



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

**Board of Directors Regular Meeting**  
**Wednesday, February 11, 2026**

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

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

**AGENDA**

1. Executive Session\*
  - A. Legal
  - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. [Proclamation: Black History Month](#)
5. Audience Time\*\*
6. Board Time
  - A. Committee Liaisons Updates
7. Consent Agenda\*\*\*
  - A. [Approve: Quarterly Financial Report](#)
  - B. [Approve: Intergovernmental Agreement with Metro for Community Choice Grant Project at Recuerdo Park](#)
  - C. [Approve: Resolution Authorizing US Department of Transportation, Better Utilizing Investments to Leverage Development \(BUILD\) Grant Program Application for Westside Trail Pedestrian and Bicycle Bridge](#)
  - D. [Approve: Resolution Establishing 2026 Legislative Advocacy Priorities](#)
  - E. [Approve: Resolution Opting-in to Oregon's Trail Use Immunity Statute](#)
  - F. [Approve: Resolution to Amend the FY2026 Budget](#)
  - G. [Approve: Resolution Authorizing Issuance of Interfund Loan](#)
  - H. [Award: Westside Trail Bicycle and Pedestrian Bridge Consultant Contract](#)
8. Unfinished Business
  - A. [Information: General Manager's Report](#)
9. Adjourn

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

**\*\*Audience Time:** Public testimony is being accepted for this meeting in-person, virtually, or written. Speakers are allowed a maximum of three (3) minutes to address the board and will be called upon in the order in which they signed up with priority given to those addressing items on the meeting agenda, although the Board President may call upon speakers in an order at their discretion. The Board President may choose to restrict the total time for testimony to 30 minutes if deemed necessary.

If you wish to testify in-person during the board meeting, please complete and turn in a testimony card at the meeting. Please wait until you are called upon and then proceed to the public testimony table.

If you wish to testify virtually (or simply attend the meeting virtually without testifying), please sign up by emailing [boardofdirectors@thprd.org](mailto:boardofdirectors@thprd.org) or calling 503-645-6433 **by 12 pm the day of the meeting** with your name and email address (and testimony topic if wishing to provide testimony). You will be provided additional instructions and a link to access the meeting.

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

**\*\*\*Consent Agenda:** Consent Agenda items will be approved without discussion unless there is a board member request to discuss a particular item. The issue separately discussed will be voted on separately.

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



# MEMORANDUM

**DATE:** January 29, 2026  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** **Information Regarding the February 11, 2026 Board of Directors Meeting**

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## **Agenda Item #4 – Proclamation: Black History Month**

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

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

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

- A. [Approve: Quarterly Financial Report](#)
- B. [Approve: Intergovernmental Agreement with Metro for Community Choice Grant Project at Recuerdo Park](#)
- C. [Approve: Resolution Authorizing US Department of Transportation, Better Utilizing Investments to Leverage Development \(BUILD\) Grant Program Application for Westside Trail Pedestrian and Bicycle Bridge](#)
- D. [Approve: Resolution Establishing 2026 Legislative Advocacy Priorities](#)
- E. [Approve: Resolution Opting-in to Oregon's Trail Use Immunity Statute](#)
- F. [Approve: Resolution to Amend the FY2026 Budget](#)
- G. [Approve: Resolution Authorizing Issuance of Interfund Loan](#)
- H. [Award: Westside Trail Bicycle and Pedestrian Bridge Consultant Contract](#)

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

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

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



## TUALATIN HILLS PARK & RECREATION DISTRICT

### PROCLAMATION

#### By the Board of Directors

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

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

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

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

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

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

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

**NOW, THEREFORE, the Tualatin Hills Park & Recreation District, does hereby declare the month of February 2026 as**

### **Black History Month**

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

Signed this 11th day of February 2026.

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Alfredo Moreno, President

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Miles Palacios, Secretary

Tualatin Hills Park & Recreation District  
Financial Report  
Second Quarter  
Ended December 31, 2025



Prepared for:  
Board of Directors

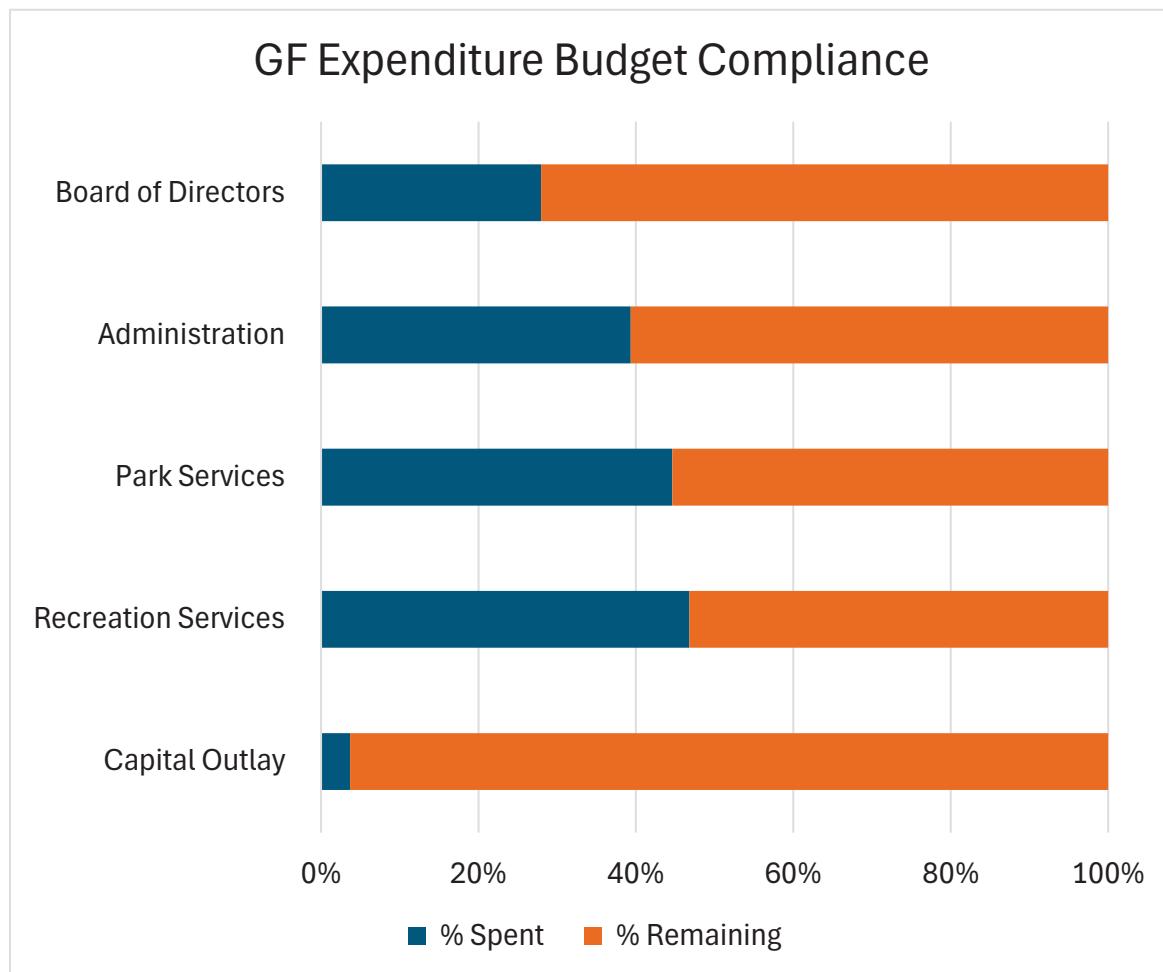
Prepared by:  
Jared Isaksen, Finance Director

## 2nd Quarter of FY2025-26

Building upon the strong revenue performance achieved in the first quarter, the second quarter reflects continued excellence in revenue collection and prudent expense management across all divisions. Operational activities are proceeding in accordance with established plans, and program revenue levels remain consistently aligned with the operational thresholds.

### This Quarter in the numbers

- Expended 28% of the overall budget
  - Recreation Services – 47%
  - Park Services – 45%
  - Administration – 39%
- Received 64% of estimated revenues
  - Property Taxes – 97%
  - Recreation Services – 67%
  - Interest Income – 103%





## Tualatin Hills Park & Recreation District

General Fund Financial Summary  
October 2025 - December 2025

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

**Program Resources:**

Aquatic Centers	\$ 650,997	\$ 1,543,850	\$ 1,126,663	137.0%	\$ 2,373,386	65.0%
Tennis Center	408,368	691,355	581,090	119.0%	1,240,987	55.7%
Recreation Centers	1,076,260	3,140,185	2,593,351	121.1%	4,706,425	66.7%
Sports & Inclusion Services	1,159,421	2,523,776	1,693,452	149.0%	3,471,538	72.7%
<b>Total Program Resources</b>	<b>3,295,047</b>	<b>7,899,166</b>	<b>5,994,555</b>	<b>131.8%</b>	<b>11,792,336</b>	<b>67.0%</b>

**Other Resources:**

Property Taxes	56,514,643	56,592,678	54,852,402	103.2%	58,327,143	97.0%
Interest Income	312,292	516,106	83,215	620.2%	500,000	103.2%
Facility Rentals/Sponsorships	345,763	503,323	288,034	174.7%	540,000	93.2%
Grants	384,213	590,841	1,149,148	51.4%	7,547,713	7.8%
Miscellaneous Income	150,655	662,615	134,723	491.8%	22,084,150	3.0%
Debt Proceeds	-	-	-	0.0%	4,000,000	0.0%
<b>Total Other Resources</b>	<b>57,707,565</b>	<b>58,865,564</b>	<b>56,507,521</b>	<b>104.2%</b>	<b>92,999,006</b>	<b>63.3%</b>
<b>Total Resources</b>	<b>\$ 61,002,612</b>	<b>\$ 66,764,730</b>	<b>\$ 62,502,077</b>	<b>106.8%</b>	<b>\$ 104,791,342</b>	<b>63.7%</b>

**Program Expenditures:**

Recreation Administration	518,287	1,023,598	1,107,439	92.4%	2,053,122	49.9%
Aquatic Centers	2,240,341	3,997,075	4,512,469	88.6%	8,324,831	48.0%
Tennis Center	453,917	736,993	866,618	85.0%	1,562,372	47.2%
Recreation Centers	3,118,472	5,983,432	6,983,048	85.7%	12,756,152	46.9%
Sports & Inclusion Services	2,190,179	3,927,952	4,815,528	81.6%	8,779,628	44.7%
<b>Total Program Related Expenditures</b>	<b>8,521,196</b>	<b>15,669,050</b>	<b>18,285,103</b>	<b>85.7%</b>	<b>33,476,105</b>	<b>46.8%</b>

**General Government Expenditures:**

Board of Directors	67,787	137,276	152,224	90.2%	490,854	28.0%
Administration	3,883,474	6,893,794	9,141,459	75.4%	17,523,677	39.3%
Park Services	4,661,245	8,230,297	10,485,553	78.5%	18,442,510	44.6%
Capital Outlay	983,749	1,527,554	2,576,448	59.3%	41,370,940	3.7%
Contingency/Capital Replacement Reserve/Transfer Out	-	-	-	0.0%	3,500,000	0.0%
<b>Total Other Expenditures:</b>	<b>9,596,256</b>	<b>16,788,920</b>	<b>22,355,683</b>	<b>75.1%</b>	<b>81,327,981</b>	<b>20.6%</b>
<b>Total Expenditures</b>	<b>\$ 18,117,452</b>	<b>\$ 32,457,971</b>	<b>\$ 40,640,786</b>	<b>79.9%</b>	<b>\$ 114,804,086</b>	<b>28.3%</b>

**Revenues over (under) Expenditures**

<b>Beginning Cash on Hand</b>	<b>-</b>	<b>34,435,414</b>	<b>41,090,000</b>	<b>83.8%</b>	<b>41,090,000</b>	<b>83.8%</b>
<b>Ending Cash on Hand</b>	<b>\$ -</b>	<b>\$ 68,742,173</b>	<b>\$ 62,951,290</b>	<b>109.2%</b>	<b>\$ 31,077,256</b>	<b>221.2%</b>

**2nd Quarter Grant Update**  
**FY26 - Q2 (October 1, 2025 - December 31, 2025)**

Date: Updated January 22, 2026

Funder Project Name	Grant Awards to December 31	Revenue in Adopted FY26 Budget	Grant Revenue Received to December 31	Estimated Total FY25/26	NOTES:
<b>Completed Projects</b>					
<b>Operational Projects</b>					
National Recreation and Park Association <i>THRIVE @ Garden Home Chehalem Site</i>	\$ 69,525	\$ -	\$ -	\$ 69,525	
<b>Subtotal Completed Operational Projects</b>	<b>\$ 69,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,525</b>	
<b>Capital Projects</b>					
<b>Subtotal Completed Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ongoing Projects</b>					
<b>Operational Projects</b>					
Tualatin Soil & Water Conservation District <i>Black and Green Fellowship</i>	\$ 17,942	\$ -	\$ -	\$ 8,971	
Autzen Foundation <i>FLOAT</i>	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	
Multnomah Athletic Foundation <i>FLOAT</i>	\$ 7,700	\$ -	\$ 7,700	\$ 7,700	
Oregon Department of Fish & Wildlife, Oregon Conservation & Recreation Fund <i>Black and Green Fellowship</i>	\$ 50,000	\$ -	\$ -	\$ 25,000	
National Recreation and Park Association <i>Racial Equity &amp; Language Access</i>	\$ 6,000	\$ -	\$ -	\$ 6,000	
<b>Subtotal Ongoing Operational Projects</b>	<b>\$ 87,642</b>	<b>\$ -</b>	<b>\$ 13,700</b>	<b>\$ 53,671</b>	
<b>Capital Projects</b>					
Major Streets Transportation Improvement Program Opportunity Fund <i>Westside Trail Bridge - Design &amp; Engineering</i>	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	
Metro - Local Share <i>Willow Creek Greenway Boardwalk Replacement</i>	\$ 1,713,500	\$ 1,883,091	\$ 488,264	\$ 1,188,724	
Metro - Local Share <i>Heckman Lane Park &amp; Trail</i>	\$ 3,641,867	\$ 3,542,216	\$ 188,512	\$ 218,505	
Metro - Local Share <i>Accessible Play Structures</i>	\$ 942,512	\$ 942,512	\$ -	\$ -	
Metro-Community Choice Grant <i>Rock Creek Trail Pollinator Pathway</i>	\$ 163,150	\$ 163,150	\$ -	\$ -	<i>IGA not yet executed</i>
Metro-Community Choice Grant <i>Commonwealth Lake Park Improvements</i>	\$ 1,267,317	\$ 1,257,393	\$ -	\$ 10,069	
Metro-Community Choice Grant <i>To Make it all Good Again at Tualatin Hills Nature Park</i>	\$ 164,667	\$ 164,667	\$ -	\$ 72,000	
Metro-Community Choice Grant <i>Recuerdo Park Gleaning Garden Expansion</i>	\$ 166,400	\$ 166,400	\$ -	\$ -	<i>IGA not yet executed</i>
Metro - Local Share <i>Westside Trail Bridge - Design &amp; Engineering</i>	\$ 1,913,528	\$ 1,913,528	\$ 40,033	\$ 98,802	
Metro - Regional Travel Options <i>Getting There by Trail</i>	\$ 56,446	\$ 56,446	\$ -	\$ 56,446	
Metro - Nature in Neighborhoods, Capital Grants <i>All Ages Play Amenities at Future Park, Heckman Ln.</i>	\$ 300,000	\$ 300,000	\$ -	\$ -	
Oregon Department of Transportation -State of Oregon Lottery Proceeds <i>Fanno Creek Regional Trail Improvements</i>	\$ 2,145,358	\$ 1,490,615	\$ 622,316	\$ 859,668	
Oregon Parks & Recreation Department. Land and Water Conservation Fund <i>Abbey Creek Park Phase II</i>	\$ 623,000	\$ 85,868	\$ 623,000	\$ 623,000	
Oregon Parks & Recreation Department. Land and Water Conservation Fund <i>Commonwealth Lake Park Improvements</i>	\$ 449,096	\$ 449,096	\$ -	\$ -	<i>IGA not yet executed</i>
Oregon Parks & Recreation Department, Local Government Grant Program <i>Vine Maple Trail</i>	\$ 72,000	\$ 72,000	\$ -	\$ 72,000	
Oregon Parks & Recreation Department, Local Government Grant Program <i>Future Neighborhood Park &amp; Community Trail, Heckman Ln.</i>	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	

Funder <i>Project Name</i>	Grant Awards to December 31	Revenue in Adopted FY26 Budget	Grant Revenue Received to December 31	Estimated Total FY25/26	NOTES:
Oregon Parks & Recreation Department Veterans and War Memorial Grant <i>Revolutionary War Memorial</i>	\$ 62,000	\$ -	\$ -	\$ 62,000	
Portland General Electric, Drive Change Fund <i>Electric Nature Mobile vehicles and Charging Stations</i>	\$ 208,792	\$ -	\$ -	\$ 156,594	
Energy Trust Oregon <i>Energy Resilience Projects Funding</i>	\$ 40,000	\$ -	\$ -	\$ 40,000	
Tualatin Soil & Water Conservation District <i>Tualatin River Environmental Enhancement (TREE)</i>	\$ 81,575	\$ -	\$ -	\$ 81,575	
Special Districts Association of Oregon <i>Special Districts Insurance Association (SDIS) Grant</i>	\$ 1,500	\$ -	\$ -	\$ 1,500	
<b>Subtotal Ongoing Capital Projects</b>	<b>\$ 15,612,708</b>	<b>\$ 14,086,982</b>	<b>\$ 2,562,125</b>	<b>\$ 3,540,883</b>	
<b>Federally Funded Grants</b>					
<b>Capital Projects</b>					
US Department of Housing and Urban Development, Economic Development Initiative, Congressional Community Project <i>Community Shelters and Emergency Operations</i>	\$ 946,956	\$ 946,956	\$ -	\$ 55,000	
<b>Subtotal Federally Funded Capital Projects</b>	<b>\$ 946,956</b>	<b>\$ 946,956</b>	<b>\$ -</b>	<b>\$ 55,000</b>	
<b>Grant Projects with a District Match</b>					
Metro - Regional Flexible Funds <i>Beaverton Creek Trail-Crescent Connection</i>	\$ 800,000	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Metro - Regional Flexible Funds <i>Beaverton Creek Trail Construction</i>	\$ 2,055,647	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Metro - Regional Flexible Funds <i>Beaverton Creek Trail-WST to Hocken</i>	\$ 3,693,212	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Metro, Regional Flexible Funds Allocation (Redistribution) <i>Beaverton Creek Trail: Westside Trail - SW Hocken Ave.</i>	\$ 1,064,726	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Oregon Department of Transportation, Oregon Community Paths <i>WST 14-18 Preferred Alignment</i>	\$ 572,447	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Metro - Regional Flexible Funds <i>Westside Trail Pedestrian &amp; Bicycle Bridge (Construction)</i>	\$ 5,000,000	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Washington County, Major Streets Transportation Improvement Program (MSTIP) <i>Westside Trail Pedestrian &amp; Bicycle Bridge (Construction)</i>	\$ 300,000	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Oregon Department of Transportation, Oregon Community Paths <i>Westside Trail Pedestrian &amp; Bicycle Bridge (Construction)</i>	\$ 5,000,000	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
<b>Subtotal Grant Projects with a District Match</b>	<b>\$ 18,486,032</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL GRANTS</b>	<b>\$ 35,202,863</b>	<b>\$ 15,033,938</b>	<b>\$ 2,575,825</b>	<b>\$ 3,719,079</b>	

## Staff in the Numbers for the 2nd Quarter

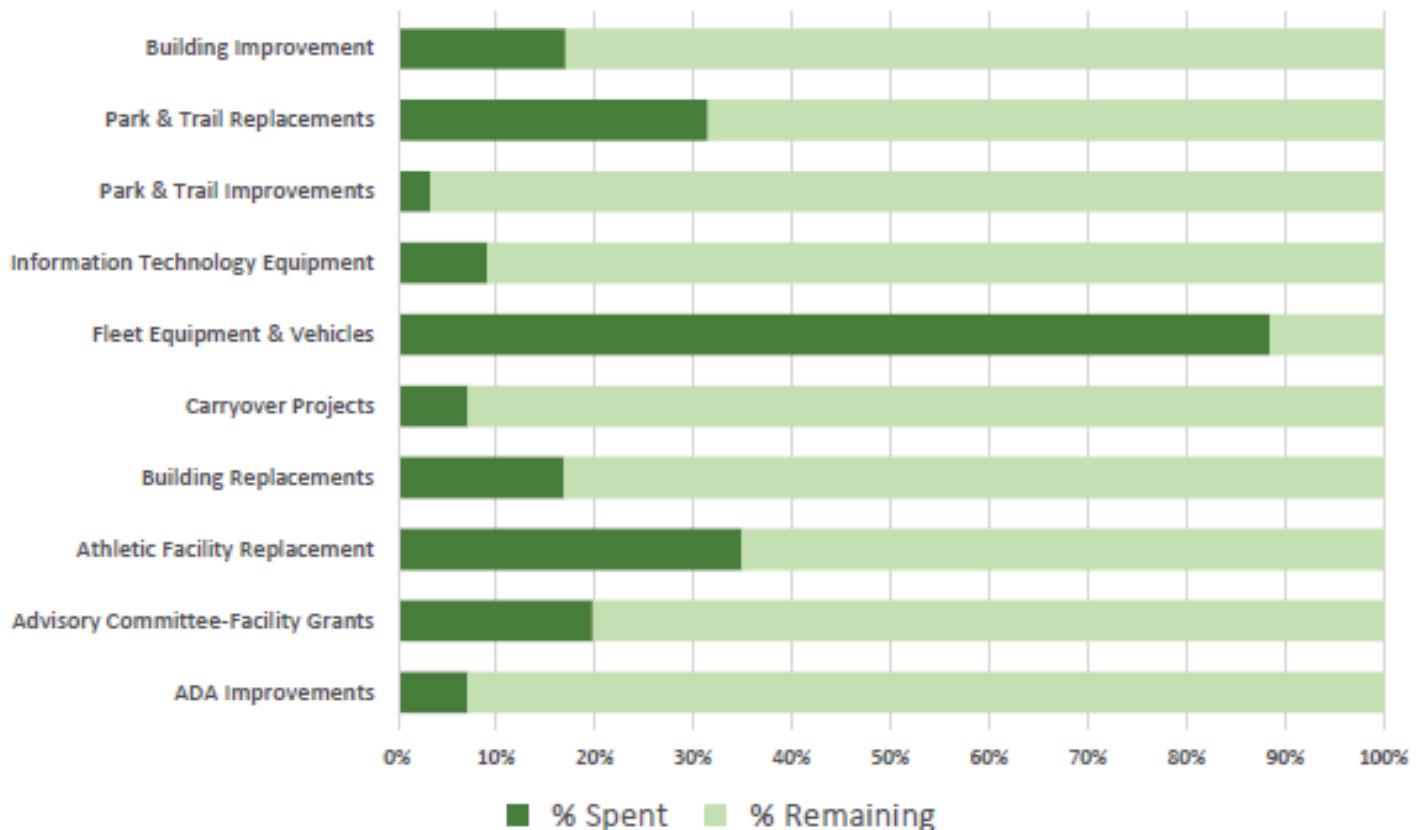
	1st Quarter	2nd Quarter
Budgeted Positions	218	218
Occupied Positions as of end of quarter	206	212
Vacancies as of end of quarter	12	6
Vacancy rate as of end of quarter	5.50%	2.75%
Positions hired during quarter	7	6
Previous full-time	0	1
Previous part-time	3	1
Previous temporary	0	0
Total Internal Hires	3	2
Active recruitments @ end of quarter	4	1



# Quarterly General Fund Capital Report

- Projects Completed:
  - Replaced lamps at HMT, PCC, Sunset sports fields
  - Installed boiler heater at Aloha Swim Center
  - Fleet Maintenance – acquired compact utility loader, sand top dresser
  - Information Technology – purchased desktop/laptop computers, servers
- Work is underway for:
  - Fire Life Safety Modernization
  - New headquarters facility – building improvements
  - Upgrade Howard M Terpenning Irrigation
  - Rock Creek Trail Pollinator Project
  - ADA Improvements – Park and Nature and Trails Access

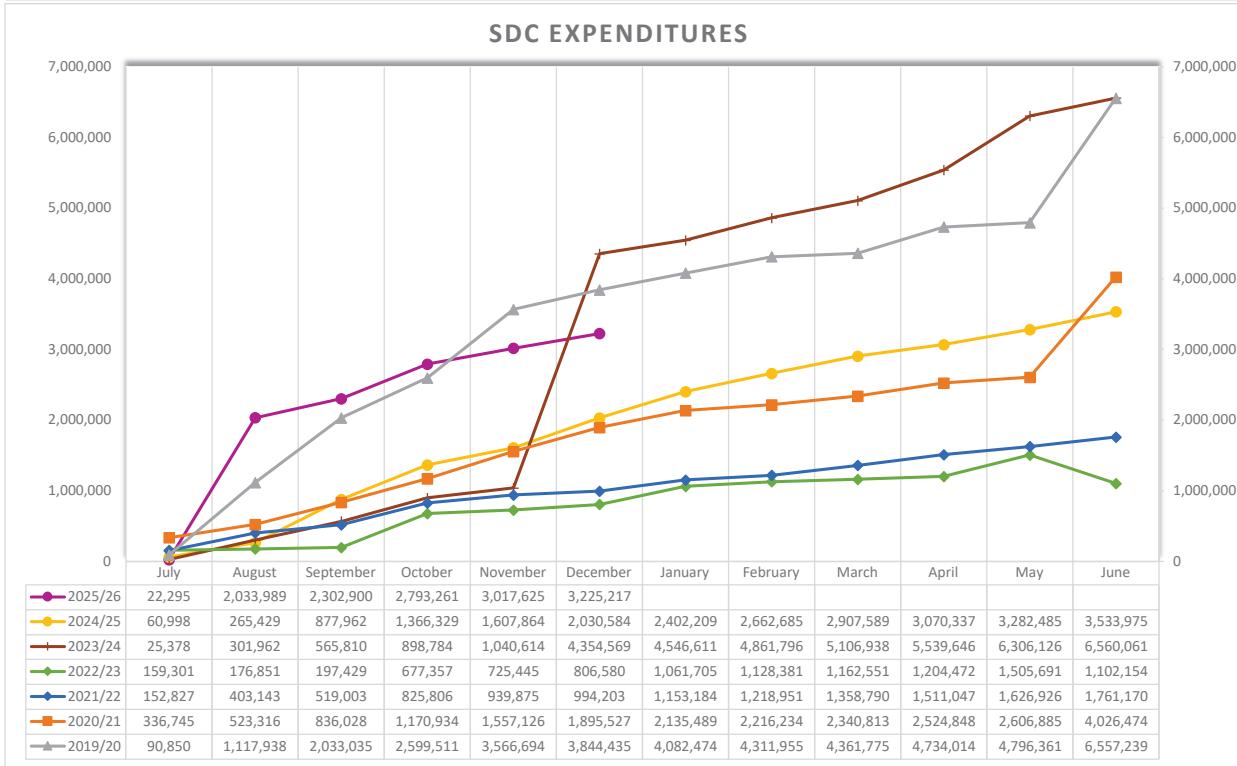
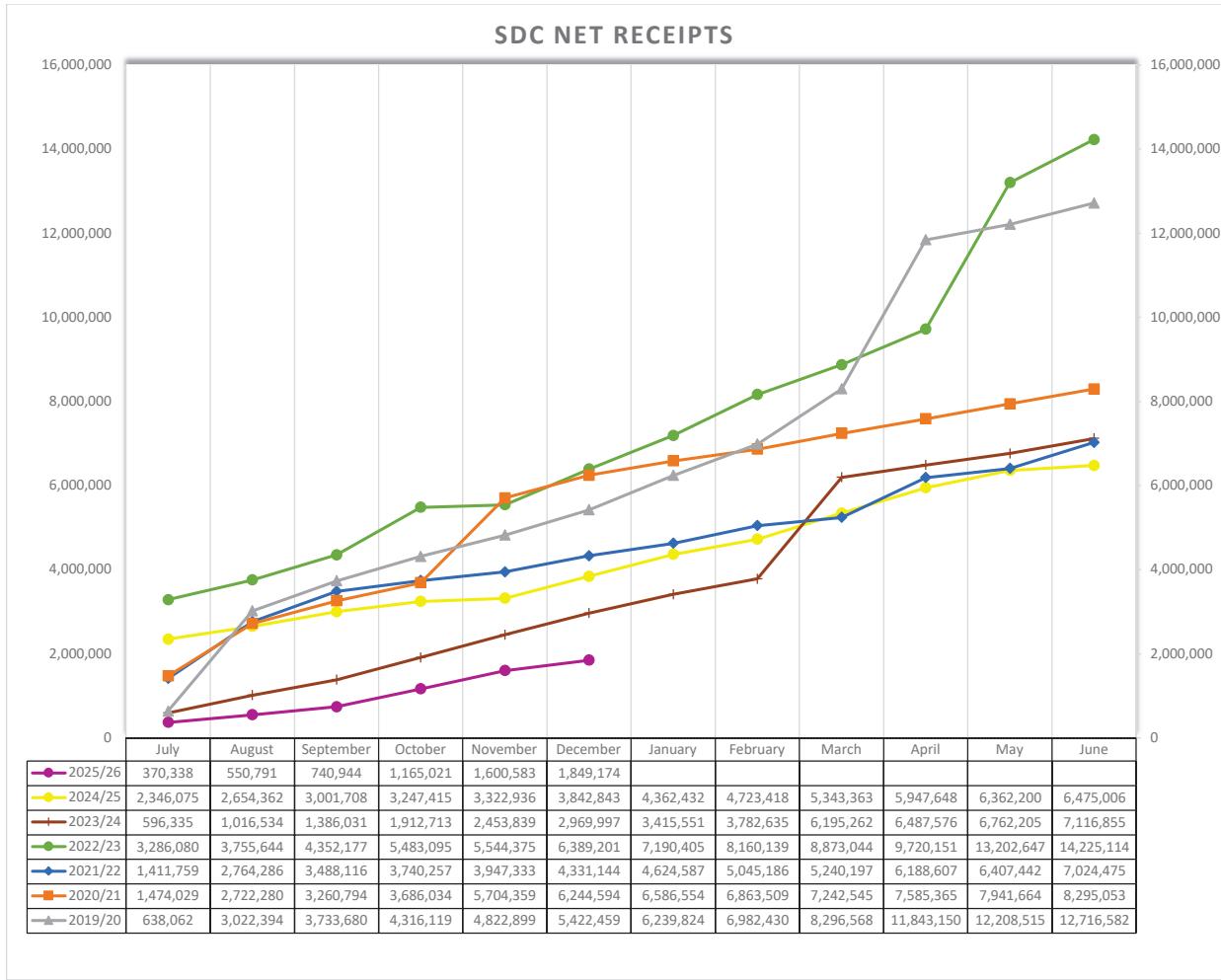
## General Fund Capital Projects



# Quarterly Bond Capital Fund Report

## Bond Capital Projects Fund Budget vs Actual as of December 31, 2025

	Budget	Actual	Encumbrances	Amount Remaining	% Remaining
<b>Renovate and Redevelop Neighborhood Parks</b>					
Cedar Hills Park & Ath Field	\$ 290,099	\$ 115,321	\$ 1,457	\$ 174,778	60
Renovate and Redevelop Neighborhood Parks Total	290,099.00	49,235.01	67,543.59	240,863.99	63.26
<b>Natural Area Preservation</b>					
Bronson Creek Greenway	88,718	15,797	-	72,921	82
Bronson Creek New Properties	130,533	-	-	130,533	100
Raleigh Park	<u>19,382</u>	<u>550</u>	-	<u>18,832</u>	<u>97</u>
Natural Area Preservation Total	238,633	16,347	-	222,286	93
<b>Land Acquisition</b>					
New Linear Park & Trail	1,195	-	-	1,195	100
Land Acquisition Total	1,195	-	-	1,195	100.00
<b>New Community Park and Trail Land Acquisition</b>					
Cooper Mountain	477,335	-	-	477,335	100
New Community Park and Trail Land Acquisition Total	477,335	-	-	477,335	
<b>New Linear Park &amp; Trail Development</b>					
New Linear Park & Trail Development	53,628	29,663	-	23,965	45
Miscellaneous Natural Trails	<u>53,628</u>	<u>29,663</u>	-	<u>23,965</u>	<u>44.69</u>
<b>New Neighborhood Park</b>					
New Neighborhood Park Land Acquisition - NWQ	-	765,303	-	(765,303)	-
Harvest Park (Ridgeline)					
<b>Total</b>	<b>\$ 1,060,890</b>	<b>\$ 926,634</b>	<b>\$ 1,457</b>	<b>\$ 134,256</b>	<b>13</b>





Accounts Payable  
Checks > \$10,000  
Summary by Check Number  
October 01, 2025 - December 31, 2025

1 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
323166	100127	BEAVERTON SCHOOL DISTRICT	10/1/2025	121,953.12
323159	100191	KAISER FOUNDATION HEALTH PLAN	10/1/2025	287,493.66
323161	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	10/1/2025	15,723.34
323170	100359	MICHAEL GILES	10/1/2025	10,250.00
323181	100430	KONE INC	10/1/2025	41,769.38
323160	100509	MODA HEALTH PLAN INC	10/1/2025	36,860.29
323187	102027	OREGON DEPARTMENT OF TRANSPORTATION	10/1/2025	50,000.51
			<b>10/1/2025 Total</b>	<b>\$564,050.30</b>
1551	100276	THPRD - EMPLOYEE ASSOCIATION / OSEA #400	10/2/2025	10,548.23
323200	100285	US BANK	10/2/2025	12,370.36
			<b>10/2/2025 Total</b>	<b>\$22,918.59</b>
1560	100467	PAUL BROTHERS INC	10/3/2025	153,757.50
1552	100492	AKS ENGINEERING & FORESTRY LLC	10/3/2025	11,203.75
			<b>10/3/2025 Total</b>	<b>\$164,961.25</b>
1569	100578	MISSIONSQUARE RETIREMENT	10/6/2025	26,593.06
1568	100578	MISSIONSQUARE RETIREMENT	10/6/2025	38,896.83
			<b>10/6/2025 Total</b>	<b>\$65,489.89</b>
323215	100477	LANGO HANSEN LANDSCAPE ARCHITECTS PC	10/8/2025	26,529.50
323205	100603	CHRISTOPHER JOHN BERNHARDT	10/8/2025	21,833.00
323217	103179	LEASE CRUTCHER LEWIS LLC	10/8/2025	49,389.55
			<b>10/8/2025 Total</b>	<b>\$97,752.05</b>
1584	100235	PORLAND GENERAL ELECTRIC	10/10/2025	29,637.19
			<b>10/10/2025 Total</b>	<b>\$29,637.19</b>
323256	100770	TURF STAR INC	10/15/2025	63,716.82



Accounts Payable  
Checks > \$10,000  
Summary by Check Number  
October 01, 2025 - December 31, 2025

2 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
323232	101648	99 WEST TRAILERS SALES	10/15/2025	18,864.39
			<b>10/15/2025 Total</b>	<b>\$82,581.21</b>
323263	100285	US BANK	10/16/2025	12,156.82
			<b>10/16/2025 Total</b>	<b>\$12,156.82</b>
1593	100453	EASTSIDE PAVING INC	10/17/2025	62,901.00
			<b>10/17/2025 Total</b>	<b>\$62,901.00</b>
1608	100578	MISSIONSQUARE RETIREMENT	10/20/2025	26,221.13
1609	100578	MISSIONSQUARE RETIREMENT	10/20/2025	37,620.81
			<b>10/20/2025 Total</b>	<b>\$63,841.94</b>
323303	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	10/22/2025	60,474.12
323266	100287	ALLPLAY SYSTEMS LLC	10/22/2025	13,081.13
323272	100580	CASHMERE VALLEY BANK	10/22/2025	115,328.75
323306	102655	WURDINGER EXCAVATING INC	10/22/2025	340,784.00
323271	102671	BROWN CONTRACTING INC	10/22/2025	197,242.24
323283	102847	KING COUNTY DIRECTORS ASSOCIATION	10/22/2025	110,260.00
			<b>10/22/2025 Total</b>	<b>\$837,170.24</b>
1619	100198	LITHTEX INC	10/24/2025	26,193.33
			<b>10/24/2025 Total</b>	<b>\$26,193.33</b>
323333	100348	ROSS RECREATION EQUIPMENT INC	10/29/2025	111,219.41
			<b>10/29/2025 Total</b>	<b>\$111,219.41</b>
323342	100285	US BANK	10/30/2025	12,131.43
			<b>10/30/2025 Total</b>	<b>\$12,131.43</b>



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<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
1637	100211	NORTHWEST NATURAL GAS COMPANY	10/31/2025	28,966.89
1638	100235	PORTLAND GENERAL ELECTRIC	10/31/2025	100,009.97
1641	100296	WASHINGTON COUNTY	10/31/2025	18,621.81
1633	100453	EASTSIDE PAVING INC	10/31/2025	16,450.00
1634	101144	FIELDWORK DESIGN INC	10/31/2025	39,048.05
			<b>10/31/2025 Total</b>	<b>\$203,096.72</b>
323343	100191	KAISER FOUNDATION HEALTH PLAN	11/3/2025	282,697.11
323345	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	11/3/2025	15,499.16
323344	100509	MODA HEALTH PLAN INC	11/3/2025	36,616.94
1645	100578	MISSIONSQUARE RETIREMENT	11/3/2025	27,331.43
1646	100578	MISSIONSQUARE RETIREMENT	11/3/2025	37,220.84
			<b>11/3/2025 Total</b>	<b>\$399,365.48</b>
1648	100276	THPRD - EMPLOYEE ASSOCIATION / OSEA #400	11/5/2025	15,778.53
323352	100610	BIOHABITATS INC	11/5/2025	11,774.03
323372	101515	MEANS LANDSCAPE SERVICES LLC	11/5/2025	12,540.00
323374	102569	NATURAL STRUCTURES INC	11/5/2025	27,661.00
323368	103179	LEASE CRUTCHER LEWIS LLC	11/5/2025	115,605.50
			<b>11/5/2025 Total</b>	<b>\$183,359.06</b>
1661	100206	MUSCO SPORTS LIGHTING LLC	11/7/2025	29,636.00
1673	100296	WASHINGTON COUNTY	11/7/2025	89,946.31
1670	100329	TALBOT KORVOLA & WARWICK LLP	11/7/2025	33,000.00
1662	100467	PAUL BROTHERS INC	11/7/2025	125,225.20
1650	100492	AKS ENGINEERING & FORESTRY LLC	11/7/2025	22,421.49
1665	100520	SHI INTERNATIONAL CORPORATION	11/7/2025	11,785.00
			<b>11/7/2025 Total</b>	<b>\$312,014.00</b>
323395	100610	BIOHABITATS INC	11/12/2025	19,846.89
323394	102127	BEST ALTERNATIVE CONCRETE LLC	11/12/2025	14,500.00



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<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
323417	102655	WURDINGER EXCAVATING INC	11/12/2025	214,096.08
			<b>11/12/2025 Total</b>	<b>\$248,442.97</b>
323423	100285	US BANK	11/13/2025	12,174.44
			<b>11/13/2025 Total</b>	<b>\$12,174.44</b>
1684	100296	WASHINGTON COUNTY	11/14/2025	11,070.00
			<b>11/14/2025 Total</b>	<b>\$11,070.00</b>
1689	100578	MISSIONSQUARE RETIREMENT	11/17/2025	27,045.49
1688	100578	MISSIONSQUARE RETIREMENT	11/17/2025	38,707.58
			<b>11/17/2025 Total</b>	<b>\$65,753.07</b>
323433	102656	GT LANDSCAPE SOLUTIONS	11/19/2025	47,385.29
323430	102671	BROWN CONTRACTING INC	11/19/2025	51,694.43
323445	103370	LEWIS & CLARK CHAPTER	11/19/2025	30,000.00
			<b>11/19/2025 Total</b>	<b>\$129,079.72</b>
1701	100211	NORTHWEST NATURAL GAS COMPANY	11/21/2025	26,584.24
1702	100235	PORLTAND GENERAL ELECTRIC	11/21/2025	74,919.04
323458	100264	SAIF CORPORATION	11/21/2025	25,238.65
1696	100528	COLT TREE SERVICE INC	11/21/2025	30,150.00
1697	101144	FIELDWORK DESIGN INC	11/21/2025	64,395.86
323457	102763	ROSE CITY OFFICE FURNISHINGS	11/21/2025	10,290.21
323461	102979	ROYAL MOORE TOYOTA	11/21/2025	35,518.11
			<b>11/21/2025 Total</b>	<b>\$267,096.11</b>
1712	100316	SIGNATURE GRAPHICS	11/26/2025	14,133.97



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<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
1711	100467	PAUL BROTHERS INC	11/26/2025	142,207.40
			<b>11/26/2025 Total</b>	<b>\$156,341.37</b>
323508	100191	KAISER FOUNDATION HEALTH PLAN	12/1/2025	274,338.76
323510	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	12/1/2025	15,375.92
323507	100285	US BANK	12/1/2025	12,150.96
323509	100509	MODA HEALTH PLAN INC	12/1/2025	36,943.65
			<b>12/1/2025 Total</b>	<b>\$338,809.29</b>
1718	100276	THPRD - EMPLOYEE ASSOCIATION / OSEA #400	12/3/2025	10,471.09
1716	100578	MISSIONSQUARE RETIREMENT	12/3/2025	27,748.54
1717	100578	MISSIONSQUARE RETIREMENT	12/3/2025	37,430.89
323525	101010	WESTERN STATES FIRE PROTECTION COMP	12/3/2025	19,912.00
			<b>12/3/2025 Total</b>	<b>\$95,562.52</b>
1723	100157	DELL MARKETING LP	12/5/2025	71,215.40
1726	100211	NORTHWEST NATURAL GAS COMPANY	12/5/2025	30,038.58
1728	100235	PORTLAND GENERAL ELECTRIC	12/5/2025	31,078.90
1734	100285	US BANK	12/5/2025	3,275,348.00
1719	100492	AKS ENGINEERING & FORESTRY LLC	12/5/2025	25,730.28
			<b>12/5/2025 Total</b>	<b>\$3,433,411.16</b>
323533	100125	CITY OF BEAVERTON	12/10/2025	31,376.16
323541	100534	ELEVATE TECHNOLOGY GROUP	12/10/2025	14,054.83
323568	102655	WURDINGER EXCAVATING INC	12/10/2025	115,958.23
323554	103183	MOBILESSON LTD	12/10/2025	34,562.00
			<b>12/10/2025 Total</b>	<b>\$195,951.22</b>



Accounts Payable  
Checks > \$10,000  
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<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
323576	100285	US BANK	12/11/2025	12,145.23
			<b>12/11/2025 Total</b>	<b>\$12,145.23</b>
1756	100578	MISSIONSQUARE RETIREMENT	12/15/2025	28,318.24
1754	100578	MISSIONSQUARE RETIREMENT	12/15/2025	38,758.03
			<b>12/15/2025 Total</b>	<b>\$67,076.27</b>
323590	100522	THE FARLEY GROUP INC	12/17/2025	23,090.54
323609	100770	TURF STAR INC	12/17/2025	46,915.20
323577	102507	ADVANCED HEALTHSTYLES FITNESS EQUIPMENT INC	12/17/2025	12,951.97
323599	103179	LEASE CRUTCHER LEWIS LLC	12/17/2025	160,269.75
323583	103387	CEDAR GROVE LIMITED PARTNERSHIP	12/17/2025	19,011.27
			<b>12/17/2025 Total</b>	<b>\$262,238.73</b>
1768	100235	PORLTAND GENERAL ELECTRIC	12/19/2025	17,066.96
1759	100492	AKS ENGINEERING & FORESTRY LLC	12/19/2025	18,634.22
1763	100533	F & F FARM AND REFORESTATION LLC	12/19/2025	31,081.02
			<b>12/19/2025 Total</b>	<b>\$66,782.20</b>
323615	102671	BROWN CONTRACTING INC	12/24/2025	56,895.12
			<b>12/24/2025 Total</b>	<b>\$56,895.12</b>
323635	100285	US BANK	12/26/2025	13,380.77
1777	100467	PAUL BROTHERS INC	12/26/2025	88,938.05
1773	100492	AKS ENGINEERING & FORESTRY LLC	12/26/2025	18,758.69
1774	101144	FIELDWORK DESIGN INC	12/26/2025	40,035.73
			<b>12/26/2025 Total</b>	<b>\$161,113.24</b>
1782	100578	MISSIONSQUARE RETIREMENT	12/30/2025	26,744.72



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<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
1783	100578	MISSIONSQUARE RETIREMENT	12/30/2025	37,372.39
			12/30/2025 Total	\$64,117.11
			Grand Total	\$8,894,899.68



[7B]

# MEMORANDUM

**DATE:** January 23, 2026  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Intergovernmental Agreement with Metro for Community Choice Grant Project at Recuerdo Park**

---

## Introduction

Staff are requesting board of directors' authorization for the general manager or designee to sign an intergovernmental agreement (IGA) with Metro for the Community Choice Grant project at Recuerdo Park.

## Background

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

In July of 2022, Metro approached THPRD, and other Metro Council District 4 jurisdictions, to inquire about the district's interest in participating in the 2023 Community Choice grants pilot. In October of 2022, Metro hired Knot Studio, a local design firm, to lead this pilot project and develop partnerships between Metro, local jurisdictions, and the public. The Community Choice grants pilot officially began in January 2023. Between February and April, Metro and Knot Studio partnered with participating jurisdictions to conduct initial community engagement asking community members to provide ideas for park and nature projects. The 150 ideas identified by community members were then reviewed by Metro, a community-led committee convened by Metro for the pilot, and partner agencies to confirm they met the grant criteria including racial equity and climate resilience requirements within the bond. Between April and October 2023, the 150 project ideas were reviewed and refined with community members through six community design workshops and two community votes. From this process, 15 projects were recommended to Metro's Council for approval. The following are three THPRD projects:

1. To Make It All Good Again at Tualatin Hills Nature Park – This project will help maintain the Nature Park's Vine Maple trail, restore culturally significant plant species within natural areas in partnership with Indigenous community members, and develop educational interpretive signage.

2. Connecting People and Habitat in Aloha – This project will expand gleaning gardens at Recuerdo Park, with a Latine-serving community partner such as Adelante Mujeres (Attachment 1).
3. Pollinator Pathway – Located adjacent to Rock Creek Powerlines Soccer Fields and the Rock Creek Trail on the north side, this project will create pollinator- and bird-friendly habitat, install benches to provide resting places for trail users, and provide interpretive information along the trail.

On February 22, 2024, Metro council approved the 15 recommended projects for funding including the above three projects within the district's boundaries. To move these projects forward, Metro requires an IGA (Attachment 2) to be completed for each project.

In August 2024, the board approved the execution of the first of three IGAs with Metro for the “To Make It All Good Again” project at Tualatin Hills Nature Park. The To Make It All Good Again IGA with Metro was reviewed by THPRD’s legal counsel prior to execution.

The second of three IGAs, the “Connecting People and Habitat in Aloha” project will work with Adelante Mujeres to expand the gleaning garden at Recuerdo Park and develop interpretive signage to educate patrons on plants important to different Latine communities. The Metro grant award for this project is \$166,400 with THPRD’s required match at \$83,200 that will be funded by System Development Charge (SDC) funds for a total project cost of \$249,600. The Connecting People and Habitat in Aloha project’s IGA with Metro aligns with the template used for the To Make It All Good Again IGA, which was reviewed by THPRD legal counsel.

### **Proposal Request**

Staff are seeking the board of directors' authorization for the general manager or designee to execute the IGA with Metro in an amount of \$166,400 to complete the Community Choice Grant project at Recuerdo Park (Attachment 2). Staff will return at a future date seeking board approval of the remaining Pollinator Pathway project adjacent to the Rock Creek Trail.

### **Outcomes of Proposal**

THPRD project highlights include gleaning garden expansions and new partnership opportunities with existing community-based organization partners and historically underrepresented communities.

### **Public Engagement**

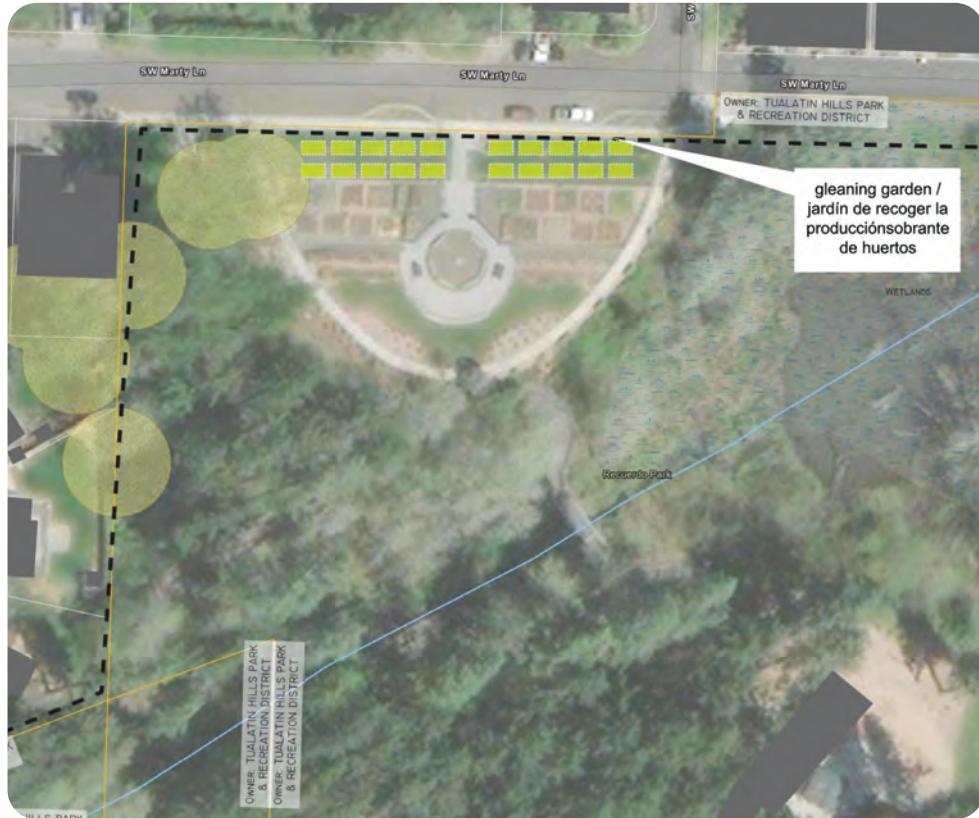
Metro went through a deliberate community engagement process to collect as many ideas as possible. Between March and May 2023, Metro collected project ideas through a survey and worked with partner agencies to reach communities that governments have excluded in the past. The initial collection of ideas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

### **Action Requested**

Board of directors' authorization for the general manager or designee to execute the intergovernmental agreement with Metro for a Community Choice grant at Recuerdo Park.

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

Attachment 1



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

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



Scan this QR to for more information!

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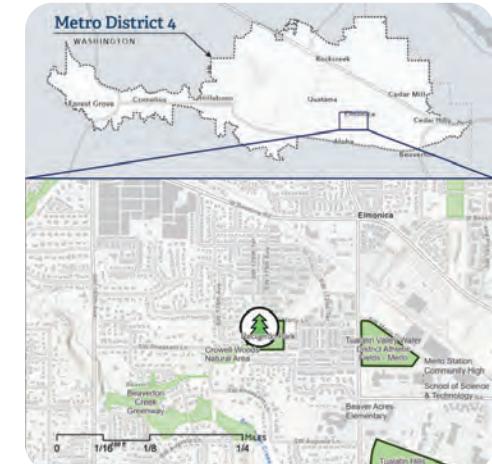


### Project Summary

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

### Project Cost

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



### Resumen del proyecto

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

### Costo del proyecto

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



# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program

Metro Contract Number

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### **INTERGOVERNMENTAL AGREEMENT** **Metro and Tualatin Hills Park & Recreation District**

This Intergovernmental Agreement ("Agreement") is entered into under the provisions of ORS chapter 190 by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter ("Metro") and Tualatin Hills Park & Recreation District ("Grantee") (each a "Party" or together the "Parties").

#### **BACKGROUND**

The electors of Metro approved Ballot Measure 26-203 on November 5, 2019 ("Measure") authorizing Metro to issue \$475 million in general obligation bonds to preserve natural areas, clean water, and protect fish and wildlife. The Measure provides that Metro will distribute up to \$40 million of bond funds for community-led projects, with an emphasis on benefitting historically marginalized communities. These projects will protect and improve water quality and fish and wildlife habitat, support climate resiliency, and increase people's experience of nature.

Funded through the 2019 bond measure, the Nature in Neighborhoods Community Choice Grants utilize a novel participatory approach that gives community members a direct voice in choosing which projects to recommend for funding in their communities. A Program Design and Review Committee composed of community members and Metro staff designed the program and ultimately recommend \$2.3 million in grant funding to the Metro Council for projects proposed and approved by community members. **The Nature in Neighborhoods Community Choice Grants will support community-led projects that benefit historically marginalized communities, protect, and improve water quality and fish and wildlife habitat, support climate resilience and increase people's experience of nature at the community scale.** Chosen projects will emphasize community engagement, racial equity and climate resilience as well as meet the requirements of the 2019 Parks and Natural Areas bond measure for capital grants.

Community members proposed the project ideas, and with the support of designers and partner staff, refined and developed those project ideas, which were then put to a community-wide vote. The projects with the most votes were recommended for funding by the Program Design and Review Committee. The Metro Council approved this final package of projects totaling \$2.3 million on February 22<sup>nd</sup>, 2024.

Connecting People & Habitat in Aloha ("the Project") will design and construct an expansion of the existing gleaning garden and design and install interpretive signage at Recuerdo Park with a Latine-serving community organization partner.

# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program



Metro Contract Number

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### AGREEMENT

#### 1. Term

This Agreement is effective on February 11<sup>th</sup>, 2026, and terminates on February 28<sup>th</sup>, 2029 unless terminated or extended as provided by this Agreement. By written amendment the parties may extend this Agreement for up to 5 years if a project experiences unforeseeable delays. Sections 8, 9, 13, 15, 17, and Exhibit A Attachment 3 survive termination of this Agreement. Notwithstanding the foregoing, all terms of this Agreement will terminate on December 31, 2050.

#### 2. Scope of Work and Exhibits

This Agreement establishes responsibilities of the parties concerning this project. Work will be performed pursuant to the Scope of Work, Exhibit A, which is incorporated into this Agreement. Metro will disburse funds to the Grantee as set forth in the Scope of Work.

Grantee authorizes the General Manager, and Metro authorizes the Parks and Nature Director, or their designees, to modify the Scope of Work, upon mutual agreement in writing.

Also attached to this Agreement are the following Exhibits:

Exhibit A: Project Requirements and Scope of Work

Attachment 1:

- Payment Request and Financial Reporting Requirements

Attachment 2:

- Narrative Reporting Requirements

Attachment 3:

- Post-Acquisition and Post-Construction Restrictions on Sale and Use

Attachment 4:

- Project Budget, including Grant Award, Match and Project Cost
- Project Scope of Work and Timeline
- Program Assessment (goals)

# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program



Metro Contract Number

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### Attachment 5:

- Project Development Materials

### **3. Grant Amount**

The total grant amount is \$ 166,400. Grantee may use funds only for work completed on the Project during the term of this Agreement.

### **4. Sufficient Funds**

Metro certifies that at the time this Agreement is executed sufficient funds are available and authorized for expenditure to finance costs of this Agreement.

### **5. Forfeit of Unspent Funds**

If Grantee fails to start or complete the Project or completes the Project without spending all funds, Metro will retain all funds not expended.

### **6. Capital Project and Related Covenants**

In compliance with the Measure, Metro granted funds to Grantee to use for capital expenses related to the Project. Grantee will own the capital asset resulting from the Project and located on the property where the Project is located ("the Property"). Grantee will value the Project as a capital asset in an amount no less than the grant amount awarded to Grantee. Grantee covenants that it will (a) own and hold all such capital improvements and real property interests acquired pursuant to this Agreement, and (b) record the asset created by the Project as a fixed, capital asset in Grantee's audited financial statement, consistent with Generally Accepted Accounting Principles and with Grantee's financial bookkeeping of other similar assets.

### **7. Capped Project Costs**

Grantee may seek reimbursement of administrative capital expenses. The amount of requested reimbursement must not exceed ten percent (10%) of the total grant amount. Grantee must track and report on the amount of administrative capital expenses.

### **8. Limitations on use of Property**

Grantee will maintain and operate the portion of the Property and all capital improvements constructed with Measure funds consistent with one or more of the Measure purposes and principles. The Property must be maintained to protect water quality and wildlife habitat for

# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program



### Metro Contract Number

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generations to come, support climate resiliency, or increase people's experience of nature at the community scale.

Metro may permit secondary use of the Property only where the secondary use affects a de minimus portion of the Property or where necessary to operate the Property consistent with Measure principles.

Grantee may not sell the Property or authorize use of the Property in a manner not consistent with the bond measure purposes without agreement in writing from Metro.

### 9. Oregon Constitution and Tax Exempt Bond Covenants

Grantee acknowledges that Metro's source of funds for the Nature in Neighborhoods Capital Grants program is from the sale of voter-approved general obligation bonds that are to be repaid using ad valorem property taxes that may be exempt from the limitations of Article XI, Sections 11 and 11b, of the Oregon Constitution, and that certain interest paid by Metro to bond holders may be exempt from federal and Oregon personal income taxes. Grantee covenants and agrees that it will take no actions that would jeopardize Metro's general obligation bond levy as exempt from Oregon's constitutional property tax limitations or the income tax exempt status of the bond interest under IRS rules. If Grantee breaches these covenants, Grantee will undertake whatever remedies are necessary to cure the default and to compensate Metro for any loss it may suffer as a result thereof, including, without limitation, reimbursement of Metro for the Project funded under this Agreement.

### 10. Federal, State and Local Law Compliance

Grantee must comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including without limitation the acquisition of any required permits. All conditions imposed on Grantee by federal, state, regional, or local governments having jurisdiction over Grantee are deemed part of this Agreement as if specifically set forth. Grantee's violation of these conditions, or any violation of criminal law, may be cause for immediate termination of this Agreement.

### 11. Discrimination Prohibited

Grantee must not exclude any person from participation in the Project or discriminate on the grounds of race, color, or national origin, or on the grounds of religion, sex, ancestry, age, or disability against any person related to any program or activity funded in whole or in part with the grant funds.

# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program



Metro Contract Number

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### 12. Funding Recognition

Grantee will recognize Metro and the source of funding from the Measure in any publications, media presentations, or other presentations relating to or describing the Project. Grantee may include recognition of the Project on on-site documentation, for example signs, and in any published final products and visual presentations, web site information, collateral materials, newsletters, and news releases.

### 13. Project Records

Grantee will maintain all fiscal Project records in accordance with generally accepted accounting principles. Grantee will maintain Project Records for the longer period of either (A) 3 years after the final maturity of the bonds from the Bond Measure; (B) until the conclusion of any audit, controversy, or litigation that arises out of or is related to this Agreement and that starts within 6 years from the date of termination of this Agreement. Grantee must make records available to Metro and its authorized representatives, including but not limited to the staff of any department, at reasonable times and places regardless of whether litigation has been filed on any claims.

### 14. Public Records Law

All Project records are public records subject to disclosure under Oregon Public Records Law unless otherwise exempt.

### 15. Indemnification

Subject to the limitations and conditions of the Oregon Constitution and the Oregon Tort Claims Act, Grantee will indemnify, defend, and hold Metro and Metro's agents, employees, and elected officials harmless from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with Grantee's performance of this Agreement.

### 16. Insurance

Grantee agrees to maintain insurance levels, or self-insurance in accordance with state law, for the duration of this Agreement to levels necessary to protect against public body liability. Grantee also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program



Metro Contract Number

---

### 17. Termination for Cause

Metro may terminate this Agreement, in full or in part, at any time during the term of this Agreement if Metro reasonably determines that Grantee has not complied with any provision of this Agreement and is in default. Upon termination, Metro may immediately withhold or suspend future distributions of bond funds in addition to any other rights and remedies set forth in this Agreement or available at law or in equity.

Notwithstanding any termination for cause, Grantee will be entitled to receive payments for any work completed or for which Grantee was contractually obligated on the date that Metro provided written notice of default.

Grantee will be liable to Metro for all reasonable costs and damages incurred by Metro from the default.

### 18. Joint Termination for Convenience

The Parties may terminate all or part of this Agreement if termination is in the public interest. Termination under this provision will be effective with a written termination agreement signed by both parties.

### 19. Dispute Resolution

The Parties will negotiate in good faith to resolve any dispute arising out of this Agreement. If the Parties are unable to resolve any dispute within 14 calendar days, the Parties will attempt to settle any dispute through mediation. The Parties will attempt to agree on a single mediator. The parties will share the cost of mediation equally.

### 20. Public Contracts

Grantee must comply with all applicable provisions of ORS Chapters 187, 279A, 279B and 279C. All conditions and terms required to be inserted into public contracts in the state of Oregon pursuant to any provisions of ORS Chapters 279A, 279B and 279C are inserted by reference into this Agreement and made requirements of this Agreement.

For public works subject to ORS 279C.800 to 279C.870 pertaining to the payment of prevailing wages as regulated by the Oregon Bureau of Labor and Industries, Grantee and every subcontractor must comply with all such provisions, including ORS 279C.836, by filing a public works bond with the Construction Board before starting work on the project, unless exempt under that statute.

# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program



Metro Contract Number

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### 21. Independent Contractor Status

Grantee is an independent contractor for all purposes and is entitled only to the compensation provided for in this Agreement. Grantee is not an employee of Metro. Grantee must provide all tools or equipment necessary to carry out this Agreement and will exercise complete control in achieving the results specified in the Scope of Work.

Grantee is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement.

### 22. Notices

Any notices permitted or required by this Agreement must be in writing to the addresses below. Written notice by email is acceptable.

#### Grantee

Attn: Gery Keck  
Tualatin Hills Park & Recreation District  
15707 SW Walker Road  
Beaverton, OR 97006  
Phone: 503-629-6305  
Email: grants@thprd.org

#### Metro

Attn: Gabrielle Brown  
Metro Regional Center  
600 NE Grand Avenue  
Portland, OR 97232  
Email: gabrielle.brown@oregonmetro.gov

The Parties may change the addresses by written notice.

### 23. Oregon Law; Forum

This Agreement will be construed according to the laws of the State of Oregon. Any litigation between the Parties under this Agreement will occur, if in the state courts, in the Multnomah County Circuit Court, and if in the federal courts, in the United States District Court for the District of Oregon located in Portland, Oregon.

# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program



Metro Contract Number

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### **24. Assignment; Entire Agreement; Merger; Waiver**

This Agreement is binding on each Party, its successors, assigns, and legal representatives and may not, under any circumstance, be assigned or transferred by Grantee without Metro's written consent, which may be withheld in Metro's sole discretion. This Agreement and attachments are the entire agreement between the Parties. The failure to enforce any provision of this Agreement does not constitute a waiver by either Party of that or any other provision. Any waiver of any breach is not a waiver of any succeeding breach or a waiver of any provision.

### **25. Amendment**

The Parties may amend this Agreement only by written amendment signed by both Parties.

### **26. No Third Party Beneficiaries**

Grantee and Metro are the only parties to this Agreement and are the only parties entitled to enforce its terms and the sole beneficiaries. Nothing in this Agreement gives, is intended to give, or will be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons any greater than the right and benefits enjoyed by the general public.

### **27. Relationship of Parties**

Nothing in this Agreement nor any acts of the Parties hereunder will be deemed or construed by the Parties, or by any third person, to create the relationship of principal and agent, or of partnership, or of joint venture or any association between any Grantee and Metro. Furthermore, Metro will not be considered the owner, contractor or the developer of the Project funded.

### **28. Limitations**

This Agreement is expressly subject to the limitations of the Oregon Tort Claims Act and is contingent upon appropriation of funds. Any provision of this Agreement that conflicts with the above-referenced laws are deemed invalid and unenforceable.

### **29. Severability**

If any clause, sentence or any other portion of the terms and conditions of this Agreement becomes illegal, null or void for any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law.

### **30. Further Assurances**

Each of the Parties will execute and deliver any and all additional papers, documents, and other

# Intergovernmental Agreement

## 2019 Parks and Nature Bond Community Choice Grant Program



600 NE Grand Ave.  
Portland, OR 97232-2736

Metro Contract Number

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assurances, and will do any and all acts and things reasonably necessary in connection with the performance of their obligations and to carry out the intent and agreements of the Parties.

### 31. Counterparts; Electronic Execution

The parties may execute this Agreement in counterparts, each of which, when taken together, constitute fully executed originals. Electronic signatures, including e-mail or other digital signatures, operate as original signatures.

### 32. Authority

The representatives signing on behalf of the Parties certify they are authorized by the Party for whom they sign to make this Agreement.

#### Metro

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Tualatin Hills Park & Recreation District

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Exhibit A to Intergovernmental Agreement

### Scope of Work

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#### **EXHIBIT A**

#### ***Project Requirements and Scope of Work***

**PROJECT REQUIREMENTS:** The Project will comply with the following (collectively referred to as the “**Project Requirements**”):

[Attachment 1:](#)

- Payment Request and Financial Reporting Requirements

[Attachment 2:](#)

- Narrative Reporting Requirements

[Attachment 3:](#)

- Post-Acquisition and Post-Construction Restrictions on Sale and Use

[Attachment 4:](#)

- Project Budget, including Grant Award, Match and Project Cost
- Project Scope of Work and Timeline
- Program Assessment (goals)

**PROJECT BACKGROUND:** The project is further described in the following document. The Metro Council awarded the grant based upon the project information contained therein:

[Attachment 5:](#)

- ***Project Development***

**Attachment 1 to Exhibit A**  
***Payment Request and Financial Reporting Requirements***

**ANNUAL FINANCIAL REPORTING**

On or before July 10 of each year during the Term, beginning in the year Metro first provides a disbursement of any portion of the Allocated Bond Funds to Grantee for a project, Grantee will complete all reimbursement requests and financial reporting requirements for the fiscal year beginning July 1 to June 30.

**PAYMENT REQUEST PROCEDURES**

**A. Retainage:** Metro will reserve as retainage from any initial advance or reimbursement payment an amount equal to five percent (5%) of the requested amount. The retainage will not be disbursed to Grant Recipient until the Project is fully completed and a final report is submitted and finally approved by Metro. Following completion of the Project and approval by Metro, Metro will deliver to Grant Recipient the entire retainage as part of the final reimbursement payment or as an additional payment after the approval of the final reimbursement request.

**B. Initial Advance Requests**

**1. General:** Following the execution of this Agreement, Grantee may request disbursement of a portion of its Allocated Bond Funds from Metro. Metro may, at its discretion, advance a portion of the projected budget not exceeding 30% of the Project Costs for each approved Project if Metro determines that the funded project items will commence within ninety (90) days of request. To receive a disbursement of the Initial Advance, Grantee must receive final approval from Metro of any changes to the Project.

**2. Initial Advance Request information:** Grantee must submit the information through Metro's online system ([ZoomGrants](#)). If Grantee cannot submit request through ZoomGrants they can email it to the Grants and Contracts Coordinator and the Grant Program Manager(s).

**3. Metro payment of Initial Advance Request:** The Initial Advance request is optional. If Grantee would like to receive these funds Grantee will submit a request when the following conditions are met:

- a. This Grant Agreement has been fully executed, and
- b. Funded project work will begin no later than ninety (90) days from the time of submission

After the above conditions are met, Grantee is eligible to request thirty percent (30%) of the Award Amount, not to exceed \$50,000 (the "Initial Advance"). Once approved, Metro will issue payment of initial advance to

Grantee less the five percent (5%) retainage not to exceed \$47,500.

**To receive funds:** Grantee will submit a reimbursement request cover sheet indicating the request is for the upfront payment. Metro's Grants and Contracts Coordinator and Grant Program Manager(s) will review the submitted document and recommend approval for payment to the Team Manager. Metro will disburse funds within thirty (30) days of receiving all necessary documents. Metro will reimburse Grantee by electronic funds transfer (via Automated Clearing House or wire) or check.

### C. Reimbursement Requests

**1. General:** After using all of the Initial Advance, Grantees must seek reimbursement for additional costs incurred in arrears up to the total Project Cost. Grantees must provide accounting of payment and any required match of the Initial Advance before requesting additional reimbursement payments. Grantees may seek reimbursement as frequently as once per quarter. At a minimum, Grantees must submit a Reimbursement Request at least once a year in alignment with fiscal year end reporting requirements (see Annual Financial Report requirements).

**a. Project Match Reporting:** Grantee will include any matching funds (cash or in-kind) with each payment request. Match may exceed the percentage minimum outlined in Attachment 4, Budget, Scope of Work and Program Assessment, above but must maintain the minimum percentage for project match submitted to date for Metro to approve payment of all reimbursable funds in a request. Metro may make a partial payment, in line with match to date, if necessary.

- i. Match must be for expenses or services during the contract term.
- ii. Metro funds or staff time may not be used as match.

**2. Each Reimbursement Request must include:**

- a. Proof of payment of the Initial Advance and matching funds until such time as the advance has been fully reported and spent down.
- b. A Request for Reimbursement itemized statement of expenses for each Project showing a schedule of charges being submitted for reimbursement and match including the name of the vendor or person who was paid, description of charge and amount. The schedule of charges should list which costs are or are not subject to the Capped Capital Costs and indicate with which budget

## Exhibit A to Intergovernmental Agreement

### Scope of Work

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category from the project submission the expense corresponds.

The total on the itemized statement should match the amount indicated on the Reimbursement Request for Release of Funds.

- c. A completed Reimbursement Request for Release of Funds on a form provided by Metro, signed by an authorized representative of Grantee certifying compliance with all Program Requirements and Project Requirements set forth in the Agreement.
- d. Grantee must submit the information through Metro's online system (Temelio). If Grantee cannot submit request through Temelio, they can email it to the Grants and Contracts Coordinator and the Grant Program Manager(s).

**3. Metro payment of Reimbursement Request:** Metro's Grants and Contracts Coordinator and Grant Program Manager(s) will review the submitted documents and recommend approval for payment to the Program Director or request additional information from Grantee as needed. Metro will disburse funds within thirty (30) days of receiving all necessary documents. Metro will reimburse Grantee by electronic funds transfer (via Automated Clearing House or wire) or check.

**4. Final payments:** Metro will release final payments at the close of each project following receipt and formal acceptance of project close-out report by Metro staff.

**Attachment 2 to Exhibit A**  
***Narrative Report Requirements***

**REGULAR REPORTING REQUIREMENTS.**

**A.** Metro distribution of Allocated Bond Funds is conditioned on Grantee's ongoing demonstration of progress on each project as presented through Progress Reports every six months, updates in staff-to-staff conferences as needed, and progress reports. Metro may revise any report template and will provide Grantee with notice at least three months before requiring Grantee to use the revised template.

1. Staff-to-Staff Conferences. Grantee and Metro staff will confer as requested by either party by telephone, video conference, in-person meetings, or site visits. Topics will include project progress, support needs, challenges or issues, and opportunities to share progress with the community and the Metro Council.
2. Bi-annual progress reports. By June 30 and December 31 of each year during the Term (or until project completion and final report is submitted), Grantee will provide brief updates in writing via Temelio in response to questions provided by Metro, describing project status (scope, schedule budget) and identifying any issues that may delay or interfere with project completion.
3. Annual bond outcomes and impacts report and financial overview. Metro will provide additional context and information on reporting metrics ahead of the first required report.
4. Final Report. After completion of the grant project, Grantee will provide a Final Report via Temelio on a template provided by Metro. This report will serve as the permanent public record of the grant project for Metro.

**Attachment 3 to Exhibit A*****Post-Acquisition and Post-Construction Restrictions on Sale and Use***

The Post-Acquisition and Post-Construction Restrictions on Sale and Use apply until the end of the Term of the Agreement.

**I. Post- Acquisition Restrictions:**

Grantee may not sell or otherwise authorize the use of such property for a use other than as a Bond Required Use (provided however a de minimis portion of such property may be transferred or put to another use, which may include, but is not limited to, a road dedication, utility requirements or other requirements necessary to comply with a land use review proceeding initiated to use the overall property consistent with a Bond Required Use), unless Grantee certifies all of the following:

- a) Grantee's decision to sell or use the property in a manner inconsistent with a Bond Required Use is the result of unforeseen circumstances.
- b) Grantee's intent, at the time it purchased the property, was to use it for a Bond Required Use.
- c) In the event of a sale, Grantee transferred the property to a non-federal public agency or jurisdiction.
- d) Grantee provided Metro written notice of its intent to authorize the sale to a third party or change Grantee's use of the property 180 days before the sale or change in use.
- e) Grantee held at least one public hearing regarding the matter, consistent with its adopted public meeting procedures, before making a final decision to sell or change the use of the property, and adopts a resolution or ordinance that includes findings that the conditions in subsections (I)(A) through (I)(D) of this Attachment have been satisfied and that Grantee has satisfied or will satisfy its obligations as described in subsections (I)(F) and (I)(G) of this Attachment.
- f) Metro approves Grantee's determination of the appraisal value of the property pursuant to the following steps:
  - (1) At least 90 days before to making a final decision to sell or change the use of the property, Grantee will provide Metro with an independent MAI appraisal of the fair market value of the property assuming that the property was subject to the same use restrictions as were in place at the time Grantee purchased the property. The appraisals must be in compliance with USPAP standards and federal and ODOT right-of-way acquisition standards, where applicable, and will not be subject to any other extraordinary assumptions; and
  - (2) Not later than 90 days after receiving the appraisal obtained by Grantee, Metro will inform Grantee whether Metro has approved the appraisal, which decision

will be made in good faith and based on whether the appraisal is complete and reasonable. Metro's review will include having the appraisal reviewed by a review appraiser hired by Metro to conduct a review in accordance with USPAP and general appraisal standards. If Metro does not approve the appraisal, then Metro will inform Grantee the reasons for not approving the appraisal and Grantee may resubmit a revised appraisal to Metro pursuant to subsection (I)(F)(1) of this Attachment.

## **II. Post- Construction Restrictions:**

Grantee may not sell or otherwise authorize use of such buildings or improvements pursuant to this Agreement in a manner inconsistent with a Bond Required Use, except that Grantee may transfer or put to another use a de minimis portion of such property, including without limitation a road dedication, utility requirements or other requirements necessary to comply with a land use review proceeding initiated to use the overall property consistent with a Bond Required Use, unless Grantee complies with all of the following:

- a) Grantee's decision to sell or use such buildings or improvements in a manner inconsistent with the Bond Required Use is the result of unforeseen circumstances.
- b) Grantee's intent, at the time it constructed such buildings or improvements, was to use them for a Bond Required Use.
- c) In the event of a sale, Grantee transfers the property to a non-federal public agency or jurisdiction.
- d) Grantee provides Metro 180 days advance written notice of its intent to authorize the sale to a third party or change in use of such buildings or improvements.
- e) Grantee holds at least one public hearing regarding the matter, consistent with its adopted public meeting procedures, before making a final decision to sell or change the use of such buildings or improvements, and adopts a resolution or ordinance that includes findings that the conditions in subsections (II)(A) through (II)(E) of this Attachment have been satisfied and that Grantee has satisfied or will satisfy its obligations as described in subsections (II)(F) of this Attachment.
- f) Metro approves Grantee's determination of the appraisal value of such buildings or improvements pursuant to the following steps:
  - (1) At least 90 days before making a final decision to sell or change the use of such buildings or improvements, Grantee will provide Metro with an independent MAI appraisal of the fair market value of such buildings or improvements. The appraisals must be in compliance with USPAP standards and federal and ODOT right-of-way acquisition standards, where applicable, and will not be subject to any other extraordinary assumptions; and

(2) Not later than 90 days after receiving the appraisal obtained by Grantee, Metro will inform Grantee whether Metro has approved the appraisal, which decision will be made in good faith and based on whether the appraisal is complete and reasonable. Metro's review will include having the appraisal reviewed by a review appraiser hired by Metro to conduct a review in accordance with USPAP and general appraisal standards. If Metro does not approve the appraisal, Metro will inform Grantee the reasons for not approving the appraisal and Grantee may resubmit a revised appraisal to Metro pursuant to subsection (II)(F)(1) of this Attachment.

DRAFT

**Attachment 4 to Exhibit A**  
***Scope of Work***

**A. Project Name, Budget, Grant Award, and Matching Funds**

1. Project Name: Connecting People & Habitat in Aloha
2. Total Project Budget: \$249,600
3. Amount of Allocated Bond Funds Approved: \$166,400
4. Project matching funds provided by Grantee: \$83,200

**B. Project Scope of Work and Timeline:**

(Grantee submission from Temelio, attached below)

**Attachment 5 to Exhibit A**  
***Project Development Materials***

**A. Complimentary Materials**

(Documents from Community Choice Grants participatory process)

DRAFT



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Parks and Nature

Parks and Nature

**2024 Nature in Neighborhoods community choice grants - existing contracts only**

Deadline: 6/30/2026

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## Tualatin Hills Park & Recreation District Connecting People and Habitat in Aloha

Jump to: [Questions](#) [Budget](#) [Scope of Work](#) [Document Uploads](#)

**\$ 166,400.00** Requested  
\$ 83,200 Estimated Match

Submitted: 11/20/2025 3:10:57 PM  
(Pacific)

### Project Contact

Leilani Garcia  
[grants@thprd.org](mailto:grants@thprd.org)  
Tel: 9718643565

### Additional Contacts

*none entered*

### Tualatin Hills Park & Recreation District

15707 SW Walker Road  
Beaverton, OR 97006  
United States

**General Manager**  
Doug Menke  
[dmenke@thprd.org](mailto:dmenke@thprd.org)

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Telephone 503-645-6433  
Fax 503-629-6302  
Web [www.thprd.org](http://www.thprd.org)

## Questions [top](#)

### 1. Project summary (one paragraph, 255 characters)

*Provide a brief summary that describes your program.*

Phase 1) Develop gleaning garden expansion concept and interpretive signage designs with a Latine-serving community organization partner. Phase 2) Permit and construct the gleaning garden expansion and install interpretive signage.

### 2. Fiscal agent

*If different than the lead organization. If no fiscal agent, please write "not applicable".*

Not Applicable

### 3. Property owner

*Committed local or state government owner of the public asset.*  
Tualatin Hills Park & Recreation District (THPRD)

### 4. Program partners

*Committed partner organizations.*

Latine-serving organization partnership to be finalized pending Metro CCG grant approval

### 5. Potential partners

*Potential partner organizations.*

THPRD is seeking a partnership with and has strong interest from Adelante Mujeres, the organization identified by community members in project ID phase. If grant is approved by Metro, THPRD will formalize its partnership with Adelante Mujeres via an MOU.

## 6. Program length

(Select only one) Does not include up to two years for contract or IGA execution.

- One year
- Two years
- Three years

## 7. Demographic form (two pages)

On next page, please upload the requested the Nature in Neighborhoods Capital Grants demographic form, which will not be used for the review of your grant application.

- I uploaded it!

## Budget [top](#)

Budget	Grant Funds Requested	Match Funds	Other/Optional	Total Program Budget (Calculated)
Design/ Architecture/ Engineering	\$ 45,000.00			\$ 45,000.00
Permitting	\$ 15,000.00			\$ 15,000.00
Construction (including materials, equipment, 3rd party labor, etc)	\$ 48,800.00	\$ 83,200.00		\$ 132,000.00
Land Acquisition Costs				\$ 0.00
Costs associated with land acquisition (including appraisals, due diligence, surveying, etc)				\$ 0.00
“Capped Capital Costs” limited to 10% 1 (e.g. provider staff time, overhead and indirect costs as defined by the IGA, utilities, rent, telephone, fiscal administration)	\$ 16,640.00			\$ 16,640.00
Contingency	\$ 40,960.00			\$ 40,960.00
Other (if needed, please provide other budget category descriptions below and details in the budget narrative)				\$ 0.00
<b>Total</b>	<b>\$ 166,400.00</b>	<b>\$ 83,200.00</b>	<b>\$ 0.00</b>	<b>\$ 249,600.00</b>

## Budget Narrative

THPRD is requesting \$166,400 in Nature in Neighborhoods Community Choice Grants funds to aid designing the gleaning garden expansion with community partners, complete design, permitting and construction of the gleaning garden expansion, and develop interpretive signage in alignment with the project proposal submitted by community members through the Community Choice Grants program pilot project. THPRD plans to implement this project in two phases: Phase 1) concept plan the gleaning garden expansion and design interpretive signage in partnership with a Latine-serving organization (THPRD has strong interest from CBO Adelante Mujeres); and, Phase 2) permit and construct gleaning garden expansion and install interpretive signage. Within THPRD's \$166,400 request, the district intends to direct \$45,000 toward gleaning garden expansion design support and \$15,000 toward expected permitting fees. THPRD also intends to allocate \$48,800 toward construction-related activities, including \$12,000 toward fabrication and installation of new interpretive signage. Additionally, THPRD intends to dedicate \$16,640 toward THPRD staff and partner organization support for the project. THPRD plans to reserve a \$40,960 contingency for

design, permitting, and construction-related scope items. As grant match, THPRD will direct an additional \$83,200 in system development charge funds toward construction-related activities, bringing the total construction budget to \$132,000. THPRD Planning & Development staff have a high degree of confidence in project cost estimates and worked to develop the project costs using data from past THPRD projects and the cost estimating tool provided by Metro's Community Choice Grants consultant, Knot Studios.

## Scope of Work [top](#)

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### Scope of work

#	Schedule	Specific tasks	Responsible person or partner
1.	Months 1-3: Jan 2026 – Mar 2026	Phase 1: Concept Planning RFP	THPRD
2.	Months 2-6: Feb - July 2026	Phase 1: Concept Planning & Interpretive Sign Design	THPRD/Partner/Contractor
3.	Months 7-11: Aug – Dec 2026	Phase 2: Permitting	THPRD/Contractor
4.	Months 12-15: Jan 2027 – Apr	Phase 2: Bid Construction/Interpretive signage fabrication	THPRD
5.	Months 16-22: May – Oct 2027	Phase 2: Construction/Sign Installation	THPRD/Contractor
6.	Month 22: Oct 2027	Grand Opening	THPRD/Metro/Partner
7.	Months 23-25: Nov 2027 – Jan 2028	Phase 2: Closeout	THPRD
8.			
9.			
<b>Total</b>			

### Program assessment

#	Setting goals	Assessing goals	Setting measures
1.	THPRD seeks to align project outcomes with the themes and actions within the 2020 Vision Action Plan (VAP); goals, objectives, and guiding principles within the 2023 Comprehensive Plan (Comp Plan); goals, objectives, and strategies within the 2024 Climate Action Plan; as well as the project's alignment with design principles articulated in the 2019 Parks Functional Plan (PFP).	THPRD will use self-assessment to assess the project's alignment with VAP themes and actions; Comp Plan goals, objectives, and guiding principles; and, PFP design guidance.	<ul style="list-style-type: none"> <li>- Alignment of project activities with VAP themes and actions.</li> <li>- Alignment of project activities with Comp Plan goals, objectives, and guiding principles.</li> <li>- Fulfillment of PFP design criteria.</li> </ul>
2.	THPRD seeks to fulfill NiN Community Choice Grant's purpose through implementing community-identified and selected projects that increase	THPRD will assess fulfillment of the NiN Community Choice Grants purpose through a self-assessment of the alignment between final	<ul style="list-style-type: none"> <li>- Alignment of project activities with original Community</li> </ul>

	<p>people's experience of nature at the community scale.</p>	<p>Choice Grants project proposal.</p> <p>- Number of plants planted through the project.</p>	
3.	<p>THPRD seeks to fulfill as many NiN Community Choice Grants principles as is feasibly possible, with a minimum requirement that one criterion be fulfilled, and with an emphasis on those principles related to: advancing racial equity through bond investments, making parks more accessible and inclusive, and supporting community-led parks and nature projects.</p>	<p>THPRD will assess fulfillment of NiN Community Choice Grants program principles related to advancing racial equity through bond investments, making parks more accessible and inclusive, and supporting community-led parks and nature projects by reporting on the how partnership with potential partner Adelante Mujeres influenced garden expansion design, the program design for the expanded garden, and the number of plantings within the park.</p>	<p>- Narrative on how partnership with potential partner Adelante Mujeres influenced design.</p> <p>- Narrative on the intended program design for the expanded garden space.</p> <p>- Number of plants planted through the project.</p>
4.	<p>THPRD seeks to achieve as many NiN Community Choice Grant program criteria as possible, with a minimum that one criteria will be met and will focus on those criteria related: improving human mental and physical health, particularly in historically marginalized communities; and demonstrating leadership by People of Color in project design and implementation.</p>	<p>THPRD will assess the project's ability to improve human health in historically marginalized communities and demonstrate leadership by People of Color by reporting on potential partner Adelante Mujeres' involvement in the project and the nutritional value associated with gleaning garden plantings.</p>	<p>- Description of potential partner Adelante Mujeres' involvement in the project.</p> <p>- Description of the nutritional information provided by gleaning garden plantings.</p>
5.	<p>The Community Choice Grants engagement and community-led project selection and refinement processes satisfied all 2019 Park &amp; Nature bond Community Engagement &amp; Racial Equity criteria. Through project implementation, THPRD will seek to further the criteria related to meaningful engagement with Latine communities in project planning and development; as well as, improving the inclusiveness of developed parks.</p>	<p>THPRD will assess the fulfillment of Community Engagement and Racial Equity criteria related to meaningful engagement with Latine communities in project planning and development; as well as, improving the accessibility and inclusiveness of developed parks by reporting on the number gleaning garden plantings, the number of interpretive signs installed, and a description of potential partner Adelante Mujeres' involvement in the project.</p>	<p>- Number of gleaning garden plantings through the project.</p> <p>- Number of interpretive signs installed during the project.</p> <p>- Description of potential partner Adelante Mujeres' involvement in the project.</p>
6.	<p>Satisfying 2019 Park &amp; Nature bond climate resiliency criteria was a condition of Community Choice Grants reporting on the number and type of plants planted through</p>	<p>THPRD will assess fulfillment of climate resiliency criteria through reporting on the number and type of plants planted through</p>	<p>- Number and type of plants planted through</p>

project vetting process. Moving forward THPRD will seek to satisfy as many Climate Resiliency criteria as possible with a minimum of one and a focus on fulfilling the “Increase tree canopy in developed areas to reduce heat island effects” and “Use low-impact development practices and green infrastructure in project design and development” criteria.

plants planted through the project as the project, well as the low-impact development practices used in project design and development.

- Description of low-impact development practices employed in project design and development.

7.

8.

9.

**Total**

## Document Uploads [top](#)

### Documents Requested \*

(Optional) Please upload letters of support by active partners; each letter should describe the role of that partner.

If applicant is not the land holding government agency, please upload a letter stating permission to use property by government sponsor/public land owner certification letter.

If applicant is not a government agency, please upload the 501(c) (3) tax-exempt status statement or your organization's 501 (c)(3) IRS determination letter, or the following 501(c)(3) tax-exempt status statement

If applicant is not a government agency, please upload Government Sponsor certification letter with statement indicating that the appropriate governing body has approved the application.

(Optional) Please upload additional materials (e.g. full project budget, vicinity or site map, concept and design plans, appraisal, photos). ZoomGrants has a file upload limit of 25 megabytes. If larger, add link to a file sharing site.

### Required?Attached Documents \*

\* ZoomGrants™ is not responsible for the content of uploaded documents.

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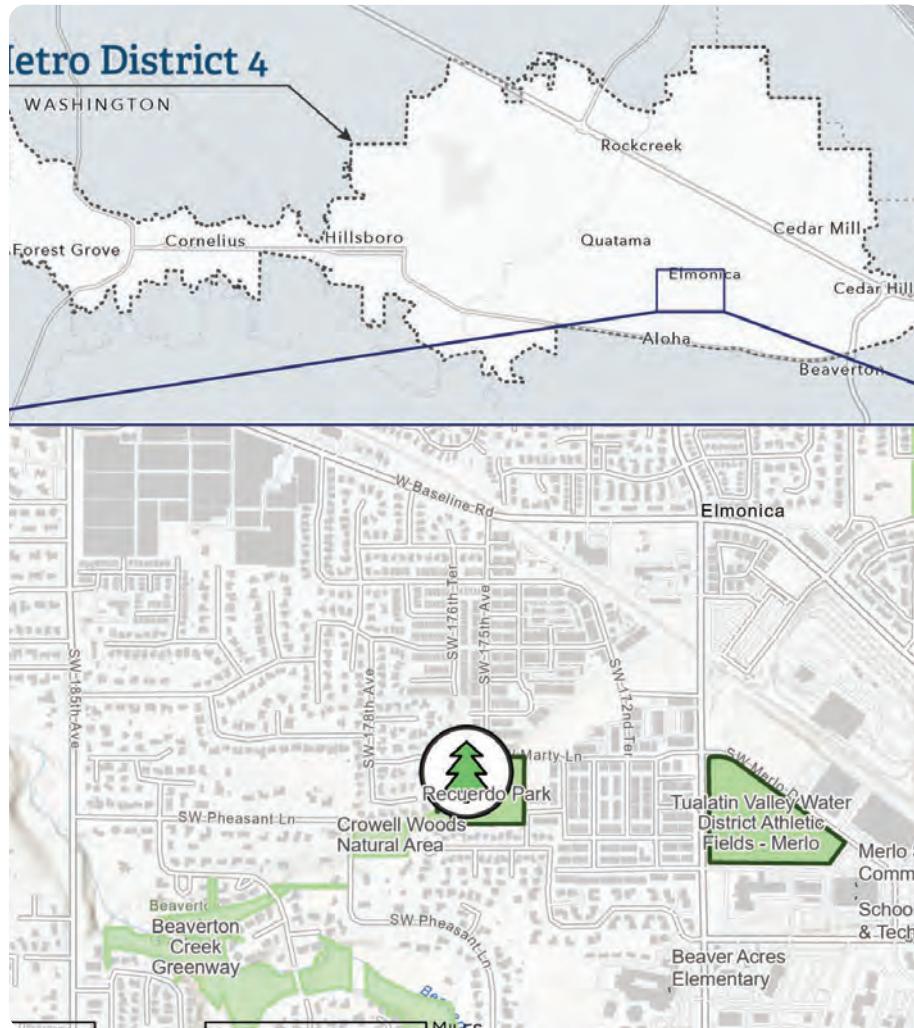
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**Attachment 5 to Exhibit A**  
***Project Development Materials***

**A. Complimentary Materials**

(Documents from Community Choice Grants participatory process)

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



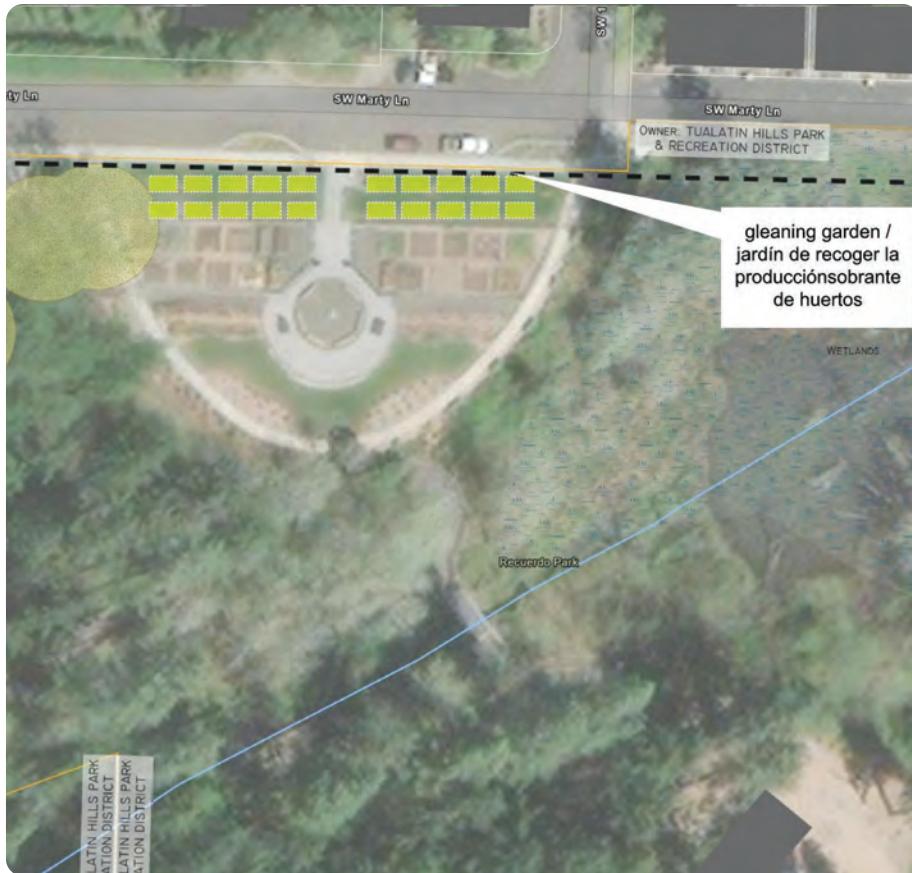
### Project Summary

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

### Resumen del proyecto

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





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

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



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## Connecting People and Habitat in Aloha

**Project Cost: \$249,600**

Garden expansion: \$120,000.  
 Interpretive and plant signage: \$12,000.  
 Permitting: \$15,000  
 Project Development: \$45,000  
 30% contingency

## Conectar a las personas y al hábitat en Aloha

**Costo del proyecto: \$249,600**

El huerto de recolección: \$120,000.  
 La señalización interpretativa y los letreros para las plantas: \$12,000.  
 Los permisos: \$15,000  
 El desarrollo del proyecto: \$45,000  
 30% contingency

"Having access to green space is key to dismantle disparities felt by our community members."

The only way to bring about lasting, adaptive, and meaningful change to food insecure communities and thus health disparities is to involve those most impacted by ethnicity, gender, and class-related inequities."

"Tener acceso a espacios verdes es clave para desmantelar las desigualdades que sufren los miembros de nuestra comunidad."

La única manera de lograr un cambio duradero, adaptable y significativo en las comunidades afectadas por la inseguridad alimentaria y, por lo tanto, por las desigualdades en la salud, es lograr la participación de los más afectados por las desigualdades relacionadas con el origen étnico, el género y la clase social."

"Help to better understand their connection to nature and ecosystems, including classes on beekeeping, planting an orchard, and posting pictures around the property of the local flora and fauna."

"Ayuden a comprender mejor su conexión con la naturaleza y los ecosistemas. Estas pueden incluir clases sobre apicultura, siembra de un huerto de árboles frutales, y publicación de imágenes alrededor de la propiedad sobre la flora y la fauna locales, con explicaciones de qué son y cuáles son sus beneficios."



# MEMORANDUM

**DATE:** January 23, 2026  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Resolution Authorizing US Department of Transportation, Better Utilizing Investments to Leverage Development (BUILD) Grant Program Application for Westside Trail Pedestrian and Bicycle Bridge**

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## **Introduction**

The US Department of Transportation is accepting applications for the Better Utilizing Investments to Leverage Development (BUILD) grant program. Applications are due by February 24, 2026. Staff recommends submitting an application to fund construction of the Westside Trail Pedestrian and Bicycle Bridge (WSTB) that will cross over U.S. Highway 26. Staff are seeking board of directors' approval of Resolution No. 2026-02 authorizing staff to apply for these funds.

## **Background**

The BUILD program provides funding for surface transportation infrastructure projects that have a significant local or regional impact. This includes capital and planning projects aimed at enhancing safety, environmental sustainability, quality of life, mobility, community connectivity, economic competitiveness, maintaining a state of good repair, fostering partnership and collaboration, and promoting innovation. For capital projects in urban areas, the minimum funding request is \$5 million, while the maximum is \$25 million. Additionally, there is a requirement for a minimum 20% non-federal match in funding from the sponsoring agency.

This year, with funding from Metro's Trails Bond, THPRD will begin design & engineering of the project which will refine the project's cost estimate and develop 75% and 95% construction documents, resulting in a permit and bid-ready set. Depending on regulatory, engineering, and construction constraints, the total cost to develop the bridge in 2028 could range from \$28 to \$35 million.

The district's funding plan for the construction of the WSTB consists of shared costs across multiple funding sources. In 2025, THPRD was awarded three grants amounting to \$10.3 million towards the construction of the WSTB - \$5 million awarded from Oregon Community Paths (OCP), \$5 million from Metro Regional Flexible Funds (RFFA), and \$300,000 from Washington County Major Streets Transportation Improvement Program (MSTIP). To support match requirements, THPRD has obligated \$7 million in system development charges (SDC).

## **Outcomes of Proposal**

Construction of the WSTB will complete a key trail segment in the extensive Metro Regional Trail system and connect the 25-mile-long Westside Trail over U.S. 26, linking communities from King City to the City of Portland.

### **Public Engagement**

Construction of the WSTB supports several relevant actions identified within the 2020 Vision Action Plan, including connecting to regional trail systems; parks, trails and facilities connected to transit lines; connecting trails to places where people live and work; being a leader in responding to climate change; and providing trails for different activities, abilities and uses. This community support led to WSTB's initial planning phase in 2020-2021, during which THPRD staff held two property and agency stakeholder meetings, a virtual community meeting, and an online survey. Staff presented to the Washington County Community Participation Organization (CPO) 1 and the City of Beaverton Bicycle Advisory Committee. A "Love Your Trails" event with information about the proposed project and opportunities to provide feedback was held on February 27, 2021, at Pioneer Park, located just south of the trail entrance to WSTB. THPRD also had a tour with local and regional elected officials, conducted two meetings with public and private property stakeholders, and collaborated on the bridge's design with Metro, ODOT, Washington County, and City of Beaverton. A second online survey sought public input on potential design elements for the bridge. In total, THPRD engaged over 250 people through engagement surveys and events. From this effort, a preferred bridge alignment, cost estimate, and federal permitting analysis were developed.

This spring, THPRD will begin additional community engagement for the WSTB as part of the design & engineering phase that is currently underway.

### **Action Requested**

Board of Directors' approval of Resolution No. 2026-02 to apply for BUILD grant program funds for the construction of the Westside Trail Pedestrian and Bicycle Bridge.

**RESOLUTION NO. 2026-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TUALATIN HILLS PARK & RECREATION DISTRICT  
AUTHORIZING APPLICATION TO US DEPARTMENT OF TRANSPORTATION  
BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT (BUILD)  
GRANT FOR WESTSIDE TRAIL PEDESTRIAN AND BICYCLE BRIDGE**

**WHEREAS**, federal funds are available through the US Department of Transportation for the Better Utilizing Investments to Leverage Development (BUILD) grant program for federal fiscal year 2026 for surface transportation infrastructure projects that have a significant local or regional impact; and

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) is a local government agency/special service district that is eligible to receive said federal funds; and

**WHEREAS**, construction of the Westside Trail Pedestrian and Bicycle Bridge (a regional trail) that will cross over U.S. Highway 26 is a high priority project that would meet local needs identified in THPRD's Comprehensive Plan and its Trails Functional Plan; the City of Beaverton's Transportation Plan; Washington County's Transportation Plan; Metro's 2035 Regional Transportation Plan and its Trails and Greenways Plan; the Oregon State Comprehensive Outdoor Recreation Plan (SCORP); and the Oregon Statewide Planning Goals and Objectives for recreation.

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

THPRD staff is authorized to submit an application to the US Department of Transportation for the Better Utilizing Investments to Leverage Development (BUILD) grant for assistance in funding the construction of the Westside Trail Pedestrian and Bicycle Bridge; and

THPRD will set aside funds through its budgeting process in FY 2026/27 in order to provide the non-federal share match requirements of approximately 20% of the total estimated project cost.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 11<sup>th</sup> day of February 2026.

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Alfredo Moreno, President

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Miles Palacios, Secretary

ATTEST:

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Jessica Collins, Recording Secretary



[7D]

# MEMORANDUM

**DATE:** January 27, 2026  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Resolution Establishing 2026 Legislative Advocacy Priorities**

---

## **Introduction**

At the board's January 14, 2026 board meeting, staff presented a preview of the 2026 Oregon Legislative Session and shared with board members suggested updates to the district's state and federal legislative platforms, as well as a resolution outlining the procedures for legislative priorities and advocacy efforts. Staff are seeking board of directors' approval of Resolution No. 2026-03 regarding legislative advocacy procedures and 2026 advocacy priorities.

## **Background**

The district has established legislative platforms to guide its advocacy efforts at the state and federal levels. These platforms help district staff direct the efforts of legislative consultants who work on behalf of THPRD to make progress within its various priority areas. Very often, there is a need to respond quickly to legislative or regulatory proposals. Resolution 2026-03 provides clear guidance to the THPRD Board of Directors and district staff when monitoring and acting upon bills during state and federal legislative sessions. The Legislative and Advocacy Procedures will provide THPRD's general manager, board president, or other designee with the discretion to advocate on behalf of THPRD's best interests based on its legislative platforms, and the district's values and budget priorities. No changes to the advocacy procedures have been suggested. Minor edits to the legislative priorities were suggested at the January 2026 board meeting and no comments were received from board members. The attached resolution reflects the updated priorities for 2026.

## **Proposal Request**

Staff are presenting legislative advocacy procedures and the 2026 advocacy priorities for board review and consideration of approval.

## **Outcomes of Proposal**

The attached resolution will provide clear direction on the district's legislative priorities and will allow the district's legislative designee to move THPRD's position forward when legislative or regulatory proposals are being considered.

## **Public Engagement**

The board last approved its state and federal legislative platforms at its September 2024 regular meeting. The platforms took into account the public input received during the development of the district's 2020 Vision Action Plan, which featured an extensive and national award-winning public outreach process.

## **Action Requested**

Board of directors' approval of Resolution No. 2026-03 establishing legislative advocacy procedures and 2025 advocacy priorities.

## RESOLUTION 2026-03

### TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

#### A RESOLUTION ESTABLISHING 2026 LEGISLATIVE ADVOCACY PROCEDURES AND ADVOCACY PRIORITIES

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) Board's Legislative Advocacy Procedures and Advocacy Priorities, contained herein, will provide the district's General Manager, Board Legislative Liaison, or other designee ("district officials"), discretion to advocate for the park district's best interests. Adherence to legislative advocacy procedures will ensure that legislative inquiries and responses will be administered consistently with "one voice" and in compliance with the identified legislative platforms; and

**WHEREAS**, this resolution provides District Officials the authority to take legislative positions without further THPRD Board approval, as long as those positions generally adhere to the Legislative Advocacy Procedures and Advocacy Priorities contained herein or as periodically amended by the THPRD Board; and

**WHEREAS**, it is the policy of THPRD to proactively monitor and advocate for or against legislation as directed by the Advocacy Priorities and by the specific direction of the THPRD Board. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations and participating in their advocacy work is encouraged; and

**WHEREAS**, whenever the THPRD Board position on an Advocacy Priority is unclear on how it pertains to the district, the matter shall be brought before the THPRD Board for formal direction; and

**WHEREAS**, generally, District Officials will not address matters that are not pertinent to the district's local government service authority as provided in ORS 266 and ORS 198, without first obtaining direction from the THPRD Board; and

**WHEREAS**, monitoring legislation is a shared function of the park district and government associations such as Special Districts Association of Oregon and Oregon Recreation & Park Association; and

**NOW THEREFORE**, based on the foregoing, the Tualatin Hills Park & Recreation District Board of Directors authorizes District Officials to advocate on behalf of the park district in adherence to the following Legislative Advocacy Procedures and Advocacy Priorities:

#### LEGISLATIVE ADVOCACY PROCEDURES:

1. District Officials shall review legislative concepts and bills to determine if the legislation (or concept) aligns with the park district's current adopted Advocacy Priorities and are within the powers granted to the park district in ORS 266 and ORS 198.

2. District Officials will review positions and analysis completed by the Special Districts Association of Oregon or Oregon Recreation & Park Association and other pertinent local government associations when formulating positions.
3. If the matter aligns with the park district's Advocacy Priorities, District Officials' response shall be sent to the legislative body reviewing the bill or measure or to the governmental association tracking the issue.
4. Legislative position correspondence initiated by District Officials shall state whether the park district is requesting "support," "support if amended," "oppose," or "oppose unless amended" action on the issue and shall include adequate justification for the recommended action.
5. District Officials may also provide correspondence of concern or interest regarding a legislative issue or rule without taking a formal position.
6. All legislative positions adopted shall be communicated regularly to the THPRD Board. When appropriate, District Officials will submit a report (either written or verbal) summarizing activity on legislative measures to the THPRD Board.

## **2026 ADVOCACY PRIORITIES:**

### Federal Advocacy

1. *Active Transportation*
  - a. Identify potential funding sources and apply for funds to construct the Westside Trail bike and pedestrian bridge over Highway 26.
  - b. Advocate for a comprehensive transportation package that includes dedicated funding for active transportation options, including trails and pedestrian projects, and prioritizes connectivity.
  - c. Ask for appropriate guidance and project delivery standards that do not create unnecessary impediments to completion of these projects.
2. *Social Equity*
  - a. THPRD seeks to reduce barriers to participation and ensure equitable delivery of service – barriers can be economic, language, physical, or cultural.
  - b. Advocate for legislation that supports targeted park and recreation services for underserved communities and broadens access to programs where park and recreation services could support these goals.
3. *Natural Resource Conservation*
  - a. Secure funding for the expansion of the Cooper Mountain Nature Park, to conserve open space and preserve rare native oak prairie and endangered wildflowers.
  - b. Continue to view parks and outdoor recreational lands as the essential green infrastructure of our communities and nation. These areas are pollution-reducing landscapes that help clean our air and water, recharge aquifers, reduce storm water runoff and provide habitat for wildlife.
  - c. Seek dedicated resources that will sustain, protect, restore, and expand these environmental assets.

4. *Community Health & Wellness*

- a. Prioritize legislation that supports the growing role of parks and recreation in improving individual and community health through increased physical activity, the prevention of chronic disease, the rehabilitation of wounded service members, and opportunities for the inclusion of individuals experiencing disabilities in all activities.
- b. Improve access to affordable and healthy food to improve health and wellness.
- c. THPRD supports legislation that creates opportunities for education and activities that promote nutrition and healthy lifestyles.

5. *Climate Adaptation & Community Resiliency*

- a. Advocate for funding to mitigate the impacts of climate change and natural disasters. These efforts include managing forests and urban tree canopies to adjust to extreme weather impacts as well as emerging pests such as the Emerald Ash Borer, which has the potential to greatly change the landscape within the park district due to the large stands of ash trees throughout the region.
- b. Position the park district as a key player in the response to extreme weather events and natural disasters by building capacity to serve as central hubs for resources and refuge. Seek funding for seismic improvements, generators, and equipment to allow THPRD to serve its community members during these scenarios.
- c. Ensure THPRD is eligible to participate in FEMA's risk management and resiliency programs and is included as a stakeholder in the development of public emergency preparedness programs.

**State Advocacy**

1. *Local Agency Control & Authority*

- a. Develop a strategy for annexation of areas within THPRD's ultimate service boundary.
- b. Maintain local agency control and authority to implement statewide policies within the context of agency and community needs.
- c. Request careful consideration of the full impact of mandates on park and recreation agencies and services, especially unfunded mandates.

2. *Systems Development Charges (SDCs)*

- a. Partner to proactively address our region's needs for affordable housing through locally designed efforts that apply to all cost impacts.
- b. Build upon tools and policies developed by THPRD and maintain local agency autonomy on policy decisions regarding local SDC resources.
- c. Preserve ability to utilize SDCs to ensure that new growth is financially self-sustaining.

3. *Equitable Access to Parks and Recreation*

- a. Advance efforts for equitable, affordable, culturally-relevant, inclusive, developmentally appropriate, safe, and community-led social supports for our community, including preschool and afterschool care.
- b. Seek opportunities to direct funding of social supports that align with our mission and values to further the Access for All initiative.

4. *Funding for Parks & Recreation and Trails*

- a. Participate in the statewide conversation regarding tax and local revenue reform.

- b. Identify potential funding sources and apply for funds to construct the Westside Trail bike and pedestrian bridge over Highway 26.
- c. Secure funding for the expansion of the Cooper Mountain Nature Park to conserve open space and preserve rare native oak prairie and endangered wildflowers.
- d. Preserve and enhance funding levels for Local Government Grant, State Parks & Recreation Department, and other programs.

5. *Climate Adaptation and Community Resiliency*

- a. Ensure that our planning and development efforts address climate change and resiliency in parks, facilities, and operations. Prioritize cybersecurity efforts and emergency management practices and coordination.
- b. Provide and partner with other agencies to offer essential services and spaces to serve as hubs for resources and refuge.

Approved and adopted on February 11, 2026 by the Board of Directors of the Tualatin Hills Park & Recreation District.

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Alfredo Moreno, President

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Miles Palacios, Secretary

ATTEST:

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Jessica Collins, Recording Secretary



[7E]

# MEMORANDUM

**DATE:** January 27, 2026  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Resolution Opting-in to Oregon's Trail Use Immunity Statute**

---

## Introduction

A key priority for the park district in the 2025 Oregon Legislative Session was seeking long-term protection for “recreational immunity,” a longstanding tool used by the district to encourage property owners to grant easements across their lands for public trail use. Oregon Revised Statutes (ORS) provide several options for immunity from liability for landowners when they made those lands available for public recreation.

Senate Bill 179 (SB 179), approved during the 2025 Oregon Legislative Session, offered targeted protection against negligence claims arising from the use of trails and similar structures located within public easements or unimproved rights of way by recreational users. The bill also allowed for all governments to opt into this immunity, which previously had only been extended to certain large cities and related parties. Staff is seeking board of directors’ approval of a resolution that would allow THPRD to opt in to immunity protection.

## Background

Oregon law provides liability protections for landowners and public entities that allow public use of their property. These protections are primarily found in two statutes within the Oregon Revised Statutes (ORS): ORS 105.682 and ORS 105.668.

ORS 105.682, commonly referred to as “recreational immunity,” shields landowners from claims for personal injury, death, or property damage arising from recreational use of their land, provided they do not charge for access. This immunity also applies to adjacent paths or rights of way used to reach recreational areas, subject to certain conditions. In 2024, the definition of “recreational purposes” was expanded to include walking, running, and bicycling. However, this immunity did not clearly extend to non-recreational uses, such as commuting, creating uncertainty for landowners and public agencies.

In 2023, the Oregon Court of Appeals decision in *Fields v. City of Newport* heightened this concern. The court questioned whether immunity applied when a person’s primary purpose was non-recreational. This decision prompted widespread alarm among landowners and insurers, leading to temporary trail closures across the state. In response, the legislature enacted Senate Bill 1576, which amended certain statutes to strengthen liability protections. These amendments, however, did not fully resolve the ambiguity surrounding non-recreational uses and was expected to sunset on January 1, 2026 unless extended or replaced by more comprehensive legislation.

ORS 105.668 provides targeted immunity for trail use within public easements or unimproved rights of way, regardless of whether the use is recreational or non-recreational. This statute also extends protections to local governments, their officers, employees, agents, abutting

landowners, and certain nonprofit organizations that maintain trails. Initially, only cities and counties could opt in by ordinance or resolution.

Beginning January 1, 2026, Senate Bill 179, which was passed in the 2025 legislative session, expanded this opt-in authority to all local governments, including special districts. SB 179 complements existing immunity provisions by allowing park and recreation districts, irrigation districts, and other special districts to adopt an ordinance, resolution, or similar action to secure trail-use immunity. This immunity applies to negligence claims arising from the use of trails, paths, stairs, bridges, or related structures located within public easements or unimproved rights of way by non-motorized users. Importantly, opting in does not create any new duty to construct, improve, or maintain trails or to allow public access; it simply reduces liability exposure where public use already exists.

ORS 105.668 protections are, in some respects, broader than recreational immunity under ORS 105.682 because they apply to all users - not just those engaged in recreational purposes - and extend beyond the owner of the land where the injury occurred. For districts with any connection to trail use, opting in under SB 179 represents a practical way to mitigate risk.

### **Proposal Request**

To address liability concerns and ensure continued public access to trails, district staff recommend adopting Resolution No. 2026-04, which would opt the district into additional protections assured in ORS. This action would extend immunity to the district and its associated parties, reducing exposure to claims related to trail use for both recreational and non-recreational purposes. This resolution was initially crafted using a template developed by the Special Districts Association of Oregon for use by its members to take advantage of the new protections. THPRD's legal counsel has reviewed the template and made adjustments to the resolution based on taking an expansive view of activities that could occur within the park district. These include adding back in to the resolution two activities authorized in statute that weren't included in the SDAO template: enjoyment of archaeological sites, and participating in winter sports.

### **Outcomes of Proposal**

Opting into the liability limitations authorized through ORS 105.668 provides the park district with significant protections as an operator of trails on public land and within public easements on private land. The ORS provides protection from lawsuits for personal injuries or property damage resulting from the use of a trail or other structure within a public easement or unimproved right-of-way by users who are on foot, on an equine, or using a bicycle or other non-motorized conveyance.

### **Public Engagement**

The 2025 Legislative Advocacy Procedures and Advocacy Priorities were reviewed by the board during a public meeting held in September 2024. Staff provided several updates to the board during its public meetings in January, March, May, and September 2025 regarding recreational immunity and other legislative topics.

### **Action Requested**

Staff request board of directors' approval of Resolution No. 2026-04 allowing the district to opt-in to Oregon's Trail Use Immunity Statute.

**RESOLUTION NO. 2026-04**

**TUALATIN HILLS PARK & RECREATION DISTRICT**

**A RESOLUTION OPTING TO LIMIT LIABILITY FOR CERTAIN CLAIMS ARISING FROM THE USE OF  
PUBLIC TRAILS OR STRUCTURES IN PUBLIC EASEMENTS AND UNIMPROVED RIGHTS-OF-WAY  
PURSUANT TO ORS 105.668.**

**WHEREAS**, the Tualatin Hills Park & Recreation District, a park and recreation district organized under ORS Chapter 266 (the “**District**”), constructs and maintains trails and other structures, both on District-owned property and in public easements or unimproved rights-of-way, within the District’s geographic boundaries in and around Beaverton, Oregon; and

**WHEREAS**, the District encourages (1) property owners to grant easements for public trail use and (2) private groups and their volunteers to construct and maintain trails and other structures in public easements or unimproved rights-of-way; and

**WHEREAS**, ORS 105.672 to 105.688 provides certain immunities from liability for owners of publicly or privately owned land (as well as to holders of easements on such land) who allow such land to be used, without charge, for recreational purposes; and

**WHEREAS**, ORS 105.668(2) provides that a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against: (1) a city with a population of 500,000 or more, (2) the officers, employees or agents of the city to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285, (3) the owner of land abutting the public easement or unimproved right-of-way in the city, or (4) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right of way; and

**WHEREAS**, ORS 105.668(3) allows cities with a population of less than 500,000 to opt into the trail use immunity by ordinance, resolution, rule, order or other regulation; and

**WHEREAS**, 2025 Oregon Laws Chapter 220, Section 1 (SB 179) amended ORS 105.668(3) to extend these opt-in rights to any “Local government,” as defined in ORS 174.116, including any park and recreation district organized under ORS Chapter 266; and

**WHEREAS**, the public uses the District’s trails for recreational purposes includes, but is not limited to, outdoor activities such as fishing, swimming, boating, camping, picnicking, hiking, walking, running, or bicycling, nature study, outdoor educational activities, winter sports, viewing or enjoying historical, archaeological, scenic sites or volunteering for any public purpose as well as for non-recreational purposes (e.g., commuting); and

**WHEREAS**, the District believes it is important to protect and support the activities of the District, property owners, community groups, and volunteers that make trails available for public use; and

**WHEREAS**, the District desires to adopt the immunity from liability provided under ORS 105.668 to further the public interest by protecting and supporting the efforts and activities of the District, property owners, and other parties who construct and maintain trails and make such trails as well as unimproved right of ways available for public use.

**NOW, THEREFORE**, the Board of Directors of the District resolves as follows:

1. **Findings**. The above-stated findings contained in this Resolution No. [2026-04] (this “**Resolution**”) are hereby adopted.
2. **Limitation on Liability**. Pursuant to ORS 105.668(3), the District hereby adopts the limitation on liability provided under ORS 105.668(2). Without otherwise limiting the generality of the immediately preceding sentence, a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against any of the following: (a) the District; (b) the officers, employees or agents of the District to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285; (c) the owner of land abutting the public easement or unimproved right of way in the District; or (d) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right-of-way. For purposes of this Resolution, “structures” means improvements in a trail, including, but not limited to, stairs and bridges, that are accessible by a user on foot, on equine or on a bicycle or other nonmotorized vehicle or conveyance; “unimproved right-of-way” means a platted or dedicated public right of way over which a street, road or highway has not been constructed to the standards and specifications of the local government with jurisdiction over the public right of way and for which the local government has not expressly accepted responsibility for maintenance.
3. **Exceptions**. This Resolution does not grant immunity from liability: (a) except as provided in Section 2(b), to a person that receives compensation for providing assistance, services or advice in relation to conduct that leads to personal injury or property damage; (b) for personal injury or property damage resulting from gross negligence or reckless, wanton, or intentional misconduct; or (c) for an activity for which the actor is strictly liable without regard to fault.
4. **Severability; Effective Date**. For purposes of this Resolution, the singular includes the plural, and the plural includes the singular; the word “or” is not exclusive, and the words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid,

unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution will be in full force and effect from and after its approval and adoption.

**ADOPTED** by the Tualatin Hills Park & Recreation District Board of Directors of the District on this 11<sup>th</sup> day of February 2026.

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Alfredo Moreno, President

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Miles Palacios, Secretary

ATTEST:

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Jessica Collins, Recording Secretary



# MEMORANDUM

**DATE:** January 28, 2026  
**TO:** Doug Menke, General Manager  
**FROM:** Jared Isaksen, Finance Director  
**RE** **Resolution to Amend the FY2026 Budget**

---

## Introduction

The district has realized higher-than-anticipated interest earnings, and the beginning cash balance for the Bond Capital Projects Fund exceeded the amount projected in the adopted budget. As the district completes the remaining projects funded by the 2008 bonds and prepares to close out the fund, staff recommend that the board approve a budget amendment to recognize the additional beginning fund balance and interest revenue and increase the capital outlay appropriation for the Bond Capital Projects Fund in the FY2025/26 budget.

## Background

The board adopted the FY2025/26 budget at the June 11, 2025, board meeting and amended the budget at the October 8, 2025, board meeting. Oregon Budget Law provides for changes to be made to the budget after adoption with approval by the board.

## Proposal Request

Board of directors' consideration of approval of the attached resolution amending the FY2025/26 budget and appropriating the funds for \$150,000.

## Outcomes of Proposal

With the adoption of the second budget amendment the district will be able to complete the remaining projects funded by the 2008 bonds and close out the Bond Capital Projects Fund.

## Action Requested

Board of directors' approval of Resolution 2026-05 amending the FY2025/26 Budget and appropriating funds in the amount of \$150,000.

## RESOLUTION NO. 2026-05

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

### A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET TO INCREASE EXPENDITURE WITHIN THE BOND CAPITAL FUND

**WHEREAS**, the Tualatin Hills Park & Recreation Board of Directors acknowledges these items were unknown at the time the FY 2025/26 budget was adopted, and

**WHEREAS**, the Board of Directors recognizes approximately \$150,000 of unanticipated budget in capital outlay, and

**WHEREAS**, the increase in budget is offset by unanticipated fund balance, and interest earnings.

	Adopted Budget 2025/26	Amended Budget Amendment	Amended Budget 2025/26
<b>Resources:</b>			
Beginning Cash on Hand	\$ 1,075,390	\$ 100,000	\$ 1,175,390
Interest Earnings	10,500	50,000	60,500
<b>Total Resources</b>	<b>\$ 1,085,890</b>	<b>\$ 150,000</b>	<b>\$ 1,235,890</b>
<b>Appropriations:</b>			
Materials & Services	\$ 24,990	\$ -	\$ 24,990
Capital Outlay	1,060,890	150,000	1,210,890
Interfund Transfer	10	-	10
<b>Total Appropriations</b>	<b>\$ 1,085,890</b>	<b>\$ 150,000</b>	<b>\$ 1,235,890</b>

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

Section 1: The FY 2025/26 budget is hereby amended as detailed above.

Section 2: This resolution shall be effective following its adoption by the Board of Directors.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 11<sup>th</sup> day of February, 2026.

---

Alfredo Moreno, President

ATTEST:

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Miles Palacios, Secretary

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Jessica Collins, Recording Secretary



# MEMORANDUM

**DATE:** January 28, 2026  
**TO:** Doug Menke, General Manager  
**FROM:** Jared Isaksen, Finance Director  
**RE:** **Resolution Authorizing Issuance of Interfund Loan**

---

## Introduction

The board authorized the issuance of up to \$4,500,000 of interfund loan from the System Development Charges (SDC) Fund to the General Fund at the January 14, 2026, board meeting. The resolution described in this memo formalizes the board's decision at that meeting and provides the required elements noted in Oregon Revised Statute (ORS) 294.

## Background

Per ORS 294.468 the resolution approving the loan must include: the name of the funds that the loan is between, the purpose of the loan, the principal amount of the loan, a loan repayment schedule that does not exceed the maximum 10-year period allowed for a capital loan, and the interest rate of the loan. This resolution provides these required items.

## Proposal Request

Staff are requesting approval of the attached resolution which provides the authorization to execute an interfund loan to fund the renovation/improvements of the Parkside facility and the related relocation expenses to said facility. This resolution will authorize the general manager, or the finance director, as authorized officer, to initiate the interfund loan in the amount authorized at the January board meeting. The interest rate for the loan will be 0%.

## Action Requested

Board of directors' approval of Resolution 2026-06 authorizing the execution of a capital interfund loan in an amount not to exceed \$4,500,000 from the SDC Fund to the General Fund.

**RESOLUTION NO. 2026-06**

Tualatin Hills Park & Recreation District, Oregon

**A RESOLUTION OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON AUTHORIZING A CAPITAL INTERFUND LOAN IN AN AMOUNT NOT TO EXCEED \$4,500,000 FROM THE SYSTEM DEVELOPMENT CHARGES (SDC) FUND TO THE GENERAL FUND**

**WHEREAS**, the Board of Directors of Tualatin Hills Park & Recreation District, Washington County, Oregon (the “district”) finds:

A. The district is authorized pursuant to Oregon Revised Statutes (“ORS”) Section 294.468, to enter into an interfund capital loan from one district fund to another provided (1) the money loaned shall be budgeted and repaid to the fund from which the money was borrowed over a term not to exceed 10 years, and (2) the interfund loan shall not be made from any debt service funds, debt service reserve funds or moneys credited to any fund when, under applicable constitutional provisions, the moneys are restricted to specific uses unless the purpose for which the loan is to be made is a use allowed under such constitutional provisions; and

B. ORS 294.468 requires an ordinance or resolution of the Board authorizing the interfund loan; and

C. After due consideration, it is in the best interest of the district to authorize an interfund loan to fund the renovation/improvements of the Parkside facility and the related relocation expenses to said facility.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON RESOLVES AS FOLLOWS:**

1. Authorization. The Board hereby authorizes an interfund loan in the maximum principal amount of \$4,500,000 to provide funds to renovate and make improvements to the Parkside facility and the related relocation expenses to said facility. The loan shall be made from the SDC Fund to the General Fund. The loan is a capital loan and, pursuant to ORS 294.468(2)(b), the loan shall be budgeted and repaid from the General Fund to the SDC Fund over a 10-year period. The loan shall bear interest rate equal to 0%.

2. Repayment.

Proposed Interfund Loan  
Repayment Schedule

Amount	\$ 4,500,000
Interest Rate	0%
Number of Years	10

Period Ending	Debt Service
6/30/2027	\$ 384,142
6/30/2028	379,530
6/30/2029	418,908
6/30/2030	425,843
6/30/2031	443,280
6/30/2032	255,183
6/30/2033	560,950
6/30/2034	567,450
6/30/2035	564,250
6/30/2036	<u>500,464</u>
	\$ 4,500,000

3. Authorized Representative. The General Manager or the Finance Director (each an “Authorized Representative”) is authorized to take necessary action and execute and deliver any necessary or desirable agreements, certificates or other documents to accomplish the interfund loan. The Authorized Representative may determine the final amount and repayment schedule of the interfund loan, subject to the limitations in the previous sections hereof and ORS 294.468.
4. This resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED by the Board of Directors of Tualatin Hills Park & Recreation District, Washington County, Oregon at a meeting this 11th day of February 2026.

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Alfredo Moreno, President

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Miles Palacios, Secretary

ATTEST:

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Jessica Collins, Recording Secretary



[7H]

# MEMORANDUM

**DATE:** January 26, 2026  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE:** **Westside Trail Bicycle and Pedestrian Bridge Consultant Contract**

## Introduction

Staff are requesting board of directors' approval of the most qualified consultant team for the Westside Trail Bicycle and Pedestrian Bridge Over Highway 26 (WST Bridge) design & permitting project phase, and authorization for the general manager or designee to execute a professional consulting services contract in the amount of \$3,012,527.

## Background

Highway 26 is one of the major barriers to bicycling and walking in Washington County. The WST Bridge is a key link in the 25-mile Westside Trail and will allow bicyclists and walkers to reach destinations both in the project area and across the county on a safe and separated bicycle and pedestrian facility. The project includes completing the design of the bridge and the approaches and connections between NW Cornell Road to the north and NW Greenbrier Parkway to the south (Figure A). When constructed, the WST Bridge will provide a key connection to important destinations such as Columbia Sportswear and off-campus Nike buildings, two schools, neighborhoods and housing, the Sunset Park and Swim Center, natural areas and open space, and public transit.

In October 2019, the board authorized a consultant contract with the selected engineering firm Jacobs following a Request for Proposals (RFP) process by the district. Jacobs completed the concept planning and feasibility study with an engineer's construction estimate in September 2021. The purpose of the engineer's estimate was to inform the district on the cost of completing the remaining project phases. Since then, the district has continued to pursue funding opportunities to complete the design and construction of the WST Bridge project.

In 2022, the district was awarded two grants towards the design & permitting phase; a \$1,913,528 Metro Trails grant and a \$600,000 matching grant from Washington County's Major Streets & Transportation Program (MSTIP) Opportunity Fund. And in 2024 the intergovernmental agreements for these grants were completed. In THPRD's FY 2025/26 adopted budget, \$220,083 in SDC funds were appropriated for the Metro Trails grant match for

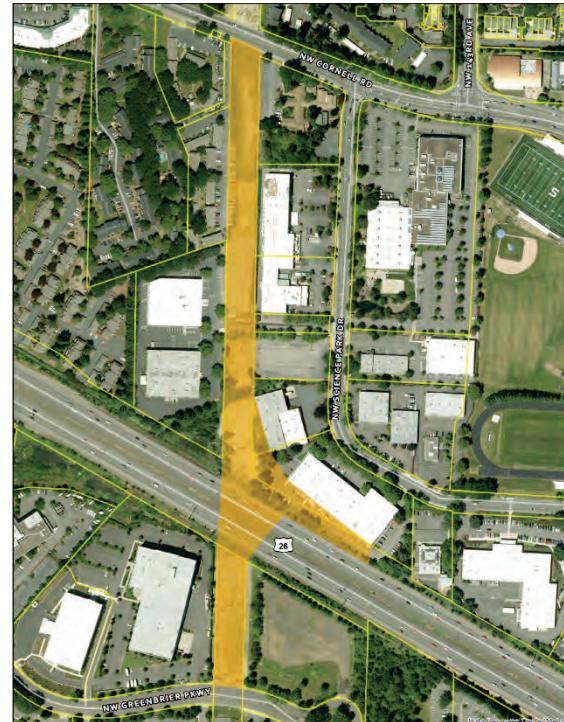


Figure A: Aerial View of WST Bridge Project Limits

a total allocated funding of \$2,733,611. The FY 2025/26 adopted budget also appropriated \$7 million in System Development Charge (SDC) funds to support the advancement of design and construction. Staff anticipate using approximately \$2,232,774 of this SDC budget to supplement and complete the design & permitting phase, while continuing to pursue future funding opportunities to fully fund the project's construction phase.

On October 24, 2025, staff publicly advertised an RFP in the *Portland Daily Journal of Commerce* (DJC) to solicit engineering firms for the WST Bridge design & permitting project phase. During the solicitation period, staff received 11 requests from professional consulting firms to review the RFP. On November 21, staff received two proposals from engineering consultant teams led by Jacobs and KPFF. A review committee, including three district Planning & Development staff and one Metro regional trails planner, thoroughly evaluated both proposals and concluded that KPFF is the most qualified consultant for the project. KPFF's team proposal reflects a great understanding of the project scope and the processes required to complete the bridge design & permitting phase.

Staff have worked with KPFF to finalize the scope of work and fee for the professional services needed for the WST Bridge design & permitting phase and have negotiated with KPFF to reduce their total scope and fee for the project by \$697,657. KPFF's total fee is \$3,012,527, including a base fee of \$2,412,174 and a design contingency fee of \$600,353. KPFF's design contingency fee will only be needed if preliminary engineering of the bridge requires additional study and vetting beyond what is currently anticipated.

In addition to consultant fees, staff have assessed that the total estimated project cost has increased from the time our grant applications were submitted, primarily related to unforeseen costs and increases for additional coordination with the Oregon Department of Transportation (ODOT), design fees for powerline modifications by Bonneville Power Administration (BPA) and Portland General Electric (PGE), increased permit fees across all jurisdictions, and a higher project contingency resulting from the cost increases. The total estimated cost for the WST Bridge design & permitting project phase is \$4,966,385, including KPFF's proposed base and contingency fees of \$3,012,527, other soft costs including ODOT's service contract, BPA's and PGE's design fees, and project permitting totaling \$1,382,504, and the district's standard 13% project contingency of \$571,354.

A vicinity map (Attachment A) of the project's location is attached for reference.

### **Proposal Request**

Staff are requesting board of directors' approval of KPFF as the most qualified consultant team for the Westside Trail Bicycle and Pedestrian Bridge design & permitting project phase. Staff request authorization for the general manager or designee to execute the professional services contract with KPFF for the proposed total fee of \$3,012,527.

### **Outcomes of Proposal**

Authorization of the professional services contract with KPFF will allow staff to proceed with design & permitting of the project, will help to fulfill the district's grant agreements with Metro and Washington County for design & permitting, and will support the district's goal of pursuing federal, state or regional funding for the construction of the bridge. Construction of the bridge is targeted for FY 2027/28. In addition, the engineer's construction estimate that will be developed during this project phase will help the district continue to prepare for and pursue sufficient funding to complete the project. Any project savings of leftover SDC funds at the completion of this project phase will be rolled forward to help fund the cost of construction.

### **Public Engagement**

Improvements to the Westside Trail system were widely supported in public meetings held during the concept planning and feasibility phase in 2018/19. Public meetings included three community events - each coordinated with online surveys, a THPRD Nature & Trails advisory committee meeting, and various property stakeholder meetings and site tours. Engagement materials included a project webpage, various project flyers, meeting notices, and THPRD news and social media blasts. The bridge concept plan and preferred alignment was also shared with district management and the board of directors for input.

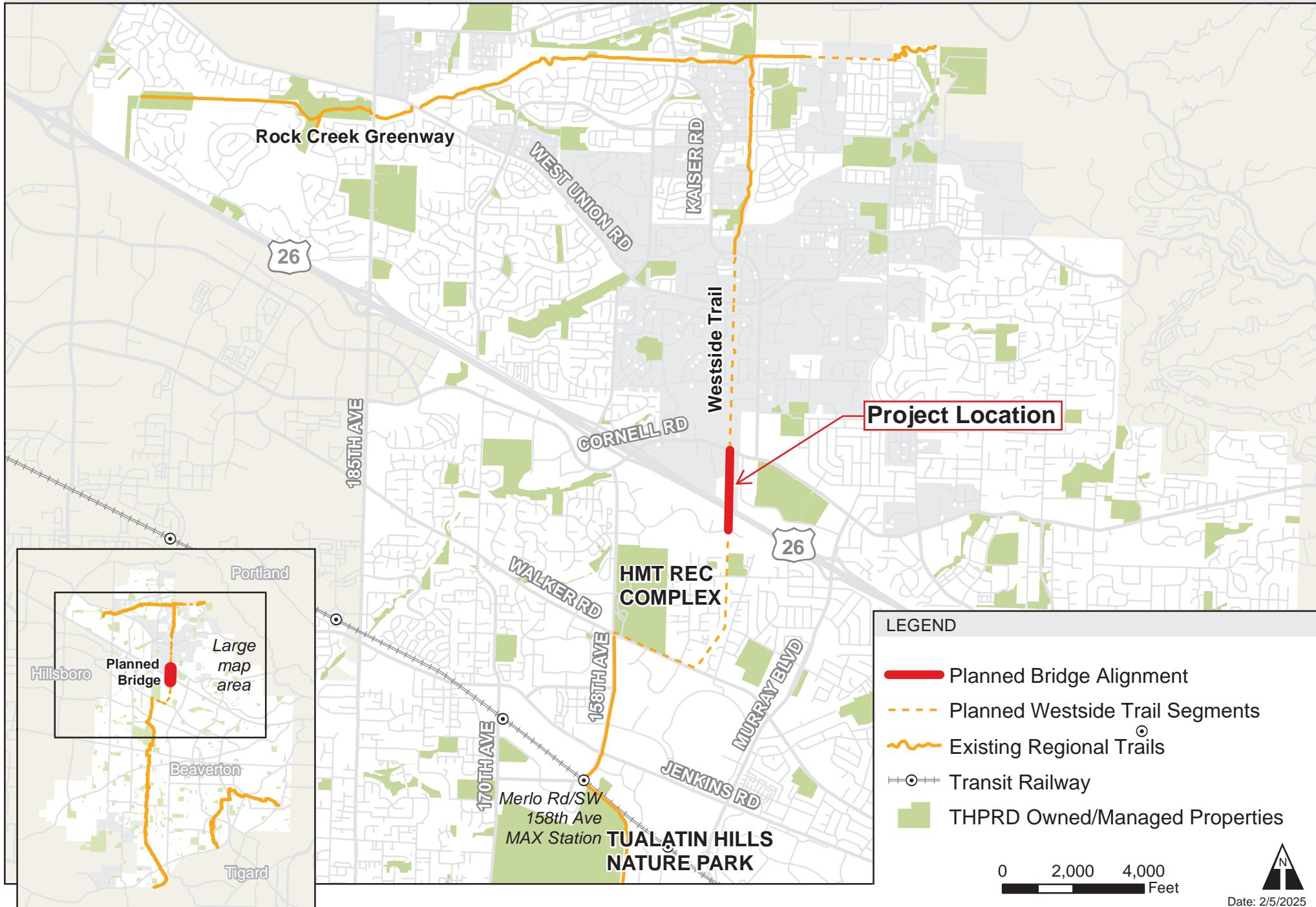
Additional public engagement will be conducted during the design & permitting phase to continue to promote community interest in the project and to satisfy land use approval requirements for project permits.

### **Action Requested**

Board of directors' approval of the following items:

1. Approval of the qualified consultant team led by KPFF for professional consulting services for the Westside Trail Bicycle and Pedestrian Bridge design & permitting project phase; and,
2. Authorization for the general manager or designee to execute a professional services contract in the amount of \$3,012,527.

## WESTSIDE TRAIL BRIDGE





# MEMORANDUM

**DATE:** January 27, 2026  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** General Manager's Report

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## 2026 Bond Measure Update

Holly Thompson, Communications director, will provide the board with an update on the district's public information efforts in support of the upcoming May 2026 bond measure.

## Popular Annual Financial Report (PAFR)

Patrick Nintzel, Finance program assistant, and Kristin Preston, Finance administrative specialist, will explain what the PAFR is (see attached) and provide an overview of the process for creating it.

The PAFR is a user-friendly summary of the district's financial activities and position, designed to make complex financial information understandable to the general public. Unlike the Annual Comprehensive Financial Report (ACFR), which is highly detailed and technical, the PAFR focuses on presenting key financial data in a clear, concise, and visually engaging format. Its purpose is to promote transparency and help residents, stakeholders, and community members understand how public funds are managed and allocated.

## Metro 2019 Parks & Nature Bond Local Share Fund Transfer between the City of Beaverton and THPRD Update

In August 2025, Beaverton City Council directed staff to negotiate an agreement with THPRD to use the City's \$5.7M 2019 Metro Parks & Nature Bond Local Share Program Fund allocation on mutually identified, priority land acquisition and capital projects that THPRD would deliver. At the September 2025 joint THPRD Board and City Council meeting, Board directors and Council members provided feedback on identifying mutual priority projects. Since November 2025, THPRD and City staff have collaborated on a work plan, draft priority project list, and draft intergovernmental agreement terms (IGA) to facilitate the transfer and direct investment of the City's Local Share allocation based on City Council and THPRD Board feedback. Peter Swinton AICP, Urban Planner II, will provide an update on the Local Share Fund Transfer process, including the draft City-THPRD mutual priority project list.

## 70<sup>th</sup> Anniversary Events Overview

In honor of THPRD's 70th Anniversary, centers and programs across the district participated in a variety of activities. Rather than a one-size-fits-all approach, staff were supported in creating celebrations that felt meaningful, accessible, and locally rooted.

Chelsea Nikirk, THPRD's community engagement specialist, led efforts to support centers and programs with coordination, guidance, and resources that empowered teams to lead activities. In addition to these center- and program-led efforts, there were several districtwide initiatives designed to celebrate this milestone collectively, highlight THPRD's legacy, and honor the relationships built with our community over the past 70 years. Together, these efforts reflected both the breadth of our district and the shared commitment to connection, belonging, and community celebration.



# POPULAR ANNUAL FINANCIAL REPORT

For the year ended June 30, 2025



Tualatin Hills Park & Recreation District • Beaverton, Oregon



General Manager Doug Menke

## WHAT'S INSIDE

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## Message from the General Manager

Dear Tualatin Hills Park & Recreation District (THPRD) Community Members,

The Board of Directors and I are pleased to present our Popular Annual Financial Report (PAFR) for fiscal year 2025. This report highlights the district's financial performance, and we are proud to announce that, once again, our independent auditors have awarded us an unmodified opinion, reaffirming the sound management of our public resources.

An unmodified opinion commonly referred to as a "clean opinion," means that our financial statements are presented fairly and accurately, in accordance with all applicable accounting principles accepted in the United States of America. The PAFR is a condensed, easy-to-read version of the Annual Comprehensive Financial Report (ACFR). While the ACFR provides a detailed and extensive look at our financial position the PAFR aims to offer a more accessible snapshot into how the district manages public resources.

This past year was a foundational one, marked by significant behind-the-scenes progress to support generational improvements. We completed implementing the district's new enterprise resource planning (ERP) system, advanced plans for a new unified administrative facility, and launched a major information technology assessment to prepare for website and registration platform upgrades.

These legacy projects represent long-term commitments to improving how we operate and how the community interacts with THPRD. We also began preparing for upcoming funding efforts. With the 2008 bond nearing retirement and the current levy scheduled to expire in 2028, early planning is underway to support continued service delivery and capital investments.

This progress would not be possible without the confidence the public places in THPRD to manage shared resources wisely. That trust is deeply appreciated and drives our ongoing commitment to transparency, equity, and stewardship.

Thank you for being a part of our shared success.

Sincerely,

Doug Menke

General Manager, Tualatin Hills Park & Recreation District

# Board of Directors & Management Team

## Board of Directors



**Felicita Monteblanco**  
Director



**Alfredo Moreno**  
President  
Director



**Barbie Minor**  
Secretary  
Director



**Miles Palacios**  
Director



**Tyra Ping**  
Secretary Pro-Tempore  
Director

The THPRD Board of Directors is composed of five elected members who provide overall budgetary and policy direction for the district. The board approves the scope and direction of services offered to the public within district boundaries and ensures that community needs are met to the greatest extent possible with available resources.

In addition to setting policy and hiring the general manager, the board is also responsible for appointing members to various advisory committees, including the Audit Committee and the Budget Committee.

We are thrilled to welcome Pradnya Patil as the newest member of the THPRD Board of Directors. Her term of service will begin on July 1, 2025, and we look forward to the insight and energy she will bring to the board. We also extend our heartfelt gratitude to Felicita Monteblanco for her exceptional leadership, vision, and unwavering dedication throughout her many years of service on the THPRD Board of Directors.



Board meetings are typically held on the second Wednesday of each month and are open to the public. Additional work sessions will be scheduled if needed; public input is welcome. Please see the schedule on our website or call 503-645-6433 for further information.

## Management Team



**Doug Menke**



**Aisha Panas**



**Holly Thompson**



**Jared Isaksen**



**Steve Sutton**



**Sabrina Taylor Schmitt**



**Julie Rocha**

THPRD is organized into five divisions, led by directors who report to Doug Menke, the general manager, that oversee district operations. Those divisions include:

**Park Services** – Led by Aisha Panas, Deputy General Manager

**Communications** – Led by Holly Thompson, Communications Director

**Finance** – Led by Jared Isaksen, Finance Director

**Human Resources** – Led by Steve Sutton, Human Resources Director

**Recreation Services** – Led by Sabrina Taylor Schmitt, Recreation & Aquatics Director and Julie Rocha Sports & Inclusion Director

# Introduction & History

## Our History & Introduction of the PAFR

The Tualatin Hills Park & Recreation District (THPRD) proudly serves a vibrant and diverse community of approximately 270,000 residents. Spanning eastern unincorporated Washington County and the city of Beaverton, THPRD offers an array of parks, trails, recreational facilities, and programs designed to enhance the quality of life for all who call this area home.

THPRD's origins date back to 1953, when local physical education teacher Elsie Stuhr envisioned a district where community members could stay active, connect with neighbors, and enjoy access to quality recreation opportunities. Thanks to her advocacy and the support of residents, THPRD was officially formed in 1955, originally serving a population of just 3,000. Now, as we prepare to celebrate 70 years of service in fiscal year 2026, that vision has grown into a thriving district that supports the health, wellness, and quality of life for hundreds of thousands of people.

As part of our commitment to transparency and accountability, we produce two key financial documents each year. The PAFR is a user-friendly summary of our financial activities, offering the public an accessible way to understand how we manage taxpayer funds. In contrast, the ACFR is a more detailed and comprehensive report that adheres to rigorous accounting standards and exceeds the financial reporting standards required by the State of Oregon. This thorough document ensures full compliance with all financial reporting regulations and provides an in-depth look at the district's financial condition.

Both reports are critical in maintaining public trust and demonstrating our dedication to responsible financial stewardship. Each year, independent auditors carefully review our financial statements, and we are pleased to report that once again, THPRD has received an unmodified (clean) opinion, signifying that our financial records are accurate and reliable.

Note: The financial information presented in this PAFR does not include the Tualatin Hills Park Foundation, a component unit of the district.



Elsie Stuhr (center) and others breaking ground for THPRD's first building, the Beaverton Swim Center, 1956.



Family outdoors, Newt Day, Tualatin Hills Nature Center



Government Finance Officers Association

Award for  
Outstanding  
Achievement in  
Popular Annual  
Financial Reporting

Presented to

**Tualatin Hills Park and Recreation District  
Oregon**

For its Annual Financial Report  
For the Fiscal Year Ended

June 30, 2024

*Christopher P. Morrell*  
Executive Director/CEO

2024 Award for Outstanding Achievement in Popular Annual  
Financial Reporting - Awarded by the Government Finance  
Officers Association (GFOA)



Chinese Coalition event (left), La Raíz Park opening (center), and THPRD camp (right).

## Vision Statement

We will enhance healthy and active lifestyles while connecting more people to nature, parks, and programs. We will do this through stewardship of public resources and by providing programs/spaces to fulfill unmet needs.

## Mission Statement

The mission of the Tualatin Hills Park & Recreation District is to provide high-quality park and recreation facilities, programs, services, and natural areas that meet the needs of the diverse communities it serves.

## Values

### **Leading with Equity with special attention to Racial Equity –**

THPRD values all dimensions of equity including ability, age, ethnicity, gender, race, sexual orientation, and other identities. We see it as an essential core value that we prioritize all aspects of equity. A commitment to equity means looking at individuals' needs and understanding that people need different things to achieve equitable outcomes. THPRD recognizes that to achieve meaningful equity we must prioritize investments in activities to reach those most marginalized therefore we support a comprehensive investment in equitable outcomes for the most impacted people and at this time, due to disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategies.

**Environmental Stewardship –** We value our natural environment and demonstrate this value through how we acquire, plan for, and maintain these areas. Environmental stewardship extends to the way we build and maintain our facilities, and the practices we use to procure goods and services.

**Commitment to Community Vision –** We are committed to honoring and realizing the community feedback captured through the district's visioning process. We will integrate the public's feedback into our planning and operational efforts to honor the four visioning goals to be Welcoming and Inclusive, provide Play for Everyone, to be Accessible and Safe, and to Preserve Natural Spaces.

## Budget Priorities

**Investing in our Employees and Technology**

**Focus on Strengthening Programming Opportunities**

**Develop Sustainable Operating and Financial Models for the Future**

# THPRD by the Numbers

- 119 parks
- 68 miles of trails
- 162 natural areas
- 15 facilities
- 250+ multipurpose fields
- 115 tennis courts
- 23,000 summer registrations
- 2,800+ summer campers
- 100+ community events
- 45 Pickleball Courts



## District Map



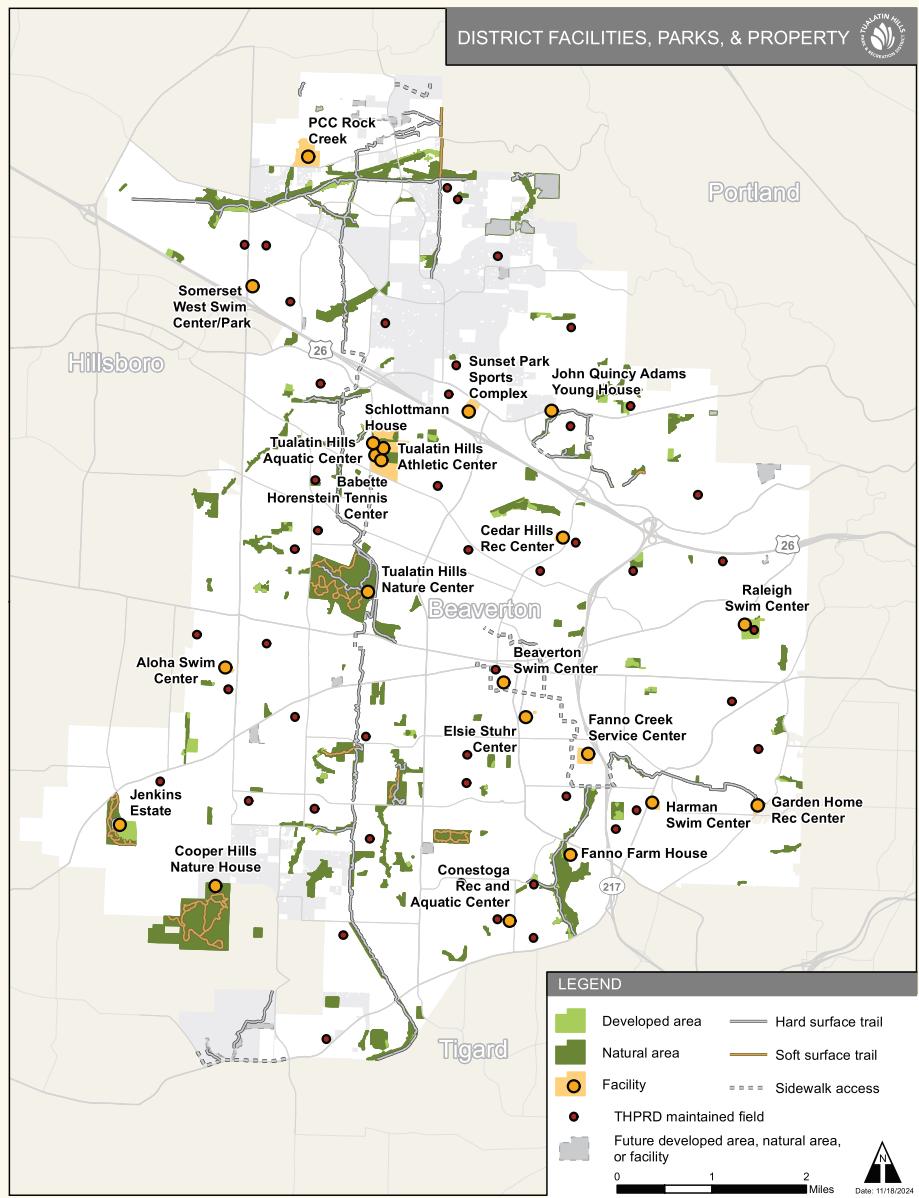
Park ranger at Cooper Mountain



Pickleball court player La Raiz opening



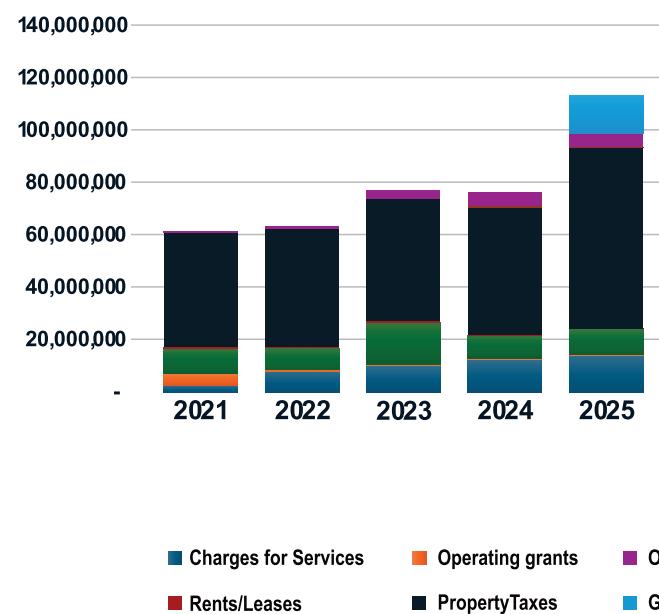
Mother and son view display at Newt Day event



# Where does the funding come from?

For the fiscal year ending June 30, 2025, total revenues are \$112,829,905, reflecting an increase from the prior year primarily due to the first year of collections under the district's new local option levy approved by voters in May 2024. The levy provides an additional \$0.50 per \$1,000 of assessed value, ensuring stable funding to maintain service levels, address cost pressures, and support ongoing operations across the district's facilities and programs.

In addition, the revenue increase is driven by proceeds from the sale of the Fanno Creek Service Center to the Portland Timbers. These funds were directly reinvested into the purchase and development of the district's new central administrative facility, consolidating staff and improving operational efficiency.



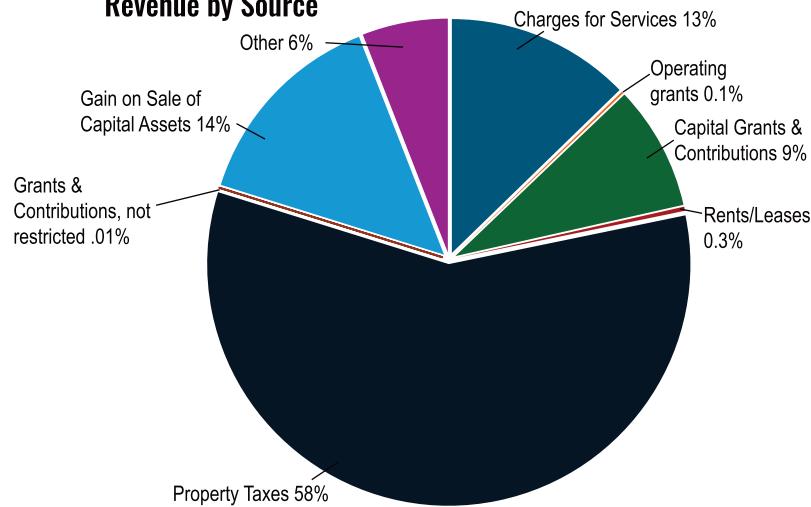
Kids at La Raiz park opening



## Revenue Type 2024-2025

Charges for Services	\$14,365,469
Operating Grants	\$148,528
Capital Grants and Contributions	\$9,721,386
Rents/Leases	\$323,063
Property Taxes	\$65,491,166
Grants and Contributions, not restricted	\$14,041
Gain on Sale of Capital Assets	\$16,084,753
Other	\$6,681,499
<b>TOTAL REVENUE</b>	<b>\$112,829,905</b>

## Revenue by Source





Kids playing at splash pad

## How is the funding distributed?

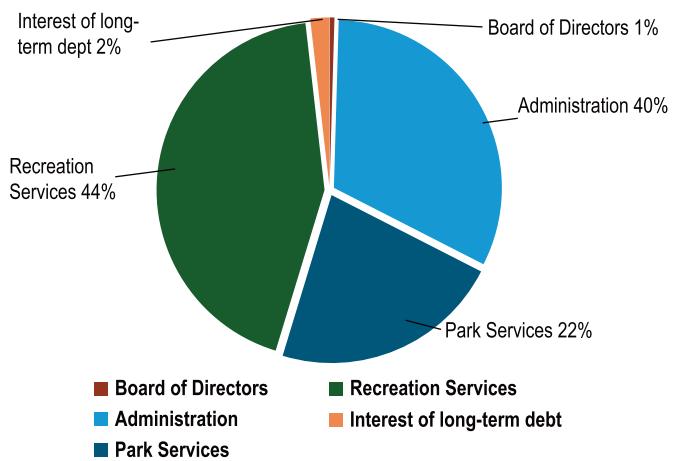
For the fiscal year ending June, 30, 2025 total expenses are \$62,559,287 an increase from \$57,608,072 in fiscal year 2024. The largest portion of this spending was attributed to Recreation Services.

Recreation and park services continued to experience rising operating costs, driven by a combination of internal and external pressures, including:

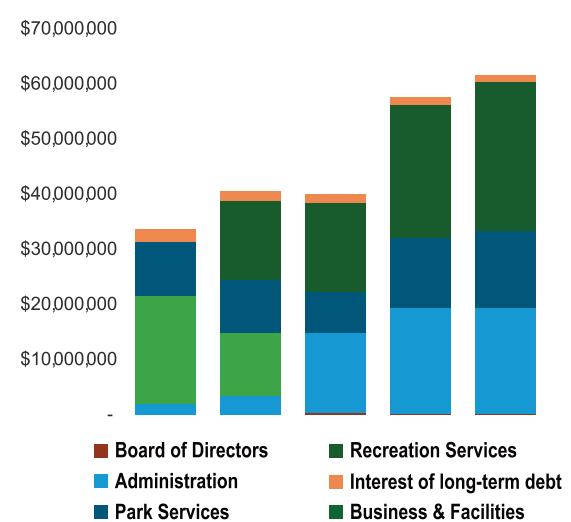
- Competitive labor market conditions and associated wage pressures.
- Implementation of statewide programs such as Oregon Paid Leave and Pay Equity.
- Inflationary impacts on goods and contracted services.
- Ongoing costs to maintain newly developed parks, trails, and amenities added to the system in recent years.

While the local option levy has provided significant relief and operational stability, the district continues to face long-term costs relating to maintaining its existing systems. Planning is now underway for the renewal of the 2008 Bond Measure, which would support critical existing infrastructure repairs and improvements to ensure safety and service quality throughout the community.

### Expenditures by Activity



### 5 Year Major Expenditure Comparison



# Five Year Comparison

Over the past five years, THPRD has demonstrated fiscal adaptability amid economic uncertainty and evolving community needs. Following the disruptions of the COVID-19 pandemic, the district refined its budgeting practices, implementing a more agile financial model that emphasizes real-time monitoring and quarterly adjustments to revenues and expenditures.

Key financial trends over this five-year period include:

- Gradual recovery of charges for services as recreation participation rebounded post-pandemic.
- Steady growth in property-tax revenues tied to regional development and assessed value increases.
- Strategic use of System Development Charges to fund capital investments in expanding neighborhoods.
- Ongoing management of labor-related cost increases through targeted adjustments and the support of the new levy.

Looking ahead, the district's focus remains on building financial sustainability, aligning expenditures with recurring revenues, and preparing for long-term capital investment needs through the planned bond renewal. The passage of the local option levy represents a community commitment to maintaining current service levels, while upcoming efforts will focus on securing resources to ensure the continued stewardship of parks, trails, and natural areas for future generations.



Expense by Function	2021	2022	2023	2024	2025
Board of Directors	\$202,902	\$199,592	\$351,088	\$383,356	\$286,040
Administration	\$1,894,447	\$3,245,954	\$14,657,122	\$19,068,059	\$20,055,540
Business and Facilities	\$19,577,534	\$11,587,219	\$-	\$-	\$-
Park Services	\$9,894,243	\$9,554,414	\$7,392,144	\$12,642,035	\$13,880,031
Recreation Services	\$-	\$14,368,060	\$16,109,044	\$24,120,718	\$27,200,530
Interest on Long-term Debt	\$2,243,378	\$1,678,766	\$1,538,328	\$1,393,904	\$1,137,146
<b>Total governmental activities expenses</b>	<b>\$33,812,504</b>	<b>\$40,634,005</b>	<b>\$40,047,726</b>	<b>\$57,608,072</b>	<b>\$62,559,287</b>

Revenues by Function	2021	2022	2023	2024	2025
Charges for Services	\$2,910,204	\$8,300,331	\$10,385,213	\$12,701,610	\$14,365,469
Operating Grants	\$4,565,805	\$382,591	\$382,274	\$245,193	\$148,528
Capital Grants and Contributions	\$9,510,849	\$8,301,147	\$16,114,045	\$8,773,954	\$9,721,386
Rents/Leases	\$557,072	\$598,733	\$575,863	\$524,256	\$323,063
Property Taxes	\$43,587,273	\$45,371,462	\$46,737,624	\$48,583,380	\$65,491,166
Grants and Contributions, not restricted	\$-	\$-	\$-	\$1,167,848	\$14,041
Gain on Sale of Capital Assets	\$-	\$-	\$-	\$-	\$16,084,753
Other	\$648,166	\$734,195	\$3,088,476	\$5,144,682	\$6,681,499
<b>Total governmental activities revenue</b>	<b>\$61,779,369</b>	<b>\$63,688,459</b>	<b>\$77,283,495</b>	<b>\$77,140,923</b>	<b>\$112,829,905</b>

# Successes & Challenges

## 2025 Successes

### • Local Option Levy Implementation

Following the successful passage of the five-year local option levy in 2024, THPRD implemented its first full year of levy-funded operations in FY2025. This critical funding preserved essential services, including staffing levels, child care programs, facility hours, and community events.

### • Infrastructure Investment

With funding from the American Rescue Plan Act, THPRD completed the construction of permanent restrooms at three park locations, enhancing visitor experience and access to clean, year-round facilities. Additionally, one of the district's final 2008 Bond projects, a multi-sport court at Mountain View Champions Park was completed, while staff continued managing multiple System Development Charge (SDC)-funded projects and collaborated with developers to plan future park and trail sites.

### • Youth Development Grant

The Garden Home Recreation Center THRIVE after-school program secured an additional \$10,000 grant from the National Recreation & Park Association's Office of Juvenile Justice and Delinquency Prevention (OJJDP) to support mentoring efforts at Chehalem Elementary. NRPA expressed strong confidence in THPRD's impact, noting the program as a model worth continued investment.

### • Strategic Sponsorship Growth

A new sponsorship administrator role was added within Recreation Services to support the district's long-term financial sustainability. This role is focused on developing districtwide corporate partnerships to diversify and grow non-tax revenue streams.

### • Equity and Workforce Investments

The Financial Aid Program for the second year in a row achieved full utilization, supporting broad access to programs. The district expanded benefit offerings to part-time benefit-eligible employees. Work began on a comprehensive Equity Strategy to be launched in FY2026.

## 2025 Challenges

### • Measure 5 Compression

Property tax revenue for the district was reduced due to Measure 5 compression. In certain areas where combined tax rates exceeded the cap and assessed values neared market value, THPRD experienced a loss of more than \$732,000 in anticipated revenue. Projections indicate this figure could grow in FY2026.

### • Balancing Legacy Projects with Daily Operations

FY2025 was a foundational year filled with strategic planning and preparation for generational investments. However, implementing these large-scale projects, such as finalizing the ERP rollout, planning for a new administrative facility, and IT system upgrades, added workload to already full operational plates. Staff across departments rose to the occasion to take on this added workload.

### • Inflation and Labor Market Pressures

Rising costs for materials, services, and wages continued to strain operating budgets. This included increased costs from contracts, utilities, insurance, and compensation requirements driven by a competitive labor market.



Pickleball clinic at HMT complex

## A Look Ahead

As THPRD prepares for its 70th anniversary in FY 2025/26, we reflect on the legacy of service that began in 1955 and look forward to the next generation of park and recreation investments.

FY2025 served as a foundational year, one that focused on laying the groundwork for legacy projects. While many of these initiatives have been years in development, this year brought them into alignment and motion. These efforts include the replacement of core technology systems, preparation for bond and levy renewals, and planning for a consolidated administrative facility.

Looking Ahead:

- **Bond Renewal (2026):** Planning for a potential replacement measure, prioritizing what we have already built, ensuring lasting community investment to future generations.
- **Levy Renewal (2028):** Early strategy development to ensure continuity of services beyond the current levy period.
- **Website & Registration Platform Upgrades:** A new website will launch by the end of December 2025, and planning for registration system replacement is underway.
- **Equity Strategy Launch (FY 2026):** A districtwide Equity Strategy is currently in development, with a focus on racial equity and removing access barriers.

THPRD remains committed to long-term financial sustainability, environmental stewardship, and equity-centered service delivery. Transparent planning and community partnerships will continue to guide our next steps. We remain grateful for the opportunity to serve and for the responsibility entrusted to THPRD by the community.



Woman blowing bubbles



Kids at Duck Dive event



Fitness in the Park event



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