would likely allow for credits for all projects within the time period (i.e., the only way that requested would exceed available waivers is if more affordable housing is proposed).
 - Discussion: None

9:27AM – Amount of Waivers

- 100% waiver for housing at the 30% MFI level
- **50% waiver for housing at the 31-60% MFI level**

Change: Proposing 50% waiver at the 31-60% MFI level, as opposed to incentivized structure.

This proposal provides the most certainty to developers and, as illustrated below, it is likely that all housing at this level anticipated in the next 5 years will be covered under the proposed cap.

- Feedback on simplified approach: General support for this approach
- Discussion:
 - Justin Metcalf: This is fantastic. It meets the goals of Metro and Wash Co. When it comes to available sources of capital, we develop both 30% and 60% MFI housing and there are generally more levers to finance the 60% MFI housing, so it makes sense to provide greater subsidy to 30% MFI developments.
 - Javier Mena: This is a great first step. If it needs adjusting, it can be adjusted, but this is a great compromise and I appreciate the work THRPD has done on this.
 - Victor Sin: This is a testament to partnership between public, private, and non-profit partners. Counselor Gonzalez is super excited about this.
 - Please thank Counselor Gonzalez from us for his letter

- Ken Rencher: This is a good strategy and will make it easier for the County to balance the costs of implementation with administration. Having THPRD take on some of the admin workload is helpful.
- Jillian Saurage Felton: No additional comments. What I would have said has been said.

9:32AM - Requirements for Waivers

As a pass/fail, developers seeking waivers must provide:

- **Its organizational equity plan**
- **Outreach plan for the development (should show who is looking for homes in the community and how they are targeting communities of color)**
- **Lease screening criteria**

Change: Requiring this information is new to the proposal.

- *Feedback on requirement:* General support.
- This equity requirement would be assessed pass/fail.
- Discussion:
 - Javier Mena: I appreciate the consistency between the Local Implementation Strategies (LISs), they are key components of how we review projects and this adds to that. This is great.
 - Justin Metcalf: There are other jurisdictions that are working to ensure developer outreach plans are equitable and effective and this creates better uniformity between those jurisdictions. It creates an additional safety net to ensure equity is being included in affordable housing developments should a developer be able to get around Metro or other funders who require equity. I think this is fantastic.
 - Javier Mena: What do you mean by “who is looking for homes.”
 - In the policy it will just say, “outreach plan” this was more to be descriptive for our board. “Who is looking for homes” is trying to get at the types of potential tenants that are targeted with the development. Is there a better term to use?
 - Javier Mena: I would say, “potential tenants.”

THPRD: Should THPRD be considering a 30- or 60-year requirement for affordability with developments that receive waivers?

- *Feedback:* Majority preferred 60-year. CPAH recommended following Oregon Housing & Community Services (OHCS) requirements
- Javier Mena: From City perspective we see this as a long-term investment and we want to make sure it stays affordable. We prefer 60 years. We will require reinvestment after 20 years as well. For any projects the City invests in, we are requiring 60-year affordability requirements.
- Ken Rencher: At the County level we are looking at 60 years. We are looking longer than 40 years.

- Justin Metcalf: For for-profit developers, short (30 years or less) affordability requirements are a big loophole. Many for-profit developers bank on being able to change their developments to market rate after 30 years and/or demolish and redevelop the property at market rate. 60 years is better for that long-term community impact.
- Jillian Saurage Felton: I would suggest the policy follow the OHCS policy. If THPRD has its own policy, that means there another level of negotiation and additional deed restrictions that must be filed to satisfy and THRPD's policy. If you align with OHCS, this removes an extra layer of legal negotiation between all parties and the deed restrictions recorded for OHCS can suffice for THRPD; that simplifies the process. Another reason to align with OHCS is that in the event of foreclosure (which is extremely rare), the LITC restrictions go away, but the bond restrictions don't. Because the bond restrictions don't go away, that feeds into the back-end analysis with the investors and lenders and it feeds into the appraised values. This gives an appraised value with restrictions and an appraised value at market rate. The appraised value at market rate, which is higher, makes it easier to get a construction loan. If you can find a way to follow what's already being done, it will help streamline the process.
 - THPRD's board is interested in these investments and I like the view of affordable housing as long-term infrastructure. Though THPRD may require an additional deed restriction, THPRD is waiving fees, which helps with project financing. If the additional level is overly burdensome, the provider could opt not to take waivers. This will be a question for the board.

9:46AM - Closing thoughts:

- Javier Mena: Thank you for facilitating this process. I know you talked with a lot of people and that took a lot of effort. Thank you!
- Justin Metcalf: I have really enjoyed these conversations, thank you.



MEMO

DATE: August 28, 2020
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: General Manager's Report for September 9, 2020

Grant Program Update

In the last three years, there have been significant developments in the districtwide grant program. Between adopting a guiding Grant Strategy and bringing on a full-time Grant Specialist (July 2019), the district is looking to utilize grants across departments to support new and existing efforts and maximize the effect of leveraged funds. Cindy Dauer, Grant Specialist, will be at your meeting to provide an overview of the attached Grant Report.

Reopening Facilities Update

At the September 9 board of directors meeting, staff will provide an update on the park district's plans to reopen facilities. Aisha Panas, Director of Park & Recreation Services, will provide an update on the impacts to facilities due to fiscal realities of the COVID-19 pandemic, and will give an overview of the reopening planning that has occurred to date, the recent reopening of two facilities, and the upcoming plans to welcome patrons to additional district facilities.

Mobile Programming Update

On Saturday, August 29, THPRD once again began offering free Fitness in the Park activities for community members. These classes offer a variety of family-friendly fitness opportunities that help people meet their fitness goals while connecting to nature, parks, and trails. Sports Department manager Julie Rocha will attend your meeting to provide an update on Community Psyche grant-funded activities such as Fitness in the Park, free summer camps, and upcoming mobile recreation plans and outreach.

Community Psyche Grant / Events Update

Staff will provide the board an update on the events and community partnerships being planned through the Community Psyche Grant.



FY20 Grant Report September 2020

Background:

In 2017, THPRD adopted a formal Grant Strategy to guide the growth and development of the districtwide grant program. Some of the key tenants of the strategy include:

- Establish a proactive approach to seeking grants
- Promote communication and coordination between departments, district advisory committees, and the Tualatin Hills Park Foundation
- Allow the district to maximize leveraged funds
- Increase efficiency around tracking and evaluation of grant-funded programs and projects
- Encourage development of authentic relationships and partnerships for grant-funded programs and projects

The THPRD Grant Strategy called for creation of a Grant Steering Committee to be led by the Grant Specialist (Cindy Dauer) and composed of representatives from across the district that would meet regularly to plan, review, and evaluate grant funding opportunities. The committee will continue to meet regularly in FY21. Current members include Bruce Barbarasch (Nature & Trails), Cindy Dauer (Planning), Cathi Ellis (Recreation), Gery Keck (Design & Development), Eileen Kravetz (Tualatin Hills Park Foundation), Frank Meyer (Maintenance), Julie Rocha (Sports), Holly Thompson (Communications), and Olivia Tsujimura (Finance).

FY20 Grant Program Highlights:

- Recommended for a \$650,000 Land & Water Conservation Fund grant for acquisition of new park land in an under-served area of district in the Southeast Quadrant (pending federal review).
- Closed out four major active grants including \$400,000 for Waterhouse Trail Segment 4, \$340,156 for Cedar Hills Community Park, \$389,092 for Crowell Woods Neighborhood Park, and \$60,554 for Commonwealth Lake Park Bridge Replacement.
- Continued to increase collaboration with the Tualatin Hills Park Foundation to implement the district grant strategy and explore opportunities to maximize and leverage funds.
- Submitted 18 grant applications, exceeding the goal for the year (13).
- Engaged staff across the district in discussions on grant strategy and grant planning through the Grant Steering Committee along with other meetings and communications.

FY21 Grant Program Goals:

- Update district policies and procedures relating to grants management and update the district Grant Strategy.
- Increase coordination with THPRD Advisory Committees, Friends' groups, and THPF to identify additional projects and partnership opportunities.
- Work with managers to develop two-year department-specific grant plans for FY22 and FY23.
- Increase the number and quality of grant applications.
- Help facilitate cost-recovery efforts related to COVID-19 funding opportunities.

FY21/22 Grant Plan:

There are a variety of grants that THPRD could be eligible to apply for each year. Grant opportunities that are aligned with current programs and needs are identified on the two-year grant plan attached in this report. The plan is a living document that staff can use to manage timelines, workloads, and requirements for upcoming grants. Given the limitations of staff capacity, matching funds, and program delivery, THPRD will likely not apply for every grant listed on the plan. Decisions to apply are carefully reviewed by Department Manager, the Grant Steering Committee, and the Management Team. Likewise, new grant opportunities not listed on the plan may be identified, added to the plan, and sought as appropriate. The plan is truly a planning tool to help the district maintain a comprehensive, proactive approach to grant seeking.

Attachments:

Active Grants (September 2020)
Competitive Grant Win Rate (FY20)
Grants by Department Detail (FY20)
Grant Dashboard Graphs (FY20)
Grant Plan (FY21/22)

Project Name	Project Description	THPRD Project Manager	Grant Agency Contact	Grant Type	Fund Type	Granting Entity	Grant Name	Award Amount	Award Year	Other Funds Awarded	Other Funds Source	THPRD Funds	THPRD Funds Source	Project Total	Est. End Date
Bonnie Meadow Community Garden	Construction of a community garden at a new neighborhood park.	Rene Brucker	Kelly Dawes kelly.dawes@tualatinwcd.org	Capital	Property Tax	TSWCD	TWIG	\$5,000	TBD	\$0	N/A	\$36,832	SDCs	\$41,832	2020
Camp Rivendale	Financial aid for campers experiencing disabilities.	Julie Rocha	Antoinette Arenz jytwest@gmail.com	Program	Foundation	Juan Young Trust	Program Grant	\$5,000	2020	\$0	N/A	\$23,000	General Fund	\$27,000	2020
Chalk the Block (originally Fiesta en el Parque)	Innovative summer event in response to COVID-19, replacing Fiesta en el Parque.	Karin Madsen	Jodi Nielsen 503-846-3235 ccwc@wccs.org	Program	State (Tax Credit)	CCWC	CCP	\$2,000	2019	\$0	N/A	\$6,700	General Fund	\$8,700	2020
Fanno Creek Greenway	Bridge replacement and wetland restoration.	Greg Creager	Juan Carlos Ocana-Chiu juan.carlos.ocana-chiu@oregonmetro.gov	Capital	Regional (Bond)	Metro	NIN	\$245,700	2016	\$614,874	Clean Water Services (direct expense)	\$15,658	THPRD and other org In-kind	\$876,232	2020
Nature Experiences and Workforce Training (NEWT)	Outreach programs and internships for Latino youth.	Kristin Smith	Crista Gardner 503-797-1627 Crista.Gardner@metro.gov	Program	Regional (Bond)	Metro	NIN	\$69,935	2018	\$375; \$3,153 value in coats	Friends of the THNP; Columbia Sportswear	\$125,331	General Fund	\$195,267	2020
Portable Restrooms for Summer Camps	Additional restrooms to meet health COVID-19 health guidelines for summer camps.	Julie Rocha	Amanda Parsons 503-998-6839 aparsons@orpa.org	Program	Corporate	ORPA & The North Face	Reopening Recreation in Oregon Grant	\$2,500	2020	\$0	N/A	\$940	General Fund	\$3,440	2020
Regional Pickleball Tournament	Launch of a new regional pickleball tournament in partnership with Pickleball is Great, INC.	Julie Rocha	Carolyn McCormick carolyn@wcva.org	Program	Transient Lodging Tax	WCVA	Small Tourism Grant	\$2,575	2020	\$0	N/A	\$6,050	THPRD In-Kind	\$8,625	2021
Tennis Center Facility Reopening	Reopening the Babette Horenstein Tennis Center after COVID-19 closures.	Julie Rocha	Lynne Schachte 919-454-3511 lynne.schachte@contractor.usta.com	Program	Association	USTA	Facility Reopening Grant	\$5,000	2020	\$0	N/A	N/A	N/A	\$5,000	2020
BCT Trail - Crescent Connection	Planning and Design of 1.4-mile off-street trail.	Rene Brucker	Ted Leybold 503-797-1759 Ted.Leybold@oregonmetro.gov	Planning and Engineering	Federal	Metro	MTIP-RFFA	\$800,000	2013	\$0	N/A	\$91,564	SDCs	\$891,564	2021
BCT Trail - WST to Hocken	Construction of 1.4-mile off-street trail.	Rene Brucker	Ted Leybold 503-797-1759 Ted.Leybold@oregonmetro.gov	Capital	Federal	Metro	MTIP-RFFA	\$3,892,399	2017	\$250,000	Wash Co MSTIP	\$474,116	SDCs	\$4,616,515	2021
Southeast Quadrant Acquisition	Purchase of new land for future neighborhood park.	Jeannine Rustad	Nohemi Enciso 503-480-9092 Nohemi.Enciso@oregon.gov	Acquisition	Federal	OPRD and NPS	Land & Water Conservation Fund	\$650,000	2020	\$0	N/A	\$650,000	SDCs	\$1.3 million	2021
Westside Trail Bicycle and Pedestrian Bridge	Planning and Design of a dedicated bicycle and pedestrian bridge over Hwy 26 for the Westside Trail.	Jeannine Rustad	Grace Cho 503-797-1776 grace.cho@oregonmetro.gov	Planning and Engineering	Federal	Metro	RFFA	\$400,000	2019	\$120,000	THPRD in-kind	\$160,000	SDCs	\$680,000	2021
Nature Experiences and Workforce Training (NEWT) II	Outreach programs and internships for Latino youth.	Kristin Smith	Crista Gardner 503-797-1627 Crista.Gardner@metro.gov	Program	Regional (Bond)	Metro	NIN	\$90,795	2020	\$0	N/A	\$137,908	In-Kind Funds	\$228,703	2022
Mobile Recreation, Community Events Programs, Community Partnerships	Programs designed to build public mental health and community psyche in response to the COVID-19 pandemic.	Lori Baker	Daniel Amaro 503-846-4473 daniel_amaro@co.washington.or.us	Program	Local (Federal Funding Swap)	WashCo	BPH&CP	\$408,000	2020	\$0	N/A	N/A	N/A	TBD	2021

Tualatin Hills Park & Recreation District

Competitive Grant Win Rate

FY20

Department	Submitted	Withdrawn	Awarded	Win Rate	Request Range	Award Total
Aquatics	2	0	1	50%	\$500-\$11,013	\$500
Communications	0					
Community Programs	1	0	1	100%	\$2,000	\$1,800
Design & Development	5	2	1	50.0%	\$5,000-\$300,000	\$5,000
Finance	0					
Human Resources	0					
Information Services	0					
Maintenance	3	1	1	50%	\$6,373-\$341,373	\$6,373
Nature & Trails	1	0	1	100%	\$90,705	\$90,795
Planning	1	0	1	100%	\$650,000	\$650,000
Recreation	1	0	0	0%	\$40,000	\$0
Risk & Safety	1	0	1	100%	\$5,000	\$5,000
Security Operations	0					
Sports	3	0	3	100%	\$5,000-\$7,500	\$12,575
Total All Departments	18	3	10	67%	\$500-\$650,000	\$772,043

Program Area	Submitted	Withdrawn	Awarded	Win Rate	Request Range	Award Total
Adaptive Recreation	1	0	1	100%	\$1,000-\$5,000	\$5,000
Acquisition	1	0	1	100%	\$650,000	\$650,000
Arts & Culture	1	0	1	100%	\$1,800	\$1,800
Education	0					
Capital Replacement	0					
Health & Wellness	0					
Park Development	2	0	1	50%	\$5,000	\$5,000
Program Support	5	0	3	60%	\$3,870	\$8,075
Technology	0					
Trail Development	0					
Rehabilitation	6	3	1	33%	\$5,000-\$551,500	\$6,373
Restoration	0					
Safety & Security	1	0	1	100%	\$5,000	\$5,000
Work Force Development	1	0	1	100%	\$90,795	\$90,795
Total	18	3	10	67%	\$1,000-\$661,091	\$772,043

Demographic (Age)	Submitted	Withdrawn	Awarded	Win Rate	Request Range	Award Total
Youth	4	0	2	50%	\$500-\$90,795	\$95,795
Adults	0					
Seniors	0					
General	14	3	8	73%	\$1,000-\$650,000	\$676,248

Equity Focus	Submitted	Withdrawn	Awarded	Win Rate	Request Range	Award Total
People of Color	1	0	1	100%	\$2,000-\$95,795	\$90,795
People Experiencing Poverty	1	0	0	0%	\$11,013	\$0
People Experiencing Disabilities	1	0	1	100%	\$10,000	\$5,000
Under-served (GRASP)	1	0	1	100%	\$650,000	\$650,000

Tualatin Hills Park & Recreation District

Grants by Department Detail

Aquatics

Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity Areas	Details
Make a Splash	USA Swimming Foundation	Make a Splash	Declined	2019	\$11,013	\$15.00	Foundation	Program Support	Youth	People experiencing Poverty	Financial aid to subsidize swimming lessons for patrons.
Swim Lessons	Association of Aquatics Professionals	Life jacket safety program	Awarded	2019	\$500 (in-kind)	\$500	Association	Program Support	Youth	General Population	Donation of 30 lifejackets to be used in swimming lessons.

Community Programs

Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity Areas	Details
Fiesta en el Parque/Chalk the Block	Cultural Coalition of Washington county	Community Participation Grants	Awarded	2019	\$2,000	\$8,700	State	Arts & Culture	General Population	People of Color	Funds to support expansion of culturally-specific activities at Fiesta en el Parque 2020. Funds for this project were reallocated to Chalk the Block events due to COVID-19.

Design & Development

Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity Areas	Details
Community Garden Construction	Tualatin Soil & Water Conservation District	Tualatin Watershed Improvement Program	Awarded	2020	\$5,000	\$41,832	Special District	Park Development	General Population	General Population	Funds to support construction of a new community garden at Bonnie Meadow Area Park.
Somerset West	Washington County	Community Development Block Grant	Withdrawn	2020	\$300,000	\$1.6 million	Federal	Rehabilitation	General Population	General Population	Funds to support rehabilitation of Somerset West Park.
Somerset West	Reser Family Foundation	Mid-sized Grant Program	Declined	2020	\$50,000.00	\$220,000	Private	Rehabilitation	General Population	General Population	Funds to support rehabilitation of the playground at Somerset West Park.
Somerset West	Parks & Facilities Advisory Committee	Matching Grant Program	Withdrawn	2020	\$15,000	\$220,000	Special District	Rehabilitation	General Population	General Population	Funds to support rehabilitation of the playground at Somerset West Park.
NWQYAF	Tualatin Soil & Water Conservation District	Tualatin Watershed Improvement Program	Declined	2020	\$5,000	\$55,146	Special District	Park Development	General Population	General Population	Funds to support removal of pavement, drainage improvements, and light restoration at NWQYAF.

Maintenance

Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity Areas	Details
HMT Complex Improvements	Oregon Parks and Recreation Department	Local Government Grant Program	Withdrawn	2020	\$551,500	\$1.103 million	State	Rehabilitation	General Population	General Population	Funds for repaving, ADA-improvements, community shelters, soft-surface trail conditioning, other.
HMT Complex Improvements	Washington County Visitors Association	Capital Tourism Grant	Declined	2020	\$100,000	\$125,000	Transient Lodging Tax	Rehabilitation	General Population	General Population	Funds for paving and installation of a new seat wall near the championship field.
HMT Complex Improvements	Tualatin Hills Park Foundation	Park Improvement Fund	Awarded	2030	\$6,373	\$125,000	Private	Rehabilitation	General Population	General Population	Funds for paving and other improvements planned.

Nature & Trails

Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity	Details
Nature Experience and Workforce Training (NEWT)	Metro	Nature in Neighborhoods Community Investments Program	Awarded	2020	\$90,795	\$137,908	Regional Bond	Workforce Development	Youth	People of Color	Funds to support programs to connecting Latino youth with nature and careers in natural resources.

Planning

Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity	Details
Southeast Quadrant Acquisition	Oregon Parks and Recreation Department	Land & Water Conservation Fund	Awarded - pending final review	2019	\$400,000	\$680,000	Federal	Acquisition	General Population	Under-served (GRASP)	Funds to support acquisition of new parkland in the southeast quadrant of the district.

Recreation

Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity	Details
Rec Mobile Summer Camp	Hillman Foundation	N/A	Declined	2020	\$20,000	\$10,000	General Fund	Program Funds	Youth	General Population	Funds to provide free Rec Mobile Summer Camp to area youth in 2020.

Risk & Safety

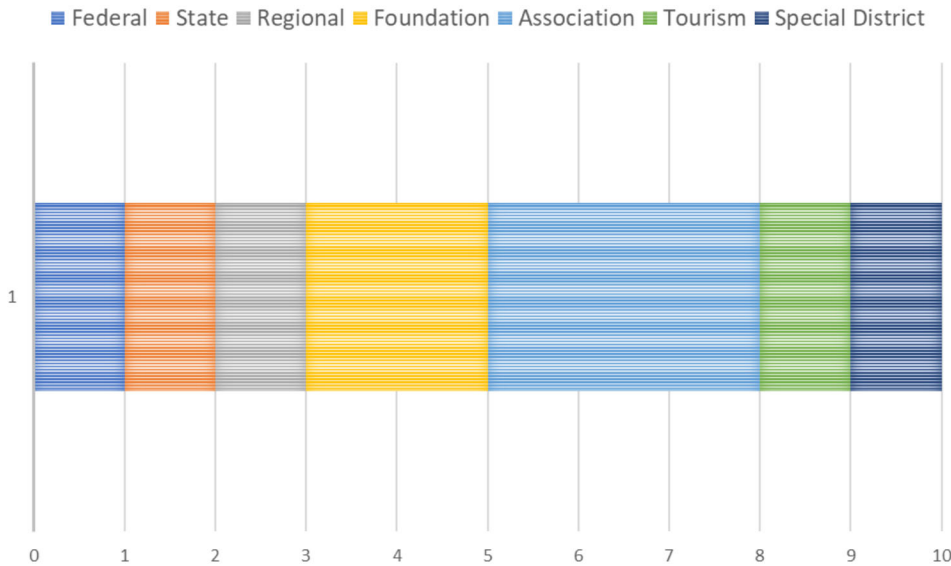
Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity	Details
Safety & Security Improvements	Special Districts Association of Oregon	Safety & Security Grant Program	Awarded	2019	\$5,000	\$10,000	General Fund	Safety & Security	General Population	General Population	Funds for security cameras at HMT and new signage at Harmon Swim Center.

Sports

Program	Funder	Grant Program	Status	Year Applied	Amount Requested	Total Cost	Source of Funds	Program Area	Demographic	Equity Areas	Details
Camp Rivendale	Juan Young Trust	Tualatin Hills Park Foundation	Awarded	2020	\$5,000	\$27,000	Private	Adaptive Recreation	General Population	People experiencing Disabilities	Financial aid for patrons attending Camp Rivendale.
Regional Pickleball Tournament	Washington County Visitors Association	Small Tourism Grant	Awarded	2020	\$5,150	\$8,625	Transient Lodging Tax	Program Funds	General Population	General Population	Funds to support launching a new regional pickleball tournament.
Tennis Programs	United States Tennis Association	Facility Reopening Grant	Awarded	2020	\$5,000	\$5,000	Association	Program Funds	General Population	General Population	Funds to support reopening the Tennis Center after COVID-19 closure.

THPRD Grant Dashboard
FY20 Grant Report

GRANTS BY SOURCE



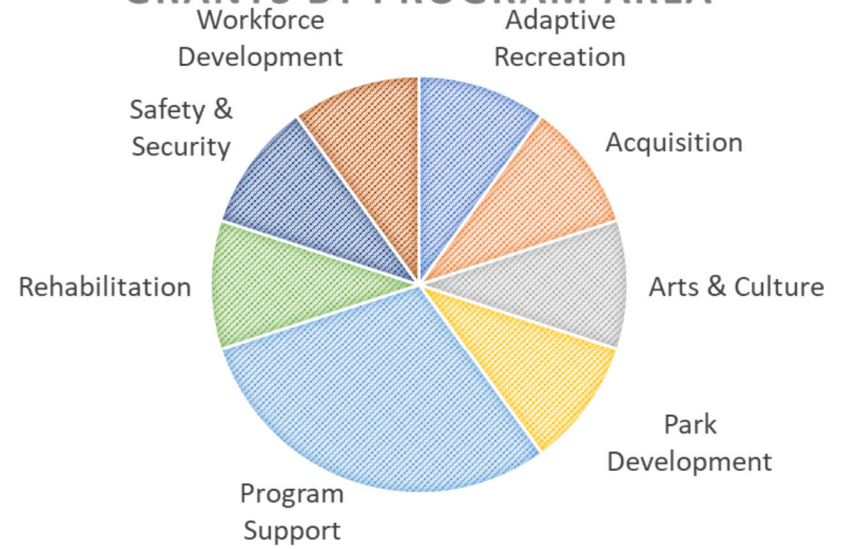
\$745,795

**Grants Awarded
with an Equity Focus**

67%

Overall Win Rate

GRANTS BY PROGRAM AREA



THPRD Grant Plan FY21 & FY22

FY21 Q1 (July 20, August 20, September 20)

Project Name	Department	Funding Opportunity	Funder	Due Date	Project Cost	Grant Request	Required Match	Match Source	Funding Source	Budget Year
Federal Disaster Relief Emergency Operations	General	Cities and Special Districts Assistance Grants	Washington County - Coronavirus Relief Fund/CARES Act	7/10/2020	\$5.5 million	\$5.5 million	N/A	N/A	Federal	FY21
Mobile Recreation, Community Programs, Community Partnerships	General	Building Community Mental Health and Public Psyche	Washington County - Coronavirus Relief Fund/CARES Act	7/10/2020	\$500,000	\$500,000	N/A	N/A	Federal	FY21
Employee Financial Wellness Program	Finance	State and Local Government Financial Wellness Grants Program	National Association of State Treasurer's Foundation	7/15/2020	\$50,000	\$50,000	N/A	N/A	Private	FY21
Westside Trail Segment 14 Alternatives Analysis and Network Connections	Planning	Major Streets and Transportation Improvement Program Opportunity Fund	Washington County Land Use & Transportation	7/28/2020	\$240,000	\$50,000	N/A	TGM Grant	County	FY22
Westside Trail Segment 14 Alternatives Analysis and Network Connections	Planning	Transportation Growth Management	ODOT/LCDC	7/30/2020	\$240,000	\$190,000	\$28,800	MSTIP OP/SDCs	Federal	FY21
Federal Disaster Relief Emergency Operations	General	Emergency Protective Measures	Federal Emergency Management Administration	September 2020	TBD	TBD	25%'	General Fund	Federal	FY21

FY21 Q2 (October 20, November 20, December 20)

Project Name	Department	Funding Opportunity	Funder	Due Date	Project Cost	Grant Request	Required Match	Match Source	Funding Source	Budget Year
Beaverton Creek Trail	Design & Development	Oregon Community Paths	Oregon Department of Transportation	October (LOI Due)	TBD	\$4 million	10%	SDCs	Federal, State	FY23
Natural Area Acquisition	Planning	North American Wetlands Conservation Act	Office of Fish & Wildlife Services	October	TBD	\$100,000	1:1	2008 Bond	Federal	FY21
TBD	TBD	Community Participation Grants	Cultural Coalition of Washington County	October	TBD	\$2,000	N/A	N/A	State	FY22
Personal Protective Equipment (COVID-19)	Risk & Safety	Safety Grant	Special Districts Association of Oregon	November	\$10,000	\$5,000	1:1	General Fund	Assoc	FY21
Water storage and reuse feasibility study	Maintenance	Feasibility Study Grants	Oregon Water Resources Department	November	TBD	TBD	1:1	TBD	State	FY22
Early Childhood Education	Recreation	Responsive Grants	Collins Foundation	December	TBD	\$20,000	N/A	N/A	Private	FY22
Community Engagement	Communications	Public Program Grant	Oregon Humanities	December	TBD	\$10,000	50%	TBD	State	FY22

FY21 Q3 (January 21, February 21, March 21)

Project Name	Department	Funding Opportunity	Funder	Due Date	Project Cost	Grant Request	Required Match	Match Source	Funding Source	Budget Year
Raleigh Park Stream Daylighting	Nature & Trails	Tualatin River Environmental Enhancement	Tualatin Soil & Water Conservation District	January	\$125,000	\$100,000	25%	2008 Bond	Special District	FY22
Irrigation Upgrades	Maintenance	Tualatin River Environmental Enhancement	Tualatin Soil & Water Conservation District	January	\$125,000	\$100,000	25%	General Fund	Special District	FY22
Social Services/Financial Aid	General	Community Development Block Grant	Washington County	January	TBD	TBD	N/A	TBD	Federal	FY22
Early Childhood Education	Recreation	Education Grant	PGE Foundation	January	TBD	\$25,000	N/A	N/A	Private	FY22
Early Childhood Education	Recreation	Community Grant	Oregon Community Foundation	January	TBD	\$50,000	N/A	N/A	Private	FY22
10 Gig Switches	Information Services	PEG & PCN	Metropolitan Area Communications Commission	March	TBD	TBD	N/A	N/A	Assoc	FY22
TBD	Nature & Trails	Oregon Conservation & Recreation Fund (New)	Oregon Conservation and Recreation Fund	TBD	TBD	TBD	TBD	TBD	State	FY22

FY21 Q4 (April 21, May 21, June 21)

Project Name	Department	Funding Opportunity	Funder	Due Date	Project Cost	Grant Request	Required Match	Match Source	Funding Source	Budget Year
TBD	Nature & Trails	Restoration Grant	Oregon Wildlife Foundation	March	TBD	\$10,000	1:1	TBD	Private	FY22
SEQ2 Park Development	Design & Development	Local Government Grant Program	Oregon Department of Parks & Recreation	April	TBD	\$750,000	50%	SDCs	State	FY23
TBD	Design & Development	Land & Water Conservation Fund	Oregon Department of Parks & Recreation, National Park Service	April	TBD	\$500,000	50%	SDCs	Federal	FY23
Public Safety Intern	Park Patrol	Public Safety Internship Grant	Special Districts Association of Oregon	April	TBD	\$3,000	1:1	TBD	Assoc	FY22
TBD	Design & Development	Recreational Trails Program	Oregon Department of Parks & Recreation	April	TBD	TBD	20%-40%	SDCs	Federal	FY23
TBD	Recreation	Student Success Act	Oregon Department of Education	April	TBD	TBD	TBD	TBD	State	FY22
TBD	TBD	Equity or Preservation Grant	Oregon Cultural Trust	April	TBD	\$40,000	1:1	TBD	State	FY22
Natural Area Acquisition within past 18 months	Planning	Land Acquisition Grants	Oregon Watershed Enhancement Board	June	TBD	TBD	25%	2008 Bond	State	FY22

FY22 Q1 (July 21, August 21, September 21)

Project Name	Department	Funding Opportunity	Funder	Due Date	Project Cost	Grant Request	Required Match	Match Source	Funding Source	Budget Year

FY22 Q2 (October 21, November 21, December 21)

Project Name	Department	Funding Opportunity	Funder	Due Date	Project Cost	Grant Request	Required Match	Match Source	Funding Source	Budget Year
TBD	Risk & Safety	Safety Grant	Special Districts Association of Oregon	November	\$5,000	\$2,500	1:1	General Fund	Assoc	FY21
Early Childhood Education	Recreation	Responsive Grants	Collins Foundation	December	TBD	\$20,000	N/A	N/A	Private	FY22
TBD	TBD	Community Participation Grants	Cultural Coalition of Washington County	October	TBD	\$2,000	N/A	N/A	State	FY22

FY22 Q3 (January 22, February 22, March 22)

Project Name	Department	Funding Opportunity	Funder	Due Date	Project Cost	Grant Request	Required Match	Match Source	Funding Source	Budget Year
TBD	TBD	Community Development Block Grant	Washington County	January	TBD	TBD	N/A	TBD	Federal	FY22
SEQ Playground Development	Design & Development	Mid-Size Grant Program	Reser Family Foundation	January	TBD	\$50,000	N/A	N/A	Private	FY22
Early Childhood Education	Recreation	Community Grant	Oregon Community Foundation	January	TBD	\$50,000	N/A	N/A	Private	FY22
TBD	Information Services	PEG & PCN	Metropolitan Area Communications Commission	March	TBD	TBD	N/A	N/A	Assoc	FY22

FY22 Q4 (April 22, May 22, June 22)

Project Name	Department	Funding Opportunity	Funder	Due Date	Project Cost	Grant Request	Required Match	Match Source	Funding Source	Budget Year
TBD	Design & Development	Local Government Grant Program	Oregon Department of Parks & Recreation	April	TBD	\$750,000	50%	SDCs	State	FY24
TBD	Design & Development	Land & Water Conservation Fund	Oregon Department of Parks & Recreation, National Park Service	April	TBD	\$500,000	50%	SDCs	Federal	FY24
Jenkins Estate Roof	TBD	Preserving Oregon Grant	Oregon Department of Parks & Recreation	May	TBD	\$25,000	1:1	General Fund	State	FY23
Jenkins Estate Roof	TBD	Preservation Grant	Kinsman Foundation	April	TBD	\$5,000	N/A	N/A	Private	FY23
TBD	Design & Development	Recreational Trails Program	Oregon Department of Parks & Recreation	April	TBD	TBD	20%-40%	SDCs	Federal	FY23



MEMO

DATE: August 26, 2020
TO: Doug Menke, General Manager
FROM: Lori Baker, Director of Business Services

RE: **Resolution Authorizing the Transfer of Appropriated Funds Within the 2020-21 System Development Charges Fund Budget**

Introduction

In accordance with Oregon Local Budget Law, the THPRD Board of Directors must approve transfers of budget amounts moving appropriated funds from one appropriation category to another. Budget transfer amounts cannot exceed 15% of a fund's appropriations.

Background

In the FY 2020/21 Adopted Budget, the district expenditure amount in the System Development Charges (SDC) fund was budgeted using the best available information at the time using historical amounts as a guide, resulting in expenditure appropriations being categorized as Capital Outlay and Materials and Services. Included in this Capital Outlay appropriation is \$1,600,000 for acquisition of Neighborhood Park Land – Infill Areas.

Subsequent to the budget approval, the district identified the need to provide \$150,000 in support to the City of Beaverton for artwork in an urban plaza area. This is an appropriate expenditure of SDC funds because the urban plaza is a capacity-increasing improvement in an underserved area (downtown Beaverton) as identified in THPRD's capital improvement plan. This support is being provided to the City of Beaverton through an SDC credit of \$16,240 for SDC fees associated with the Patricia Reser Center for the Arts and SDC support of \$133,760. The cost will be incurred under the appropriation category of Materials and Services, thus an appropriation transfer from the Capital Outlay budget will be necessary to cover these costs.

Proposal Request

As defined in Oregon Local Budget Law, a budget transfer must be approved, by resolution of the board of directors, to transfer appropriations within the current budget year. Approval of this resolution will allow the transfer of funds between appropriation categories. The resolution has been reviewed by legal counsel.

Benefits of Proposal

Approval of the resolution will allow the district to fund the costs to support artwork in the Patricia Reser Center for the Arts urban plaza. Under Oregon Local Budget Law, the district is not allowed to spend funds that are not appropriated in the budget.

Potential Downside of the Proposal

Approval of this resolution reduces the appropriated Capital Outlay balance, which reduces capacity for funding other capital costs during the current fiscal year. However, the appropriation

will be taken from the Urban Plaza Development – Infill Areas, which has budget savings available for covering this cost.

Action Requested

Board of directors' approval of Resolution 2020-17 to authorize the transfer of appropriated funds within the 2020/21 SDC fund budget.

RESOLUTION 2020-17
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION TRANSFERRING BUDGET APPROPRIATIONS FOR THE
FISCAL YEAR COMMENCING JULY 1, 2020**

WHEREAS, on June 16, 2020, the Tualatin Hills Park & Recreation District budget for fiscal year 2020-21 and funds were appropriated by the Board of Directors; and

WHEREAS, this Resolution is prepared pursuant to ORS 294.463;

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

Section 1. The Board of Directors hereby authorizes the following System Development Charges (SDC) Fund appropriation transfers; and

	Existing Appropriation	Transfer In (Out)	Revised Appropriation
Capital Outlay	\$ 35,446,278	\$ (133,760)	\$ 35,312,518
Materials and Services	50,000	133,760	183,760
Total Appropriations	<u>\$ 35,496,278</u>	<u>\$ -</u>	<u>\$ 35,496,278</u>

Section 2. This resolution takes effect immediately upon adoption.

Approved and adopted on September 9, 2020 by the Board of Directors of the Tualatin Hills Park & Recreation District.

Ashley Hartmeier-Prigg, President

Tya Ping, Secretary

ATTEST:

Jessica Collins
Recording Secretary



MEMO

DATE: August 20, 2020
TO: Doug Menke, General Manager
FROM: Aisha Panas, Director of Park and Recreation Services

RE: **Request for Reallocation of Funds Between Projects Within the 2020-21 System Development Charges Fund Budget**

Introduction

Staff is seeking board of directors' approval to authorize the reallocation of system development charge (SDC) appropriated funds between projects within the FY 2020/21 Adopted Budget. This request includes two separate actions:

- 1) Allow the reallocation of \$65,000 of undesignated SDC funds (SDC Item 34) to Cedar Hills Park project improvements, and
- 2) Reallocate \$173,500 from two SDC sources (\$38,500 of undesignated SDC funds (SDC Item 34) and \$135,000 from the South Cooper Mountain Neighborhood Park master plan development (SDC Item 30 ("SCM Master Plan"))) to a new item: the SEQ2 Neighborhood Park master plan development.

Background

In the FY 2020/21 Adopted Budget, the district expenditure amount in the System Development Charges (SDC) fund was budgeted using the best available information at the time which considered historical amounts as a guide, resulting in the majority of expenditure appropriations being categorized as Capital Outlay. Included in the Capital Outlay appropriation is \$7,326,255 for undesignated projects and \$135,000 for the SCM Master Plan.

Request 1): In May 2018, the board approved the construction contract and funding plan for the Cedar Hills Park renovation. The park was built under budget and reopened to the public in October 2019. Two park improvements were identified for adjustment near the project completion date, but were not resolved before the end of the FY 2019/20 budget year. This was primarily due to coordination efforts with the city and contractor through the course of the pandemic. Therefore, staff are requesting a transfer of \$65,000 in undesignated SDC funds to Cedar Hills Park for the current fiscal year, which will be used to complete these park improvements. The adjustments consist of extending a netting system above the multiuse sports court fence to contain errant futsal balls, and to rotate the play slide at the play area to a better suited location. The \$65,000 request will also cover miscellaneous project-related agency recording fees.

Request 2): Staff recently learned that the developer of the planned unit development that includes the SCM Master Plan property will not be ready to enter into a purchase and sale agreement for at least another year. In light of this delay, and because the district does not yet own the property, it is premature to begin the master planning process for the property. In the meantime, on June 16, 2020, the district acquired the 2-acre property at 6595 SW Lombard Avenue ("SEQ2 Neighborhood Park"). The site meets the criteria for a neighborhood park development that will improve the

GRASP score in the surrounding underserved area. The Oregon Parks and Recreation Department has recommended funding of the district's \$650,000 Land & Water Conservation Fund (LWCF) grant application for the purchase of this property. Final approval from the National Park Service is expected this winter. As a condition of the grant, the district will be required to open the land to the public within three (3) years. The request to transfer \$173,500 (\$135,000 from the SCM Master Plan and \$38,500 from the undesignated SDC fund) to the SEQ2 Neighborhood Park will allow for development of a master plan. The remaining funds necessary to complete the design and construction of the neighborhood park will be addressed when staff returns to the board in December 2020 with an updated 5-Year Capital Improvement Project (CIP) list.

Proposal Request

Board of director's approval for reallocation of \$65,000 of undesignated SDC funds to Cedar Hills Park project improvements, and \$173,500 (\$38,500 of undesignated SDC funds and \$135,000 from the SCM Master Plan) to SEQ2 Neighborhood Park master plan development.

Benefits of Proposal

Improves the recreational quality and safety of the multipurpose sports court and play area at Cedar Hills Park, and initiates the master plan process to deliver a new neighborhood park to an underserved area of the community in accordance with anticipated grant requirements.

Potential Downside of the Proposal

Approval to reallocate undesignated SDC to the aforementioned projects will reduce funds available for other undesignated projects within the FY 2020/21 Capital Outlay budget. However, staff is in the process of reprioritizing projects on the 5-Year CIP list to compensate for this adjustment, and will return to the board in December 2020 with an updated list.

Action Requested

Board of directors' approval to authorize the reallocation of funds between projects within the FY 2020/21 Adopted Budget.



MEMO

DATE: August 25, 2020
TO: Doug Menke, General Manager
FROM: Holly Thompson, Communications Director
RE: **Resolution Appointing Advisory Committee Members**

Introduction

Staff requests board of director's approval of Resolution No. 2020-18 to reappoint five advisory committee members to a one-year extension of their service.

Background

Advisory committee members are recruited and appointed once per year. Due to the COVID-19 pandemic, advisory committee work has been impacted for most of 2020. The advisory committees were unable to meet for nearly half of the year. Virtual meetings are now being held and meetings are expected to continue in this format through the spring 2021. Without the ability to meet in person, much of the work the advisory committees had planned has had to be adjusted.

Staff recommends that advisory committee members with terms expiring in 2020 be offered a one-year extension to their term due to the impact of the pandemic on their service. There are 10 members with terms expiring in 2020. Five have asked for the one-year extension. The remaining five positions are anticipated to be vacant throughout 2021, but applications will remain open and if there is strong interest from the public we can appoint mid-term when in-person meetings resume. This proposal will result in eight out of ten positions filled on the Parks & Facilities Advisory Committee; eight out of ten positions filled on the Programs & Events Advisory Committee; and, nine out of ten members on the Nature & Trails Advisory Committee.

Proposal Request

Staff requests board of director's approval of a resolution to reappointment the following five individuals to a one-year extension of their term on a THPRD advisory committee as listed below:

1. Ken Ratteree – Parks & Facilities Advisory Committee
2. Michael Riedel – Parks & Facilities Advisory Committee
3. Rebecca Cambreleng – Programs & Events Advisory Committee
4. Margaret Hite – Nature & Trails Advisory Committee
5. Laura Porter – Nature & Trails Advisory Committee

Action Requested

Board of directors' approval of Resolution No. 2020-18 Appointing Advisory Committee Members.

RESOLUTION 2020-18
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPOINTING
ADVISORY COMMITTEE MEMBERS**

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

WHEREAS, each committee member shall be appointed by the Board for a one-year term expiring on December 31, 2021; and

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

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

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

Nature & Trails: Margaret Hite and Laura Porter

Parks & Facilities: Ken Ratteree and Michael Riedel

Programs & Events: Rebecca Cambreleng

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 9th day of September 2020.

Ashley Hartmeier-Prigg, Board President

Tya Ping, Board Secretary

ATTEST:

Jessica Collins, Recording Secretary

Tualatin Hills Park and Recreation District

Monthly Capital Project Report

Estimated Cost vs. Budget

Through 7/31/20

KEY	
Budget	Estimate based on original budget - not started and/or no basis for change
Deferred	Some or all of Project has been eliminated to reduce overall capital costs for year
Award	Estimate based on Contract Award amount or quote price estimates
Complete	Project completed - no additional estimated costs to complete.

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount (1)	Budget Carryover to Current Year (2)	New Funds Budgeted in Current Year (3)	Cumulative Project Budget (1+3)	Current Year Budget Amount (2+3)	PRELIM Expended Prior Years (4)	Expended Year-to-Date (5)	Estimated Cost to Complete (6)	Basis of Estimate	Project Cumulative (4+5+6)	Current Year (5+6)	Project Cumulative	Current Year
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
<u>CARRY FORWARD PROJECTS</u>													
Financial Software	803,958	792,458	-	803,958	792,458	84,248	-	718,081	Award	802,329	718,081	1,629	74,377
Roof Repairs and Analysis	250,000	250,000	-	250,000	250,000	-	-	250,000	Award	250,000	250,000	-	-
Boiler	188,000	188,000	-	188,000	188,000	1,518	-	186,482	Award	188,000	186,482	-	1,518
Panic Hardware	17,738	17,738	-	17,738	17,738	-	-	17,738	Budget	17,738	17,738	-	-
Stuhr Center Boiler Chemical Feeder Pot	4,000	4,000	-	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Bridges & Boardwalks (3 sites)	1,133,000	567,792	-	1,133,000	567,792	522,030	-	567,792	Award	1,089,822	567,792	43,178	-
Drone	8,645	2,000	-	8,645	2,000	2,821	-	2,000	Budget	4,821	2,000	3,824	-
Pool Deck	268,083	268,083	195,000	463,083	463,083	125,856	-	337,227	Budget	463,083	337,227	-	125,856
Pump and Motor (4 sites)	73,000	73,000	20,000	93,000	93,000	-	-	93,000	Budget	93,000	93,000	-	-
Asphalt Pedestrian Pathways (3 sites)	560,000	525,000	-	560,000	525,000	-	-	525,000	Budget	525,000	525,000	35,000	-
Skate Park Mesh and Rails	20,000	17,900	2,100	22,100	20,000	3,000	-	19,100	Budget	22,100	19,100	-	900
Desktop Printers	67,000	5,000	-	67,000	5,000	-	-	5,000	Budget	5,000	5,000	62,000	-
Servers	37,000	20,500	-	37,000	20,500	16,476	-	20,500	Budget	36,976	20,500	24	-
LAN / WAN Equipment	5,000	5,000	-	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
ADA Improvements	90,000	80,000	-	90,000	80,000	19,001	818	70,181	Budget	90,000	70,999	-	9,001
TOTAL CARRYOVER PROJECTS	3,525,424	2,816,471	217,100	3,742,524	3,033,571	774,950	818	2,821,100		3,596,869	2,821,919	145,655	211,652
<u>ATHLETIC FACILITY REPLACEMENT</u>													
Tennis Court Resurface (2 sites)			97,000	97,000	97,000	-	-	97,000	Budget	97,000	97,000	-	-
Cricket Net			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Protective Net			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Parking Lot			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
TOTAL ATHLETIC FACILITY REPLACEMENT			137,000	137,000	137,000	-	-	137,000		137,000	137,000	-	-
<u>PARK AND TRAIL REPLACEMENTS</u>													
Bridges and Boardwalks			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Concrete Sidewalk Repair (4 sites)			91,000	91,000	91,000	-	-	91,000	Budget	91,000	91,000	-	-
Drinking Fountain and Pad (2 sites)			19,000	19,000	19,000	-	-	19,000	Budget	19,000	19,000	-	-
Irrigation Systems (4 sites)			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Asphalt Pedestrian Pathways (6 sites)			144,000	144,000	144,000	-	-	144,000	Budget	144,000	144,000	-	-
Pedestrian Pathway Design			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
Pedestrian Pathway Preventative Maintenance			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
Parking Lots (2 sites)			101,000	101,000	101,000	-	-	101,000	Budget	101,000	101,000	-	-
ADA Swings (7 sites)			6,085	6,085	6,085	-	-	6,085	Budget	6,085	6,085	-	-
Playground Components			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
TOTAL PARK AND TRAIL REPLACEMENTS			536,085	536,085	536,085	-	-	536,085		536,085	536,085	-	-
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Memorial Benches			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
Subtotal Park and Trail Improvements			8,000	8,000	8,000	-	-	8,000		8,000	8,000	-	-
Tualatin Watershed Improvement Grant - Bonnie Meadow Neighborhood Park Community Garden			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Reser Family Foundation Grant - Somerset West Playground Redevelopment			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Tualatin Watershed Improvement Grant - Northwest Quadrant Youth Athletic Field			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Local Government Grant Program - Highland Park			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Capital Project Tourism Development - HMT Complex			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Local Government Grant Program - HMT Complex			600,000	600,000	600,000	-	-	600,000	Budget	600,000	600,000	-	-
Tourism Development - HMT Complex			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Tualatin River Environmental Enhancement - Irrigation Improvements			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
National Endowment for the Humanities - Nature Center Interpretative Signage			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements			85,000	85,000	85,000	-	-	85,000	Budget	85,000	85,000	-	-
Land & Water Conservation Fund - Acquisition			750,000	750,000	750,000	-	-	750,000	Budget	750,000	750,000	-	-
Major Streets Transportation Improvement Program - Westside Trail Alignment Alternatives			200,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
Metro Nature in Neighborhoods - Fanno Creek Greenway Bridge Replacement			245,700	245,700	245,700	-	-	245,700	Budget	245,700	245,700	-	-
Regional Flex Funds - Westside Trail Pedestrian & Bicycle Bridge			400,000	400,000	400,000	-	-	400,000	Budget	400,000	400,000	-	-
Subtotal Park and Trail Improvements (Grant Funded)			2,815,700	2,815,700	2,815,700	-	-	2,815,700		2,815,700	2,815,700	-	-
TOTAL PARK AND TRAIL IMPROVEMENTS			2,823,700	2,823,700	2,823,700	-	-	2,823,700		2,823,700	2,823,700	-	-

Tualatin Hills Park and Recreation District

Monthly Capital Project Report

Estimated Cost vs. Budget

Through 7/31/20

KEY
 Budget Estimate based on original budget - not started and/or no basis for change
 Deferred Some or all of Project has been eliminated to reduce overall capital costs for year
 Award Estimate based on Contract Award amount or quote price estimates
 Complete Project completed - no additional estimated costs to complete.

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount (1)	Budget Carryover to Current Year (2)	New Funds Budgeted in Current Year (3)	Cumulative Project Budget (1+3)	Current Year Budget Amount (2+3)	PRELIM Expended Prior Years (4)	Expended Year-to-Date (5)	Estimated Cost to Complete (6)	Basis of Estimate	Project Cumulative (4+5+6)	Current Year (5+6)	Project Cumulative	Current Year
CHALLENGE GRANTS													
Program Facility Challenge Grants			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
TOTAL CHALLENGE GRANTS			75,000	75,000	75,000	-	-	75,000		75,000	75,000	-	-
BUILDING REPLACEMENTS													
Cardio and Weight Equipment			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Boiler Repairs			24,000	24,000	24,000	-	53	23,947	Budget	24,000	24,000	-	-
Roof Repairs			120,000	120,000	120,000	-	-	120,000	Budget	120,000	120,000	-	-
Roof Treatment (4 sites)			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Ergonomic Equipment/Fixtures			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
Lead Abatement and Paint			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Community Event Furnishings			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Flooring and Partitions (2 sites)			86,000	86,000	86,000	-	-	86,000	Budget	86,000	86,000	-	-
Flooring Resurface			39,000	39,000	39,000	-	-	39,000	Budget	39,000	39,000	-	-
Duct Cleaning (2 sites)			11,200	11,200	11,200	-	-	11,200	Budget	11,200	11,200	-	-
Fan Bearing			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Emergency Repairs			126,117	126,117	126,117	-	-	126,117	Budget	126,117	126,117	-	-
Boiler Cleaning			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
Lane Line Reels			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
TOTAL BUILDING REPLACEMENTS			613,317	613,317	613,317	-	53	613,264	-	613,317	613,317	-	-
ADA PROJECTS													
ADA Improvement - Mid-block Crossings at Waterhouse Trail			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
ADA Improvement - Other			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
TOTAL ADA PROJECTS			50,000	50,000	50,000	-	-	50,000		50,000	50,000	-	-
TOTAL CAPITAL OUTLAY DIVISION	3,525,424	2,816,471	4,452,202	7,977,626	7,268,673	774,950	871	7,056,150		7,831,971	7,057,021	145,655	211,652
INFORMATION SERVICES DEPARTMENT													
INFORMATION TECHNOLOGY REPLACEMENTS													
AEDs			9,000	9,000	9,000	-	175	8,825	Budget	9,000	9,000	-	-
Desktop Replacement			27,000	27,000	27,000	-	-	27,000	Budget	27,000	27,000	-	-
Key Card Readers			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
LAN / WAN Equipment			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Network Servers			42,000	42,000	42,000	-	-	42,000	Budget	42,000	42,000	-	-
Security Cameras			45,000	45,000	45,000	-	-	45,000	Budget	45,000	45,000	-	-
Storage Array			90,000	90,000	90,000	-	-	90,000	Budget	90,000	90,000	-	-
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			228,000	228,000	228,000	-	175	227,825		228,000	228,000	-	-
TOTAL INFORMATION SYSTEMS DEPARTMENT			228,000	228,000	228,000	-	175	227,825		228,000	228,000	-	-
MAINTENANCE DEPARTMENT													
FLEET REPLACEMENTS													
10K Trailer (2)			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Aerator (2)			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
Brush Cutter			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Cordless Backpack Blowers (electric)			8,820	8,820	8,820	-	-	8,820	Budget	8,820	8,820	-	-
eWorkman (2)			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Full Size Pick Up (PCC)			38,000	38,000	38,000	-	-	38,000	Budget	38,000	38,000	-	-
High Production Mower - Unit 7650			120,000	120,000	120,000	-	-	113,468	Award	113,468	113,468	6,532	6,532
Minibus			37,000	37,000	37,000	-	-	37,000	Budget	37,000	37,000	-	-
Plate Compactor			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
Pressure Washer			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Small Tractor for Jenkins Estate			28,000	28,000	28,000	-	-	28,000	Budget	28,000	28,000	-	-
Tractor			45,000	45,000	45,000	-	-	45,000	Budget	45,000	45,000	-	-
TOTAL FLEET REPLACEMENTS			359,320	359,320	359,320	-	-	352,788		352,788	352,788	6,532	6,532
TOTAL MAINTENANCE DEPARTMENT	-	-	359,320	359,320	359,320	-	-	352,788		352,788	352,788	6,532	6,532
GRAND TOTAL GENERAL FUND	3,525,424	2,816,471	5,039,522	8,564,946	7,855,993	774,950	1,046	7,636,763		8,412,759	7,637,809	152,187	218,184

Tualatin Hills Park and Recreation District

Monthly Capital Project Report

Estimated Cost vs. Budget

Through 7/31/20

KEY
 Budget Estimate based on original budget - not started and/or no basis for change
 Deferred Some or all of Project has been eliminated to reduce overall capital costs for year
 Award Estimate based on Contract Award amount or quote price estimates
 Complete Project completed - no additional estimated costs to complete.

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount (1)	Budget Carryover to Current Year (2)	New Funds Budgeted in Current Year (3)	Cumulative Project Budget (1+3)	Current Year Budget Amount (2+3)	PRELIM Expended Prior Years (4)	Expended Year-to-Date (5)	Estimated Cost to Complete (6)	Basis of Estimate	Project Cumulative (4+5+6)	Current Year (5+6)	Project Cumulative	Current Year
SDC FUND													
LAND ACQUISITION													
Land Acq - N. Bethany Comm Pk	1,965,800	1,965,800	1,250,000	3,215,800	3,215,800	-	-	3,215,800	Budget	3,215,800	3,215,800	-	-
Subtotal Land Acq-N Bethany Comm Pk	1,965,800	1,965,800	1,250,000	3,215,800	3,215,800	-	-	3,215,800		3,215,800	3,215,800	-	-
Land Acq - N. Bethany Nghbd Pk	-	-	-	-	-	-	-	-		-	-	-	-
Subtotal Land Acq-N. Bethany Nghbd Pk	-	-	-	-	-	-	-	-		-	-	-	-
Land Acq - N Bethany Trails	455,000	455,000	750,000	1,205,000	1,205,000	-	2,318	1,202,682	Budget	1,205,000	1,205,000	-	-
Subtotal Land Acq-N Bethany Trails	455,000	455,000	750,000	1,205,000	1,205,000	-	2,318	1,202,682		1,205,000	1,205,000	-	-
Land Acq - Bonny Slope West Neighborhood Park	1,500,000	1,500,000	-	1,500,000	1,500,000	-	2,298	1,497,703	Budget	1,500,000	1,500,000	-	-
Subtotal Land Acq-Bonny Slope West Neighborhood Park	1,500,000	1,500,000	-	1,500,000	1,500,000	-	2,298	1,497,703		1,500,000	1,500,000	-	-
Land Acq - Bonny Slope West Trails	-	-	250,000	250,000	250,000	-	-	250,000	Budget	250,000	250,000	-	-
Subtotal Land Acq-Bonny Slope West Trails	-	-	250,000	250,000	250,000	-	-	250,000		250,000	250,000	-	-
Land Acq - S Cooper Mtn Trail	535,000	535,000	500,000	1,035,000	1,035,000	-	-	1,035,000	Budget	1,035,000	1,035,000	-	-
Subtotal S Cooper Mtn Trail	535,000	535,000	500,000	1,035,000	1,035,000	-	-	1,035,000		1,035,000	1,035,000	-	-
Land Acq - S Cooper Mtn Nat Ar	846,000	846,000	-	846,000	846,000	-	-	846,000	Budget	846,000	846,000	-	-
Subtotal S Cooper Mtn Nat Ar	846,000	846,000	-	846,000	846,000	-	-	846,000		846,000	846,000	-	-
Land Acq - Neighborhood Parks - S Cooper Mtn	6,495,000	6,495,000	1,500,000	7,995,000	7,995,000	-	2,997	7,992,003	Budget	7,995,000	7,995,000	-	-
Subtotal Neighbohood Parks - S Cooper Mtn	6,495,000	6,495,000	1,500,000	7,995,000	7,995,000	-	2,997	7,992,003		7,995,000	7,995,000	-	-
Land Acq - Neighborhood Parks - Infill Areas	-	-	1,600,000	1,600,000	1,600,000	-	398	1,599,602	Budget	1,600,000	1,600,000	-	-
Sub total Neighborhood Parks Infill Areas	-	-	1,600,000	1,600,000	1,600,000	-	398	1,599,602		1,600,000	1,600,000	-	-
TOTAL LAND ACQUISITION	11,796,800	11,796,800	5,850,000	17,646,800	17,646,800	-	8,010	17,638,790	-	17,646,800	17,646,800	-	-
DEVELOPMENT/IMPROVEMENT PROJECTS													
Bethany Creek Trail #2, Segment #3 - Design & Development	1,845,000	1,561,250	-	1,845,000	1,561,250	621,084	297,188	926,728	Budget	1,845,000	1,223,916	-	337,334
Building Expansion - site to be determined	995,000	995,000	-	995,000	995,000	-	-	995,000	Budget	995,000	995,000	-	-
Cedar Mill Creek Community Trail Segment #4 Master Planning and Design	300,000	299,500	-	300,000	299,500	1,789	-	298,211	Budget	300,000	298,211	-	1,289
Dog Parks - expansions and new sites	70,000	44,000	26,000	96,000	70,000	6,152	16,694	53,306	Budget	76,152	70,000	19,848	-
Fanno Creek Trail Seg. #5 - Scholls Ferry Rd. to 92 Ave.	-	-	250,000	250,000	250,000	-	351	249,649	Budget	250,000	250,000	-	-
Highland Park - Design and Permitting	420,000	375,000	-	420,000	375,000	60,156	-	359,844	Budget	420,000	359,844	-	15,156
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	247,000	235,000	-	247,000	235,000	20,741	1,672	224,587	Budget	247,000	226,259	-	8,741
MTIP Grant Match - Westside Trail, Segment 18	3,459,820	426,320	-	3,459,820	426,320	3,926,752	142	342,820	Award	4,269,714	342,962	(809,894)	83,358
Natural Area Master Plan	100,000	100,000	-	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Neighborhood Park Construction - Highland Park (NWQ -6)	-	-	1,620,000	1,620,000	1,620,000	-	-	1,620,000	Budget	1,620,000	1,620,000	-	-
Neighborhood Park Master Planning - North Bethany (NWQ -8)	-	-	55,000	55,000	55,000	-	-	55,000	Budget	55,000	55,000	-	-
Neighborhood Park Master Planning - So Cooper Mtn (SWQ-6)	-	-	135,000	135,000	135,000	-	-	135,000	Budget	135,000	135,000	-	-
North Bethany Park and Trail Development - Proj. Mgmt.	141,000	50,000	-	141,000	50,000	181,125	2,120	47,880	Award	231,124	50,000	(90,124)	0
North Bethany Park and Trail Improvements	338,000	200,000	-	338,000	200,000	167,519	-	170,481	Budget	338,000	170,481	-	29,519
NW Quadrant New Neighborhood Park #4 Development (Bonnie Meadow)	2,320,000	2,285,000	-	2,320,000	2,285,000	62,985	6,998	2,250,017	Award	2,320,000	2,257,015	-	27,985
NW Quadrant New Neighborhood Park Development (Crowell) Marty Ln	2,100,000	58,500	-	2,100,000	58,500	1,774,176	327	58,173	Award	1,832,676	58,500	267,324	-
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy	215,000	100,000	-	215,000	100,000	139,440	23	75,536	Award	215,000	75,560	-	24,440
So. Cooper Mtn Park and Trail Development - Project Mgmt.	50,000	49,500	-	50,000	49,500	7,042	3,138	39,820	Budget	50,000	42,958	-	6,542
Somerset West Park - Additional funding for bond project	-	-	220,000	220,000	220,000	-	-	220,000	Award	220,000	220,000	-	-
SW Quadrant Neighborhood Park #5 Master Planning	275,000	267,500	-	275,000	267,500	3,386	81	267,419	Award	270,886	267,500	4,114	-
Trail Development - 155th Ave Wetlands	-	-	500,000	500,000	500,000	-	-	500,000	Budget	500,000	500,000	-	-
Undesignated Projects	-	-	7,946,908	7,946,908	7,946,908	-	-	7,946,908	Budget	7,946,908	7,946,908	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	12,875,820	7,046,570	10,752,908	23,628,728	17,799,478	6,972,347	328,735	16,936,378	-	24,237,460	17,265,113	(608,732)	534,365
GRAND TOTAL SDC FUND	24,672,620	18,843,370	16,602,908	41,275,528	35,446,278	6,972,347	336,745	34,575,168	-	41,884,260	34,911,913	(608,732)	534,365

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 7/31/2020

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	Percent of Variance	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget		
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
BOND CAPITAL PROJECTS FUND														
<u>New Neighborhood Parks Development</u>														
SE	AM Kennedy Park & Athletic Field	1,285,250	50,704	1,335,954	1,674,551	-	1,674,551	-	Complete	1,674,551	(338,597)	-25.3%	125.3%	100.0%
SW	Barsotti Park & Athletic Field	1,285,250	27,556	1,312,806	1,250,248	-	1,250,248	-	Complete	1,250,248	62,558	4.8%	95.2%	100.0%
NW	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,338	787,488	731,629	-	731,629	-	Complete	731,629	55,859	7.1%	92.9%	100.0%
SW	Roy Dancer Park	771,150	16,657	787,807	643,447	-	643,447	-	Complete	643,447	144,360	18.3%	81.7%	100.0%
NE	Roger Tilbury Park	771,150	19,713	790,863	888,218	-	888,218	-	Complete	888,218	(97,355)	-12.3%	112.3%	100.0%
	Sub-total New Neighborhood Parks Development	4,883,950	130,968	5,014,918	5,188,093	-	5,188,093	-		5,188,093	(173,175)	-3.5%	103.5%	100.0%
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	173,175	173,175	-	-	-	-	N/A	-	173,175	n/a	n/a	n/a
	Total New Neighborhood Parks Development	4,883,950	304,143	5,188,093	5,188,093	-	5,188,093	-		5,188,093	-	0.0%	100.0%	100.0%
<u>Renovate & Redevelop Neighborhood Parks</u>														
NE	Cedar Mill Park, Trail & Athletic Fields	1,125,879	29,756	1,155,635	990,095	-	990,095	-	Complete	990,095	165,540	14.3%	85.7%	100.0%
SE	Camille Park	514,100	28,634	542,734	585,471	-	585,471	-	Complete	585,471	(42,737)	-7.9%	107.9%	100.0%
NW	Somerset West Park	1,028,200	120,124	1,148,324	454,121	22,396	476,517	1,054,617	Award	1,531,134	(382,810)	-33.3%	41.5%	31.1%
NW	Pioneer Park and Bridge Replacement	544,934	21,278	566,212	533,358	-	533,358	-	Complete	533,358	32,854	5.8%	94.2%	100.0%
SE	Vista Brook Park	514,100	20,504	534,604	729,590	-	729,590	-	Complete	729,590	(194,986)	-36.5%	136.5%	100.0%
	Sub-total Renovate & Redevelop Neighborhood Parks	3,727,213	220,296	3,947,509	3,292,634	22,396	3,315,031	1,054,617		4,369,648	(422,139)	-10.7%	84.0%	75.9%
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	422,139	422,139	-	-	-	-	N/A	-	422,139	n/a	n/a	n/a
	Total Renovate & Redevelop Neighborhood Parks	3,727,213	642,435	4,369,648	3,292,634	22,396	3,315,031	1,054,617		4,369,648	-	0.0%	75.9%	75.9%
<u>New Neighborhood Parks Land Acquisition</u>														
NW	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,554	1,528,554	1,041,404	-	1,041,404	-	Complete	1,041,404	487,150	31.9%	68.1%	100.0%
NW	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	1,067,724	-	1,067,724	-	Complete	1,067,724	(1,067,724)	-100.0%	n/a	100.0%
NW	New Neighborhood Park - NW Quadrant (Mitchell)	-	-	-	793,396	-	793,396	-	Complete	793,396	(793,396)	-100.0%	n/a	100.0%
NW	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	62,712	-	62,712	-	Complete	62,712	(62,712)	-100.0%	n/a	100.0%
NE	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,968	1,527,968	529,294	-	529,294	-	Complete	529,294	998,674	65.4%	34.6%	100.0%
NE	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	33,466	1,533,466	2,119,940	-	2,119,940	-	Complete	2,119,940	(586,474)	-38.2%	138.2%	100.0%
SW	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,918	1,524,918	1,058,925	-	1,058,925	-	Complete	1,058,925	465,993	30.6%	69.4%	100.0%
SW	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	551,696	-	551,696	-	Complete	551,696	(551,696)	-100.0%	n/a	100.0%
SW	New Neighborhood Park - SW Quadrant (Hung easement for Roy Dancer Park)	-	-	-	60,006	-	60,006	-	Complete	60,006	(60,006)	-100.0%	n/a	100.0%
SE	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,609,880	-	2,609,880	-	Complete	2,609,880	(1,094,333)	-72.2%	172.2%	100.0%
NW	New Neighborhood Park (North Bethany) (McGettigan)	1,500,000	23,667	1,523,667	1,629,763	-	1,629,763	-	Complete	1,629,763	(106,096)	-7.0%	107.0%	100.0%
UND	New Neighborhood Park - Undesignated	-	-	-	-	-	-	-	Reallocated	-	-	-100.0%	n/a	0.0%
	Sub-total New Neighborhood Parks	9,000,000	154,120	9,154,120	11,524,740	-	11,524,740	-		11,524,740	(2,370,620)	-25.9%	125.9%	100.0%
UND	Authorized Use of Savings from New Community Park Land Acquisition Category	-	1,655,521	1,655,521	-	-	-	-	N/A	-	1,655,521	n/a	n/a	n/a
UND	Authorized Use of Savings from Community Center / Community Park Land Acquisition Category	-	715,099	715,099	-	-	-	-	N/A	-	715,099	n/a	n/a	n/a
	Total New Neighborhood Parks	9,000,000	2,524,740	11,524,740	11,524,740	-	11,524,740	-		11,524,740	-	0.0%	100.0%	100.0%
<u>New Community Park Development</u>														
SW	SW Quad Community Park & Athletic Field	7,711,500	343,963	8,055,463	10,520,819	-	10,520,819	151,550	Complete	10,672,369	(2,616,906)	-32.5%	130.6%	98.6%
	Sub-total New Community Park Development	7,711,500	343,963	8,055,463	10,520,819	-	10,520,819	151,550		10,672,369	(2,616,906)	-32.5%	130.6%	98.6%
UND	Authorized use of savings from Bond Facility Rehabilitation category	-	1,300,000	1,300,000	-	-	-	-	N/A	-	1,300,000	n/a	n/a	n/a
UND	Authorized use of savings from Bond Administration (Issuance) category	-	932,655	932,655	-	-	-	-	N/A	-	932,655	n/a	n/a	n/a
UND	Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition	-	384,251	384,251	-	-	-	-	N/A	-	384,251	n/a	n/a	n/a
	Total New Community Park Development	7,711,500	2,960,869	10,672,369	10,520,819	-	10,520,819	151,550		10,672,369	-	0.0%	98.6%	98.6%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 7/31/2020

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
<u>New Community Park Land Acquisition</u>														
NE	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	20.0%	80.0%	100.0%
NE	Community Park Expansion - NE Quad (BSD/William Walker)	-	-	-	373,237	-	373,237	-	Complete	373,237	(373,237)	100.0%	n/a	100.0%
	Sub-total New Community Park	10,000,000	132,657	10,132,657	8,477,136	-	8,477,136	-		8,477,136	1,655,521	16.3%	83.7%	100.0%
UND	Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(1,655,521)	(1,655,521)	-	-	-	-	N/A	-	(1,655,521)	n/a	n/a	n/a
	Total New Community Park	10,000,000	(1,522,864)	8,477,136	8,477,136	-	8,477,136	-		8,477,136	-	0.0%	100.0%	100.0%
<u>Renovate and Redevelop Community Parks</u>														
NE	Cedar Hills Park & Athletic Field	6,194,905	449,392	6,644,297	7,684,215	-	7,684,215	-	Complete	7,684,316	(1,040,019)	-15.7%	115.7%	100.0%
SE	Schiffler Park	3,598,700	74,403	3,673,103	2,633,084	-	2,633,084	-	Complete	2,633,084	1,040,019	28.3%	71.7%	100.0%
	Total Renovate and Redevelop Community Parks	9,793,605	523,795	10,317,400	10,317,299	-	10,317,299	-		10,317,400	-	0.0%	100.0%	100.0%
<u>Natural Area Preservation - Restoration</u>														
NE	Roger Tilbury Memorial Park	30,846	1,888	32,734	28,000	-	28,000	5,785	Establishment	33,785	(1,051)	-3.2%	85.5%	82.9%
NE	Cedar Mill Park	30,846	1,172	32,018	1,201	-	1,201	-	Complete	1,201	30,817	96.2%	3.8%	100.0%
NE	Jordan/Jackie Husen Park	308,460	8,961	317,421	36,236	-	36,236	-	Complete	36,236	281,185	88.6%	11.4%	100.0%
NW	NE/Bethany Meadows Trail Habitat Connection	246,768	16,178	262,946	-	-	-	-	On Hold	-	262,946	100.0%	0.0%	0.0%
NW	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	300	10,582	12,929	-	12,929	-	Complete	12,929	(2,347)	-22.2%	122.2%	100.0%
NW	Allenbach Acres Park	41,128	2,318	43,446	10,217	-	10,217	-	Complete	10,217	33,229	76.5%	23.5%	100.0%
NW	Crystal Creek Park	205,640	7,208	212,848	95,401	-	95,401	-	Complete	95,401	117,447	55.2%	44.8%	100.0%
NE	Foothills Park	61,692	1,172	62,864	46,178	-	46,178	-	Complete	46,178	16,686	26.5%	73.5%	100.0%
NE	Commonwealth Lake Park	41,128	778	41,906	30,809	-	30,809	-	Complete	30,809	11,097	26.5%	73.5%	100.0%
NW	Tualatin Hills Nature Park	90,800	2,323	93,123	27,696	-	27,696	-	Complete	27,696	65,427	70.3%	29.7%	100.0%
NE	Pioneer Park	10,282	254	10,536	9,421	-	9,421	-	Complete	9,421	1,115	10.6%	89.4%	100.0%
NW	Whispering Woods Park	51,410	914	52,324	48,871	-	48,871	-	Complete	48,871	3,453	6.6%	93.4%	100.0%
NW	Willow Creek Nature Park	20,564	389	20,953	21,877	-	21,877	-	Complete	21,877	(924)	-4.4%	104.4%	100.0%
SE	AM Kennedy Park	30,846	741	31,587	26,866	-	26,866	-	Complete	26,866	4,721	14.9%	85.1%	100.0%
SE	Camille Park	77,115	1,784	78,899	61,399	-	61,399	-	Complete	61,399	17,500	22.2%	77.8%	100.0%
SE	Vista Brook Park	20,564	897	21,461	5,414	-	5,414	-	Complete	5,414	16,047	74.8%	25.2%	100.0%
SE	Greenway Park/Koll Center	61,692	2,316	64,008	56,727	-	56,727	-	Complete	56,727	7,281	11.4%	88.6%	100.0%
SE	Bauman Park	82,256	2,024	84,280	30,153	-	30,153	-	Complete	30,153	54,127	64.2%	35.8%	100.0%
SE	Fanno Creek Park	162,456	6,736	169,192	65,147	-	65,147	-	Complete	65,147	104,045	61.5%	38.5%	100.0%
SE	Hideaway Park	41,128	1,105	42,233	38,459	-	38,459	-	Complete	38,459	3,774	8.9%	91.1%	100.0%
SW	Murrayhill Park	61,692	1,031	62,723	65,712	-	65,712	-	Complete	65,712	(2,989)	-4.8%	104.8%	100.0%
SE	Hyland Forest Park	71,974	1,342	73,316	65,521	-	65,521	-	Complete	65,521	7,795	10.6%	89.4%	100.0%
SW	Cooper Mountain	205,640	13,479	219,119	14	-	14	-	On Hold	14	219,105	100.0%	0.0%	100.0%
SW	Winkelman Park	10,282	241	10,523	5,894	-	5,894	-	Complete	5,894	4,629	44.0%	56.0%	100.0%
SW	Lowami Hart Woods	287,896	9,345	297,241	130,125	-	130,125	-	Complete	130,125	167,116	56.2%	43.8%	100.0%
SW	Rosa/Hazeldale Parks	28,790	722	29,512	12,754	-	12,754	-	Complete	12,754	16,758	56.8%	43.2%	100.0%
SW	Mt Williams Park	102,820	9,424	112,244	47,737	-	47,737	64,507	Establishment	112,244	-	0.0%	42.5%	42.5%
SW	Jenkins Estate	154,230	3,365	157,595	139,041	-	139,041	-	Complete	139,041	18,554	11.8%	88.2%	100.0%
SW	Summercrest Park	10,282	193	10,475	7,987	-	7,987	-	Complete	7,987	2,488	23.8%	76.2%	100.0%
SW	Morrison Woods	61,692	4,042	65,734	0	-	0	-	Cancelled	0	65,734	100.0%	0.0%	100.0%
UND	Interpretive Sign Network	339,306	9,264	348,570	326,776	-	326,776	-	Complete	326,776	21,794	6.3%	93.7%	100.0%
NW	Beaverton Creek Trail	61,692	4,043	65,735	-	-	-	-	On Hold	-	65,735	100.0%	0.0%	0.0%
NW	Bethany Wetlands/Bronson Creek	41,128	2,695	43,823	-	-	-	-	On Hold	-	43,823	100.0%	0.0%	0.0%
NW	Bluegrass Downs Park	15,423	1,010	16,433	-	-	-	-	On Hold	-	16,433	100.0%	0.0%	0.0%
NW	Crystal Creek	41,128	2,696	43,824	-	-	-	-	On Hold	-	43,824	100.0%	0.0%	0.0%
UND	Reallocation of project savings to new project budgets	-	(865,000)	(865,000)	-	-	-	-	Reallocation	-	(865,000)	100.0%	0.0%	0.0%
SE	Hyland Woods Phase 2	-	77,120	77,120	65,453	-	65,453	-	Complete	65,453	11,667	15.1%	84.9%	100.0%
SW	Jenkins Estate Phase 2	-	131,457	131,457	67,754	-	67,754	-	Complete	67,754	63,703	48.5%	51.5%	100.0%
NW	Somerset	-	161,368	161,368	49,000	-	49,000	112,368	Budget	161,368	-	0.0%	30.4%	30.4%
NW	Rock Creek Greenway	-	167,850	167,850	-	-	-	167,850	Establishment	167,850	-	0.0%	0.0%	0.0%
NW	Whispering Woods Phase 2	-	102,875	102,875	-	-	-	102,875	Budget	102,875	-	0.0%	0.0%	0.0%
SE	Raleigh Park	-	118,415	118,415	8,500	-	8,500	109,915	Site Prep	118,415	-	0.0%	7.2%	7.2%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 7/31/2020

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	Percent of Variance	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget		
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
NE	Bannister Creek Greenway/NE Park	-	80,967	80,967	17,284	-	17,284	63,683	Site Prep	80,967	-	0.0%	21.3%	21.3%
NW	Beaverton Creek Greenway Duncan	-	20,607	20,607	-	-	-	-	Cancelled	-	20,607	100.0%	0.0%	0.0%
SE	Church of Nazarene	-	30,718	30,718	14,121	-	14,121	-	Complete	14,121	16,597	54.0%	46.0%	100.0%
SW	Lilly K. Johnson Woods	-	30,742	30,742	29,823	-	29,823	919	Establishment	30,742	-	0.0%	97.0%	97.0%
UND	Restoration of new properties to be acquired	643,023	41,096	684,119	976	-	976	6,196	On Hold	7,172	676,947	99.0%	0.1%	13.6%
UND	Reallocation of project savings to new project budgets	-	(1,570,245)	(1,570,245)	-	-	-	-	Reallocation	-	(1,570,245)	100.0%	0.0%	0.0%
NE	NE Quadrant Property(Findley)	-	472,967	472,967	-	-	-	472,967	Budget	472,967	-	0.0%	0.0%	0.0%
NE	N. Johnson Greenway (Peterkort)	-	262,760	262,760	-	-	-	-	Cancelled	-	262,760	100.0%	0.0%	0.0%
NE	Commonwealth Lake Park	-	63,063	63,063	-	-	-	63,063	Budget	63,063	-	0.0%	0.0%	0.0%
SW	155th Wetlands	-	26,115	26,115	9,314	-	9,314	-	Complete	9,314	16,801	64.3%	35.7%	100.0%
SW	Bronson Creek New Properties	-	105,105	105,105	-	-	-	105,105	Budget	105,105	-	0.0%	0.0%	0.0%
SE	Fanno Creek Greenway	-	84,084	84,084	-	-	-	84,084	Award	84,084	-	0.0%	0.0%	0.0%
NW	HMT north woods and stream	-	52,285	52,285	14,863	-	14,863	35,093	Site Prep	49,956	2,329	4.5%	28.4%	29.8%
NE	Cedar Mill Creek Greenway	-	31,326	31,326	11,886	-	11,886	18,524	Site Prep	30,410	916	2.9%	37.9%	39.1%
SW	Fir Grove Park	-	25,963	25,963	14,369	-	14,369	11,594	Site Prep	25,963	-	0.0%	55.3%	55.3%
SW	HL Cain Wetlands	-	26,044	26,044	11,966	-	11,966	14,078	Site Prep	26,044	-	0.0%	45.9%	45.9%
NW	Bronson Creek Park	-	26,246	26,246	2,701	-	2,701	18,329	Site Prep	21,030	5,216	19.9%	10.3%	12.8%
SE	Center Street Wetlands Area	-	20,983	20,983	4,504	-	4,504	13,893	Site Prep	18,397	2,586	12.3%	21.5%	24.5%
SW	Tallac Terrace Park	-	10,511	10,511	-	-	-	-	Cancelled	-	10,511	100.0%	0.0%	0.0%
NE	Forest Hills Park	-	10,484	10,484	1,714	-	1,714	4,951	Site Prep	6,665	3,819	36.4%	16.3%	25.7%
UND	Arborist/Tree Management	-	298,447	298,447	83,643	3,355	86,998	211,449	Award	298,447	-	0.0%	29.2%	29.2%
NW	North Bethany Greenway	-	26,186	26,186	5,508	-	5,508	16,834	Site Prep	22,342	3,844	14.7%	21.0%	24.7%
NW	Willow Creek Greenway II	-	26,086	26,086	13,110	-	13,110	12,580	Site Prep	25,690	396	1.5%	50.3%	51.0%
NW	Westside Trail Segment 18	-	26,276	26,276	-	-	-	26,276	Budget	26,276	-	0.0%	0.0%	0.0%
SW	Westside Trail- Burntwood area	-	25,868	25,868	18,751	-	18,751	7,117	Site Prep	25,868	-	0.0%	72.5%	72.5%
NW	Waterhouse Trail	-	26,262	26,262	654	-	654	7,807	Site Prep	8,461	17,801	67.8%	2.5%	7.7%
	Sub-total Natural Area Restoration	3,762,901	297,381	4,060,282	1,900,457	3,355	1,903,812	1,757,841		3,661,653	398,629	9.8%	46.9%	52.0%
	Authorized Use of Savings for Natural Area Preservation - Land													
UND	Acquisition	-	(243,625)	(243,625)	-	-	-	-	N/A	-	(243,625)	n/a	n/a	n/a
	Total Natural Area Restoration	3,762,901	53,756	3,816,657	1,900,457	3,355	1,903,812	1,757,841		3,661,653	155,004	4.1%	49.9%	52.0%
	Natural Area Preservation - Land Acquisition													
UND	Natural Area Acquisitions	8,400,000	455,607	8,855,607	9,070,732	1,077	9,071,809	27,423	Budget	9,099,232	(243,625)	-2.8%	102.4%	99.7%
	Sub-total Natural Area Preservation - Land Acquisition	8,400,000	455,607	8,855,607	9,070,732	1,077	9,071,809	27,423		9,099,232	(243,625)	-2.8%	102.4%	99.7%
UND	Authorized Use of Savings from Natural Area Restoration	-	243,625	243,625	-	-	-	-	N/A	-	243,625	n/a	n/a	n/a
	Total Natural Area Preservation - Land Acquisition	8,400,000	699,232	9,099,232	9,070,732	1,077	9,071,809	27,423		9,099,232	-	0.0%	99.7%	99.7%
	New Linear Park and Trail Development													
SW	Westside Trail Segments 1, 4, & 7	4,267,030	85,084	4,352,114	4,381,083	-	4,381,083	-	Complete	4,381,083	(28,969)	-0.7%	100.7%	100.0%
NE	Jordan/Husen Park Trail	1,645,120	46,432	1,691,552	1,227,496	-	1,227,496	-	Complete	1,227,496	464,056	27.4%	72.6%	100.0%
NW	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	78,646	3,882,986	4,392,047	-	4,392,047	-	Complete	4,392,047	(509,061)	-13.1%	113.1%	100.0%
NW	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	103,949	2,365,989	1,743,667	-	1,743,667	-	Complete	1,743,667	622,322	26.3%	73.7%	100.0%
UND	Miscellaneous Natural Trails	100,000	9,000	109,000	30,394	-	30,394	78,606	Budget	109,000	-	0.0%	27.9%	27.9%
NW	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	34.2%	65.8%	100.0%
NE	NE Quadrant Trail - Bluffs Phase 2	257,050	14,797	271,847	412,424	-	412,424	-	Complete	412,424	(140,577)	-51.7%	151.7%	100.0%
SW	Lowami Hart Woods	822,560	55,645	878,205	1,255,274	-	1,255,274	-	Complete	1,255,274	(377,069)	-42.9%	142.9%	100.0%
NW	Westside - Waterhouse Trail Connection	1,542,300	48,560	1,590,860	1,055,589	-	1,055,589	-	Complete	1,055,589	535,271	33.6%	66.4%	100.0%
	Sub-total New Linear Park and Trail Development	15,060,310	445,207	15,505,517	14,736,676	-	14,736,676	78,606		14,815,282	690,235	4.5%	95.0%	99.5%
	Authorized Use of Savings for Multi-field/Multi-purpose													
UND	Athletic Field Development	-	(690,235)	(690,235)	-	-	-	-	N/A	-	(690,235)	n/a	n/a	n/a
	Total New Linear Park and Trail Development	15,060,310	(245,028)	14,815,282	14,736,676	-	14,736,676	78,606		14,815,282	-	0.0%	99.5%	99.5%
	New Linear Park and Trail Land Acquisition													
UND	New Linear Park and Trail Acquisitions	1,200,000	23,404	1,223,404	1,222,206	-	1,222,206	1,198	Budget	1,223,404	-	0.0%	99.9%	99.9%
	Total New Linear Park and Trail Land Acquisition	1,200,000	23,404	1,223,404	1,222,206	-	1,222,206	1,198		1,223,404	-	0.0%	99.9%	99.9%
	Multi-field/Multi-purpose Athletic Field Development													
SW	Winkelman Athletic Field	514,100	34,601	548,701	941,843	-	941,843	-	Complete	941,843	(393,142)	-71.6%	171.6%	100.0%
SE	Meadow Waye Park	514,100	4,791	518,891	407,340	-	407,340	-	Complete	407,340	111,551	21.5%	78.5%	100.0%
NW	New Fields in NW Quadrant - Living Hope	514,100	82,728	596,828	181,356	5,969	187,325	1,069,736	Award	1,257,061	(660,233)	-110.6%	31.4%	14.9%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 7/31/2020

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over Under Budget)	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
NE	New Fields in NE Quadrant (Cedar Mill Park)	514,100	14,184	528,284	527,993	-	527,993	-	Complete	527,993	291	0.1%	99.9%	100.0%
SW	New Fields in SW Quadrant - MVCP	514,100	61,446	575,546	32,460	-	32,460	530,953	Budget	563,413	12,133	2.1%	5.6%	5.8%
SE	New Fields in SE Quadrant (Conestoga Middle School)	514,100	19,833	533,933	548,917	-	548,917	-	Complete	548,917	(14,984)	-2.8%	102.8%	100.0%
	Sub-total Multi-field/Multi-purpose Athletic Field Dev.	3,084,600	217,583	3,302,183	2,639,909	5,969	2,645,878	1,600,689		4,246,567	(944,384)	-28.6%	80.1%	62.3%
UND	Authorized Use of Savings from New Linear Park and Trail Development category	-	690,235	690,235	-	-	-	-	N/A	-	690,235	n/a	n/a	n/a
UND	Authorized Use of Savings from Facility Rehabilitation category	-	244,609	244,609	-	-	-	-	N/A	-	244,609	n/a	n/a	n/a
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	32,809	32,809	-	-	-	-	N/A	-	32,809	n/a	n/a	n/a
	Total Multi-field/Multi-purpose Athletic Field Dev.	3,084,600	1,185,236	4,269,836	2,639,909	5,969	2,645,878	1,600,689		4,246,567	23,269	0.5%	62.0%	62.3%
	Deferred Park Maintenance Replacements													
UND	Play Structure Replacements at 11 sites	810,223	3,685	813,908	773,055	-	773,055	-	Complete	773,055	40,853	5.0%	95.0%	100.0%
NW	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	-30.0%	130.0%	100.0%
SW	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	2.3%	97.7%	100.0%
SW	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	-273.1%	373.1%	100.0%
SE	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	91.0%	9.0%	100.0%
NE	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	14.3%	85.7%	100.0%
UND	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	-1.0%	101.0%	100.0%
SW	Permeable Parking Lot at Aloha Swim Center	160,914	1,515	162,429	191,970	-	191,970	-	Complete	191,970	(29,541)	-18.2%	118.2%	100.0%
NE	Permeable Parking Lot at Sunset Swim Center	160,914	2,614	163,528	512,435	-	512,435	-	Complete	512,435	(348,907)	-213.4%	313.4%	100.0%
	Sub-total Deferred Park Maintenance Replacements	1,451,515	9,840	1,461,355	1,832,474	-	1,832,474	-		1,832,474	(371,119)	-25.4%	125.4%	100.0%
UND	Authorized Use of Savings from Facility Expansion & Improvements Category	-	200,634	200,634	-	-	-	-	N/A	-	200,634	n/a	n/a	n/a
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	170,485	170,485	-	-	-	-	N/A	-	170,485	n/a	n/a	n/a
	Total Deferred Park Maintenance Replacements	1,451,515	380,959	1,832,474	1,832,474	-	1,832,474	-		1,832,474	-	0.0%	100.0%	100.0%
	Facility Rehabilitation													
UND	Structural Upgrades at Several Facilities	317,950	(194,874)	123,076	115,484	-	115,484	-	Complete	115,484	7,592	6.2%	93.8%	100.0%
SW	Structural Upgrades at Aloha Swim Center	406,279	8,497	414,776	518,302	-	518,302	-	Complete	518,302	(103,526)	-25.0%	125.0%	100.0%
SE	Structural Upgrades at Beaverton Swim Center	1,447,363	37,353	1,484,716	820,440	-	820,440	-	Complete	820,440	664,276	44.7%	55.3%	100.0%
NE	Structural Upgrades at Cedar Hills Recreation Center	628,087	18,177	646,264	544,403	-	544,403	-	Complete	544,403	101,861	15.8%	84.2%	100.0%
SW	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	847	45,657	66,762	-	66,762	-	Complete	66,762	(21,105)	-46.2%	146.2%	100.0%
SE	Structural Upgrades at Garden Home Recreation Center	486,935	21,433	508,368	513,762	-	513,762	-	Complete	513,762	(5,394)	-1.1%	101.1%	100.0%
SE	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	60.0%	40.0%	100.0%
NW	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	233,429	-	233,429	-	Complete	233,429	83,439	26.3%	73.7%	100.0%
NW	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	-	203,170	203,170	446,162	-	446,162	-	Complete	446,162	(242,992)	-119.6%	219.6%	100.0%
NW	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	25.7%	74.3%	100.0%
NW	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	-0.3%	100.3%	100.0%
NW	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,137	118,643	75,686	-	75,686	-	Complete	75,686	42,957	36.2%	63.8%	100.0%
NW	Structural Upgrades at HMT Tennis Center	268,860	5,033	273,893	74,804	-	74,804	-	Complete	74,804	199,089	72.7%	27.3%	100.0%
SE	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	-27.1%	127.1%	100.0%
NW	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	-4.0%	104.0%	100.0%
NE	Sunset Swim Center Structural Upgrades	1,028,200	16,245	1,044,445	626,419	-	626,419	-	Complete	626,419	418,026	40.0%	60.0%	100.0%
NE	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	40.0%	60.0%	100.0%
UND	Auto Gas Meter Shut Off Valves at All Facilities	-	275	275	17,368	-	17,368	-	Complete	17,368	(17,093)	100.0%	0.0%	100.0%
	Sub-total Facility Rehabilitation	6,227,732	132,222	6,359,954	4,815,345	-	4,815,345	-		4,815,345	1,544,609	24.3%	75.7%	100.0%
UND	Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(1,300,000)	(1,300,000)	-	-	-	-	N/A	-	(1,300,000)	n/a	n/a	n/a
UND	Authorized Use of Savings for Multi-field/Multi-purpose Athletic Field Development	-	(244,609)	(244,609)	-	-	-	-	N/A	-	(244,609)	n/a	n/a	n/a
	Total Facility Rehabilitation	6,227,732	(1,412,387)	4,815,345	4,815,345	-	4,815,345	-		4,815,345	-	0.0%	100.0%	100.0%
	Facility Expansion and Improvements													
SE	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,039,367	-	2,039,367	-	Complete	2,039,367	(11,188)	-0.6%	100.6%	100.0%
SW	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	85,351	5,534,811	5,414,909	-	5,414,909	-	Complete	5,414,909	119,902	2.2%	97.8%	100.0%
SW	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	-44.7%	144.7%	100.0%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 7/31/2020

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over Under Budget)	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget (6) / (3)	Cost Expended to Total Cost (6)/(9)
		Initial Project Budget (1)	Adjustments (2)	Current Total Project Budget FY 19/20 (1+2)=(3)	Expended Prior Years (4)	Expended Year-to-Date (5)	Total Expended to Date (4+5)=(6)							
NW	Aquatics Center ADA Dressing Rooms	133,666	1,083	134,749	180,540	-	180,540	-	Complete	180,540	(45,791)	-34.0%	134.0%	100.0%
NE	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	37.5%	62.5%	100.0%
	Sub-total Facility Expansion and Improvements	8,218,478	117,557	8,336,035	8,135,401	-	8,135,401	-		8,135,401	200,634	2.4%	97.6%	100.0%
UND	Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(200,634)	(200,634)	-	-	-	-	N/A	-	(200,634)	n/a	n/a	n/a
	Total Facility Expansion and Improvements	8,218,478	(83,077)	8,135,401	8,135,401	-	8,135,401	-		8,135,401	-	0.0%	100.0%	100.0%
	ADA/Access Improvements													
NW	HMT ADA Parking & other site improvement	735,163	19,544	754,707	1,019,771	-	1,019,771	-	Complete	1,019,771	(265,064)	-35.1%	135.1%	100.0%
UND	ADA Improvements - undesignated funds	116,184	2,712	118,896	72,245	-	72,245	-	Complete	72,245	46,651	39.2%	60.8%	100.0%
SW	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	18.1%	81.9%	100.0%
NW	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	-23.2%	123.2%	100.0%
NE	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	1.2%	98.8%	100.0%
NE	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	-86.8%	186.8%	100.0%
SE	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	100.0%	0.0%	0.0%
SW	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	30.9%	69.1%	100.0%
SW	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	46.2%	53.8%	100.0%
NE	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	4.3%	95.7%	100.0%
NW	ADA Improvements - Rock Crk Pwrlne Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	14.8%	85.2%	100.0%
NW	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	-35.5%	135.5%	100.0%
NW	ADA Improvements - Waterhouse Powerline Park	8,226	183	8,409	8,402	-	8,402	-	Complete	8,402	7	0.1%	99.9%	100.0%
NE	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	2.3%	97.7%	100.0%
SE	ADA Improvements - Wonderland Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	52.9%	47.1%	100.0%
	Sub-total ADA/Access Improvements	1,028,196	24,461	1,052,657	1,242,547	-	1,242,547	-		1,242,547	(189,890)	-18.0%	118.0%	100.0%
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	189,890	189,890	-	-	-	-	N/A	-	189,890	100.0%	n/a	n/a
	Total ADA/Access Improvements	1,028,196	214,351	1,242,547	1,242,547	-	1,242,547	-		1,242,547	-	100.0%	100.0%	100.0%
	Community Center Land Acquisition													
UND	Community Center / Community Park (SW Quadrant) (Hulse/BSD/Engel)	5,000,000	105,974	5,105,974	1,654,847	-	1,654,847	-	Complete	1,654,847	3,451,127	67.6%	32.4%	100.0%
UND	Community Center / Community Park (SW Quadrant) (Wenzel/Wall)	-	-	-	2,351,777	-	2,351,777	-	Complete	2,351,777	(2,351,777)	-100.0%	n/a	100.0%
	Sub-total Community Center Land Acquisition	5,000,000	105,974	5,105,974	4,006,624	-	4,006,624	-		4,006,624	1,099,350	21.5%	78.5%	100.0%
UND	Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	n/a	n/a	n/a
UND	Outside Funding from Metro Transferred to New Community Park Development	-	(208,251)	(208,251)	-	-	-	-	N/A	-	(208,251)	n/a	n/a	n/a
UND	Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(715,099)	(715,099)	-	-	-	-	N/A	-	(715,099)	n/a	n/a	n/a
	Total Community Center Land Acquisition	5,000,000	(993,376)	4,006,624	4,006,624	-	4,006,624	-		4,006,624	-	0.0%	100.0%	100.0%
	Bond Administration Costs													
ADM	Debt Issuance Costs	1,393,000	(539,654)	853,346	68,142	-	68,142	-	Complete	68,142	785,204	92.0%	8.0%	100.0%
ADM	Bond Accountant Personnel Costs	-	241,090	241,090	288,678	-	288,678	-	Complete	288,678	(47,588)	-19.7%	119.7%	100.0%
ADM	Deputy Director of Planning Personnel Costs	-	57,454	57,454	57,454	-	57,454	-	Complete	57,454	-	-100.0%	n/a	100.0%
ADM	Communications Support	-	50,000	50,000	12,675	-	12,675	37,325	Budget	50,000	-	0.0%	25.4%	25.4%
ADM	Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	-30.7%	130.7%	100.0%
ADM	Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	24.8%	75.2%	100.0%
ADM	Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	-52.6%	152.6%	100.0%
ADM	Additional Bond Proceeds	-	1,507,717	1,507,717	-	-	-	-	Budget	-	1,507,717	0.0%	0.0%	0.0%
	Sub-total Bond Administration Costs	1,450,000	1,316,607	2,766,607	504,372	-	504,372	37,325		541,697	2,224,910	80.4%	18.2%	93.1%
UND	Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(170,485)	(170,485)	-	-	-	-	N/A	-	(170,485)	n/a	n/a	n/a
UND	Authorized Use of Savings for New Neighborhood Parks Development Category	-	(173,175)	(173,175)	-	-	-	-	N/A	-	(173,175)	n/a	n/a	n/a
UND	Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(932,655)	(932,655)	-	-	-	-	N/A	-	(932,655)	n/a	n/a	n/a

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 7/31/2020

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	Percent of Variance	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget		
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
UND	Authorized Use of Savings for ADA/Access Improvements Category	-	(189,890)	(189,890)	-	-	-	-	N/A	-	(189,890)	n/a	n/a	n/a
UND	Authorized Use of Savings for Renovate & Redevelop Neighborhood Parks	-	(422,139)	(422,139)	-	-	-	-	N/A	-	(422,139)	n/a	n/a	n/a
UND	Authorized Use of Savings for Multi-field/ Multi-purpose Athletic Field Dev.	-	(32,809)	(32,809)	-	-	-	-	N/A	-	(32,809)	n/a	n/a	n/a
	Total Bond Administration Costs	1,450,000	(604,546)	845,454	504,372	-	504,372	37,325		541,697	303,757	35.9%	59.7%	93.1%
	Grand Total	100,000,000	4,651,642	104,651,642	99,427,464	32,798	99,460,262	4,709,249		104,169,612	482,030	0.5%	95.0%	95.5%

THPRD Bond Capital Program
Funds Reprogramming Analysis - Based on Category Transfer Eligibility
As of 7/31/2020

	Category (Over) Under Budget
Limited Reprogramming	
Land: New Neighborhood Park	-
New Community Park	-
New Linear Park	-
New Community Center/Park	-
	-
	-
Nat Res: Restoration	155,004
Acquisition	-
	-
	155,004
All Other	
New Neighborhood Park Dev	-
Neighborhood Park Renov	-
New Community Park Dev	-
Community Park Renov	-
New Linear Parks and Trails	-
Athletic Field Development	23,269
Deferred Park Maint Replace	-
Facility Rehabilitation	-
ADA	-
Facility Expansion	-
Bond Admin Costs	303,757
	327,026
	327,026
Grand Total	482,030
	482,030



MEMORANDUM

Date: August 27, 2020
 To: Board of Directors
 From: Lori Baker, Business Services Director/CFO
 Re: **System Development Report for July 2020**

The Board of Directors approved a resolution implementing the System Development Charge program on November 17, 1998. Below please find the various categories for SDC's, i.e., Single Family, Multiple Family and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through July 2020. This report includes information for the program for fiscal year to date.

Current Rate per Unit		With 1.6% Discount		Current Rate per Unit		With 1.6% Discount	
Single Family				Multi-Family			
North Bethany	\$ 13,513.00	\$ 13,296.79	North Bethany	\$ 10,785.00	\$ 10,612.44		
Bonny Slope West	14,087.00	13,861.61	Bonny Slope West	11,241.00	11,061.14		
South Cooper			South Cooper				
Mountain	13,905.00	13,682.52	Mountain	11,097.00	10,919.45		
Other	11,895.00	11,704.68	Other	9,494.00	9,342.10		
Accessory Dwelling				Non-residential			
Other	6,776.00	6,667.58	Other	397.00	390.65		

City of Beaverton Collection of SDCs		Gross Receipts	Collection Fee	Net Revenue
10 Single Family Units		\$ 132,507.09	\$ 1,945.12	\$ 130,561.97
- Single Family Units at \$489.09		-	-	-
72 Multi-family Units		672,630.92	10,937.09	661,693.83
- Less Multi-family Credits		-	-	-
- Accessory Dwelling Units		-	-	-
- Non-residential		7,940.00	127.04	7,812.96
82		\$ 813,078.01	\$ 13,009.25	\$ 800,068.76

Washington County Collection of SDCs		Gross Receipts	Collection Fee	Net Revenue
31 Single Family Units		\$ 403,579.27	\$ 6,387.60	\$ 397,191.67
- Less Credits		-	-	-
26 Multi-family Units		267,787.73	4,354.27	263,433.46
- Less Credits		-	-	-
2 Accessory Dwelling Units		13,551.99	216.83	13,335.16
- Non-residential		-	-	-
59		\$ 684,918.99	\$ 10,958.70	\$ 673,960.29

Recap by Agency		Percent	Gross Receipts	Collection Fee	Net Revenue
82	City of Beaverton	54.28%	\$ 813,078.01	\$ 13,009.25	\$ 800,068.76
59	Washington County	45.72%	684,918.99	10,958.70	673,960.29
141		100.00%	\$ 1,497,997.00	\$ 23,967.95	\$ 1,474,029.05

System Development Charge Report, July 2020

	Recap by Dwelling				Total
	Single Family	Multi-Family	ADU	Non-Resident	
City of Beaverton	10	72	-	-	82
Washington County	31	26	2	-	59
	41	98	2	-	141

Total Receipts Fiscal Year to Date

Gross Receipts	\$	1,497,997.00	
Collection Fees		(23,967.95)	
	\$	1,474,029.05	
Interest	\$	29,152.80	\$ 1,503,181.85

Total Payments Fiscal Year to Date

Refunds	\$	-	
Administrative Costs		-	
Project Costs -- Development		(328,735.01)	
Project Costs -- Land Acquisition		(8,010.00)	(336,745.01)
	\$		1,166,436.84

Beginning Balance 7/1/20			26,779,087.22
Current Balance			\$ 27,945,524.05

Recap by Month, FY 2020/21

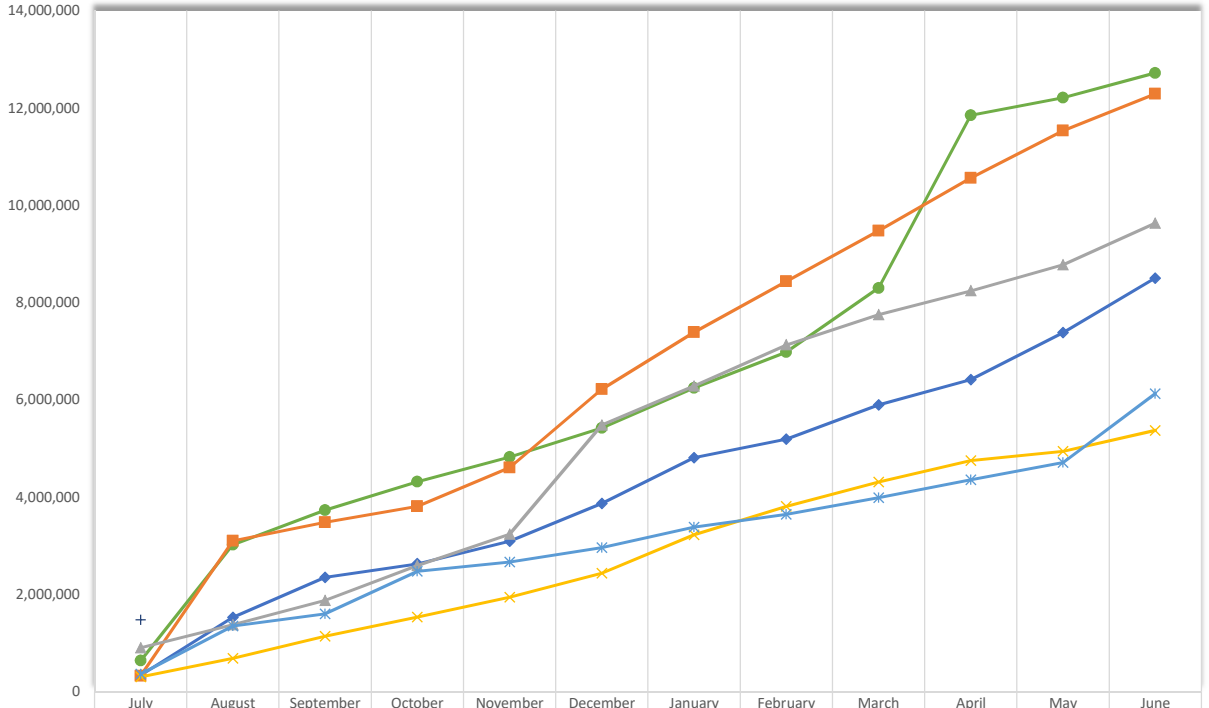
	Net Receipts	Expenditures	Interest	SDC Fund Total
July	\$ 1,474,029.05	\$ (336,745.01)	\$ 29,152.80	\$ 1,166,436.84
August	-	-	-	-
September	-	-	-	-
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
January	-	-	-	-
February	-	-	-	-
March	-	-	-	-
April	-	-	-	-
May	-	-	-	-
June	-	-	-	-
	\$ 1,474,029.05	\$ (336,745.01)	\$ 29,152.80	\$ 1,166,436.84

Beginning Balance 7/1/20			26,779,087.22
Current Balance			\$ 27,945,524.05

Recap by Month, by Unit

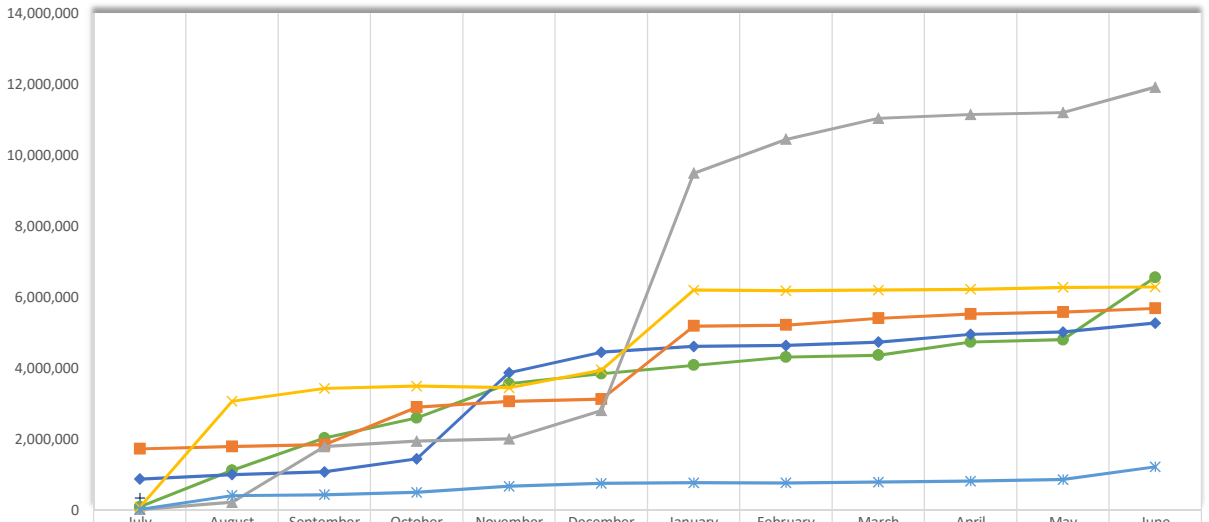
	Single Family	Multi-Family	Non-Residential	ADU	Total Units
July	41	98	-	2	141
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-
January	-	-	-	-	-
February	-	-	-	-	-
March	-	-	-	-	-
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
	41	98	-	2	141

SDC NET RECEIPTS



	July	August	September	October	November	December	January	February	March	April	May	June
2020/21	1,474,029											
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
2016/17	903,889	1,379,228	1,878,472	2,593,985	3,237,143	5,477,462	6,284,722	7,127,328	7,748,639	8,238,832	8,775,911	9,631,363
2015/16	304,350	686,041	1,141,070	1,534,431	1,943,912	2,433,039	3,224,189	3,808,032	4,310,173	4,749,317	4,943,403	5,370,185
2014/15	362,365	1,349,536	1,598,883	2,472,283	2,666,731	2,962,403	3,381,171	3,646,866	3,989,912	4,358,505	4,711,419	6,125,495

SDC EXPENDITURES



	July	August	September	October	November	December	January	February	March	April	May	June
2020/21	336,745											
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
2016/17	17,397	216,457	1,791,314	1,940,738	2,004,685	3,947,129	9,492,291	10,448,244	11,040,465	11,150,105	11,201,202	11,915,292
2015/16	80,138	3,070,662	3,432,293	3,494,999	3,445,262	3,947,129	6,195,515	6,180,111	6,197,206	6,219,324	6,273,167	6,287,671
2014/15	20,804	414,030	431,743	500,058	669,863	751,119	768,766	765,064	790,070	816,214	862,864	1,217,939