



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

**Board of Directors Regular Meeting  
Wednesday, December 13, 2023**

**5:45 pm Executive Session  
6:30 pm Regular Meeting**

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

**AGENDA**

1. Executive Session\*
  - A. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Audience Time\*\*
5. Board Time
  - A. Committee Liaisons Updates
6. [Public Hearing: Resolution Amending District Compiled Policies Chapter 5 – Public Contracts & Agreements](#)
  - A. Open Hearing
  - B. Staff Report
  - C. Public Comment\*\*
  - D. Board Discussion
  - E. Close Hearing
  - F. Board Action
7. Consent Agenda\*\*\*
  - A. [Approve: Minutes of November 8, 2023 Regular Board Meeting](#)
  - B. [Approve: Resolution Amending District Compiled Policies Chapter 6 – Finance](#)
  - C. [Approve: Resolution Appointing Advisory Committee Members](#)
8. Unfinished Business
  - A. [Update: Levy Task Force Recommendations](#)
  - B. [Information: General Manager's Report](#)
9. New Business
  - A. [Update: Art in Parks](#)
  - B. [Review: System Development Charge 20-year Capital Improvement Project List](#)
10. Adjourn

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

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

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

If you wish to testify virtually during the board meeting, please sign up by emailing [boardofdirectors@thprd.org](mailto:boardofdirectors@thprd.org) **by 5 pm the day before the meeting** with your name, email address, phone number and testimony topic. You will be provided additional instructions and a link to access the meeting. Testimony will be taken with a 3-minute time limit during the applicable agenda item, or Audience Time.

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

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

**If you wish to attend this meeting remotely (i.e., virtually), please email [j.collins@thprd.org](mailto:j.collins@thprd.org) or call 503-645-6433 by Noon on December 13, 2023, to receive a meeting link. Meetings are conducted using MS Teams.**

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



# MEMORANDUM

**DATE:** December 1, 2023  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** Information Regarding the December 13, 2023 Board of Directors Meeting

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**Agenda Item #6 – [Public Hearing: Resolution Amending District Compiled Policies Chapter 5 – Public Contracts & Agreements](#)**

Attached please find a memo requesting that the board of directors, acting as the Local Contract Review Board, conduct a public hearing regarding amending THPRD's Public Contract Rules contained in Chapter 5 of the District Compiled Policies.

**Action Requested:** Upon completion of the public hearing, the board of directors, acting as the Local Contract Review Board, approve Resolution 2023-15 amending the Public Contract Rules contained in Chapter 5 of the District Compiled policies.

**Agenda Item #7 – Consent Agenda**

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

- A. [Approve: Minutes of November 8, 2023 Regular Board Meeting](#)
- B. [Approve: Resolution Amending District Compiled Policies Chapter 6 - Finance](#)
- C. [Approve: Resolution Appointing Advisory Committee Members](#)

**Agenda Item #8 – Unfinished Business**

**A. [Levy Task Force Recommendations](#)**

Attached please find a memo noting that members of the Levy Task Force will present their recommendations regarding if the district should pursue an operating levy in 2024.

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

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

**Agenda Item #9 – New Business**

**A. [Art in Parks](#)**

Attached please find a memo noting that staff will present an update on the history of the district's art installations.

**B. [System Development Charge 20-year Capital Improvement Project List Update](#)**

Attached please find a memo providing an update of the district's system development charge 20-year capital improvement plan.



# MEMORANDUM

**DATE:** November 28, 2023  
**TO:** Doug Menke, General Manager  
**FROM:** Jared Isaksen, Finance Director  
**RE:** **Resolution Amending District Compiled Policies Chapter 5 - Public Contract & Agreements**

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## Introduction

Staff is requesting the board of directors, acting as the Local Contract Review Board, to conduct a public hearing regarding amending THPRD's Public Contract Rules contained in Chapter 5 of the District Compiled Policies (DCP 5). Pending outcome of the public hearing, staff requests that the board approve the resolution adopting the proposed changes, which reflect changes to statute made by the Oregon Legislature, as well as other recommendations by staff.

## Background

The Oregon Public Contracting Code requires the Attorney General to adopt Model Rules of procedure appropriate for use by state agencies and local governments. Local agencies may either accept and follow the model rules or adopt their own purchasing rules in accordance with state purchasing statutes. While the district largely follows the Attorney General's Model Rules, the district did adopt its own rules to specify certain exceptions from the model rules.

In June 2005, the board of directors adopted the Public Contract Rules and Procedures, and subsequently amended them in February 2007. In April 2009, the board of directors adopted DCP 5, Public Contracts and Agreements. In September 2010, February 2013, and January 2020, DCP 5 was amended to align district purchasing levels to those in the OAR and ORS.

The proposed changes to DCP 5 provide for procurement authority levels that align with state standards and other governments within the region.

At the November 8, 2023 board of directors meeting, staff reviewed proposed changes to DCP 5 with the board and received direction to proceed with scheduling a public hearing for the purpose of amending the policy.

## Proposal Request

Staff is requesting that the board of directors, acting as THPRD's Local Contract Review Board, amend DCP 5 to reflect the proposed changes. Attached is a red-lined version of DCP 5 (Attachment A) and a clean version of the amended DCP 5 (Attachment B). The Oregon Public Contracting Code requires that THPRD hold a public hearing prior to amending the Contracting Rules and Procedures. Notice of the public hearing has been properly published and posted.

## Outcomes of Proposal

The proposed changes to DCP 5 provide for procurement authority levels that align with state standards and other governments within the region.

## Action Requested

Upon completion of the public hearing, the board of directors, acting as the Local Contract Review Board, approve Resolution 2023-15 amending the Public Contracting Rules contained within Chapter 5 of the District Compiled Polices.

## DISTRICT COMPILED POLICIES

## CHAPTER 5 – PUBLIC CONTRACTS &amp; AGREEMENTS

## 5.01 Public Contracts Generally

The Board serves as the Local Contract Review Board for the District and has adopted as its public contracting rules ORS chapter 279A, B and C and the Attorney General’s Model Public Contract Rules, OAR Chapter 137, Division 46 (General Provisions Related to Cooperative Procurement), Division 47 (Public Procurements for Goods or Services), Division 48 (Consultant Selection: Architectural, Engineering and Land Surveying Services and Related Services Contracts) and Division 49 (General Provisions Related to Public Contracts for Construction Services), subject to the exceptions provided in this document.

## 5.02 Definitions

**AWARD**, the selection of a person to provide goods, services or public improvements under a public contract. The award of the contract is not binding on the District until the contract is executed and delivered by the General Manager.

**BID**, a binding, written offer to provide goods, services or public improvements for a specified price or prices.

**BIDDER**, a person that submits a bid in response to an invitation to bid.

**CONCESSION AGREEMENT**, a contract that authorizes and requires a person to promote or sell, for its own business purposes, specified types of goods or services from a site within a building or upon land owned by the District, under which the concessionaire makes payments to the District based, in whole or in part, on the concessionaire’s sales revenues. “Concession agreement” does not include an agreement, which is merely a flat-fee or per-foot rental, lease, license, permit, or other arrangement for the use of public property.

**CONTRACTING AGENCY**, a public body authorized by law to conduct procurement.

**EMERGENCY**, circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.

**EXEMPTIONS**, exemptions from the formal competitive selection procedures for public improvement contracts, personal service contracts of architects, engineers, land surveyors, and related services, as well as contracts and classes of contracts designated as “special procurements” under ORS 279B.085.

**LOCAL CONTRACT REVIEW BOARD (LCRB)**, the Board.

# DISTRICT COMPILED POLICIES

## ***PERSONAL SERVICES,***

- (A) Includes those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include architects, engineers, surveyors, attorneys, accountants, auditors, agents of record, computer programmers, land acquisition specialists, property managers, artists, designers, performers and consultants. The General Manager has authority to determine whether a particular service is a “personal service” under this definition.
- (B) Personal Services do not include contracts primarily for equipment, supplies or materials. For example, a contract to supply all hardware and standard software is not Personal Services, but a contract with a technology consultant to design or develop a new computer system is Personal Services.

***PROPOSAL***, a binding offer to provide goods, services or public improvements with the understanding that acceptance will depend on evaluation of factors other than, or in addition to, price. A proposal may be made in response to a request for proposals or under an informal solicitation.

***PUBLIC CONTRACT***, any agreement for the purchase, lease, or sale by the District of personal property, public improvements, or services other than agreements that are for personal and professional services.

***PUBLIC IMPROVEMENT***, projects for construction, reconstruction, or major renovation on real property by or for the District. “Public improvement” does not include emergency work, minor alteration, ordinary repair, or maintenance necessary in order to preserve a public improvement.

***QUOTE***, a price offer made in response to an informal solicitation to provide goods, services or public improvements.

***REQUEST FOR PROPOSALS (RFP)***, means the solicitation of written competitive proposals, or offers, to be used as a basis for making an acquisition, or entering into a contract when specifications and price will not necessarily be the predominant award criteria.

***SURPLUS PROPERTY***, any personal property of the District that has been determined by the General Manager to be of no use or value to the District.

## **5.03 Personal Services**

- (A) Exempt Personal Service Contracts. Exempt Personal Service contracts are defined by the LCRB, and are exempt from the public procurement procedures and may be executed by direct appointment. The following contracts are considered exempt by the District:

## DISTRICT COMPILED POLICIES

- (1) Contracts existing on July 11, 2005; and
  - (2) Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services.
- (B) **Contracts for Certain Construction-related Personal Services.** This section applies only to personal services meeting the following criteria:
- (1) A contract with an Estimated Fee that exceeds \$100,000; and
  - (2) The contract is for personal service that is *legally required* to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or an engineer to design a bridge. Because the law requires licensed professionals to design and engineer structures, District would rely on this subsection to hire someone to perform those services. However, if District were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under the Personal Services in this policy, as defined by ORS 279C.100, as “Related Services.”
  - (3) If either (A) or (B) above is not satisfied then District may rely on the Personal Services in this policy to solicit and award the contract. If the requirements of (1) and (2) are satisfied, then the provisions of OAR 137-048-0210 through OAR 137-048-0220 will be adhered to.
- (C) **Direct Appointment (Under \$100,000).** Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$100,000.
- (D) **Informal Selection Process (\$100,000 - \$250,000).**
- (1) The use of the informal selection procedures described in OAR 137-047-0270 will be used to obtain a contract if the estimated fee is expected to be \$100,000 or more and not to exceed \$250,000.
  - (2) The selection may be based on criteria including, but not limited to, each proposer’s:
    - (a) Particular capability to perform the services required;
    - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
    - (c) Performance history;
    - (d) Approach and philosophy used in providing services;
    - (e) Fees or costs; and

## DISTRICT COMPILED POLICIES

- (f) Geographic proximity to the project or the area where the services are to be performed.
- (3) Price may be considered, but need not be the determining factor. Proposals may also be solicited by using a written RFP, at the District's discretion.
- (E) Formal Selection Process (Over \$250,000). The use of the formal selection procedures described in OAR 137-047-0255 and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$250,000.

### 5.04 Delegation

- (A) Except as otherwise provided in the Local Rules, the powers and duties of the LCRB under public contract law must be exercised and performed by the Board.
- (B) Unless expressly limited by the LCRB, the Model Rules or Local Rules, all powers and duties given or assigned to contract agencies by public contract law may be exercised or performed by the General Manager, including the authority to enter into emergency contracts under ORS 279B.080.
- (C) All public contracts estimated to cost ~~\$150~~300,000 or more in a fiscal year must be approved by the Board.
- (D) All public contracts estimated to cost less than ~~\$150~~300,000 in a fiscal year may be entered into by the General Manager without Board approval. However, either the Board or the General Manager may enter into emergency contracts under DCP 5.11, regardless of dollar limits, subject to ORS 294.455.

### 5.05 Special Procurements and Exemptions

- (A) The LCRB may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- (B) The LCRB may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a contract for public improvement from competitive bidding, the LCRB may authorize the contract to be awarded using an RFP process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.



## DISTRICT COMPILED POLICIES

### 5.06 Small Procurements (Under ~~\$1025,000~~)

- (A) Public contracts under ~~\$1025,000~~ are not subject to competitive bidding requirements. The General Manager will make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- (B) The District may amend a public contract awarded as a small procurement beyond the ~~\$1025,000~~ limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum greater than ~~\$12,500~~31,250.

### 5.07 Intermediate Procurements

- (A) A contract for procurement of goods and services estimated to cost between ~~\$1025,000~~ and ~~\$150250,000~~ in a fiscal year, or a contract for a public improvement that is estimated to cost between ~~\$1025,000~~ and ~~\$150250,000~~ in a fiscal year may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- (B) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price by a sum greater than twenty-five percent 25% of the original contract price.

### 5.08 Electronic Advertising

Under ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The General Manager has the authority to determine when electronic publication is appropriate, and consistent with the District's public contracting policies.

### 5.09 Notice of intent to award certain contracts

- (A) At least seven days before the award of a public contract solicited under a traditional invitation to bid or RFP, the District will post or provide to each bidder or proposer notice of the District's intent to award a contract.
- (B) If stated in the solicitation document, the District may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the District's intent.
- (C) As an alternate, the District may provide written notice to each bidder or proposer of the District's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

## DISTRICT COMPILED POLICIES

- (D) The District may give less than seven days notice of its intent to award a contract if the District determines in writing that seven days is impractical as allowed by ORS 279B.135.
- (E) This section does not apply to goods or services contracts awarded under the small procurements under the Local Rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.
- (F) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (G) A protest of the District's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

### 5.10 Methods for Awarding Contracts Using RFP Process

- (A) In making an award using the RFP process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including the processes described in ORS 279B.060(6)(b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process used must be stated in the RFP. OAR 137-047-0261 through 137-047-0263 apply to evaluation of proposals.
- (B) The District may require prequalification of bidders or proposers as stated in ORS 279B.125 for public improvement contracts in excess of \$300,000.

### 5.11 Emergency Contracts

- (A) The President of the Board or the General Manager has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. If the President is not available, approval by a board member may be sought in the following successive order: Secretary, Secretary Pro-temp, Board member. The nature of the emergency and the method used for the selection of the contractor must be documented.
- (B) Emergency contracts may be awarded as follows:
  - (1) Goods and Services. Emergency contracts for procurement of goods and services may be awarded under ORS 279B.080 and DCP 5.04.
  - (2) Public Improvements. The District adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

## DISTRICT COMPILED POLICIES

### 5.12 Disposal of Surplus Property

- (A) The General Manager may dispose of surplus property as follows:
  - (1) For surplus property deemed to have an estimated salvage value of \$50,000 or less, the General Manager may authorize the property to be sold, donated or destroyed.
  - (2) For surplus property deemed to have an estimated salvage value of more than \$50,000, the Board may authorize the General Manager to dispose of the property in any appropriate manner.
- (B) Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large including the following:
  - (1) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for such property.
  - (2) Donation. Surplus property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.
  - (3) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

### 5.13 Prequalification

- (A) The District will allow prequalification for projects valued at \$1 million or more, where the size, complexity or other project factors justify the use of prequalification, as authorized by ORS 279C.430 using forms approved by the General Manager.
- (B) The General Manager will determine qualifications based on the factors listed in ORS 279C.375(3)(b):
  - (1) The financial resources of the applicant, including insurance and bonding capacity, solvency and past payment history with employees, subcontractors and suppliers.
  - (2) The equipment and technology of the applicant available to perform the contract, including licensing and contract rights to use equipment and technology.

## DISTRICT COMPILED POLICIES

- (3) The key personnel of applicant available to perform the contract, including their experience and capabilities as demonstrated by performance on comparable contracts.
  - (4) Holds current licenses that business or service professional operating in this state must hold in order to undertake or perform work specified in the contract.
  - (5) Completed previous contracts of a similar nature with a satisfactory records of performance, including planning, phasing, and scheduling; safety programs and records; compliance with local, state and federal laws relating to employment; dispute resolution; and references from owners, engineers and other contract agencies.
  - (6) Has a satisfactory record of integrity, and may consider, previous criminal convictions for offenses related to obtaining or subcontracting or in the connection with the bidders performance of a contract or subcontract.
  - (7) Individual firms who may individually lack all of the specified prequalification requirements may combine to form teams for projects provided such firms would meet all of the requirements were the project fully in their area of expertise. Such teams must be structured so that they do not place undue burden upon District in terms of tracking progress and providing accountability.
- (C) The General Manager will notify applicants of qualification or disqualification within 30 days of applications. Applicants may appeal disqualifications by filing a written notice of appeal with the General Manager within three days of receipt of notice of disqualification. The District presumes receipt at the earliest of date of personal delivery, facsimile, actual oral or written notice, or three days after mailing of a notice of disqualification.
- (D) The General Manager may debar a prospective bidder or proposer for the reasons listed in ORS 279C.375(3)(b). The General Manager must provide written notice of such determination to the person or applicant and comply with the decision requirements of ORS 279C.375(4).

### 5.14 Appeals of Prequalification Decisions and Debarment Decisions

Review of the District's prequalification and debarment decisions are as stated in ORS 279B.425. The following additional procedures apply to hearings on such decisions by the LCRB:

- (A) Notices must be submitted in writing to the General Manager. Appeals filed after the filing period stated in ORS 279B.425 will not be considered.

## DISTRICT COMPILED POLICIES

- (B) Upon opening of the hearing, District staff will explain the decision being appealed and the justification thereof. The appellant will then be heard. Time for the appellant's testimony will be established by the President. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal will then be heard, subject to time limits established by the President.
- (C) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District decision will be heard, with time limits set by the President. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the President will close the hearing.
- (D) When issued in writing according to the requirements of ORS 279B.425, the LCRB decision is final.

### 5.15 Concession Agreements

Concession agreements are not required to be competitively bid. However, when it is in the District's best interests to do so, the District may obtain competitive proposals for concession agreements using the procedures described in ORS 279B.060.

### 5.16 Purchases from Federal Catalogs

Subject to Board approval requirements stated in the Local Rules, the District may purchase goods from federal catalogs without competitive bidding when the procurement is under to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the LCRB that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

### 5.17 Intergovernmental Agreements

- (A) Applicability. This policy provides guidance for approval and execution of, Intergovernmental Agreements (IGAs) as defined by ORS chapter 190 and for non-IGA agreements between the District and other government agencies.
- (B) Policy. The Board will exercise authority to approve and authorize the General Manager to execute IGAs. The General Manager is delegated authority to approve and authorize non-IGA agreements for general business with other government agencies that meet any of the following conditions:
  - (1) Agreements where the funding does not exceed \$100,000, exclusive of staff time for business in the following categories:
    - (a) acquisition of services;

## DISTRICT COMPILED POLICIES

- (b) membership; and
  - (c) facility use / property leases;
- (2) Agreements for compensation to the District that do not exceed \$100,000 and do not adversely affect District physical assets; or
- (3) Grant applications that do not require Board approval.

### 5.18 Sustainable Purchasing

- (A) Purpose. To ensure that staff know what authority they have to make sustainable purchases that are not specified in normal purchasing guidelines by defining how and when to use the sustainable cost model while defining exceptions to the lowest cost criteria frequently applied to other purchases. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.06).
- (B) Policy. It shall be the policy of the Tualatin Hills Park & Recreation District (THPRD) to ensure that goods are purchased in a sustainable manner that provides environmental, social, and economic benefits. Sustainable purchasing shall be based on appropriate standards/criteria and will include a consideration of life cycle costs of products.
- (C) General Criteria
- (1) THPRD will target sustainable procurement practices that:
    - (a) Seek to utilize “environmentally friendly” or “green” products, to support reduction of greenhouse gases (GHGs).
    - (b) Foster and integrate supplier diversity.
    - (c) Support safe and fair labor practices and ethical behavior throughout the supply chain.
  - (2) THPRD recognizes that the human health, environmental, social and economic impacts of products and services occur throughout their life cycle and throughout the associated supply chains. Staff will specify and select products and services that follow environmental standards, particularly standards that evaluate products or services along their entire life cycle. Whenever possible, staff will utilize life cycle costing methods to determine the full cost of a product or service.
  - (3) Nothing contained in this policy shall be construed as requiring a buyer or contractor to procure products that do not perform adequately for their intended use, or exclude adequate competition, procure products that are not available at a reasonable price, or available within a reasonable time frame.

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### (D) Solicitation for Services

- (1) Service contracts shall include sustainability criteria to highlight the importance of sustainability issues to THPRD and to ensure that priority issues are addressed with vendors. Sustainability criteria can be incorporated into service contracts to set both minimum performance standards that all vendors must meet and further optional criteria that they are encouraged to achieve.
- (2) Requests for Proposals (RFP) will include the Corporate Responsibility Evaluation criterion (as described in DCP 5.20) to evaluate sustainable practices and other factors such as Social Equity.

(E) Responsibility. Prospective vendors will be responsible for providing evidence of meeting the standards used in the procurement, or for providing information necessary to complete a life cycle cost or other sustainability assessment. A prospective vendor who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

### 5.19 **Minority, Women and Small Emerging Businesses**

(A) Purpose. To increase access and remove barriers in our procurement process so that the utilization of Minority, Women and Emerging Small Businesses (MWESB) reflect the diversity of our community. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.11).

(B) Policy. Tualatin Hills Park & Recreation District is committed to a procurement strategy that provides opportunities to small businesses, is supportive of the regional economy, and is designed to achieve racial and gender equity in contracting district-wide.

### (C) General Criteria

- (1) THPRD endeavors to build upon and diversify its contractor base.
  - (a) THPRD is encouraged to participate in a variety of professional organizations to connect with a wider pool of potential suppliers.
  - (b) THPRD will rely on the State of Oregon MWESB certification program to define MWESB and verify certification through the State of Oregon Certification Office for Business Inclusion and Diversity (COBID) database.
  - (c) THPRD will award the contract to the lowest responsive and responsible contractor.
  - (d) THPRD will use appropriate standards to document MWESB purchasing. The General Manager will establish these standards

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and may amend them from time to time in accordance with this policy.

### (D) Solicitation Guidelines

#### (1) Goods and Services

- (a) Small Procurements (<\$~~1025,000~~) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before deciding where to solicit bids. Staff will also consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
- (b) Intermediate Procurements (>\$~~1025,000~~ - <\$~~150250,000~~) - THPRD must contact a minimum of three COBID-certified firms among firms solicited (unless fewer than three COBID-certified firms are available in that area of work), and/or post the opportunity on Oregon's Procurement Information Network (ORPIN).

#### (2) Personal Services, A&E Services, and Related A&E Services

- (a) Direct Appointments (<\$100,000) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before deciding where to solicit bids. Staff will also consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
- (b) Informal Selection (>\$100,000 - <\$250,000) - THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 (below) into the RFP process.
- (c) Formal Selection (>\$250,000) - THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.

#### (3) Public Improvement

- (a) Small Procurements (>\$~~1025,000~~) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before deciding where to solicit bids. Staff will also consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
- (b) Intermediate Procurement (>\$~~1025,000~~ - <\$100,000) - THPRD will contact a minimum of three COBID-certified firms among firms solicited (unless fewer than three COBID-certified firms are available in that area of work), and/or post the opportunity on Oregon's Procurement Information Network (ORPIN).



## DISTRICT COMPILED POLICIES

- (c) Formal Procurements (>\$100,000) - THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.
- (E) Responsibility. Prospective contractors will be responsible for providing evidence of meeting the MWESB certification standard. A prospective vendor who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

### 5.20 Corporate Responsibility Evaluation Criterion

- (A) Purpose. The purpose of this criterion is to highlight the district's commitment to contracting with socially and environmentally responsible businesses and to advance equity in public contracting by increasing opportunities for State of Oregon certified MWESB. All Requests for Proposals (RFP) will include a Corporate Responsibility Evaluation Criterion to ensure that priority issues are addressed with vendors to evaluate MWESB and sustainability practices.
- (B) General Criteria. These criteria will include scoring award points (15-20% of the overall evaluation) based on strategies considered successful, good faith and responsible. The following are examples:
  - (1) Sustainable Business Practices
    - (a) Show demonstrated practices that have been implemented to reduce environmental impact
    - (b) Provide any performance metrics or third-party awards/recognitions
    - (c) Demonstrated participation in third-party sustainability related organizations
  - (2) Social Equity Practices
    - (a) Certification in the State of Oregon as an MBE, WBE, or an ESB
    - (b) Effective MWESB mentoring, training, or capacity-building program
    - (c) Show utilization or inclusion of MWESB through phases of consultation process
    - (d) Demonstrated past performance of including MWESB firms on previous work

## DISTRICT COMPILED POLICIES

## CHAPTER 5 – PUBLIC CONTRACTS &amp; AGREEMENTS

## 5.01 Public Contracts Generally

The Board serves as the Local Contract Review Board for the District and has adopted as its public contracting rules ORS chapter 279A, B and C and the Attorney General’s Model Public Contract Rules, OAR Chapter 137, Division 46 (General Provisions Related to Cooperative Procurement), Division 47 (Public Procurements for Goods or Services), Division 48 (Consultant Selection: Architectural, Engineering and Land Surveying Services and Related Services Contracts) and Division 49 (General Provisions Related to Public Contracts for Construction Services), subject to the exceptions provided in this document.

## 5.02 Definitions

**AWARD**, the selection of a person to provide goods, services or public improvements under a public contract. The award of the contract is not binding on the District until the contract is executed and delivered by the General Manager.

**BID**, a binding, written offer to provide goods, services or public improvements for a specified price or prices.

**BIDDER**, a person that submits a bid in response to an invitation to bid.

**CONCESSION AGREEMENT**, a contract that authorizes and requires a person to promote or sell, for its own business purposes, specified types of goods or services from a site within a building or upon land owned by the District, under which the concessionaire makes payments to the District based, in whole or in part, on the concessionaire’s sales revenues. “Concession agreement” does not include an agreement, which is merely a flat-fee or per-foot rental, lease, license, permit, or other arrangement for the use of public property.

**CONTRACTING AGENCY**, a public body authorized by law to conduct procurement.

**EMERGENCY**, circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.

**EXEMPTIONS**, exemptions from the formal competitive selection procedures for public improvement contracts, personal service contracts of architects, engineers, land surveyors, and related services, as well as contracts and classes of contracts designated as “special procurements” under ORS 279B.085.

**LOCAL CONTRACT REVIEW BOARD (LCRB)**, the Board.

# DISTRICT COMPILED POLICIES

## ***PERSONAL SERVICES,***

- (A) Includes those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include architects, engineers, surveyors, attorneys, accountants, auditors, agents of record, computer programmers, land acquisition specialists, property managers, artists, designers, performers and consultants. The General Manager has authority to determine whether a particular service is a “personal service” under this definition.
- (B) Personal Services do not include contracts primarily for equipment, supplies or materials. For example, a contract to supply all hardware and standard software is not Personal Services, but a contract with a technology consultant to design or develop a new computer system is Personal Services.

***PROPOSAL***, a binding offer to provide goods, services or public improvements with the understanding that acceptance will depend on evaluation of factors other than, or in addition to, price. A proposal may be made in response to a request for proposals or under an informal solicitation.

***PUBLIC CONTRACT***, any agreement for the purchase, lease, or sale by the District of personal property, public improvements, or services other than agreements that are for personal and professional services.

***PUBLIC IMPROVEMENT***, projects for construction, reconstruction, or major renovation on real property by or for the District. “Public improvement” does not include emergency work, minor alteration, ordinary repair, or maintenance necessary in order to preserve a public improvement.

***QUOTE***, a price offer made in response to an informal solicitation to provide goods, services or public improvements.

***REQUEST FOR PROPOSALS (RFP)***, means the solicitation of written competitive proposals, or offers, to be used as a basis for making an acquisition, or entering into a contract when specifications and price will not necessarily be the predominant award criteria.

***SURPLUS PROPERTY***, any personal property of the District that has been determined by the General Manager to be of no use or value to the District.

## **5.03 Personal Services**

- (A) Exempt Personal Service Contracts. Exempt Personal Service contracts are defined by the LCRB, and are exempt from the public procurement procedures and may be executed by direct appointment. The following contracts are considered exempt by the District:

## DISTRICT COMPILED POLICIES

- (1) Contracts existing on July 11, 2005; and
  - (2) Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services.
- (B) **Contracts for Certain Construction-related Personal Services.** This section applies only to personal services meeting the following criteria:
- (1) A contract with an Estimated Fee that exceeds \$100,000; and
  - (2) The contract is for personal service that is *legally required* to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or an engineer to design a bridge. Because the law requires licensed professionals to design and engineer structures, District would rely on this subsection to hire someone to perform those services. However, if District were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under the Personal Services in this policy, as defined by ORS 279C.100, as “Related Services.”
  - (3) If either (A) or (B) above is not satisfied then District may rely on the Personal Services in this policy to solicit and award the contract. If the requirements of (1) and (2) are satisfied, then the provisions of OAR 137-048-0210 through OAR 137-048-0220 will be adhered to.
- (C) **Direct Appointment (Under \$100,000).** Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$100,000.
- (D) **Informal Selection Process (\$100,000 - \$250,000).**
- (1) The use of the informal selection procedures described in OAR 137-047-0270 will be used to obtain a contract if the estimated fee is expected to be \$100,000 or more and not to exceed \$250,000.
  - (2) The selection may be based on criteria including, but not limited to, each proposer’s:
    - (a) Particular capability to perform the services required;
    - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
    - (c) Performance history;
    - (d) Approach and philosophy used in providing services;
    - (e) Fees or costs; and

## DISTRICT COMPILED POLICIES

- (f) Geographic proximity to the project or the area where the services are to be performed.
- (3) Price may be considered, but need not be the determining factor. Proposals may also be solicited by using a written RFP, at the District's discretion.
- (E) Formal Selection Process (Over \$250,000). The use of the formal selection procedures described in OAR 137-047-0255 and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$250,000.

### 5.04 Delegation

- (A) Except as otherwise provided in the Local Rules, the powers and duties of the LCRB under public contract law must be exercised and performed by the Board.
- (B) Unless expressly limited by the LCRB, the Model Rules or Local Rules, all powers and duties given or assigned to contract agencies by public contract law may be exercised or performed by the General Manager, including the authority to enter into emergency contracts under ORS 279B.080.
- (C) All public contracts estimated to cost \$300,000 or more in a fiscal year must be approved by the Board.
- (D) All public contracts estimated to cost less than \$300,000 in a fiscal year may be entered into by the General Manager without Board approval. However, either the Board or the General Manager may enter into emergency contracts under DCP 5.11, regardless of dollar limits, subject to ORS 294.455.

### 5.05 Special Procurements and Exemptions

- (A) The LCRB may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- (B) The LCRB may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a contract for public improvement from competitive bidding, the LCRB may authorize the contract to be awarded using an RFP process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

## DISTRICT COMPILED POLICIES

### 5.06 Small Procurements (Under \$25,000)

- (A) Public contracts under \$25,000 are not subject to competitive bidding requirements. The General Manager will make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- (B) The District may amend a public contract awarded as a small procurement beyond the \$25,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum greater than \$31,250.

### 5.07 Intermediate Procurements

- (A) A contract for procurement of goods and services estimated to cost between \$25,000 and \$250,000 in a fiscal year, or a contract for a public improvement that is estimated to cost between \$25,000 and \$250,000 in a fiscal year may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- (B) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price by a sum greater than twenty-five percent 25% of the original contract price.

### 5.08 Electronic Advertising

Under ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The General Manager has the authority to determine when electronic publication is appropriate, and consistent with the District's public contracting policies.

### 5.09 Notice of intent to award certain contracts

- (A) At least seven days before the award of a public contract solicited under a traditional invitation to bid or RFP, the District will post or provide to each bidder or proposer notice of the District's intent to award a contract.
- (B) If stated in the solicitation document, the District may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the District's intent.
- (C) As an alternate, the District may provide written notice to each bidder or proposer of the District's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

## DISTRICT COMPILED POLICIES

- (D) The District may give less than seven days notice of its intent to award a contract if the District determines in writing that seven days is impractical as allowed by ORS 279B.135.
- (E) This section does not apply to goods or services contracts awarded under the small procurements under the Local Rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.
- (F) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (G) A protest of the District's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

### **5.10 Methods for Awarding Contracts Using RFP Process**

- (A) In making an award using the RFP process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including the processes described in ORS 279B.060(6)(b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process used must be stated in the RFP. OAR 137-047-0261 through 137-047-0263 apply to evaluation of proposals.
- (B) The District may require prequalification of bidders or proposers as stated in ORS 279B.125 for public improvement contracts in excess of \$300,000.

### **5.11 Emergency Contracts**

- (A) The President of the Board or the General Manager has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. If the President is not available, approval by a board member may be sought in the following successive order: Secretary, Secretary Pro-temp, Board member. The nature of the emergency and the method used for the selection of the contractor must be documented.
- (B) Emergency contracts may be awarded as follows:
  - (1) Goods and Services. Emergency contracts for procurement of goods and services may be awarded under ORS 279B.080 and DCP 5.04.
  - (2) Public Improvements. The District adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

## DISTRICT COMPILED POLICIES

### 5.12 Disposal of Surplus Property

- (A) The General Manager may dispose of surplus property as follows:
  - (1) For surplus property deemed to have an estimated salvage value of \$50,000 or less, the General Manager may authorize the property to be sold, donated or destroyed.
  - (2) For surplus property deemed to have an estimated salvage value of more than \$50,000, the Board may authorize the General Manager to dispose of the property in any appropriate manner.
- (B) Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large including the following:
  - (1) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for such property.
  - (2) Donation. Surplus property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.
  - (3) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

### 5.13 Prequalification

- (A) The District will allow prequalification for projects valued at \$1 million or more, where the size, complexity or other project factors justify the use of prequalification, as authorized by ORS 279C.430 using forms approved by the General Manager.
- (B) The General Manager will determine qualifications based on the factors listed in ORS 279C.375(3)(b):
  - (1) The financial resources of the applicant, including insurance and bonding capacity, solvency and past payment history with employees, subcontractors and suppliers.
  - (2) The equipment and technology of the applicant available to perform the contract, including licensing and contract rights to use equipment and technology.



## DISTRICT COMPILED POLICIES

- (3) The key personnel of applicant available to perform the contract, including their experience and capabilities as demonstrated by performance on comparable contracts.
  - (4) Holds current licenses that business or service professional operating in this state must hold in order to undertake or perform work specified in the contract.
  - (5) Completed previous contracts of a similar nature with a satisfactory records of performance, including planning, phasing, and scheduling; safety programs and records; compliance with local, state and federal laws relating to employment; dispute resolution; and references from owners, engineers and other contract agencies.
  - (6) Has a satisfactory record of integrity, and may consider, previous criminal convictions for offenses related to obtaining or subcontracting or in the connection with the bidders performance of a contract or subcontract.
  - (7) Individual firms who may individually lack all of the specified prequalification requirements may combine to form teams for projects provided such firms would meet all of the requirements were the project fully in their area of expertise. Such teams must be structured so that they do not place undue burden upon District in terms of tracking progress and providing accountability.
- (C) The General Manager will notify applicants of qualification or disqualification within 30 days of applications. Applicants may appeal disqualifications by filing a written notice of appeal with the General Manager within three days of receipt of notice of disqualification. The District presumes receipt at the earliest of date of personal delivery, facsimile, actual oral or written notice, or three days after mailing of a notice of disqualification.
- (D) The General Manager may debar a prospective bidder or proposer for the reasons listed in ORS 279C.375(3)(b). The General Manager must provide written notice of such determination to the person or applicant and comply with the decision requirements of ORS 279C.375(4).

### 5.14 Appeals of Prequalification Decisions and Debarment Decisions

Review of the District's prequalification and debarment decisions are as stated in ORS 279B.425. The following additional procedures apply to hearings on such decisions by the LCRB:

- (A) Notices must be submitted in writing to the General Manager. Appeals filed after the filing period stated in ORS 279B.425 will not be considered.

## DISTRICT COMPILED POLICIES

- (B) Upon opening of the hearing, District staff will explain the decision being appealed and the justification thereof. The appellant will then be heard. Time for the appellant's testimony will be established by the President. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal will then be heard, subject to time limits established by the President.
- (C) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District decision will be heard, with time limits set by the President. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the President will close the hearing.
- (D) When issued in writing according to the requirements of ORS 279B.425, the LCRB decision is final.

### 5.15 Concession Agreements

Concession agreements are not required to be competitively bid. However, when it is in the District's best interests to do so, the District may obtain competitive proposals for concession agreements using the procedures described in ORS 279B.060.

### 5.16 Purchases from Federal Catalogs

Subject to Board approval requirements stated in the Local Rules, the District may purchase goods from federal catalogs without competitive bidding when the procurement is under to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the LCRB that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

### 5.17 Intergovernmental Agreements

- (A) Applicability. This policy provides guidance for approval and execution of, Intergovernmental Agreements (IGAs) as defined by ORS chapter 190 and for non-IGA agreements between the District and other government agencies.
- (B) Policy. The Board will exercise authority to approve and authorize the General Manager to execute IGAs. The General Manager is delegated authority to approve and authorize non-IGA agreements for general business with other government agencies that meet any of the following conditions:
  - (1) Agreements where the funding does not exceed \$100,000, exclusive of staff time for business in the following categories:
    - (a) acquisition of services;

## DISTRICT COMPILED POLICIES

- (b) membership; and
  - (c) facility use / property leases;
- (2) Agreements for compensation to the District that do not exceed \$100,000 and do not adversely affect District physical assets; or
- (3) Grant applications that do not require Board approval.

### 5.18 Sustainable Purchasing

- (A) Purpose. To ensure that staff know what authority they have to make sustainable purchases that are not specified in normal purchasing guidelines by defining how and when to use the sustainable cost model while defining exceptions to the lowest cost criteria frequently applied to other purchases. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.06).
- (B) Policy. It shall be the policy of the Tualatin Hills Park & Recreation District (THPRD) to ensure that goods are purchased in a sustainable manner that provides environmental, social, and economic benefits. Sustainable purchasing shall be based on appropriate standards/criteria and will include a consideration of life cycle costs of products.
- (C) General Criteria
- (1) THPRD will target sustainable procurement practices that:
    - (a) Seek to utilize “environmentally friendly” or “green” products, to support reduction of greenhouse gases (GHGs).
    - (b) Foster and integrate supplier diversity.
    - (c) Support safe and fair labor practices and ethical behavior throughout the supply chain.
  - (2) THPRD recognizes that the human health, environmental, social and economic impacts of products and services occur throughout their life cycle and throughout the associated supply chains. Staff will specify and select products and services that follow environmental standards, particularly standards that evaluate products or services along their entire life cycle. Whenever possible, staff will utilize life cycle costing methods to determine the full cost of a product or service.
  - (3) Nothing contained in this policy shall be construed as requiring a buyer or contractor to procure products that do not perform adequately for their intended use, or exclude adequate competition, procure products that are not available at a reasonable price, or available within a reasonable time frame.

## DISTRICT COMPILED POLICIES

### (D) Solicitation for Services

- (1) Service contracts shall include sustainability criteria to highlight the importance of sustainability issues to THPRD and to ensure that priority issues are addressed with vendors. Sustainability criteria can be incorporated into service contracts to set both minimum performance standards that all vendors must meet and further optional criteria that they are encouraged to achieve.
- (2) Requests for Proposals (RFP) will include the Corporate Responsibility Evaluation criterion (as described in DCP 5.20) to evaluate sustainable practices and other factors such as Social Equity.

- (E) Responsibility. Prospective vendors will be responsible for providing evidence of meeting the standards used in the procurement, or for providing information necessary to complete a life cycle cost or other sustainability assessment. A prospective vendor who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

### 5.19 **Minority, Women and Small Emerging Businesses**

- (A) Purpose. To increase access and remove barriers in our procurement process so that the utilization of Minority, Women and Emerging Small Businesses (MWESB) reflect the diversity of our community. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.11).

- (B) Policy. Tualatin Hills Park & Recreation District is committed to a procurement strategy that provides opportunities to small businesses, is supportive of the regional economy, and is designed to achieve racial and gender equity in contracting district-wide.

### (C) General Criteria

- (1) THPRD endeavors to build upon and diversify its contractor base.
  - (a) THPRD is encouraged to participate in a variety of professional organizations to connect with a wider pool of potential suppliers.
  - (b) THPRD will rely on the State of Oregon MWESB certification program to define MWESB and verify certification through the State of Oregon Certification Office for Business Inclusion and Diversity (COBID) database.
  - (c) THPRD will award the contract to the lowest responsive and responsible contractor.
  - (d) THPRD will use appropriate standards to document MWESB purchasing. The General Manager will establish these standards

## DISTRICT COMPILED POLICIES

and may amend them from time to time in accordance with this policy.

### (D) Solicitation Guidelines

#### (1) Goods and Services

- (a) Small Procurements (<\$25,000) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before deciding where to solicit bids. Staff will also consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
- (b) Intermediate Procurements (>\$25,000 - <\$250,000) - THPRD must contact a minimum of three COBID-certified firms among firms solicited (unless fewer than three COBID-certified firms are available in that area of work), and/or post the opportunity on Oregon's Procurement Information Network (ORPIN).

#### (2) Personal Services, A&E Services, and Related A&E Services

- (a) Direct Appointments (<\$100,000) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before deciding where to solicit bids. Staff will also consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
- (b) Informal Selection (>\$100,000 - <\$250,000) - THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 (below) into the RFP process.
- (c) Formal Selection (>\$250,000) - THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.

#### (3) Public Improvement

- (a) Small Procurements (>\$25,000) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before deciding where to solicit bids. Staff will also consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
- (b) Intermediate Procurement (>\$25,000 - <\$100,000) - THPRD will contact a minimum of three COBID-certified firms among firms solicited (unless fewer than three COBID-certified firms are available in that area of work), and/or post the opportunity on Oregon's Procurement Information Network (ORPIN).

## DISTRICT COMPILED POLICIES

- (c) Formal Procurements (>\$100,000) - THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.
- (E) Responsibility. Prospective contractors will be responsible for providing evidence of meeting the MWESB certification standard. A prospective vendor who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

### 5.20 Corporate Responsibility Evaluation Criterion

- (A) Purpose. The purpose of this criterion is to highlight the district's commitment to contracting with socially and environmentally responsible businesses and to advance equity in public contracting by increasing opportunities for State of Oregon certified MWESB. All Requests for Proposals (RFP) will include a Corporate Responsibility Evaluation Criterion to ensure that priority issues are addressed with vendors to evaluate MWESB and sustainability practices.
- (B) General Criteria. These criteria will include scoring award points (15-20% of the overall evaluation) based on strategies considered successful, good faith and responsible. The following are examples:
  - (1) Sustainable Business Practices
    - (a) Show demonstrated practices that have been implemented to reduce environmental impact
    - (b) Provide any performance metrics or third-party awards/recognitions
    - (c) Demonstrated participation in third-party sustainability related organizations
  - (2) Social Equity Practices
    - (a) Certification in the State of Oregon as an MBE, WBE, or an ESB
    - (b) Effective MWESB mentoring, training, or capacity-building program
    - (c) Show utilization or inclusion of MWESB through phases of consultation process
    - (d) Demonstrated past performance of including MWESB firms on previous work

**RESOLUTION NO. 2023-15**

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPROVING DISTRICT COMPILED POLICIES CHAPTER FIVE,  
AS AMENDED**

**WHEREAS**, the Tualatin Hills Park & Recreation District (District) board adopted District Compiled Policies (DCP) Chapter 5 on April 6, 2009 and amended Chapter 5 on September 13, 2010; November 7, 2011; February 6, 2012; February 11, 2013; August 11, 2014; October 5, 2015, and January 14, 2020;

**WHEREAS**, the District board desires to amend sections of DCP Chapter 5 concerning District Finance; and

**WHEREAS**, the amendments to Chapter 5 amend provisions relating to Public Contracting Rules;

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

**Section 1.** The DCP Chapter 5, as amended and attached as Exhibit A to this resolution is adopted. This new Chapter 5 replaces the Chapter previously adopted by the Board on April 6, 2009 and amended on: September 13, 2010; November 7, 2011; February 6, 2012; February 11, 2013; August 11, 2014; October 5, 2015, and January 14, 2020.

**Section 2.** This resolution takes effect immediately upon adoption.

Approved and adopted on December 13, 2023 by the Board of Directors of the Tualatin Hills Park & Recreation District.

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

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

ATTEST:

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

## DISTRICT COMPILED POLICIES

## CHAPTER 5 – PUBLIC CONTRACTS &amp; AGREEMENTS

## 5.01 Public Contracts Generally

The Board serves as the Local Contract Review Board for the District and has adopted as its public contracting rules ORS chapter 279A, B and C and the Attorney General’s Model Public Contract Rules, OAR Chapter 137, Division 46 (General Provisions Related to Cooperative Procurement), Division 47 (Public Procurements for Goods or Services), Division 48 (Consultant Selection: Architectural, Engineering and Land Surveying Services and Related Services Contracts) and Division 49 (General Provisions Related to Public Contracts for Construction Services), subject to the exceptions provided in this document.

## 5.02 Definitions

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**LOCAL CONTRACT REVIEW BOARD (LCRB)**, the Board.



## DISTRICT COMPILED POLICIES

### ***PERSONAL SERVICES,***

- (A) Includes those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include architects, engineers, surveyors, attorneys, accountants, auditors, agents of record, computer programmers, land acquisition specialists, property managers, artists, designers, performers and consultants. The General Manager has authority to determine whether a particular service is a “personal service” under this definition.
- (B) Personal Services do not include contracts primarily for equipment, supplies or materials. For example, a contract to supply all hardware and standard software is not Personal Services, but a contract with a technology consultant to design or develop a new computer system is Personal Services.

***PROPOSAL***, a binding offer to provide goods, services or public improvements with the understanding that acceptance will depend on evaluation of factors other than, or in addition to, price. A proposal may be made in response to a request for proposals or under an informal solicitation.

***PUBLIC CONTRACT***, any agreement for the purchase, lease, or sale by the District of personal property, public improvements, or services other than agreements that are for personal and professional services.

***PUBLIC IMPROVEMENT***, projects for construction, reconstruction, or major renovation on real property by or for the District. “Public improvement” does not include emergency work, minor alteration, ordinary repair, or maintenance necessary in order to preserve a public improvement.

***QUOTE***, a price offer made in response to an informal solicitation to provide goods, services or public improvements.

***REQUEST FOR PROPOSALS (RFP)***, means the solicitation of written competitive proposals, or offers, to be used as a basis for making an acquisition, or entering into a contract when specifications and price will not necessarily be the predominant award criteria.

***SURPLUS PROPERTY***, any personal property of the District that has been determined by the General Manager to be of no use or value to the District.

### **5.03 Personal Services**

- (A) Exempt Personal Service Contracts. Exempt Personal Service contracts are defined by the LCRB, and are exempt from the public procurement procedures and may be executed by direct appointment. The following contracts are considered exempt by the District:

## DISTRICT COMPILED POLICIES

- (1) Contracts existing on July 11, 2005; and
  - (2) Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services.
- (B) **Contracts for Certain Construction-related Personal Services.** This section applies only to personal services meeting the following criteria:
- (1) A contract with an Estimated Fee that exceeds \$100,000; and
  - (2) The contract is for personal service that is *legally required* to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or an engineer to design a bridge. Because the law requires licensed professionals to design and engineer structures, District would rely on this subsection to hire someone to perform those services. However, if District were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under the Personal Services in this policy, as defined by ORS 279C.100, as “Related Services.”
  - (3) If either (A) or (B) above is not satisfied then District may rely on the Personal Services in this policy to solicit and award the contract. If the requirements of (1) and (2) are satisfied, then the provisions of OAR 137-048-0210 through OAR 137-048-0220 will be adhered to.
- (C) **Direct Appointment (Under \$100,000).** Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$100,000.
- (D) **Informal Selection Process (\$100,000 - \$250,000).**
- (1) The use of the informal selection procedures described in OAR 137-047-0270 will be used to obtain a contract if the estimated fee is expected to be \$100,000 or more and not to exceed \$250,000.
  - (2) The selection may be based on criteria including, but not limited to, each proposer’s:
    - (a) Particular capability to perform the services required;
    - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
    - (c) Performance history;
    - (d) Approach and philosophy used in providing services;
    - (e) Fees or costs; and

## DISTRICT COMPILED POLICIES

- (f) Geographic proximity to the project or the area where the services are to be performed.
- (3) Price may be considered, but need not be the determining factor. Proposals may also be solicited by using a written RFP, at the District's discretion.
- (E) Formal Selection Process (Over \$250,000). The use of the formal selection procedures described in OAR 137-047-0255 and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$250,000.

### 5.04 Delegation

- (A) Except as otherwise provided in the Local Rules, the powers and duties of the LCRB under public contract law must be exercised and performed by the Board.
- (B) Unless expressly limited by the LCRB, the Model Rules or Local Rules, all powers and duties given or assigned to contract agencies by public contract law may be exercised or performed by the General Manager, including the authority to enter into emergency contracts under ORS 279B.080.
- (C) All public contracts estimated to cost \$300,000 or more in a fiscal year must be approved by the Board.
- (D) All public contracts estimated to cost less than \$300,000 in a fiscal year may be entered into by the General Manager without Board approval. However, either the Board or the General Manager may enter into emergency contracts under DCP 5.11, regardless of dollar limits, subject to ORS 294.455.

### 5.05 Special Procurements and Exemptions

- (A) The LCRB may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- (B) The LCRB may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a contract for public improvement from competitive bidding, the LCRB may authorize the contract to be awarded using an RFP process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

### 5.06 Small Procurements (Under \$25,000)

- (A) Public contracts under \$25,000 are not subject to competitive bidding requirements. The General Manager will make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.

## DISTRICT COMPILED POLICIES

- (B) The District may amend a public contract awarded as a small procurement beyond the \$25,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum greater than \$31,250.

### **5.07 Intermediate Procurements**

- (A) A contract for procurement of goods and services estimated to cost between \$25,000 and \$250,000 in a fiscal year, or a contract for a public improvement that is estimated to cost between \$25,000 and \$250,000 in a fiscal year may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- (B) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price by a sum greater than twenty-five percent 25% of the original contract price.

### **5.08 Electronic Advertising**

Under ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The General Manager has the authority to determine when electronic publication is appropriate, and consistent with the District's public contracting policies.

### **5.09 Notice of intent to award certain contracts**

- (A) At least seven days before the award of a public contract solicited under a traditional invitation to bid or RFP, the District will post or provide to each bidder or proposer notice of the District's intent to award a contract.
- (B) If stated in the solicitation document, the District may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the District's intent.
- (C) As an alternate, the District may provide written notice to each bidder or proposer of the District's intent to award a contract. This written notice may be provided electronically or through non-electronic means.
- (D) The District may give less than seven days notice of its intent to award a contract if the District determines in writing that seven days is impractical as allowed by ORS 279B.135.
- (E) This section does not apply to goods or services contracts awarded under the small procurements under the Local Rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.

## DISTRICT COMPILED POLICIES

- (F) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (G) A protest of the District's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

### **5.10 Methods for Awarding Contracts Using RFP Process**

- (A) In making an award using the RFP process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including the processes described in ORS 279B.060(6)(b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process used must be stated in the RFP. OAR 137-047-0261 through 137-047-0263 apply to evaluation of proposals.
- (B) The District may require prequalification of bidders or proposers as stated in ORS 279B.125 for public improvement contracts in excess of \$300,000.

### **5.11 Emergency Contracts**

- (A) The President of the Board or the General Manager has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. If the President is not available, approval by a board member may be sought in the following successive order: Secretary, Secretary Pro-temp, Board member. The nature of the emergency and the method used for the selection of the contractor must be documented.
- (B) Emergency contracts may be awarded as follows:
  - (1) Goods and Services. Emergency contracts for procurement of goods and services may be awarded under ORS 279B.080 and DCP 5.04.
  - (2) Public Improvements. The District adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

### **5.12 Disposal of Surplus Property**

- (A) The General Manager may dispose of surplus property as follows:
  - (1) For surplus property deemed to have an estimated salvage value of \$50,000 or less, the General Manager may authorize the property to be sold, donated or destroyed.

## DISTRICT COMPILED POLICIES

- (2) For surplus property deemed to have an estimated salvage value of more than \$50,000, the Board may authorize the General Manager to dispose of the property in any appropriate manner.
- (B) Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large including the following:
- (1) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for such property.
  - (2) Donation. Surplus property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.
  - (3) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

### 5.13 Prequalification

- (A) The District will allow prequalification for projects valued at \$1 million or more, where the size, complexity or other project factors justify the use of prequalification, as authorized by ORS 279C.430 using forms approved by the General Manager.
- (B) The General Manager will determine qualifications based on the factors listed in ORS 279C.375(3)(b):
- (1) The financial resources of the applicant, including insurance and bonding capacity, solvency and past payment history with employees, subcontractors and suppliers.
  - (2) The equipment and technology of the applicant available to perform the contract, including licensing and contract rights to use equipment and technology.
  - (3) The key personnel of applicant available to perform the contract, including their experience and capabilities as demonstrated by performance on comparable contracts.
  - (4) Holds current licenses that business or service professional operating in this state must hold in order to undertake or perform work specified in the contract.

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- (5) Completed previous contracts of a similar nature with a satisfactory records of performance, including planning, phasing, and scheduling; safety programs and records; compliance with local, state and federal laws relating to employment; dispute resolution; and references from owners, engineers and other contract agencies.
  - (6) Has a satisfactory record of integrity, and may consider, previous criminal convictions for offenses related to obtaining or subcontracting or in the connection with the bidders performance of a contract or subcontract.
  - (7) Individual firms who may individually lack all of the specified prequalification requirements may combine to form teams for projects provided such firms would meet all of the requirements were the project fully in their area of expertise. Such teams must be structured so that they do not place undue burden upon District in terms of tracking progress and providing accountability.
- (C) The General Manager will notify applicants of qualification or disqualification within 30 days of applications. Applicants may appeal disqualifications by filing a written notice of appeal with the General Manager within three days of receipt of notice of disqualification. The District presumes receipt at the earliest of date of personal delivery, facsimile, actual oral or written notice, or three days after mailing of a notice of disqualification.
- (D) The General Manager may debar a prospective bidder or proposer for the reasons listed in ORS 279C.375(3)(b). The General Manager must provide written notice of such determination to the person or applicant and comply with the decision requirements of ORS 279C.375(4).

### 5.14 Appeals of Prequalification Decisions and Debarment Decisions

Review of the District's prequalification and debarment decisions are as stated in ORS 279B.425. The following additional procedures apply to hearings on such decisions by the LCRB:

- (A) Notices must be submitted in writing to the General Manager. Appeals filed after the filing period stated in ORS 279B.425 will not be considered.
- (B) Upon opening of the hearing, District staff will explain the decision being appealed and the justification thereof. The appellant will then be heard. Time for the appellant's testimony will be established by the President. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal will then be heard, subject to time limits established by the President.

## DISTRICT COMPILED POLICIES

- (C) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District decision will be heard, with time limits set by the President. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the President will close the hearing.
- (D) When issued in writing according to the requirements of ORS 279B.425, the LCRB decision is final.

### 5.15 Concession Agreements

Concession agreements are not required to be competitively bid. However, when it is in the District's best interests to do so, the District may obtain competitive proposals for concession agreements using the procedures described in ORS 279B.060.

### 5.16 Purchases from Federal Catalogs

Subject to Board approval requirements stated in the Local Rules, the District may purchase goods from federal catalogs without competitive bidding when the procurement is under to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the LCRB that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

### 5.17 Intergovernmental Agreements

- (A) Applicability. This policy provides guidance for approval and execution of, Intergovernmental Agreements (IGAs) as defined by ORS chapter 190 and for non-IGA agreements between the District and other government agencies.
- (B) Policy. The Board will exercise authority to approve and authorize the General Manager to execute IGAs. The General Manager is delegated authority to approve and authorize non-IGA agreements for general business with other government agencies that meet any of the following conditions:
  - (1) Agreements where the funding does not exceed \$100,000, exclusive of staff time for business in the following categories:
    - (a) acquisition of services;
    - (b) membership; and
    - (c) facility use / property leases;
  - (2) Agreements for compensation to the District that do not exceed \$100,000 and do not adversely affect District physical assets; or
  - (3) Grant applications that do not require Board approval.



## DISTRICT COMPILED POLICIES

### 5.18 Sustainable Purchasing

- (A) Purpose. To ensure that staff know what authority they have to make sustainable purchases that are not specified in normal purchasing guidelines by defining how and when to use the sustainable cost model while defining exceptions to the lowest cost criteria frequently applied to other purchases. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.06).
- (B) Policy. It shall be the policy of the Tualatin Hills Park & Recreation District (THPRD) to ensure that goods are purchased in a sustainable manner that provides environmental, social, and economic benefits. Sustainable purchasing shall be based on appropriate standards/criteria and will include a consideration of life cycle costs of products.
- (C) General Criteria
- (1) THPRD will target sustainable procurement practices that:
    - (a) Seek to utilize “environmentally friendly” or “green” products, to support reduction of greenhouse gases (GHGs).
    - (b) Foster and integrate supplier diversity.
    - (c) Support safe and fair labor practices and ethical behavior throughout the supply chain.
  - (2) THPRD recognizes that the human health, environmental, social and economic impacts of products and services occur throughout their life cycle and throughout the associated supply chains. Staff will specify and select products and services that follow environmental standards, particularly standards that evaluate products or services along their entire life cycle. Whenever possible, staff will utilize life cycle costing methods to determine the full cost of a product or service.
  - (3) Nothing contained in this policy shall be construed as requiring a buyer or contractor to procure products that do not perform adequately for their intended use, or exclude adequate competition, procure products that are not available at a reasonable price, or available within a reasonable time frame.
- (D) Solicitation for Services
- (1) Service contracts shall include sustainability criteria to highlight the importance of sustainability issues to THPRD and to ensure that priority issues are addressed with vendors. Sustainability criteria can be incorporated into service contracts to set both minimum performance standards that all vendors must meet and further optional criteria that they are encouraged to achieve.

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- (2) Requests for Proposals (RFP) will include the Corporate Responsibility Evaluation criterion (as described in DCP 5.20) to evaluate sustainable practices and other factors such as Social Equity.
- (E) Responsibility. Prospective vendors will be responsible for providing evidence of meeting the standards used in the procurement, or for providing information necessary to complete a life cycle cost or other sustainability assessment. A prospective vendor who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

### 5.19 Minority, Women and Small Emerging Businesses

- (A) Purpose. To increase access and remove barriers in our procurement process so that the utilization of Minority, Women and Emerging Small Businesses (MWESB) reflect the diversity of our community. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.11).
- (B) Policy. Tualatin Hills Park & Recreation District is committed to a procurement strategy that provides opportunities to small businesses, is supportive of the regional economy, and is designed to achieve racial and gender equity in contracting district-wide.
- (C) General Criteria
  - (1) THPRD endeavors to build upon and diversify its contractor base.
    - (a) THPRD is encouraged to participate in a variety of professional organizations to connect with a wider pool of potential suppliers.
    - (b) THPRD will rely on the State of Oregon MWESB certification program to define MWESB and verify certification through the State of Oregon Certification Office for Business Inclusion and Diversity (COBID) database.
    - (c) THPRD will award the contract to the lowest responsive and responsible contractor.
    - (d) THPRD will use appropriate standards to document MWESB purchasing. The General Manager will establish these standards and may amend them from time to time in accordance with this policy.
- (D) Solicitation Guidelines
  - (1) Goods and Services
    - (a) Small Procurements (<\$25,000) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before decided where to solicit bids. Staff will also

## DISTRICT COMPILED POLICIES

- consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
- (b) Intermediate Procurements (>\$25,000 - <\$250,000) - THPRD must contact a minimum of three COBID-certified firms among firms solicited (unless fewer than three COBID-certified firms are available in that area of work), and/or post the opportunity on Oregon's Procurement Information Network (ORPIN).
- (2) Personal Services, A&E Services, and Related A&E Services
- (a) Direct Appointments (<\$100,000) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before deciding where to solicit bids. Staff will also consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
  - (b) Informal Selection (>\$100,000 - <\$250,000) – THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 (below) into the RFP process.
  - (c) Formal Selection (>\$250,000) – THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.
- (3) Public Improvement
- (a) Small Procurements (>\$25,000) - Competitive solicitation is not required. Staff are strongly encouraged to review the COBID Certification Directory for firms in the category of work being solicited before deciding where to solicit bids. Staff will also consider utilization of self-defined MWESB companies, and encourage those companies to obtain COBID certification.
  - (b) Intermediate Procurement (>\$25,000 - <\$100,000) - THPRD will contact a minimum of three COBID-certified firms among firms solicited (unless fewer than three COBID-certified firms are available in that area of work), and/or post the opportunity on Oregon's Procurement Information Network (ORPIN).
  - (c) Formal Procurements (>\$100,000) - THPRD will include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.
- (E) Responsibility. Prospective contractors will be responsible for providing evidence of meeting the MWESB certification standard. A prospective vendor who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

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### 5.20 Corporate Responsibility Evaluation Criterion

- (A) Purpose. The purpose of this criterion is to highlight the district's commitment to contracting with socially and environmentally responsible businesses and to advance equity in public contracting by increasing opportunities for State of Oregon certified MWESB. All Requests for Proposals (RFP) will include a Corporate Responsibility Evaluation Criterion to ensure that priority issues are addressed with vendors to evaluate MWESB and sustainability practices.
- (B) General Criteria. These criteria will include scoring award points (15-20% of the overall evaluation) based on strategies considered successful, good faith and responsible. The following are examples:
- (1) Sustainable Business Practices
    - (a) Show demonstrated practices that have been implemented to reduce environmental impact
    - (b) Provide any performance metrics or third-party awards/recognitions
    - (c) Demonstrated participation in third-party sustainability related organizations
  - (2) Social Equity Practices
    - (a) Certification in the State of Oregon as an MBE, WBE, or an ESB
    - (b) Effective MWESB mentoring, training, or capacity-building program
    - (c) Show utilization or inclusion of MWESB through phases of consultation process
    - (d) Demonstrated past performance of including MWESB firms on previous work



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Wednesday, November 8, 2023, at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, Oregon. Executive Session 5:30 pm; Regular Meeting 6:00 pm.

Present:

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

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

President Alfredo Moreno called executive session to order for the following purposes:

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

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

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

### Agenda Item #2 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Alfredo Moreno on Wednesday, November 8, 2023, at 6:05 pm.

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

There was no action resulting from Executive Session.

### Agenda Item #4 – Proclamation: National Native American Heritage Month

The board members read into the record a proclamation declaring November as National Native American Heritage Month.

President Moreno provided a brief overview of the activities and events THPRD is hosting in honor of National Native American Heritage Month.

### Agenda Item #5 – Audience Time

Tammy Carpenter, 8405 SW Power Ct., Portland, is before the board of directors this evening to express appreciation for the district's proclamation in honor of National Native American Heritage Month. She stated that a reckoning is long overdue regarding how Native Americans have been treated since Europeans arrived. She read aloud the definition of Genocide, noting that the actions taken against Native Americans amounted to such. While some knew that such actions were wrong, not enough of those people acted. She believes that if she were alive during those times, that she would have done whatever it would take to end the genocide and hopes that people can look at the ways we've treated people in the past and consider how we want to treat them in the present.

Joe Martin Cantrell, 3445 SW 124th, Beaverton, is before the board of directors this evening regarding land acknowledgements. He stated that he carries the name of Joe Martin who died on the Cherokee Trail of Tears. He described his background as a journalist and artist, noting that never once was the Trail of Tears brought up during his college education in Oklahoma. He demonstrated with rope the timeline of Native Americans, noting that every millimeter of rope represents a year that Native Americans have inhabited America. He pointed out some of the historical moments on the timeline in relation to the genocide of Native Americans as well as the overwhelming length of rope representing the Native Americans' existence in America over the past 18,000 years at least. He is sharing this display with the board this evening out of respect as he knows that they care, and knowledge makes strength.

## **Agenda Item #6 – Board Time**

### **A. Committee Liaisons Updates**

Barbie Minor provided the following comments during board time:

- ✓ Expressed gratitude for this evening's public testimony and for the powerful reminder that the district's proclamations represent real people, oftentimes with a shared collective trauma and who have historically been and continue to be marginalized. She fully supports giving voice to celebrate Native American Heritage Month. However, she also encourages the board to hold itself accountable in doing the hard work of dismantling systems of oppression as called out in the district's mission statement and board values, noting that it feels disingenuous in this moment to acknowledge the legacy of a displaced people and the harm it caused as we are all witnessing a genocide take place right now in the war on Palestine. She named the local elected officials who are demanding a cease fire now, adding that it is upsetting to see how many other local elected officials have chosen to remain silent as scores of lives continue to be killed. She stated that those in public service have an increased responsibility to hold each other accountable in advocating for the values they so often tout when the time comes to speak truth to power and amplify the voices of those most harmed. She fears that the limiting trap of binary thinking only makes the moment more complicated, when at the heart it is simply denouncing terrorism in all of its forms and protecting innocent lives. She asked that her fellow board members please join her in demanding a cease fire now.

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

- ✓ In response to Secretary Minor's comments, she noted that as of this morning, no one had asked her to sign onto a ceasefire letter besides Barbie; however, she is mindful of the topics that she is hearing about from her constituents, such as Cooper Mountain and pickleball courts. She is also mindful of who hasn't signed onto the letter, and this gives her serious pause. She has given thought to what it means to be a park director and what they can influence, such as the expansion of Cooper Mountain Nature Park. She profoundly appreciates Barbie sharing her voice.
- ✓ Volunteered at Newt Day and it was a wonderful event with over 350 attendees.
- ✓ Provided an update on Metro's Executive Advisory Committee for the Expo Future project, which is tasked to explore building something that will appeal to people across the country, support the economy, and honor the horrific past of the area, which includes Japanese American incarceration.
- ✓ Attended the City of Beaverton's groundbreaking ceremony for the year-round shelter being built next to Griffith Park. She is appreciative of the work taking place around the homelessness crisis.

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

- ✓ Referenced the board's recent retreat and expressed appreciation to staff for listening to the board's thoughts and guiding the district in step with their values and budget priorities.

- ✓ The recent joint advisory committees meeting included presentations on a potential operating levy, the Sunset Station Community Plan, and a Parks & Facilities Advisory Committee challenge grant project to purchase an induction cooktop for Cedar Hills Recreation Center.

Miles Palacios provided the following updates and comments during board time:

- ✓ Along with President Moreno and Director Monteblanco, he attended a tour of Willamette Falls arranged by Metro which presented a relationship building opportunity with other elected officials in the area.
- ✓ Attended Representative Pham’s constituent outreach event; a big issue on the mind of the community is the houselessness epidemic and conversations around how we can address it with a renewed emphasis on housing both at the state and local levels.

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

- ✓ Provided an update on the recruitment efforts for a new executive director for the Tualatin Hills Park Foundation, noting that he is optimistic regarding the candidates.
- ✓ Attended a networking event for staff of color at the Oregon Recreation & Park Association annual conference.
- ✓ Thanked district staff for their work on recent events like Día de los Muertos and the Halloween event at Conestoga Recreation & Aquatic Center.
- ✓ Recognized and offered words of support to Secretary Minor for speaking her truth, noting that she and he have had some thoughtful conversations and that as long as we as community leaders are bringing our authentic selves to the table, good things will happen. He encouraged giving each other grace to learn and taking the time to consider others’ opinions when different from our own.

**Agenda Item #7 – Consent Agenda**

**Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of October 11, 2023 Regular Board Meeting, (B) Minutes of October 24, 2023 Board Retreat, (C) Monthly Bills, (D) Monthly Financial Statement, and (E) Board Values & FY 2024/25 Budget Priorities. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #8 – Unfinished Business**

**A. Levy Task Force Update**

At the board’s August 10, 2023 meeting, staff provided a detailed overview regarding plans to form a community-led Levy Task Force to help advise the district on preparing for a potential operating levy. On September 13, 2023, the board appointed 13 community members to the task force, comprised of 12 at-large people and one liaison from the district’s budget committee. Since then, the task force has met twice. The first meeting was an in-depth overview of the district’s budget, revenue sources, expenditures, causes of pressure on the budget leading to a funding shortfall, and options the district has considered to fill that shortfall. In the second meeting, the task force reviewed public opinion research on likely voter’s views of the district and their likely support for a local option levy. The task force has one final meeting planned in November, where they anticipate voting on their recommendations. Task force representatives then plan to present their findings and recommendations for the board’s consideration at the December 13, 2023, regular board meeting.

Holly provided a detailed overview of the work of the district's Levy Task Force, and the public opinion research that has been conducted, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Levy Task Force Charge
  - Should we ask voters for an operating levy?
  - What is the appropriate amount?
  - When should we go to the voters?
- Levy Task Force Meetings
  - Meeting #1 focus: THPRD budget
  - Meeting #2 focus: Public opinion research
- Public Opinion Research
  - 76% of people are satisfied with THPRD services
  - 75% of people are unaware THPRD is facing a funding shortfall
  - 60% of people would support a \$0.50 levy per \$1,000 assessed value for five years to preserve park and recreation services
    - \$0.50 levy will preserve what we have today, plus new registration system
  - Areas of largest concern:
    - Reductions in garbage collection
    - Closures of public restrooms
    - Elimination of afterschool programs
    - Loss of staff leading classes and performing maintenance
    - Less funding for parks/trails and routine maintenance
- Next Steps
  - November 15: Final Levy Task Force meeting
  - December 13: Levy Task Force presents to board
  - January 10: Board vote
  - March 2024: File with county
  - May 21, 2024: Election Day

Holly concluded her presentation and offered to answer any questions the board may have.

- ✓ President Moreno thanked Holly for the update.

## **B. 2008 Bond Program Update**

Bruce Barbarasch, Nature & Trails manager, and Tim Bonnin, development supervisor, provided an update on the remaining natural resources and capital projects in the 2008 bond program, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Four final construction projects remain and are scheduled for summer 2024
    - Design and development projects:
      - Multipurpose sport court at Mountain View Champions Park
      - Enhancements to water quality facility at Cedar Hills Park
    - Natural resources projects:
      - Stream daylighting, stream bank stabilization, new culvert installation, and native plant revegetation at Raleigh Park
      - Habitat enhancements and native plant revegetation at Bronson Creek Greenway
  - Staff expect to conclude all spending on the 2008 bond by the end of FY 2024-25
- Bruce and Tim offered to answer any questions the board may have.

Barbie Minor asked for additional information regarding why no bids were received for the sport court at Mountain View Champions Park and whether staff is more optimistic about bidding the project next year.

- ✓ Tim described an overall lack of contractors when the project was initially bid and re-bid, noting that staff are hoping to draw more interest by bidding it out again early in the year.



### **C. General Manager's Report**

The following presentation was provided as listed within the General Manager's Report included in the board of directors' information packet:

- Changes in Financial Reporting
  - Jared Isaksen, Finance director, provided an overview of upcoming proposed changes to approval thresholds for procurements and contracts, and also sought board feedback regarding the content and frequency of the financial board reports, via a PowerPoint presentation, a copy of which was entered into the record.

Doug and Jared offered to answer any questions the board may have regarding the presentation.

Miles Palacios expressed support for the newly proposed thresholds, noting his trust in district staff and that it makes sense to move more in line with other agencies across the state.

Tya Ping expressed support for quarterly board reports as well as more information regarding personnel levels as compared to budget. She also has confidence in the district's stellar audit and budget committees.

Felicita Monteblanco expressed support for quarterly board reports as well and agreed that the current level for the monthly bills is too low. She appreciates Jared's suggestions around providing narratives with the information and calling out trends. The district's budget document is so clear and understandable due to our commitment to transparency, she hopes that the board packet information can become more accessible, as well.

Miles also expressed support for the suggestions around narrative information and drawing the board's attention to important information.

President Moreno expressed support for quarterly board reports, as long as they can return to monthly, if need be, and described the balance between district staff's financial expertise and the board's responsibility to oversee the district fiscally.

Jared proposed to skip the typical monthly financial reports in the December information packet and to use that time to prepare a quarterly report for the board's review in the January packet.

### **Agenda Item #9 – New Business**

#### **A. Trail Development Update**

Gery Keck, Planning & Development manager, and Tim Bonnin, development supervisor, provided a detailed overview of the district's trail development strategy via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Prioritization
  - Comprehensive Plan
  - Functional Plans
  - Vision Action Plan
- Trail Development Timeline
  - A typical trail segment takes three years from preparation/design to construction
- Common Challenges
  - Existing conditions
    - Slopes, natural areas & wetlands
    - Utilities (NW Natural, PGE, BPA)
    - Land ownership/easements
  - Accessibility
    - Topography
    - Street crossings

- Costs
  - Average regional/community trail costs \$4.3 million per mile
  - System Development Charges
  - Federal funding
- Trail Development Opportunities
  - Working with developers
  - Grant funding
  - Long-range planning

Gery and Tim offered to answer any questions the board may have.

Felicita Montebianco lauded the district's trail system and the connectivity it provides for the community and reaffirmed the district's commitment to continue to improve accessibility.

Tya Ping asked what the normal lifespan of a trail is and how the replacement and upkeep costs are funded.

- ✓ Gery replied that the typical lifespan for an asphalt trail is 15-20 years and that the district funds most of the replacement and upkeep costs through the General Fund, although grant funding is also sought whenever possible.

President Moreno described his exploration of the district's trail system and the variety of offerings, noting that the continual maintenance needs are something to be mindful of; while the district's trail system is impressive, it is not inexpensive.

**Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 7:20 pm.

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Alfredo Moreno, President

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Barbie Minor, Secretary

Recording Secretary,  
Jessica Collins



# MEMORANDUM

**DATE:** November 20, 2023  
**TO:** Doug Menke, General Manager  
**FROM:** Jared Isaksen, Finance Director  
**RE:** Resolution Amending District Compiled Policies Chapter 6 – Finance

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## Introduction

The district's financial policy, as contained in Chapter 6 of the District Compiled Policies (DCP 6), needs to be amended to maintain the board's intent with retirement plan funding. DCP 6 was last amended on March 9, 2022, to include updates to section 6.08, Retirement Funding Plan.

## Background

The district's financial policies contained in DCP 6.02 through 6.06 were developed in 2005 as part of the development of the Long-term Financial Plan (LTFP). In 2019, the policy was amended to add DCP 6.07, Capital Replacement Reserve Fund. DCP 6.07 was suspended effective January 14, 2020, through June 30, 2025. In 2021, the policy was amended to include 6.08 to outline provisions associated with the retirement plan funding, which were then amended in March 2022.

Per the most recent actuarial valuation, dated October 18, 2023 for the fiscal year ended June 30, 2023, the fiduciary net position as a percentage of total pension liability reached more than 76% (the pension plan is currently 76% funded).

The current language in DCP 6.08(B)(4) requires an annual pension plan investment of \$3.9 million, which was the actuarial determined contribution amount necessary for the pension plan to be at or near 100% funded by July 1, 2032.

## Proposal Request

Staff is requesting that the board of directors amend DCP 6 to maintain the board's intent to have the pension plan at or near 100% funded by July 1, 2032.

## Outcomes of Proposal

The amendment to DCP 6 allows for annual pension contributions to ensure the pension plan is at or near 100% funded by July 1, 2032.

## Action Requested

Board of directors' approval of Resolution 2023-16, amending DCP 6 to maintain the board's intent to have the pension plan at or near 100% funded by July 1, 2032.

## DISTRICT COMPILED POLICIES

## CHAPTER 6 – FINANCE

## 6.01 Fees and Charges

- (A) The manager will establish fees for District services based on policy guidelines established by the Board. These policy guidelines include:
- (1) Fees will be calculated to achieve the desired level of cost recovery based on direct cost for each service type.
  - (2) Fees will be established for out-of-district users of District services that are equitable with fees for District residents recognizing the contribution made by District residents through property taxes.
  - (3) Appropriate fee discounts will be established for select user groups including seniors, youth, patrons with disabilities, and the military. Only District residents will be eligible for fee discounts. Only one discount may be applied to each fee.
  - (4) The “THPRD Scholarship Program” will provide accommodation for low-income District residents in the form of a limited amount of user fee waivers.
  - (5) Fees will periodically be compared against similar fees for both public and private sector providers.
  - (6) Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency and fairness.
- (B) The Board will review District fee policy as needed to ensure fees are in line with these guidelines.

## 6.02 Debt Policies

- (A) The District use of non-general obligation supported debt should not negatively impact future operations.

*Working Guidelines: The District should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.*

- (B) The District use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service.

## DISTRICT COMPILED POLICIES

- (1) Working Guidelines – use of debt: *Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.*
- (2) Working Guidelines – term of debt: *The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.*

### 6.03 Minimum Fund Balances / Reserves

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

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

- (B) The District should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact District services.
  - (1) Working Guidelines – measurement of replacement obligation: *The District should measure the replacement obligation based on deferred replacements (i.e. backlog) for both major and routine replacements plus percentage of life used for major replacements.*
  - (2) Working Guidelines – prioritization of maintenance replacements funding: *The District should priority fund all major items replacements (subject to condition of asset deferrals) a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.*

### 6.04 Cost Recovery

- (A) The District should establish consistent guidelines to measure the full cost of District programs and capital projects.
  - (1) Working Guidelines – operating programs: *The District will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and*

## DISTRICT COMPILED POLICIES

*variable) associated with providing a service, program or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable) including the administrative cost of the District; these costs would exist without any of the specific services or programs.*

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

- (B) The District should maintain fee policies that utilize the measurement of cost recovery / subsidy of District programs subject to other District goals.

*Working Guidelines: The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides as sorted by into five tiers:*

- (1) Tier 5, mostly individual benefit, will have desired cost recovery of 200%,*
- (2) Tier 4, considerable individual benefit, will have desired cost recovery of 150%,*
- (3) Tier 3, individual and community benefit, will have desired cost recovery of 100%.*
- (4) Tier 2, considerable community benefit, will have desired cost recovery of 75%,*
- (5) And Tier 1, mostly community benefit, will have little to no cost recovery from fees.*

*Categories of District services have been sorted and assigned a cost recovery tier through the Service and Financial Sustainability Assessment. Service categories can move between tiers, if necessary, but only upon completion of an established review process with criteria consistent with those that drove the initial tier assignment.*

- (C) The District should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

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

### 6.05 Cost / Benefit Analysis

The District should establish a consistent methodology of measuring cost / benefit analysis that can be used for proposed capital expansion or acquisitions.

## DISTRICT COMPILED POLICIES

Working Guidelines: *The District should assess cost / benefit based on net present value of net financial returns using a discount rate equal to the District current borrowing rate.*

### 6.06 Financial Goal Measurement

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

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

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

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

### 6.07 Capital Replacement Reserve Fund (Suspended effective January 14, 2020)

- (A) The District will create and maintain a separate Capital Replacement Reserve Fund for the purpose of funding life cycle repair/replacement projects for the District's capital assets (Goal 2 from the District's Service and Financial Sustainability Plan, 2013).

- (B) The District will establish a target funding level for the reserve fund that is adequate to fund identified replacements as they come due.

(1) Working Guidelines – funding level: *The reserve fund target funding level should be based on the aggregate cost of replacement multiplied by the percentage of asset life expired as of the date of the target calculation.*

(2) Working Guidelines – target funding: *The assets to be used to calculate the reserve fund target funding level will be all assets that the District classifies as Major Replacements assets.*

- (C) The District will fund the Capital Reserve fund using general operating revenues at an amount necessary to maintain the funding target.

(1) Working Guidelines – Funding to target: *Until the Capital Reserve fund is funded at the reserve fund target funding level, the District will transfer funds into the reserve fund at an amount sufficient to reach the reserve fund target*

## DISTRICT COMPILED POLICIES

*funding level by the end of fiscal year 2024/25. Funding of the reserve will be not less than a net of \$850,000 each fiscal year.*

- (2) Working Guidelines – Funding after meeting target: *Once the Capital Reserve fund is funded at the Target funding level, the District will fund the reserve at an annual amount necessary to maintain the balance at the reserve fund target funding level.*
  
- (D) The District will utilize replacement funds to fund replacements included in the target balance calculation.
  - (1) Working Guidelines: *The capital replacement reserve will cover the full cost of the applicable asset replacement, even if the actual cost exceeds the amount set aside in the reserve.*
  
  - (2) Working Guidelines: *The timing of actual replacements using replacement reserve funds will be based on an actual condition of asset assessment, and not solely based on an estimated useful life.*
  
  - (3) Working Guidelines: *The capital replacement reserve fund can only be expended for the replacement of assets in the target balance calculation.*
  
- (E) Any use of the replacement reserve fund that exceeds the funded balance for that item will be repaid to the reserve by the general fund.
  - (1) Working Guidelines: *Repayment of an excess payment by the reserve fund will be established each year through the budget process.*

### **6.08 Retirement Plan Funding**

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



## DISTRICT COMPILED POLICIES

- (1) Working Guidelines: *The ADC should be determined in a manner intended to uphold the principle of intergenerational equity to the extent feasible, with each generation of district taxpayers and patrons funding the retirement benefits of the district employees providing them services.*
- (2) Working Guidelines: *The ADC should be calculated in a manner such that the ADC amount is never less than the amount projected as appropriate to achieve 100% funded status of the Plan within ten years, if actual future experience matches the actuarial valuation assumptions informing the ADC calculation and contributions are made each year in accordance with the policy.*
- (3) Working Guidelines: *The ADC will be considered the minimum funding amount for the upcoming year. Funding amounts will be determined via the annual budget process and may exceed the ADC.*
- (4) Working Guidelines: *Based upon the results of the July 1, 2021 actuarial valuation and following recommendations of the Plan's actuary, the ADC will be ~~\$3,900,000 for the 2022-2023 fiscal year, based established on by an~~ actuarial projection ~~that annual contributions at that level will to~~ achieve 100% plan funded status by July 1, 2032. ~~The annual contribution will remain at least at that \$3,900,000 level until the Plan reaches a funded status near 100% or until potential modification of the ADC via the annual review process.~~*
- (5) Working Guidelines: *Once the Plan is at or near 100% funded status, the ADC will be set at a level designed to maintain that funded status if the ADC is made in full and actual future experience matches the actuarial assumptions informing the ADC calculation. When the Plan is at or near 100% funded status, the ADC calculation methodology should consider inclusion of a "rainy day" margin based on the advice of the actuary. Such a margin would be to mitigate the potential effect on contribution levels of subsequent actual plan experience being less favorable than the actuarial assumptions.*
- (1) Working Guidelines: *In calculating the ADC, the assumption for average long-term future annual investment return assumption will be informed by the Plan's target asset allocation policy. The assumption will be evaluated annually for reasonableness based on the opinion of the Plan's actuary, as informed by the capital market outlook over a long-time horizon, of the Plan's retained investment consultant.*

**RESOLUTION NO. 2023-16**

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPROVING DISTRICT COMPILED POLICIES CHAPTER SIX,  
AS AMENDED**

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

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

**WHEREAS**, the amendment to Chapter 6 updates provisions relating to Retirement Plan Funding.

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

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

**Section 2.** This resolution takes effect immediately upon adoption.

Approved and adopted on December 13, 2023 by the Board of Directors of the Tualatin Hills Park & Recreation District.

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

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

ATTEST:

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

## DISTRICT COMPILED POLICIES

## CHAPTER 6 – FINANCE

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## DISTRICT COMPILED POLICIES

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## DISTRICT COMPILED POLICIES

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## DISTRICT COMPILED POLICIES

*funding level by the end of fiscal year 2024/25. Funding of the reserve will be not less than a net of \$850,000 each fiscal year.*

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- (B) The recommended contribution amount, referred to as the Actuarially Determined Contribution (ADC) will be reviewed annually in consultation with the Plan’s actuary, as part of the annual Plan actuarial valuation.

## DISTRICT COMPILED POLICIES

- (1) Working Guidelines: *The ADC should be determined in a manner intended to uphold the principle of intergenerational equity to the extent feasible, with each generation of district taxpayers and patrons funding the retirement benefits of the district employees providing them services.*
- (2) Working Guidelines: *The ADC should be calculated in a manner such that the ADC amount is never less than the amount projected as appropriate to achieve 100% funded status of the Plan within ten years, if actual future experience matches the actuarial valuation assumptions informing the ADC calculation and contributions are made each year in accordance with the policy.*
- (3) Working Guidelines: *The ADC will be considered the minimum funding amount for the upcoming year. Funding amounts will be determined via the annual budget process and may exceed the ADC.*
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- (5) Working Guidelines: *Once the Plan is at or near 100% funded status, the ADC will be set at a level designed to maintain that funded status if the ADC is made in full and actual future experience matches the actuarial assumptions informing the ADC calculation. When the Plan is at or near 100% funded status, the ADC calculation methodology should consider inclusion of a "rainy day" margin based on the advice of the actuary. Such a margin would be to mitigate the potential effect on contribution levels of subsequent actual plan experience being less favorable than the actuarial assumptions.*
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# MEMORANDUM

**DATE:** November 30, 2023  
**TO:** Doug Menke, General Manager  
**FROM:** Holly Thompson, Communications Director  
**RE** **Resolution Appointing Advisory Committee Members**

---

## Introduction

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

## Background

Advisory committee members are appointed once per year. Staff went through an extensive outreach process, followed by a review of initial applications and in-person interviews. The district received 104 applications by the deadline. Committees are typically composed of nine community members, a board liaison, and a THPRD staff liaison.

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

## Proposal Request

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

1. Thomas Erwin
2. Sharon Keiser
3. Erik Lehr
4. Erich Pacheco
5. Matthew Shepherd

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

1. Janelle Cheung
2. Robert Dupuy
3. Saravana Sevugapandian
4. Claire Tenscher
5. Shalini Vivek
6. Travis Walker

There are four vacant positions on the Programs & Events Advisory Committee. Staff recommend appointment of the following applicants for a two-year term:

1. Lulu Alhumairi
2. Derek Chinn
3. Libby Craig
4. Krrish Ravuri

Applications for the people recommended for appointment are attached.

### **Outcomes of Proposal**

Appointment of community members to THPRD advisory committees.

### **Public Engagement**

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

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

### **Action Requested**

Board of directors' approval of Resolution 2023-17, appointing advisory committee members.

**RESOLUTION 2023-17**  
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 two-year term expiring on December 31, 2025; 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 for two-year terms:

Nature & Trails: Thomas Erwin, Sharon Keiser, Erik Lehr, Erich Pacheco, Matthew Shepherd

Parks & Facilities: Janelle Cheung, Robert Dupuy, Saravana Sevugandian, Claire Tenschler, Shalini Vivek, Travis Walker

Programs & Events: Lulu Alhumairi, Derek Chinn, Libby Craig, Krrish Ravuri

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 13<sup>th</sup> day of December 2023.

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

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

ATTEST:

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



## Nature & Trails

# #316

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Monday, October 09, 2023 12:06:18 PM  
**Last Modified:** Monday, October 09, 2023 1:02:03 PM  
**Time Spent:** 00:55:45  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Thomas B Erwin
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97007
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

## Page 3: Committee Preference

**Q5** Nature & Trails Advisory Committee

What committee are you primarily interested in joining?

---

**Q6** Respondent skipped this question

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

---

**Q7**

Please explain your interest in serving on your committee choices.

I am applying for a position on the Tualatin Hills Parks and Recreation Nature and Trails Advisory Committee.

As a citizen I have a strong desire to contribute to the community in which I live and believe this volunteer position provides me an opportunity to do so in a meaningful way.

Over the past 18 years, my family and I walked, ran, biked, and simply enjoyed many of the trails and parks that we are so fortunate to have in our area. The natural beauty of the area, and the maintenance and cultivation of the trails and parks makes our community so much richer. The THPRD facilities provide places for exercising, gathering together with families and friends, and contemplation and solitude at times.

I believe I would be a positive and contributing member of the advisory committee. During my 20+ year career in government affairs I developed the skills of collaboration, strategic planning, and community engagement. I believe these skills are a sound foundation for me to make valuable contributions to THPRD. I enjoy working with people and discussing options that lead to improvement and further inclusion of members of our community. I look forward to the opportunity to serve on such a committee and to contribute to its mission and success.

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**Not interested in this committee**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

First of all, I wholeheartedly believe in the goals of inclusion and providing diverse representation that reflect the communities we serve. As a member of the senior community, I would at the very least, bring that particular perspective and representation to the committee. But, in addition, I believe that the positions of employment I have held, and the world view that I hold, make me realize how important providing diverse representation and dedicating organizations and individuals to inclusion are for the advancement of our society. If I was selected as one of the advisory committee members, I would advocate for those goals in both committee membership and in appealing to, and making accessible, the entire community served by the district.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I actually have a fair amount of experience working on committees. I served as both a member and later as Chair of our children's school board for a combined total of six years. As part of my work experience in government, I served as member of the Governor's Advisory Committee on Long-Term Care Insurance, and Governor's Advisory Committee on Driving Under the Influence. Much of my work experience involved serving on committees that brought in other organizations and public and private entities to help advise the agency I was working in at the time. I know how important and integral soliciting and receiving input from the public can be to an organizations overall health and mission. I believe that being a good citizen means giving back to your community.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

I put together an Insurance Consumer Advisory committee for the Oregon Insurance Division. I brought together individuals and organizations that represented diverse backgrounds and perspectives to provide input and recommend actions to be taken for the State of Oregon Insurance Division to become more consumer-oriented, and not just influenced by industry lobbyists. This required good communication by me to enlist interest from individuals and organizations and to create trust among the parties that their efforts would actually engender positive results. Through the use of monthly meetings, agendas, issue papers, rule-making hearings, and legislative proposals, the committee worked through many previously unheard issues with positive results. Much of this work was done simply because someone was finally listening to consumers. Listening is an incredibly powerful tool of communication, and I believe the ability to collaborate with others cannot be successful unless it is a major part of the process.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Retired Government Worker

---

**Q14**



What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

English

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

---

# #294

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Tuesday, September 19, 2023 1:46:52 PM  
**Last Modified:** Tuesday, September 19, 2023 1:57:36 PM  
**Time Spent:** 00:10:44  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Sharon Keiser
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

## Page 3: Committee Preference

**Q5** Nature & Trails Advisory Committee

What committee are you primarily interested in joining?

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**Q6**

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

I am curious about any of the following committees: Budget; Nature & Trails; Parks & Facilities

---

**Q7**

Please explain your interest in serving on your committee choices.

I am the new CFOO at Catlin Gabel School and really curious about learning more about Tualatan Hills Parks & Recs and supporting your incredible work in the area. I relocated with my family from the midwest and I am so grateful for your work! I'm also curious about potential future partnerships related to shared projects on storm water gardens, wildlife corridors, trails etc on or near Catlin Gabel School  
s 67 acre main campus or 9 acre east campus.

---

Page 4: Background Questions

**Q8**

Yes

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

---

**Q9**

Yes

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

I have spent my career in the nonprofit sector and most recently as COO for Embracing Equity, a national nonprofit with an explicit mission to cultivate the mindsets and practices necessary to create an affirming, inclusive, and equitable educational ecosystem. Excited to apply that experience to volunteer opportunities with THPRD.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I have experience in nonprofit and school executive finance and operations.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

Communication is essential! An example includes the ability to distill complex information into simple, and often visual, key messages so that teams of people can prioritize strategic conversations about those topics.

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Page 5: Demographic Survey (optional)

**Q13**

Occupation:

CFOO

---

**Q14**

What best describes your ethnicity? (Use as many descriptors as needed.)

████

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**Q15**

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

English

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# #329

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Friday, October 13, 2023 3:06:56 PM  
**Last Modified:** Friday, October 20, 2023 1:54:47 PM  
**Time Spent:** Over a day  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Erik Lehr
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97006
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

## Page 3: Committee Preference

**Q5** Nature & Trails Advisory Committee

What committee are you primarily interested in joining?

---

**Q6** Respondent skipped this question

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

---

**Q7**

Please explain your interest in serving on your committee choices.

I am currently a member of the NTAC and would like to continue serving

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**Not interested in this committee**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

One of my primary reasons for joining the committee in the first place were to understand how THPRD is striving to make nature more accessible to all members of the community. As a committee member I will try to continue to advocate for inclusion for everyone in the district regardless of background or socioeconomic status.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

Aside from my two years as an NTAC member, I currently serve on multiple boards and committees, often times in leadership roles. I also manage a team of 10 in my professional career. I believe that I have a strong background in both ensuring that all viewpoints are heard and consensus building.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

Aside from the board leadership and professional management experience outlined in the previous response, I also have extensive public speaking experience and am very comfortable both leading group discussions as well as guiding discussions to a conclusion with action items as appropriate.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Finance - Chief Investment Officer

---

**Q14**

████

What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

English

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

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# #296

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Wednesday, September 20, 2023 10:13:33 AM  
**Last Modified:** Wednesday, September 20, 2023 10:52:54 AM  
**Time Spent:** 00:39:20  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Erich J Pacheco
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97007
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

## Page 3: Committee Preference

**Q5** Nature & Trails Advisory Committee

What committee are you primarily interested in joining?

---

**Q6**

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

Budget committee

---

**Q7**

Please explain your interest in serving on your committee choices.

I have 16 years of experience on participatory natural resource management in the US and in every inhabited continent. I hold a masters degree in environmental management and policy, have managed a global environmental governance and policy program, and now serve as the first Economic Equity and Policy Manager at the Portland Water Bureau. In this capacity, I have led efforts to overhaul the bureau's budget in a way that centers community values and priorities. As an immigrant from Venezuela, I have always been struck by the limited representation of Black, Indigenous, Latine, Asian, and Pacific Islander communities in natural resource management. I have made it one of my personal and professional goals to increase engagement of these communities with nature, through culturally relevant practices, outreach and communications, capacity development, and funding. I see this committee as an opportunity to serve my community and advocate for environmental justice.

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Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**Yes**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

I am an immigrant from Venezuela and my wife is an immigrant from China. We are raising our two kids with a strong sense of identity of their cultural backgrounds, and we are a multilingual household.

Since 2019, I have served as the Economic Equity and Policy Manager of the Portland Water Bureau and a member of its executive management team. In this capacity, I oversaw the development of our first Plan to Advance Equity, Diversity, and Inclusion, a participatory process that involved bureau employees and community members. I've built a team that now includes an accessibility analyst, a policy analyst, and a data analyst. Over the past 4.5 years, I have led the implementation of the plan by focusing on building the equity-enabling environment: that is the conditions that empower everyone in the bureau to mainstream equity criteria into their various projects and programs. This has included creating an Equity Data Toolkit, integrating equity into asset management methodology, creating a Community Partnerships and Engagement Strategy, establishing an equitable recruitment policy, assessing levels of service with demographic data to inform investment, developing an affordability roadmap, conducting an employee engagement survey, and developing an equity curriculum.

I believe my lived experiences and my professional background in natural resource management and advancing equity in Oregon's largest water utility will allow me to help THPRD reach its inclusion and diversity goals.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I have bachelor's degree in economics and a masters degree in environmental management and policy. I am also fluent in Spanish, French, and English.

I began my career leading agro-forestry projects in West Africa for almost five years, first as a Peace Corps Volunteer in Guinea and later as a technical coordinator for the US Agency for International Development in Mali.

I then managed a global environmental governance and policy program at Conservation International, a large environmental non-profit. In this capacity, I advised national and regional governments on how to establish environmental management targets, measure environmental health, adopt improved policies and management practices, and allocate scarce public funding. Since 2019, I've served as the first Economic Equity and Policy Manager at the Portland Water Bureau.

I also enjoy advising people on responsible personal finance management, coach people on job applications and interviews, and connect immigrants and refugees with local resources. We are an avid outdoors family: we camp year around, we love biking, traveling, hiking, crabbing, and all the wonderful nature the PNW has to offer.

---



**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

Throughout my life and career, I've communicated and worked with people and communities from diverse cultural, racial, religious, and technical backgrounds. Since my mother-in-law lives with us, at home we speak Mandarin, Spanish, and English, so I am very aware of the importance of culturally-relevant communication.

For example, last month a lightning ignited a wildfire in the Bull Run Watershed, Portland metro's primary water source. Through this emergency, I served as incident commander on four separate occasions, which required me to engage with the US Forest Service, internal emergency management personnel, regional water providers, and community partners of interest. I briefed regional government stakeholders on the situation and our contingency planning. I also served as the accessible communications lead, for which I contributed to the development of a Community Partners Toolkit and helped get it translated into nine languages. The toolkit is now ready to be deployed in case our contingency planning needs to be actuated.

I also served as a Spanish Vaccination Volunteer for the Multnomah County Health Department when COVID-19 vaccinations were initially being distributed. In this capacity, I was responsible for guiding Spanish speakers through the vaccination process and answering any questions they had about the vaccines, side effects, and the process.

Lastly, from 2017 to 2018, I served in the Errol Heights Park Development neighborhood advisory committee with Portland Parks and Recreation. In this capacity, I collaborated with other members of the advisory committee, consultants, and PPR staff to provide input into the development and remodeling of the Erroll Heights neighborhood park in SE Portland. I helped facilitate meetings, integrate the perspective of neighbors and community based organizations, focusing on underserved and underrepresented groups. As a result, the committee approved a final recommendation for the park's development, which broke ground in 2021 and will be inaugurated in the fall of 2023.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Economic Equity and Policy Manager, Portland Water Bureau (City of Portland)

**Q14**

██████████

What best describes your ethnicity? (Use as many descriptors as needed.)

**Q15**

Mandarin

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

# #347

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Thursday, September 28, 2023 5:36:33 PM  
**Last Modified:** Sunday, October 22, 2023 7:37:50 PM  
**Time Spent:** Over a week  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Matthew Shepherd
Address	[REDACTED]
Address 2	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

## Page 3: Committee Preference

**Q5** Nature & Trails Advisory Committee

What committee are you primarily interested in joining?

---

**Q6**

Respondent skipped this question

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

---

**Q7**

Please explain your interest in serving on your committee choices.

I am a wildlife enthusiast and naturalist that is professionally involved with conservation. I also am a regular—almost daily—user of THPRD parks who thoroughly enjoys my time spent watching the birds, beavers, insects, and so much more that calls these places home. I'm aware great value that parks have for the surrounding neighborhoods and would like to contribute to THPRD's successful stewardship of these areas and create stronger connections between community members and their local parks.

---

#### Page 4: Background Questions

**Q8**

Yes

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

---

**Q9**

No

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

Parks are an incredibly important asset to the neighborhoods and communities within which they sit and it is essential that these communities are a voice in decisions regarding the parks and that the parks serve their needs.

Through my work and my own personal reading and reflection on equity issues, I've begun to recognize my own internal biases and am learning how to reach out and hear the voices of people directly impacted by decisions. At work I am involved with fostering partnerships with historically excluded communities and co-designing projects that create conservation programs and campaigns that support their needs and values, making it possible for everyone to be involved. I also have been building equity and accessibility into the first stages of planning events, both in person and online.

I work on a lot of publications and have been creating organization-wide processes for developing non-English language publications, ensuring publications are ADA compliant and meet color and vision accessibility standards, and written in language that doesn't alienate or discourage some communities.

I acknowledge that I have much to learn about equity, but hope that this will enable me to help the committee with outreach to the district's residents, as well as to increase community use of parks and programs.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I currently work for a conservation nonprofit, the Xerces Society for Invertebrate Conservation, where I work extensively with individuals and community groups to manage gardens, parks, and other greenspaces for pollinators and other wildlife. My work includes outreach, events, producing publications, and other ways to connect people with nature. I recently was part of a working group of the National Recreation and Parks Association that created a guide for how park managers can incorporate pollinator conservation into their work. In prior jobs, I have helped develop a nature park (Samphire Hoe) and worked extensively with communities on small-scale conservation projects, expanding informal recreation, environmental education, and advocacy.

In addition, I was previously a member of the Nature and Trails committee (and before that the nature park friends committee), so have an understanding of the role of this committee and park district processes. Combined with my work experience, I am aware of the complexity of conservation within the park district as well as relevant knowledge that would allow me to engage in and contribute to the work of the Nature & Trails Advisory Committee.

Lastly, I love the local parks and want to help protect and manage them. My family has been using and enjoying THPRD parks and facilities for many years, and grown to deeply love the accessible greenspaces. My children participated in rec leagues when younger, we've all joined classes and programs, and I frequently spend time in parks watching and enjoying the wildlife. I'd like to be part of this committee so that I can give back to the district for all that I have gained over the years, and contribute toward ensuring that others can use and enjoy parks.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

Successful communication is at the core of so much of what I do at work, with both coworkers and external partners (and as a parent!). Much of my work is finding ways to communicate conservation that provide people with the knowledge and confidence to take meaningful actions. Those are the easy times! Other times it means talking about a potentially controversial topic. A couple of such topics that I have been working with recently are No Mow May and honey bees. With both of these topics I have been invited to meet with and give presentations to organizations with opposing views, such as lawncare associations and beekeeping groups, as well as answer questions from individuals. There are multiple instances I could describe, but one example is an email correspondence I recently had with a gardener who asked for advice on installing honey bee hives. My first question was why they wanted hives (because they had read about bee declines), which allowed me to share information on how honey bees compete with native bees and why beekeeping wasn't going to help, and then follow up with guidance on what they could do with their garden to make it better able to support bees, a solution that helps all pollinators.

On these occasions, I'm not seeking to alienate people, but to find common ground that will create better outcomes. It is important to treat others with respect during such conversations and remember that we can learn from listening to others, but also not shy away from difficult conversations.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Conservationist, community engagement  
Director of Outreach & Education, Xerces Society for Invertebrate Conservation

---

**Q14**



What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

**English**

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

---



## **Parks & Facilities**

# #315

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Saturday, October 07, 2023 1:51:27 PM  
**Last Modified:** Saturday, October 07, 2023 2:25:01 PM  
**Time Spent:** 00:33:34  
**IP Address:** [REDACTED]

---

Page 2: Background

**Q1**

Contact information:

Name	Janelle Cheung
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

**Q2**

I am at least 18 years of age

Check one box:

---

**Q3**

English

What language should we contact you in?

---

**Q4**

Respondent skipped this question

Gender:

---

Page 3: Committee Preference

**Q5**

Parks & Facilities Advisory Committee

What committee are you primarily interested in joining?

---

**Q6**

Respondent skipped this question

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

---

**Q7**

Please explain your interest in serving on your committee choices.

As a parent, I am eager to more actively support our THPRD community to ensure our children and next generations have access to safe and engaging parks and facilities for their growth and development. Serving on the Parks & Facilities committee would be a way for me and my family to give back to this incredible community.

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**Not interested in this committee**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

As an immigrant and new parent, I have both professional and personal experiences in bringing awareness and educating others on what diversity, equity and inclusion mean. If chosen to serve on the committee, I will demonstrate my value in DEI via action and making decisions that truly take into consideration voices and experiences from all backgrounds, ages, genders, races/ethnicities, affiliations, and abilities.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I have been working in a leadership capacity in various settings - educational, corporate, community - for the past decade. I have an intrinsic ability in managing stakeholders and consulting (which includes listening to everyone's needs and communicating effectively). I believe I bring both work experience and personal commitment to this committee that would benefit the broader THPRD community.

---



**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

I have been an organizational consultant for the past decade plus - having been responsible for executing and delivering on global inclusive programs in various industries. In these roles, cross-functional collaboration and effective communication are imperative for success. I take pride in being a good listener and communicator. I enjoy working in teams and being a team player. I also play a leadership role in these projects and coach others in the same capacity.

---

Page 5: Demographic Survey (optional)

**Q13**

Respondent skipped this question

Occupation:

---

**Q14**



What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

English

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

---

# #325

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Thursday, October 19, 2023 3:01:32 PM  
**Last Modified:** Thursday, October 19, 2023 3:23:51 PM  
**Time Spent:** 00:22:19  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Robert J. Dupuy
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

## Page 3: Committee Preference

**Q5** Parks & Facilities Advisory Committee

What committee are you primarily interested in joining?

---

**Q6** Respondent skipped this question

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

---

**Q7**

Please explain your interest in serving on your committee choices.

I have an interest in history and historic buildings. I have worked on multiple national register buildings as a lighting designer for over 30 years. I am currently the Board President of the Friends of the John Quincy Adams House in Cedar Mill. I am also interested in gardening.

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**Not interested in this committee**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

The Friends of the John Quincy Adams Young House is dedicated to inclusivity. We understand the need to tailor the needs of organizations with the needs of the community. The things I learned from my JQAY House experience would help THPRD with outreach.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I have worked on historic register projects from Crater Lake Lodge to the US Grant House at Fort Vancouver to the Historic Reservoirs at Mount Tabor Park. I grew in southern Louisiana surrounded by historic buildings and history. I have worked on many projects with large numbers of stakeholders from diverse backgrounds. I am use to working with the public, including neighborhood associations, and governmental commissions, such as the Design Review Commission, Oregon Arts Commission, and the Portland Water Bureau. My management style is based on listening and compromise to reach goals that work for as many people as possible.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

Working with Kaiser Permanente on the prototype of all dental clinics in the Northwest I had to present abstract concepts about lighting and its impact on patients and staff. I did that by clearly outlining to a Kaiser committee how lighting can change mood, physical well being, and productivity. I followed my presentation with a physical mockup of my concepts. Once the committee saw the results in real time, they were on board.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Lighting Designer, Retired

---

**Q14**



What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

English

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

---

# #333

**INCOMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Friday, October 20, 2023 5:01:18 PM  
**Last Modified:** Friday, October 20, 2023 5:03:08 PM  
**Time Spent:** 00:01:50  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Saravana Sevugapandian
Address	[REDACTED]
Address 2	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

**Q2** Respondent skipped this question

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

## Page 3: Committee Preference

**Q5** Respondent skipped this question

What committee are you primarily interested in joining?

---

**Q6** Respondent skipped this question

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

---

**Q7** Respondent skipped this question

Please explain your interest in serving on your committee choices.

---

Page 4: Background Questions

**Q8** Respondent skipped this question

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

---

**Q9** Respondent skipped this question

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

---

**Q10** Respondent skipped this question

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

---

**Q11** Respondent skipped this question

Please describe your personal skills or work experience that you believe would benefit the committee.

---

**Q12** Respondent skipped this question

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

---

Page 5: Demographic Survey (optional)

**Q13**

Respondent skipped this question

Occupation:

---

**Q14**

Respondent skipped this question

What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

Respondent skipped this question

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

---

Email received 10/25/23

Greetings!

Thank you very much for your follow up email. I was filling up the application and left it there without submitting it. Looks like it got submitted accidentally.

Absolutely, I am still interested in joining the committee and serving our community!

1. What committee are you primarily interested in joining? Please choose between Budget Committee, Parks & Facilities Advisory Committee, Programs & Events Advisory Committee or Nature & Trails Advisory Committee

I am interested to participate in any committee and my first preference would be: **Parks & Facilities Advisory Committee**

2. If you have an interest in any other committees, please list them here. (optional)

I am perfectly fine even if you put me into either **Programs & Events Advisory Committee** or **Budget Committee** as well.

3. Please explain your interest in serving on your committee choices.
  1. My interests are working to enable the community to best utilize our public recreational resources. I have seen significant improvement over the years with the way THPRD has been running the programs and sincerely soliciting feedback from the participants. I strongly believe that there is always scope for improvement in terms of maximizing the usage of the facility and the services provided. I would like to work with the committee to achieve this.
  2. I am a strong believer that recreation is a basic necessity to every individual and will also help to shape up our community for better good. There are a lot of outdoor venues (such as public parks, public school playgrounds and such) that our community members utilize during the summer months. Moreover, most of the community is either having limited choices or stop doing such activities during winter months. I think THPRD is well positioned to enable our community to bring a year round recreational platform to our community to keep everyone active and well rounded. I am interested in exploring such opportunities as a committee member.
4. If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

Yes, I should be able to accommodate my schedule and make this commitment.



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

Yes, I am committed to this.

6. THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

I would like to understand and internalize the goals that we would like to achieve and give my sincere attempt and execution to meet/beat those goals. I am open to learning how THPRD operates and will adopt/adhere myself to the best practices that we already have established and fine tune them if needed to best fit the need of the hour/community. I think we have lots of data and we could bring wonders to the community using those data if we analyze them correctly.

7. Please describe your personal skills or work experience that you believe would benefit the committee.

I have a B.S degree in Electrical Engineering. I live in the Portland area with my wife and 2 kids (an older boy and younger girl). I have about 19 years of working experience in the corporate world. Presently, I am working as a Principal Software Validation engineer at Microsoft. I have been an avid volunteer and worked (at different roles such as Secretary, Treasurer, Advisory Role) with multiple local non-profits and based on the interactions with our community members, I feel confident that I can bring a different and unique perspective and value addition to the committee.

8. Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

As an appointed Treasurer of a local non-profit organization, I worked with Beaverton City Arts Council to get Arts and Covid relief grants approved for the organization. That was the first time this organization had been able to do it under my initiative. Also, as an appointed Secretary of the same non-profit organization, I was responsible for sending email communications to the public about the initiatives, events, etc. and also responsible for posting event updates to the social media websites. I have worked with like minded individuals to start a nonprofit from scratch and run services through the org for the betterment of our community. At my current work setup, as a validation team lead, I am able to communicate well with our team members to achieve a common goal of delivering a quality product :-). I would prove the same to the committee and to our community, if I am given this opportunity to serve!

I am confident that this would be a great opportunity for me to learn lots of new things and also be able to bring value to the committee and contribute to achieve the goals!

Looking forward to hearing back from you!

Truly,  
Saravana

# #306

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Thursday, September 21, 2023 7:22:00 PM  
**Last Modified:** Friday, September 29, 2023 9:58:28 PM  
**Time Spent:** Over a week  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Claire Tenscher
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

## Page 3: Committee Preference

**Q5** Parks & Facilities Advisory Committee

What committee are you primarily interested in joining?

---

**Q6**

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

Nature & trails advisory

---

**Q7**

Please explain your interest in serving on your committee choices.

I'd love to help guide the parks as they make decisions about the amenities and features that are best for our community.

---

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**Not interested in this committee**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

I've done lots of self- work in diversity and inclusion and I've been on a board with a strong focus on ensuring the organization we served was equitable and representative. I will always be open to learning from other communities and I consider myself to be always growing.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I'm a project manager and I was a change manager which gives me experience working and leading teams, tracking tasks and researching. I understand budgeting. I'm passionate about public recreation space!

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

As part of work I was in a situation where two groups were pointing fingers at each other and trying to resolve a complex issue over email. I scheduled a call and walked both parties through outlining the problem, working through to a possible solution. We resolved the issue and both groups got what they needed.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Sr Project Manager

---

**Q14**

What best describes your ethnicity? (Use as many descriptors as needed.)

████

---

**Q15**

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

English

---

# #290

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Saturday, September 16, 2023 6:23:30 PM  
**Last Modified:** Sunday, September 17, 2023 9:07:29 AM  
**Time Spent:** 14:43:59  
**IP Address:** [REDACTED]

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## Page 2: Background

### Q1

Contact information:

Name	Shalini Female Vivek
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97225
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

## Page 3: Committee Preference

**Q5** Parks & Facilities Advisory Committee

What committee are you primarily interested in joining?

---

**Q6** Respondent skipped this question

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

---

**Q7**

Please explain your interest in serving on your committee choices.

I and my family are regular users of THPRD facilities and appreciate the variety and accessibility of the facilities, programs, and events. I want to volunteer my time to give back and help our community, so that more people can have access to these wonderful resources.

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**Not interested in this committee**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

I welcome the fact that THPRD values representation from community. I have lived within the THPRD district for over 7 years and have been, as stated earlier, a beneficiary of the facilities and programs. My family, particularly my son, has regularly uses the facilities and participates in the programming offered at the various rec centers. I bring the perspective of a parent, but also the perspective of a woman, an immigrant, a person of color, and a professional. I am committed to making sure that THPRD continues to take into account the needs of the diverse needs of our community and hears from our community.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

In my professional life, I am the Access to Justice Counsel at the Oregon Judicial Department. My entire job is to consider how to make the courts more inclusive and accessible to the community, from considering the environment, the documents/paperwork, the customer service/community engagement, the views of the public on access and fairness, and many other things. After reviewing some of the previous the Parks and Facilities Committee agenda and minutes, I feel that my experience would translate well to the committee's charge of considering the development and use of the THPRD facilities and parks.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

Good communication and collaboration have been pivotal aspects of my professional career. I have over 16 years of work experience as an attorney, and have always been in an office setting with many colleagues. I have had to navigate the needs of clients, opposing counsel, judges, colleagues, and community members. I have also provided many presentations and trainings, and have learned how to present my thoughts and ideas clearly and effectively. For instance, in my current job, I am on a committee with internal and external stakeholders. My role is to assist with moving the agenda forward, moderate discussions on specific topics, and work with the subcommittees to research and publish reports.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Attorney

---

**Q14**

What best describes your ethnicity? (Use as many descriptors as needed.)

██████████  
██  
████████████████████

---

**Q15**

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

English

---



#339

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Saturday, October 21, 2023 7:25:28 AM  
**Last Modified:** Saturday, October 21, 2023 8:21:19 AM  
**Time Spent:** 00:55:50  
**IP Address:** [REDACTED]

---

Page 2: Background

**Q1**

Contact information:

Name	Travis Walker
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97005
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

Page 3: Committee Preference

**Q5** Parks & Facilities Advisory Committee

What committee are you primarily interested in joining?

---

**Q6**

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

I'm most interested in serving on the parks and facilities advisory committee, but I'm open to serving on any other committee.

---

**Q7**

Please explain your interest in serving on your committee choices.

As a father and an energy sector professional, I'm interested in serving on the Parks and Facilities Advisory Committee because it covers topics that relate to my professional expertise and personal interests. I've spent over ten years planning, designing, and evaluating energy efficiency programs, including programs for public facilities. As a father of a two-year-old, my family enjoys exploring THPRD's many parks-- our current favorite is Recuerdo Park!

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**Not interested in this committee**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

If selected, I would foster an environment of inclusivity that always seeks to understand and represent our community's diversity. I will work to acknowledge and address unconscious bias. I will always listen to and embrace the perspectives of my fellow committee members. While I do not belong to an underrepresented group, I'm confident that I can promote diversity and inclusion on the committee.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

Through my experience as a project manager for energy efficiency planning and evaluation projects, I offer a unique perspective on opportunities to improve the efficiency of THPRD's facilities. I have a general understanding of building science and operations and I am familiar with funding opportunities to improve efficiency in public facilities.

Generally, I offer strong communication, analytical, and interpersonal skills. I've managed large technical projects with diverse stakeholders. These projects involved synthesizing diverse perspectives and reaching consensus.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

In my prior role as a project manager for energy efficiency planning projects, I managed teams of economists, engineers, technical writers, graphic designers, and data scientists. These projects required strong communication and coordination with team members of diverse backgrounds.

Several of our planning projects were for municipal utilities-- these projects involved extensive public engagement. Through participation in stakeholder and advisory groups, we collected and incorporated input from our clients' diverse communities.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Senior Specialist - Energy Research

---

**Q14**



What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

English

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

---



## **Programs & Events**

#270

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Wednesday, September 13, 2023 12:26:57 PM  
**Last Modified:** Wednesday, September 13, 2023 12:33:57 PM  
**Time Spent:** 00:06:59  
**IP Address:** [REDACTED]

---

Page 2: Background

**Q1**

Contact information: Lulu Alhumairi

Name **Lobna**  
Address [REDACTED]  
City/Town [REDACTED]  
State/Province [REDACTED]  
ZIP/Postal Code **97007**  
Email Address [REDACTED]  
Phone Number [REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

Page 3: Committee Preference

**Q5** Programs & Events Advisory Committee (with special focus on Diversity, Equity, Inclusion & Access - DEIA)  
What committee are you primarily interested in joining?

---

**Q6**

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

Nature and trail.

---

**Q7**

Please explain your interest in serving on your committee choices.

Would love to help our community diversity and inclusion.

---

---

Page 4: Background Questions

**Q8**

Yes

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

---

**Q9**

Yes

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

I'm a women of color from the middle east.this will meet THPRD diversity.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I have a master's in IT management.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

Fluent in Arabic and English

---

Page 5: Demographic Survey (optional)

**Q13**

**Respondent skipped this question**

Occupation:

---

**Q14**

**[REDACTED]**

What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

**Arabic**

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

---

# #315

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Thursday, September 07, 2023 2:42:37 PM  
**Last Modified:** Thursday, October 05, 2023 11:01:02 PM  
**Time Spent:** Over a week  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Derek Chinn
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

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

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

## Page 3: Committee Preference

**Q5** Programs & Events Advisory Committee (with special focus on Diversity, Equity, Inclusion & Access - DEIA)

What committee are you primarily interested in joining?

---



**Q6**

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

Parks & Facilities

---

**Q7**

Please explain your interest in serving on your committee choices.

As someone who has used parks, facilities, and programs personally or via my family I thought these would be the most interesting.

I also have interest and some experience in DEI issues.

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**No**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

In 2006, I helped start an intentional multiracial church. It still exists and we serve various races. I have participated in diversity conversations and put into practice what I've learned and taught.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

I've spent the past 12 years in higher education at a local university. I have taught and put into practice conflict transformation. Prior to that, I spent over 10 years in ministry so I have lots of experience interacting with people. I have experience in building collaborative teams.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

I've taught master and doctoral level students for the past 12 years and prior to that spent over 10 years preaching and teaching in a local church.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Most recently, academic dean. Transitioning jobs, at the moment, so currently unemployed.

---

**Q14**



What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

**English**

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

---

# #320

**INCOMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Monday, October 16, 2023 9:36:04 AM  
**Last Modified:** Monday, October 16, 2023 9:41:12 AM  
**Time Spent:** 00:05:08  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Libby Craig
Address	[REDACTED]
Address 2	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97007
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

### Q2

I am at least 18 years of age

Check one box:

---

### Q3

English

What language should we contact you in?

---

### Q4

Gender Variant or Non-Conforming

Gender:

---

## Page 3: Committee Preference

### Q5

Programs & Events Advisory Committee (with special focus on Diversity, Equity, Inclusion & Access - DEIA)

What committee are you primarily interested in joining?

---

**Q6**

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

Nature and Trails Advisory Committee

---

**Q7**

Please explain your interest in serving on your committee choices.

I recently moved to the Tualatin Hills area and am looking to get involved in the community. Currently I work in special education and I have a background in zoology and environmental education. I am very passionate about the outdoors, community building, and making recreation accessible to all.

---

Page 4: Background Questions

**Q8**

Respondent skipped this question

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

---

**Q9**

Respondent skipped this question

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

---

**Q10**

Respondent skipped this question

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

---

**Q11**

Respondent skipped this question

Please describe your personal skills or work experience that you believe would benefit the committee.

---

**Q12**

Respondent skipped this question

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

---

Page 5: Demographic Survey (optional)

**Q13**

**Respondent skipped this question**

Occupation:

---

**Q14**

**Respondent skipped this question**

What best describes your ethnicity? (Use as many descriptors as needed.)

---

**Q15**

**Respondent skipped this question**

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

---

# #349

**COMPLETE**

**Collector:** 2023 (Web Link)  
**Started:** Saturday, September 30, 2023 11:35:15 AM  
**Last Modified:** Sunday, October 22, 2023 11:38:03 PM  
**Time Spent:** Over a week  
**IP Address:** [REDACTED]

---

## Page 2: Background

### Q1

Contact information:

Name	Krrish Ravuri
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

### Q2

I am under 18 years of age

Check one box:

---

### Q3

English

What language should we contact you in?

---

### Q4

Male

Gender:

---

## Page 3: Committee Preference

### Q5

Programs & Events Advisory Committee (with special focus on Diversity, Equity, Inclusion & Access - DEIA)

What committee are you primarily interested in joining?

---

### Q6

Respondent skipped this question

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

---

**Q7**

Please explain your interest in serving on your committee choices.

After volunteering with THPRD during the summer and attending countless THPRD summer camps and events since childhood, I was inspired by the impact the organization has on our community through its programs and events. I have witnessed the dedication of the committee members and staff, and it has motivated me to seek a more involved role.

As a Leader in Boy Scouts, I have a deep-rooted appreciation for community service, organization, and teamwork. My experiences as a Scout have instilled in me a strong sense of responsibility and the importance of giving back to the community. I believe my leadership skills and strong belief in community engagement, combined with the values I've cultivated through my scouting journey, will enable me to draw the interests and goals of my generation. For example, middle school and high school students would love to participate in more STEM activities and competitions throughout the community. I'm eager to collaborate with the team to create memorable and inclusive events that bring our community together. I'd welcome the opportunity to discuss my application further and explore how I can contribute to the committee's mission.

Thank you for considering my application.

Sincerely,  
Krrish Ravuri

---

Page 4: Background Questions

**Q8**

**Yes**

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

---

**Q9**

**No**

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

---

**Q10**

THPRD is dedicated to inclusion and providing diverse representation that reflects the communities we serve. Tell us how you can help THPRD reach these goals by serving on this committee?

Growing up in Beaverton I'm deeply involved in the diverse landscape of our community. I have participated and interacted with a variety of cultures and learned from each person. I plan to serve the committee with the viewpoint of the student population and local resident.

---

**Q11**

Please describe your personal skills or work experience that you believe would benefit the committee.

As a captain of my robotics team, I have experienced the process of starting from a blank slate and collaborating with my team in order to finish a big project, In addition to gaining leadership skills from, Boy Scouts, my school, and Volunteering at Thprd, I believe I can voice the concerns, wants, and needs of the youth in our community.

---

**Q12**

Good communication and the ability to collaborate with others is an important skill for committee members. Give an example that shows your communication skills in action.

As a leader in Boy Scouts and Captain of my robotics team, I have learned to understand the importance of delegation, roles, and clear and concise communication. I have learned to be patient and open to all perspectives albeit the uncertainty in the outcome. For example, I have organized several meetings and coordinated efforts with the Boy Scout leadership team to create multiple troop opportunities that helped enhance the skills of the troop, like cooking, navigating, planning, camping etc. Additionally, I have reached out to multiple community organizations and spread stem through robot demonstrations and interactive learning experiences for the younger generation.

---

Page 5: Demographic Survey (optional)

**Q13**

Occupation:

Student at Sunset High School

---

**Q14**

What best describes your ethnicity? (Use as many descriptors as needed.)

Other (please specify):

██████

---

**Q15**

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

Other (please specify):

Telegu and English

---





# MEMORANDUM

**DATE:** November 30, 2023  
**TO:** Doug Menke, General Manager  
**FROM:** Holly Thompson, Communications Director  
**RE:** **Levy Task Force Recommendations**

---

## **Introduction**

Three members of the district's Levy Task Force will present to the board of directors their recommendations regarding if the district should pursue an operating levy in 2024. Members Justin Low, Margaret Robinson, and Sheri Wantland, will be presenting the group's unanimous recommendations.

## **Background**

In August, THPRD recruited community members to serve on the district's new Levy Task Force (LTF). Our goal was to recruit a diverse pool of applicants that is representative of the people who live within the district. Their responsibility is to advise the THPRD Board of Directors on if the district should pursue a voter approved operating levy to fill a projected \$16 million deficit in the district's operating budget, representing about 21% of the district's annual budget. If LTF members agree a levy should be pursued, they will also provide advice on the size, scale, timing and components of the levy.

In September, the board of directors appointed 13 community members to the district's Levy Task Force, which is comprised of 12 at-large people and one liaison from the district's Budget Committee. The task force has met three times. Their first meeting was a deep dive into the district's budget, revenue sources, expenditures, causes of pressure on the budget leading to a funding shortfall, and options the district has considered to fill that shortfall. In the second meeting, the task force reviewed public opinion research on likely voter's views of the district and their likely support for a local option levy.

At their third and final meeting, task force members voted on the three questions the board asked them to consider: 1) should the district pursue an operating levy; 2) what the size and scope of the operating levy should be; and 3) when should the operating levy ask be sent to the district's voters. The task force discussed and voted on all three questions and has an additional recommendation for the board to consider in terms of a future funding strategy for capital projects.

## **Action Requested**

No formal action is being requested. Board discussion and consideration of the recommendations from the Levy Task Force is requested. A formal board decision regarding whether to pursue an operating levy is currently scheduled for the January 10, 2024, regular meeting.



[8B]

# MEMORANDUM

**DATE:** November 27, 2023  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** **General Manager's Report**

---

## **Asset Management Update and Mapping Standards**

Bruce Barbarasch, Nature & Trails manager, and Jeremy Grotbo, the district's park resource analyst, will provide an overview of THPRD's asset mapping efforts to date. They will share information about the district's asset management strategy and will provide an update and share examples of the new park district map standards.



# MEMORANDUM

**DATE:** November 16, 2023  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Art in Parks**

---

At the December 13 regular board of directors meeting, staff will provide a brief presentation on the history of art installations throughout the district. The presentation will include imagery of art installations funded by the 2008 Bond Program and System Development Charges, Talking Walls, and recent art pilot projects at two new parks. Staff will share recommendations for soliciting artists for future public spaces and seek guidance from board members regarding the district's approach to art in parks in an open discussion.



# MEMORANDUM

**DATE:** November 15, 2023  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **System Development Charge 20-Year Capital Improvement Project List Update**

## Introduction

Staff are requesting the board of directors' feedback on a proposed modification to the System Development Charge Capital Improvement Project List (SDC-CIP) included as Appendix C to the adopted 2020 SDC Methodology Report (Attachment 1). This modification would combine and repurpose three projects to develop various sports fields totaling \$6 million in project costs with one project to develop a pickleball facility costing \$6 million. This modification would not change the district's underlying SDC fee. If the board approves of the proposed modification, staff will present a resolution updating the SDC-CIP at the January 2024 board meeting for approval and use in the FY 2024/25 budgeting process.

## Background

Adopted by the board in November 2020, staff began developing the district's current SDC Methodology Report in 2018. The 2020 SDC Methodology Report was based on the needs identified in THPRD's 2013 Comprehensive Plan update, which considers capital facility needs through the year 2035. The 2020 Methodology Report's SDC-CIP details the capital projects the district will pursue to fulfill its 2035 capital facility needs.

Since the development of the 2020 SDC Methodology Report, the board has approved the 2020 Vision Action Plan (VAP) and 2023 Comprehensive Plan (comp plan). The future vision articulated by the 2020 VAP was informed by a broad, inclusive engagement effort collecting over 12,500 ideas from over 10,000 patrons. The VAP's community-informed goal areas, themes, and actions influenced the development of the 2023 comp plan's goals, objectives, and guiding principles. Both the VAP and the comp plan direct the district to ensure its facilities, classes and programs are responsive to evolving community needs and emerging trends through the following references:

### 2020 Vision Action Plan

- Goal Area: Play for Everyone
  - Theme: Encourage active sports
    - Strategy: "... Keep up with emerging sports trends by offering evolving spaces to meet current needs. ..."
    - Action #45: Organized drop-in-games in parks
    - Action #46: Expanded recreation & drop-in sports options
    - Action #47: Flexible sports areas for emerging sports

### 2023 Comprehensive Plan

- Goal: Play for Everyone
  - Objective 1: Encourage community wellness and health in creative and diverse ways.

- Guiding Principle 1: Invest in all-weather play resources and outdoor exercise equipment.
- Objective 2: Be responsive to evolving community needs and emerging trends.
  - Guiding Principle 1: Regularly engage the community to determine needs.
  - Guiding Principle 2: Commit to developing programs and classes to serve evolving community needs.

In addition to 2020 VAP and 2023 comp plan goals, the comp plan's Recreation & Leisure Trends Analysis (Section II.B.) notes that the district is seeing rapid growth in demand for pickleball among patrons. Despite adding capacity for pickleball play at both reservable and non-reservable sites, demand continues to outpace supply within the district.

Recognizing the growth in demand for pickleball, THPRD has sought funding for developing additional pickleball capacity. To that end, staff have identified an underutilized portion of the Howard M. Terpenning Recreation Complex (HMT) campus that offers a favorable location to develop a districtwide pickleball facility. This location is buffered from residential areas, creating minimal noise impacts for patrons living in nearby neighborhoods, is adjacent to the existing HMT parking lot and restrooms, and existing utilities at the HMT site that will simplify and reduce the cost of providing drinking fountains and lighting. Additionally, the site could support a future cold weather shelter or emergency sheltering location, is linked to regional TriMet bus service and is near the Westside regional and Waterhouse community trail systems.

Currently, THPRD's SDC-CIP does not identify discrete projects that increase pickleball capacity within the district. The proposed modification seeks to remedy this, better connecting the project priorities of the SDC-CIP with emerging sports trends, the community feedback gleaned through the VAP, and the goals, objectives, actions, and guiding principles from the VAP and comp plan. Additionally, patron feedback from a June 2023 survey supported developing a single larger, year-round pickleball facility with amenities like drinking fountains, as opposed to several smaller pickleball facilities in THPRD parks, because pickleball is a social sport and the siting of multiple courts in a single location allows for reservable group play and classes as well as recreational and competitive tournament-style play with friends or clubs.

Pursuant to ORS 223.309(2), Section 10 of THPRD's SDC Administrative Procedures Guide (SDC APG) says that the board may modify the SDC-CIP at any time via resolution. If the SDC-CIP modification will increase the district's SDC, the SDC APG requires that the district provide at least 30-days' notice of the proposed modification to persons who have requested notice. The proposed modification to THPRD's SDC-CIP does not increase the district's SDC; therefore, public notice is not required in order to approve the proposed SDC-CIP modification. Staff are seeking board feedback on this proposed modification.

### **Proposal Request**

Staff are seeking board feedback on a proposed modification of the SDC-CIP, combining and repurposing three projects to develop sports fields into one project to develop a pickleball facility. If the board approves of the proposed modification, staff will present a resolution updating the SDC-CIP at the January 2024 board meeting for approval and use in the FY 2024/25 budgeting process.

### **Outcomes of Proposal**

Modifying the SDC-CIP would allow staff to add the *Develop Pickleball Facility* project to the district's 5-year Capital Improvement Project (5-year SDC CIP) list during this winter's fiscal

year 2024-2025 budget development process. Adding this pickleball development project to the 5-year SDC CIP would pave the way for funding to be appropriated for the project when the board considers adopting the fiscal year 2024-2025 budget. Board approval of funding for the pickleball development project would ensure that THPRD staff have the necessary resources to increase pickleball capacity districtwide. This modification would also help THPRD's SDC-CIP be more responsive to community need based on emerging sports trends, in alignment with 2020 VAP and 2023 comp plan guidance.

### **Public Engagement**

Section 10 of THPRD's SDC APG requires at least 30-days of public notice if a proposed change to the SDC-CIP will increase the district's existing SDC fee. The proposed modification of the SDC-CIP does not increase the district's existing SDC fee; therefore, public engagement on the proposed change is not required.

More broadly, the proposed SDC-CIP modification is responsive to the extensive engagement that resulted in the vision, goals areas, and actions within the award-winning 2020 VAP and informed the 2023 comp plan's goals, objectives, guiding principles, and recommendations.

### **Action Requested**

No formal action is being requested. Staff are seeking board of directors' feedback on a proposed modification of the SDC-CIP within the adopted 2020 SDC Methodology Report. If the board wishes to move forward with the proposed modification, staff will present a resolution updating the SDC-CIP at the January 2024 board meeting for approval and use in the FY 2024/25 budgeting process.



APPENDIX C

# SDC Project List

**Table C-1**  
THPRD SDC Analysis  
SDC Project List

Project	Overlay Area of Benefit	Timing	Develop Units	Acquis. Units	Units	Total Project Cost	Land Acquis. \$	Develop \$
Develop neighborhood park (SEQ-1)	District Wide	0-5 Years	8.65		Acres	\$9,646,982	\$0	\$9,646,982
Develop Neighborhood Park (SWQ-4)	District Wide	5-10 Years	6.24		Acres	\$5,013,700	\$0	\$5,013,700
Develop Neighborhood Park (SWQ-5)	District Wide	0-5 Years	2.02		Acres	\$3,181,000	\$0	\$3,181,000
Develop Neighborhood Park (NWQ-4)	District Wide	0-5 Years	2.52		Acres	\$1,000,000	\$0	\$1,000,000
Develop Neighborhood Park (NEQ-2)	District Wide	10-15 Years	7.40		Acres	\$8,252,909	\$0	\$8,252,909
Develop Neighborhood Park (NEQ-3)	District Wide	0-5 Years	1.91		Acres	\$2,811,400	\$0	\$2,811,400
Develop Neighborhood Park (NEQ-4)	District Wide	10-15 Years	6.85		Acres	\$7,639,517	\$0	\$7,639,517
Acquire and Develop Neighborhood Park	Bonny Slope West	5-10 Years	1.50	1.50	Acres	\$3,247,887	\$1,275,000	\$1,972,887
Develop Neighborhood Park (NWQ-5)	North Bethany	0-5 Years	1.73		Acres	\$1,459,000	\$0	\$1,459,000
Develop Neighborhood Park (NWQ-8)	North Bethany	0-5 Years	3.36		Acres	\$2,741,874	\$0	\$2,741,874
Develop Neighborhood Park (NWQ-6)	North Bethany	0-5 Years	1.50		Acres	\$2,741,874	\$0	\$2,741,874
Develop Neighborhood Park (NWQ-7)	North Bethany	0-5 Years	2.00		Acres	\$3,833,562	\$0	\$3,833,562
Develop Neighborhood Park (NWQ-2)	North Bethany	5-10 Years	5.59		Acres	\$7,677,200	\$0	\$7,677,200
Develop Park Blocks	North Bethany	5-10 Years	1.50		Acres	\$1,370,937	\$0	\$1,370,937
Acquire and Develop Neighborhood Park (NWQ-11)	North Bethany	0-5 Years	2.85	2.85	Acres	\$5,080,516	\$2,850,000	\$2,230,516
Acquire and Develop Neighborhood Park (SWQ-7)	SCM Area	0-5 Years	11.15		Acres	\$5,305,300	\$0	\$5,305,300
Acquire and Develop Neighborhood Park (SWQ-6)	SCM Area	0-5 Years	2.63	2.63	Acres	\$4,720,000	\$1,841,000	\$2,879,000
Acquire and Develop Neighborhood Park (SWQ-8)	SCM Area	0-5 Years	2.86	2.86	Acres	\$5,191,638	\$2,002,000	\$3,189,638
Acquire and Develop Neighborhood Park (SWQ-9)	SCM Area	0-5 Years	2.00	2.00	Acres	\$4,279,000	\$1,400,000	\$2,879,000
Acquire and Develop Neighborhood Park	Cooper Mtn Area	5-10 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Large Urban Park	District Wide	10-15 Years	1.00	1.00	Acres	\$7,751,133	\$1,500,000	\$6,251,133
Acquire and Develop Small Urban Park	District Wide	0-5 Years	0.25	0.25	Acres	\$1,178,419	\$375,000	\$803,419
Acquire and Develop Small Urban Park Park	District Wide	5-10 Years	0.25	0.25	Acres	\$1,178,419	\$375,000	\$803,419



METHODOLOGY REPORT | PARKS SYSTEM DEVELOPMENT CHARGES

Project	Overlay Area of Benefit	Timing	Develop Units	Acquis. Units	Units	Total Project Cost	Land Acquis. \$	Develop \$
Acquire and Develop Small Urban Park	District Wide	0-5 Years	0.25	0.25	Acres	\$1,937,783	\$375,000	\$1,562,783
Acquire and Develop Small Urban Park	District Wide	5-10 Years	0.25	0.25	Acres	\$1,937,783	\$375,000	\$1,562,783
Acquire and Develop Neighborhood Park	District Wide	10-15 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Develop Community Park (SW-1)	District Wide	10-15 Years					\$0	\$0
Develop Community Park (NW-1)	North Bethany	15-20 Years	15.00	7.09	Acres	\$26,818,870	\$7,090,000	\$19,728,870
Develop Community Park (NE-1)	District Wide	5-10 Years	22.37		Acres	\$17,989,168	\$0	\$17,989,168
Acquire and Develop Community Park	Cooper Mtn Area	15-20 Years	15.00	15.00	Acres	\$27,228,870	\$10,500,000	\$16,728,870
Acquire Natural Areas	District Wide	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Improve Natiral Areas	District Wide	5-10 Years	119		Acres	\$119,000	\$0	\$119,000
Acquire Natural Areas	Bonny Slope West	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Acquire Natural Areas	North Bethany	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Acquire Natural Areas	SCM Area	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Develop Linear Parks and Trails - Regional	District Wide	5-10 Years	12.19	12.19	Miles	\$43,514,325	\$810,000	\$42,704,325
Develop Linear Parks and Trails - Community	District Wide	5-10 Years	9.19	9.19	Miles	\$32,998,647	\$804,000	\$32,194,647
Develop Linear Parks and Trails	Bonny Slope West	5-10 Years	1.50	1.50	Miles	\$5,314,839	\$60,000	\$5,254,839
Develop Linear Parks and Trails	North Bethany	0-5 Years	1.68	1.68	Miles	\$5,973,620	\$88,200	\$5,885,420
Develop Linear Parks and Trails	SCM Area	0-5 Years	6.00	6.00	Miles	\$21,236,856	\$217,500	\$21,019,356
Develop Sunset Highway Trail Overcrossing	District Wide	5-10 Years	0.10		Miles	\$15,000,000	\$0	\$15,000,000
Develop a Recreation and Aquatic Center (SWQ)	District Wide	5-10 Years	60,000		SF	\$60,000,000	\$0	\$60,000,000
Acquire and Develop a Recreation/Aquatic Center (NWQ)	District	5-10 Years	60,000		SF	\$69,800,000	\$9,800,000	\$60,000,000
<u>Develop Pickleball Facility</u>	<u>District Wide</u>	<u>5-10 Years</u>	<u>27,300</u>		<u>SF</u>	<u>\$6,000,000</u>	<u>\$0</u>	<u>\$6,000,000</u>
<u>Develop Regulation Baseball/Softball Fields</u>	<u>District Wide</u>	<u>15-20 Years</u>	<u>2.00</u>		<u># Fields</u>	<u>\$1,600,000</u>	<u>\$0</u>	<u>\$1,600,000</u>
Develop Regulation Baseball/Softball Fields	SCM Area	10-15 Years	3.00		# Fields	\$2,400,000	\$0	\$2,400,000
Develop Youth Baseball/Softball Fields	District Wide	15-20 Years	2.00		# Fields	\$1,200,000	\$0	\$1,200,000
Develop Youth Baseball/Softball Fields	SCM Area	10-15 Years	5.00		# Fields	\$3,000,000	\$0	\$3,000,000
Develop Regulation Soccer/Lacrosse/Football Fields	District Wide	5-10 Years	2.00		# Fields	\$1,600,000	\$0	\$1,600,000
Develop Regulation Soccer/Lacrosse/Football Fields	SCM Area	5-10 Years	3.00		# Fields	\$2,400,000	\$0	\$2,400,000





METHODOLOGY REPORT | PARKS SYSTEM DEVELOPMENT CHARGES

Project	Overlay Area of Benefit	Timing	Develop Units	Acquis. Units	Units	Total Project Cost	Land Acquis. \$	Develop \$
<del>Develop Regulation Soccer/Lacrosse/Football Fields</del>	<del>District Wide</del>	<del>5-10 Years</del>	<del>1.00</del>		<del># Fields</del>	<del>\$2,000,000</del>	<del>\$0</del>	<del>\$2,000,000</del>
Develop Regulation Soccer/Lacrosse/Football Fields	SCM Area	0-5 Years	2.00		# Fields	\$4,000,000	\$0	\$4,000,000
<del>Develop Youth Soccer/Lacrosse/Football Fields</del>	<del>District Wide</del>	<del>0-5 Years</del>	<del>4.00</del>		<del># Fields</del>	<del>\$2,400,000</del>	<del>\$0</del>	<del>\$2,400,000</del>
Develop Youth Soccer/Lacrosse/Football Fields	SCM Area	5-10 Years	5.00		# Fields	\$3,000,000	\$0	\$3,000,000
Develop Community Park (SW-2)	District Wide	5-10 Years	29.12		Acres	\$6,494,810		\$6,494,810
<b>Total</b>						<b>\$502,448,288</b>	<b>\$61,037,700</b>	<b>\$441,410,588</b>