



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

**Board of Directors Regular Meeting
Wednesday, January 14, 2026**

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

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

AGENDA

1. [Work Session: Elections Roles & Responsibilities](#)
2. Executive Session*
 - A. Land
3. Call Regular Meeting to Order
4. Action Resulting from Executive Session
5. Audience Time**
6. Board Time
 - A. Committee Liaisons Updates
7. Consent Agenda***
 - A. [Approve: Minutes of November 12, 2025 Regular Board Meeting](#)
 - B. [Approve: Minutes of December 10, 2025 Regular Board Meeting](#)
 - C. [Award: Cedar Hills Recreation Center Heating & Cooling Contract](#)
8. Unfinished Business
 - A. [Approve: Design/Build Construction Contract Amendment for Parkside Building Improvements and Furnishings Procurement Contract](#)
 - B. [Approve: Resolution Calling for an Election in the Tualatin Hills Park & Recreation District on May 19, 2026, to Submit a Replacement Bond Measure to Voters](#)
 - C. [Information: General Manager's Report](#)
9. New Business
 - A. [Update: 2026 Legislative Session Preview](#)
10. Adjourn

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

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

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

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

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

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

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



MEMORANDUM

DATE: January 6, 2026
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: Information Regarding the January 14, 2026 Board of Directors Meeting

Agenda Item #1 – [Work Session: Elections Roles & Responsibilities](#)

Attached please find a memo announcing that a work session will be held at your meeting to review the roles and responsibilities of staff and elected officials as the district looks to the possibility of future elections.

Agenda Item #7 – Consent Agenda

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

- A. [Approve: Minutes of November 12, 2025 Regular Board Meeting](#)**
- B. [Approve: Minutes of December 10, 2025 Regular Board Meeting](#)**
- C. [Award: Cedar Hills Recreation Center Heating & Cooling Contract](#)**

Agenda Item #8 – Unfinished Business

- A. [Design/Build Construction Contract Amendment for Parkside Building Improvements and Furnishings Procurement Contract](#)**

Attached please find a memo requesting board consideration of approval of a design/build construction contract amendment for the Parkside Building, as well as interfund loan adjustments, and approval to award a contract for procurement of furniture and other office equipment.

Action Requested:

Board of directors' approval of the following items:

- 1. Approval of the Construction Phase Amendment, in the amount of \$6,970,852; and,**
- 2. Rescind the original request of a \$4,000,000 interfund loan from the SDC fund and instead request the authorization of a SDC Fund interfund loan in an amount not to exceed \$4,500,000; and**
- 3. The reallocation of \$924,000 in savings from the THPRD General Fund; and,**
- 4. Approval of a contract with Rose City Office Furnishings for the procurement of furniture and other office equipment in an amount not to exceed \$500,000; and,**
- 5. Authorization for the general manager or designee to execute the amendment and the furnishings contract.**

- B. [Resolution Calling for an Election in the Tualatin Hills Park & Recreation District on May 19, 2026, to Submit a Replacement Bond Measure to Voters](#)**

Attached please find a memo outlining the process for placing a replacement bond measure on the May 19, 2026 ballot.

Action Requested: **Board of directors' approval of Resolution 2026-01 Calling for an Election in the Tualatin Hills Park & Recreation District on May 19, 2026, to Submit a Bond Measure to District Voters.**

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

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

Agenda Item #9 – New Business

A. [2026 Legislative Session Preview](#)

Attached please find a memo noting that staff will present a preview of topics expected to be addressed during the upcoming state legislative session and to receive board comments on high priority items for 2026.



MEMORANDUM

DATE: January 6, 2026
TO: Doug Menke, General Manager
FROM: Holly Thompson, Communications Director
RE: **Elections Roles & Responsibilities**

THPRD completed a successful local option levy process in May 2024. Prior to the passage of the local option levy, it had been 16 years since the district's last voter ask, the successful 2008 bond measure. Looking ahead, staff anticipate the district will be re-engaging voters in a much shorter timeframe. The board is considering referring a \$280,000,000 bond measure to voters this May, to take effect when the 2008 bonds retire. And the district will need to pursue a continuation of the local option levy (anticipated for 2028).

To prepare for these upcoming elections, staff would like to review with board members the roles and responsibilities of staff and elected officials as we look to the possibility of future elections. Staff will be on-hand for the work session to walk the board through a brief recap on ORS 260.432 and state rules and guidance for administering elections. The intent of the work session is to root district leadership on the different roles and responsibilities of staff and elected officials, as dictated by state law, in preparing for future elections.

Attachments included for the board's information:

- Attachment 1: Future Bond Measure or Levy Planning Doc, role of Staff and Board Members
- Attachment 2: Restrictions on Political Advocacy by Public Employees – State of Oregon Elections Guide
- Attachment 3: ORS 260.432 Quick Reference Guide
- Attachment 4: THPRD Public Employee Election Guide Generic EXAMPLE

Future Bond Measure or Levy Planning

Role of Staff and Board Members

Staff Role	Board Member Role
Phase 1: Preparing for a Future Levy or Bond Measure Timeframe: 8+ months Key Activities: Research, Needs Analysis, Financial Modeling	
<ul style="list-style-type: none"> • Prepare and coordinate district work in preparation for levy or bond (example: updating functional plans for bond measure preparation) • Form district work group to make recommendations for phase 2 development • Develop district need's analysis • Work with bond counsel on financial modeling 	
Phase 2: Developing a Plan for a Future Levy or Bond Measure Timeframe: 8 – 12 months Key Activities: Concept and Plan Development	
<ul style="list-style-type: none"> • Identify Need • Design process, conduct research, prepare project schedule and workplan • Present initial concept ideas to board • Engage public opinion research to identify voter priorities and preferences • Staff present at board meetings • Recruit for and support a community advisory committee (CAC) • Develop a levy or bond package based on district needs and input from CAC and board • Present measure for board consideration 	<ul style="list-style-type: none"> • Provide guidance and direction to staff on process, schedule, work plan components, district needs, community engagement suggestions, and more • Provide feedback and direction at board meetings as plan develops • Select and appoint members to CAC • Determine and vote on whether or not to refer levy/bond measure to district voters
Phase 3: Public Information Campaign for Levy or Bond Measure Timeframe: 6 months Key Activities: Inform the Public about Voter Measure	
INFORMATION ONLY	INFORMATION AND ADVOCACY
<ul style="list-style-type: none"> • Develop public information campaign to inform district voters • Set up speaker's bureaus • Table at district and community events • Lead signage and public information that is factual ONLY – no advocacy • Lead district social media, web updates and more • Produce factual public informational materials, FAQs, etc. • Complete all necessary requirements to place item on the ballot with the county 	<ul style="list-style-type: none"> • Board members should lead and coordinate ADVOCACY efforts without involvement or support from district staff. • If desired, organize private donor campaign and coordinate any election campaigning activities without the assistance of district staff or resources. • Lead /organize/ recruit for and manage any privately organized advocacy efforts. • Solicit endorsements from community members, elected officials, etc. • Submit county paperwork for voter's pamphlet endorsements etc. • Attend/speak on behalf of measure at any speaking event that requires an advocate (voter's forums etc.)

Restrictions on Political Advocacy by Public Employees

Published by

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Icons

The following icons are used in this manual to emphasize information:

**alert icon**

indicates alert; warning; attention needed

**info icon**

indicates additional information

**deadline icon**

indicates a deadline

**example icon**

indicates an example

**form icon**

indicates a reference to a form

**search icon**

indicates information located elsewhere

Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact:

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Using this Manual

This manual sets forth allowable and restricted political activities by public employees, consistent with ORS 260.432 *et seq.*, and advice from the Attorney General. Any conflict between this manual and ORS 260.432 must be resolved in favor of the statute. This manual is adopted by Oregon Administrative Rule (OAR) 165-013-0030 and violations of this rule are to be enforced as violations of ORS 260.432. Examples and lists are used for illustrative purposes only and are not meant to be exhaustive or exclusive. Also included is information about the Elections Division's prior review process and obtaining safe harbor approval for documents and other materials prior to publication or distribution.

Essentially, public employees may not engage in certain political activity prohibited under ORS 260.432 while on the job during working hours or when acting in their official capacity. This manual details what it means to promote or oppose, and when a public employee is considered to be "on the job during working hours." An Oregon Attorney General opinion dated October 5, 1993 states:

"Public bodies may use public funds to inform voters of facts pertinent to a measure, if the information is not used to lead voters to support or oppose a particular position in the election. However, we also have pointed out that 'informational' material may be found to 'promote or oppose' a measure even if it does not do so in so many words if the information presented to the public clearly favors or opposes the measure and, taken as a whole, clearly is intended to generate votes for or against a measure."

Who Must Comply with ORS 260.432?

All non-elected public employees are prohibited from engaging in political activity proscribed by ORS 260.432. No person, including elected officials or a public employer, may direct a public employee to engage in certain political advocacy proscribed by the statute.

Federal employees, including persons principally employed by state or local executive agencies in connection with programs financed in whole or in part by federal loans or grants, are covered by the federal Hatch Act, which is administered by the U.S. Office of Special Counsel.

Candidates and Elected Officials

An elected official may engage in political activity during work time. Elected officials are not considered public employees for purposes of ORS 260.432. An individual appointed to fill a vacancy in an elective public office is considered an elected official for purposes of this statute.

Elected officials cannot request that public employees who are on the job during working hours or acting in an official capacity engage in political advocacy prohibited under ORS 260.432. A request made by an elected official is considered a command.

An elected official's quote, opinion piece, letter or speech advocating a political position may be published in a public agency's newsletter or other publication produced or distributed by public employees so long as public employees did not alter or edit the content in any substantive way. Equal access must be granted to any individual, person seeking appointment, nomination or election to public office or political committee.



See Material Produced by Public Agencies, page 12.

See [Voters' Pamphlet](#), page 13, for an exception to this standard.

Public employees may not prepare material that promotes or opposes certain matters set forth in ORS 260.432, including but not limited to the text for a speech, a press release, constituent mail that advocates a vote, candidate filing forms, voters' pamphlet filing forms, file contribution and expenditure transactions online, etc. during their work time.

An elected official, as part of a governing body, may vote to support or oppose a measure under consideration for referral. The elected official may publicly discuss the vote. Elected officials may not use public employee staff time to develop political advocacy proscribed by ORS 260.432, except for administrative functions.

Appointed Board Members and Commissioners

ORS 260.432 applies to all appointed board and commission members when they are acting in their official capacity. This includes, but is not limited to, attending a meeting of the board or commission, working on a duty assigned by the board or commission, working on official publications (including website materials) for the board or commission, or when appearing at an event in an official capacity.

Appointed board or commission members may use their titles to engage in political advocacy (including endorsing people seeking appointment, nomination or election to public office, measures, etc.) as long as they are not on the job during working hours or acting in an official capacity when making the endorsement or authorizing use of their title.



A candidate approaches a planning commission board member and asks for their endorsement. The candidate asks if they can use the board member's title, and the board member agrees. This is allowable if the board member was on their personal time when they authorized the endorsement.



A candidate, attending a planning commission meeting, asks the board members for an endorsement and some board members agree. The board members are not allowed to do this because they are at a meeting and therefore acting in an official capacity.



See [Use of Public Employee Title](#) on page 7 for more information.

Salaried and Hourly Employees

Hourly employees' work time includes any time they are "on the job during work hours" which includes any time for which the employee is compensated, minus breaks and lunch periods protected by labor laws. This includes, but is not limited to, regular work hours, overtime, travel or conferences. Activities associated with attending a conference, such as award dinners or other sponsored events, could qualify as being "on the job during working hours" and are subject to the provisions of ORS 260.432.

Salaried employees' work time is not as easily measured as hourly workers. When a salaried employee is acting in their official capacity ORS 260.432 prohibitions apply regardless of the time of day or location.

If a salaried employee applies for expense reimbursement for a function or event, the employee is deemed to be on the job during working hours for the applicable time period. A regular workday may not be definable for a position, or may not have a specific time period or schedule. Whether the employee is on the job during work hours is determined by the activities performed and whether the person is acting, or appears to be acting, in an official capacity.

It is a good practice for salaried employees to keep personal notes to record when they are on or off duty. During public appearances, the employee is encouraged to specifically announce to the audience that they are not acting in their official capacity. However, such an announcement would not negate a subsequent statement or action that indicates the public employee is acting in his or her official capacity (such as handing out official publications, or speaking on behalf of the public agency).

Certain activities that are always undertaken in an official capacity (regardless of time of day or location) and are therefore subject to the provisions of ORS 260.432 include:


- Drafting material for, or approving material, to be posted on an official website;
- Drafting or distributing an official publication from the public agency; and
- Appearing at an event as a representative of a public agency.

ex If a salaried police officer attends a meeting about a bond measure on their own time (i.e. while not "on duty") and advocates for the measure, the officer should announce to the audience that they are appearing in their capacity as a citizen, and are not representing the police department.

However, if the police officer hands out official publications from the public agency, the police officer would be acting in their official capacity (despite their previous announcement) and would be subject to the requirements provisions of ORS 260.432.

ex A school superintendent acts in their official capacity at all school board meetings and school functions.

Public employees have the right to participate in political activity on their own time. A public employee is not on the job during working hours or acting in their official capacity solely because they may be subject to a call back to duty at any time.

 See [Use of Public Employee Title on page 7](#) for more information.

Volunteer Personnel at a Public Agency

Volunteers, other than members of appointed boards or commissions, receiving no compensation are not considered public employees and therefore are not subject to the provisions of ORS 260.432(2) which prohibits public employees from engaging in political advocacy while on the job during working hours or in their official capacity. However, all persons are subject to the provisions of ORS 260.432(1) which prohibits anyone from directing a public employee to engage in prohibited political advocacy set forth in the statute. Workers' compensation coverage is not considered compensation.

Volunteers may be bound by the policies of the public agency. The policies may include limits on political advocacy during their volunteer activities as well as limits on access to agency resources for advocacy purposes. While a volunteer will not be liable under ORS 260.432, a public employee may violate if the public employee directs a volunteer to engage in political advocacy.



If a public employee directs a volunteer to generate and distribute a flyer advocating for or against a measure, this would constitute a violation of ORS 260.432 on the part of the public employee.

Government Contractors

Public employees may not direct government contractors to engage in prohibited political activity as part of the contracting service.

Contractors are bound by the policies of the agency and the terms of the contract. A public employee may be liable under the statute if they direct a contractor to engage in prohibited political advocacy.



A school district may hire a public relations firm to help communicate with the public about an upcoming measure. If the public relations firm drafts material to be approved and disseminated by public employees, the material must be impartial. If the material is violative of ORS 260.432, the public employee who approved it would be liable.

National Voter Registration Act (NVRA) and ORS 247.208(3)

While the restrictions imposed under ORS 260.432 apply generally to all public employees, ORS 247.208(3) imposes a separate and rigorous set of restrictions that apply only to persons who provide voter registration services required under the National Voter Registration Act (NVRA). NVRA is a federal law enacted by Congress in 1993.

Public employees or other persons providing NVRA-required voter registration services on behalf of a designated agency may not:

- seek to influence the political preference or party registration of a person registering to vote;
- attempt to or actually discourage a person from registering to vote;
- display any indications of political preference or party allegiance (including the choice of people seeking appointment, nomination or election to partisan political office);
- make any statement or take any action while assisting a person with voter registration that would lead the person to believe the voter registration has any bearing on the availability of services or benefits;
- seek to induce any person to register to vote or to vote in any particular manner.

These restrictions prohibit public employees from wearing political buttons while performing NVRA services, which is more restrictive than the general rule set forth on [page 8](#).



See OAR 165-005-0070 for detailed guidelines.

Overview of Common Activities

Essentially, public employees may not use their work time to engage in certain types of political advocacy. This applies only to activities restricted by ORS 260.432, such as supporting or opposing measures, a person seeking appointment, nomination, or election to public office, recalls, political committees or petitions. The following are examples of when provisions of ORS 260.432 begin and cease to apply:

- for initiative, referendum and recall petition efforts, as soon as a person is considering filing a prospective petition or actually does file a petition with the appropriate elections filing officer (for a statewide initiative, this is the date the sponsorship prospective petition is filed) and ending on the date the petition is withdrawn or otherwise becomes void;
- for a ballot measure, as soon as the measure is referred to the ballot by a governing body (district, city, county, state) or is otherwise certified to the ballot and ending at 8:00 pm on the date of the election at which the measure is being voted on. A county, city or district measure is certified to the ballot when the elections official files the referral with the county election office;
- when a person seeks appointment, nomination, or election to public office and ending when the person is no longer seeking public office; and
- for political committees, whenever the political committee is active regardless of whether the committee is registered on ORESTAR and ending on the date the political committee is discontinued.



The prohibitions may begin to apply again immediately after an election.

An elected official or public employer may not require or direct public employees to prepare or distribute advocacy materials, or otherwise engage in prohibited political advocacy while on the job during working hours or while acting in their official capacity. Oregon election law does not specify any amount of work time that may be used before a violation occurs. Accordingly, a public employee may be found in violation even if they used a minimal amount of work time.

Notice to Public Employees

Public employers are required to post a notice to employees about the requirements of ORS 260.432 in a conspicuous place.



Visit the Elections Division's website to obtain a flyer for posting.

Use of Public Employee Title

Public employees may use their work title in political advocacy so long as the title is the only indication that the public employee is acting in an official capacity. Use of a title may give the impression that a public employee is acting in an official capacity, so public employees should exercise caution. Public employees may not always have control over whether people or political groups add their title to a publication.



A public employee, after work on personal time, is asked whether they are willing to endorse a candidate with the purpose of including the endorsement on the candidate's website. The public employee agrees. Regardless of whether the candidate adds the title of the public employee on their own or whether the public employee specifically agrees for their title to be included, this is not prohibited by ORS 260.432 because the endorsement occurred after hours and the title is the only indication that the public employee may be acting in an official capacity. However, ORS 260.432 prohibits a public employee from discussing or agreeing to endorse a candidate while on the job during work hours or in their official capacity.

Public Employers Discussing Possible Effects of a Measure with Public Employees

A public employer may tell employees about the possible effects of a measure so long as the information presented is impartial and balanced. Public employers may not encourage public employees to support or oppose the measure, implicitly or explicitly.



ORS 260.665 prohibits threatening loss of employment (or other loss) or offering a thing of value to induce someone to vote in a particular manner.

Distribution of Political Material within an Agency

Public employees may not distribute or post material that promotes or opposes certain political matters set forth in ORS 260.432 while on the job during work hours. However, public employees may, as part of their job duties, process and distribute incoming mail addressed to specific employees that contains such political advocacy.

Political material can be distributed within an agency if the person doing the distribution is not on the job, if other people would be granted such access, and the activity does not violate the applicable agency's policies.

Unions may distribute political materials to their members pursuant to their contract.



A teacher may place information about their candidacy for a local office in the boxes of the other teachers at the school so long as any other candidate who asked would be allowed to distribute materials into the boxes and the material was distributed during their personal time.



See [Email on page 14](#) regarding responding to or forwarding political emails.

Political Buttons and Clothing

Except as prohibited under the National Voter Registration Act (NVRA) and ORS 247.208(3), public employees may wear political buttons or clothing at work so long as it does not violate their employer's policy. However, a public employer may not request or require that public employees wear political clothing, buttons, or other accessories.

Uniforms

Generally, wearing a uniform while engaging in political advocacy is governed by the uniform policy of the public agency that issues the uniform. Wearing a uniform to a political event, or while giving a political presentation, is not prohibited by ORS 260.432, unless other elements of the presentation violate the statute. Public employees who wear uniforms and engage in advocacy should notify the audience that they are not acting in their official capacity.



If a salaried police officer attends a meeting about a bond measure in their official uniform, it is not necessarily a violation of ORS 260.432, unless they engage in some form of prohibited political advocacy while wearing the uniform. The officer should announce to the audience that they are there in their capacity as a citizen and are not representing the police department. However, if the police officer attends the meeting while in uniform and makes a statement showing support for the bond measure, this could constitute a violation of ORS 260.432.

Union Bulletin Boards

Public employee unions may have a designated bulletin board to post information. The location and contents of those bulletin boards are regulated by collective bargaining agreements and are not subject to the requirements of ORS 260.432. Unions may distribute political materials to their members pursuant to their contract.

Unions may email their members with political information so long as it does not require the employee to promote or oppose matters as prohibited under ORS 260.432 while on the job during working hours or while acting in their official capacity.



See [Emails on page 10](#) regarding responding to or forwarding political emails.

Campaign Signs

Public employees may generally have political stickers on their personal property or display political signs in their work area, as long as they do so on personal time and such action does not violate ORS 260.432 or any employer policy. Public employers are encouraged to have written policies about posting political material at work.

Oregon election law does not address the size, location or timing of political campaign signs. Depending on the context, the relevant local or state government agency may have ordinances or policies that address campaign sign matters.

Public employees may not display any indications of political preference or party allegiance or wear political buttons while performing NVRA services.



See [National Voter Registration Act \(NVRA\)](#) on page 6 for signage rules specific to NVRA employees.

Public Property

If a governing body makes their property available for political events, they must grant equal access for all individuals, people seeking appointment, nomination or election to public office, and committees to use that same public property. This includes charging the same fee or requiring the same permit.

Public agencies may have policies that regulate the use of public property and/or other public resources. An agency's policy may be more restrictive than the requirements of ORS 260.432.

An elected official is not required to grant equal access to their office or equipment, even if it is in a public building.



ORS 294.100 provides a limited remedy for possible inappropriate use of public resources. That statute is not within the jurisdiction of the Elections Division, and therefore we cannot give advice about compliance with that statute.

Public Records

Public agencies must grant equal access to public records. All persons should be charged according to the same fee schedule, if applicable.

Public employees may respond to public records requests with information that contains advocacy, but may not proactively distribute advocacy material in a manner prohibited by ORS 260.432.



See [Websites](#) on page 11, for information about links to previously published materials.

Agency Interaction with Media

A spokesperson for an agency may respond to media inquiries about the possible effects of a measure or initiative so long as the information they provide is balanced and impartial. The public employee must not state or imply support or opposition.

A public employee may draft and distribute an impartial news release, but may not draft a news release promoting or opposing a resolution or political position on a measure.

Information that is entirely factual may nonetheless be considered advocacy if, for example, it omits the required cost information or indicates only what would happen if a measure passes and does not indicate what would happen if it does not pass.



See [Resolutions \(Vote Taken\)](#) by an Elected Governing Body, page 14.

Guest Opinions or Letters to the Editor

If a public employee is asked in their official capacity to produce a guest opinion related to a ballot measure or a person seeking appointment, nomination or election to public office, the content must be balanced and impartial. A public employee may write a letter to the editor that contains political advocacy so long as they do so on their own time and not in their official capacity.

Contact Lists

Contact lists are considered public property if they are generated or supplied by a public agency. If contact lists are available to the public, a public employee must grant equal access to anyone who requests the list. This includes any list that the public body administers or maintains. The public body must charge the same fee, if any. This includes any list that the public body administers.

Candidates may use contact lists that they created themselves (including constituent contacts collected as an elected official) without granting equal access to other candidates.

ex This issue commonly arises with the use of personnel lists, public utility lists, email lists, voter lists, etc. Public bodies must allow equal access to these lists.

Emails

Elected officials can send emails that contain political advocacy to their employees, so long as they do not request the employees promote or oppose matters prohibited under ORS 260.432 while on the job during working hours or while acting in their official capacity. An elected official cannot require that public employees read or respond to any email that contains such political advocacy and cannot require them to engage in any sort of political advocacy. This includes requiring their attendance at a political event, wearing political attire or sharing political emails or content. Requests made by an elected official are considered a command.

- Public employees may open and read emails that contain political advocacy. They may not, while on the job during working hours, send or forward emails that promote or oppose matters prohibited under ORS 260.432, except as outlined below. A public employee may:
 - forward an email containing advocacy to their personal email;
 - unsubscribe or otherwise ask to be removed for an email list while they are on the job during working hours;
 - forward an email containing links to advocacy material only when that material is pertinent to the agency and the public employee does not provide commentary.

Agencies are advised to have a policy on use of government email that incorporates the requirements of ORS 260.432. Unions can email their members with political information so long as it does not require the employee to engage in political advocacy while on the job during working hours or while acting in their official capacity.

Websites

Material which promotes or opposes matters as prohibited under ORS 260.432 may not be posted by a public employee on a government website or blog unless it is part of an official function of the agency.

ex An elections website may contain voters' pamphlet information and a public agency may post information that is a record of a public meeting, even if such material contains advocacy.

Candidates and other political groups may link to government websites, but government websites may not contain links to advocacy prohibited material. A public employee could be considered to be acting in their official capacity, even during their personal time or when using personal equipment, when posting prohibited materials to an official agency website or social media account. This activity could constitute a violation of ORS 260.432. Government websites may contain public records about measures or people seeking appointment, nomination or election to public office. Those public records must be treated the same as other public records, which do not contain advocacy. Public records which contain advocacy cannot be proactively distributed or placed in a prominent location on a website when a measure or other restricted issue is pending.

Government agencies are advised to have a policy in place for their website that incorporates the requirements of ORS 260.432.

- ex** A city manager may produce a memorandum to the city council about the need for a possible future bond measure referral. If the city council refers the bond measure, then that memorandum cannot be proactively distributed after the measure is certified. The city could respond to a public records request for the memorandum or maintain it with, for example, the minutes for the meeting in an archival section of the website.

Social Media

Public employees may not post material to an official government social media account that contains political advocacy prohibited by ORS 260.432. This includes “re-tweeting” or sharing a post or news article that contains political advocacy. Posts or shared materials must meet impartiality requirements, even when sharing outside links, articles or materials.

If a government agency interacts with individuals, people seeking appointment, nomination or election to public office or political committees on social media the agency must ensure that they treat them equally and that any agency interaction remains impartial.

For instance, if an agency allows comments on social media posts, it must ensure that comments in support of and in opposition to the political issues are treated equally.

A public employee may be acting in their official capacity even during their own personal time or when using personal equipment, when posting prohibited materials to an official agency website or social media account. This activity could constitute a violation of ORS 260.432.

- ex** An official school district Facebook page posts a “get out the vote” message. Several people offer comments, both in support of and in opposition to, a school district bond measure that is on the ballot. ORS 260.432 prohibits the school district from deleting negative comments while maintaining positive comments. A school district may delete a comment opposing or promoting the measure if the comment violates school district comment policy.

Agencies are advised to have policies on use of government social media accounts that incorporate the requirements of ORS 260.432.

Images

The placement of an image can be as important as the image itself. An image that would not normally be persuasive on its own could urge support of or opposition to a measure, initiative, person seeking appointment, nomination or election to public office, or recall, depending on context.



Logos used as part of an agency’s normal activities are generally allowable under ORS 260.432, even if the image could be considered persuasive. Altered logos or images that are not used in the regular course of business may be violative of ORS 260.432.

- ex** A school bond measure is being considered in an upcoming election. The school district distributes a flyer with information about the measure. The logo used on the flyer is different than what is normally used for the school district and adds the phrase “For Our Future.” Since this image is not generally used by the district, it would fall under the requirements of ORS 260.432 and may be violative of ORS 260.432.

Verbal Communication

ORS 260.432 does not restrict the right of a public employee to express personal political views during their personal time. Further, it doesn’t prohibit a public employee from expressing personal political views during work time provided that a reasonable person would not infer that the employee’s opinion represents that of the public agency. However, a public employee may not express personal political views in a context that would lead


a reasonable person to infer that the employee's opinion represents that of the public employer or public agency.

-  A City Manager gives a presentation to staff about a pending measure. During the presentation, they say "I hope we all agree that it is important that this measure passes". That verbal communication would constitute a violation.
-  A city employee is speaking to their co-worker about a pending measure and expresses their personal political opinion about the measure. This would not constitute a violation because the co-worker could not infer that the employee's views represent that of the public agency.

Public Presentations and Speeches

A public employee cannot give a speech or presentation advocating a political position prohibited under ORS 260.432 if they are on the job during working hours or acting in their official capacity. An elected official may give political presentations and speeches, so long as no public employee contributes substantively to the material.

When making a presentation that contains political advocacy during non-work time, the public employee should announce that they are acting in their capacity as a private citizen. The employee should also document that they were not on the job during working hours or acting in their official capacity.

-  Employees may document that they are on personal time by keeping a log, payroll records that indicate when they were on the job, time off slips, etc.

Meetings


Public employees may attend meetings at which political issues are discussed, so long as they do not engage in prohibited political advocacy themselves while on the job during working hours or acting in their official capacity.

Public employees cannot be compelled to attend political presentations. If a public agency has a mandatory staff meeting and a political group is making a presentation, the agency must make it clear that attendance at the political presentation is optional. Public employees who do attend the political presentation must do so during personal time. Presentations promoting or opposing political matters set forth in ORS 260.432 should not occur in close proximity to events requiring public employee attendance.

Forums/Debates

A governing body may sponsor a forum or debate if it is open to all sides but it is not necessary that all sides attend. A forum to allow political proponents and opponents to debate may be held using public employee work time so long as equal access is granted.

Public employees may use work time to arrange the forum and may perform administrative support functions in conjunction with the forum or debate and may attend on work time.

-  All public employee involvement in the forum or debate must be impartial. Public employees may not draft or select questions for the forum or debate.

Advertising

Public agencies which raise funds through selling or hosting advertisements must grant equal access to any political group or person. The public body must charge the same fee, if any, to any individual, person seeking appointment, nomination or election to public office or political committee for the same level of advertising space or time.

Public employees, while on the job during working hours or acting in their official capacity, should not design an advertisement or verbally promote, sponsor or oppose a person seeking appointment, nomination or election to public office, political committee, measure, initiative or referendum at an event. A public employee may make edits to an advertisement that are administrative in nature, such as reviewing to ensure it will fit in the

designated space but must not make any substantive changes to the advertisement. Public agencies are advised to have written policies on advertising which incorporate the requirements of ORS 260.432.

Video and Audio Productions

Video and audio productions created or distributed by public employees must be impartial. Public employees may not make recordings that advocate a political message prohibited by ORS 260.432.

Public employees may not edit a video in a manner that promotes or opposes matters prohibited by ORS 260.432.

Public employees may broadcast videos of meetings for public access channels and post the videos on government websites, even if the videos contain advocacy. Posting excerpts of a meeting in a manner which promotes or opposes prohibited matters is violative of ORS 260.432.



ORS 260.432 does not prohibit a public employee from videotaping or recording a city council meeting and post it on the city's official website. It may be a violation of ORS 260.432 if a public employee records a presentation supporting a ballot measure and distributes the video in a manner that promotes or opposes a measure.

Scheduling Political Appearances

Public employees may maintain the schedule of a public official. Public employees may not solicit political scheduling opportunities for a public official but may respond to scheduling requests. Prohibited activities include, but are not limited to, organizing campaign events, communicating about political matters with the press or constituents, or initiating any other political activity on behalf of the official.

Visits to a Public Agency

A person seeking appointment, nomination or election to public office may request to visit a public agency work site. The public agency must grant equal access to all similarly situated people and should not initiate these types of visits, except for forums or debates. Public employees involved with arranging for the visit may perform necessary administrative duties.

No public employee may take any actions to promote or oppose a person seeking appointment, nomination or election to public office before or during the visit. This includes taking a political position when announcing the event, holding a campaign sign during the event or assisting a candidate in distributing campaign materials.

Voters' Pamphlet

A public employee's duties may include producing an official voters' pamphlet. Public employees may not prepare measure arguments or candidate statements for inclusion in the voters' pamphlet while on the job during work hours or in their official capacity.



See [page 16](#) for information about ballot titles and explanatory statements.

Postcards

Postcards produced or distributed by public employees must be impartial, balanced, and must not otherwise violate ORS 260.432. When a public employee is involved in the production of a series of small mailers, each piece must be individually impartial. Read together, the series of mailers must also be impartial. If a measure would affect taxes or fees, the material must state how taxes or fees would be affected. "Get Out The Vote" Materials (GOTV).

Public employees may produce "don't forget to vote" materials that generally promote voting so long as the material is impartial. Material can contain information about the date of the election, how to return ballots, etc. and can also include information about a measure, so long as the information is impartial.

Government Logos

A governing body must allow equal access to logos for political purposes, meaning that if any a person seeking appointment, nomination or election to public office is allowed to use the logo, all similarly situated people must

be allowed. An agency may not allow certain individuals to use their logos while prohibiting others from doing so. Public agencies are advised to have written policies about use of their logos.

Government Letterhead

Election law does not regulate the use of government letterheads. Agencies are advised to have policies governing letterhead use which incorporate the requirements of ORS 260.432.

State Seal

ORS 186.023 governs the use of the Oregon State Seal. Elected officials may use the state seal in an official capacity, but not in their capacity as a person seeking appointment, nomination or election to public office.



For questions about the use of the Oregon State Seal, contact the Secretary of State, Executive Office at 503-986-1523.

Resolutions (vote taken) by Elected Governing Body

Elected boards of governing bodies may take a position on a ballot measure (or initiative, referendum or recall petition) provided there is no use of public employee work time to advocate that position. With regard to a governing body's resolution that advocates a political position on a ballot measure, initiative, referendum or recall, a public employee:

May	May Not
Edit the public agency's name and board member names to conform it to the requirements for the resolution	Draft, type, or edit substantive content contained in the resolution
Prepare neutral, factual information for the board to use in taking a position on the measure, including impartial information on how the measure could affect the public agency	Recommend how to vote on the resolution
Be available at the board meeting to offer impartial information upon request	Sign a resolution, unless the public employee's signature is ministerial and included only to attest that the board took the vote
Respond to direct questions from the media about the resolution, if their response is impartial	Prepare a news release or other announcement promoting or opposing the resolution
If the public agency lists all votes on resolutions in a regularly published publication, they may include the vote in an impartial manner	Prepare and include impartial information about the vote or position of the governing body in a newsletter or other publication
Use work time to record the vote if that is part of the employee's work duties	
Use work time for regular job duties, such as responding to public records requests, taking minutes, retyping the resolution to conform to the required format, etc.	

Petitions and Measures

Public employees may produce and distribute advocacy material about referrals prior to the measure being certified to the ballot. Any public employee work time used to change, amend, edit, distribute, etc. a document found to be supporting or opposing a referral between the date it is certified to the ballot until the date of the pertinent election could be a violation of ORS 260.432.

The actions taken by a governing body and its public employees in the planning stages of a possible measure are not subject to ORS 260.432.

Public employees may respond to public records requests for documents that contain advocacy, even if the measure has been certified. They may not proactively distribute those materials after the measure is certified.

- ex** If a school district has a recurring bond levy, district employees may not proactively distribute any materials from the previous levies (even though those elections have passed) during the period between certification and the current election.

Ballot Titles

Public employees are not liable under ORS 260.432 for drafting ballot titles as part of their regular job duties. Public employees may use work time to draft ballot titles. A public employee may also defend a challenged ballot title. Because the impartiality requirements and ballot title challenge process in ORS chapter 250 are distinct from the requirements of ORS 260.432, this office will not review ballot titles for impartiality.

Explanatory Statements

Public employees are not liable under ORS 260.432 for drafting explanatory statements as part of their regular job duties. Public employees may use work time to draft explanatory statements. Because the impartiality requirements and explanatory statement process in ORS chapters 251 are distinct from the requirements of ORS 260.432, this office will not review explanatory statements for impartiality.

Legal Challenges

Public employee's involvement in legal court challenges as part of their regular job duties is not a violation of ORS 260.432.

- ex** Examples of legal challenges include whether an initiative petition meets constitutional requirements, whether a ballot title complies with statutory standards, etc.

Legislation and Lobbying

Legislative bills are not covered by ORS 260.432. Therefore, it is allowable, under Oregon election law, for public employees to lobby governing bodies. Once a referral has been certified to the ballot, political advocacy is restricted by ORS 260.432.

- i** For more information about lobbying, contact the Oregon Government Ethics Commission.

Advising Elected Official on Appointments

A public employee may communicate with other employees and with an elected official about the appointment of a person to a public office if the communication is made in furtherance of their official duties to make an appointment required by the Oregon Constitution or a state statute.

- ex** It is not a violation for a public employee to provide the governor with their personal opinions about a list of people being considered for appointment to a vacant judicial position.

Review of Public Agency Material

Material produced by public employees while on the job during work hours or by a contracted entity must be balanced and impartial. At a public agency's request, the Elections Division will review materials created by the public agency under the Division's Safe Harbor program to ensure compliance with ORS 260.432. If Safe Harbor is granted, and the Division later receives a complaint concerning the material, the Division will not investigate or issue civil penalties so long as the material does not deviate from the approved version. However, safe harbor approval does not shield agencies from associated activities which may be violative of ORS 260.432.

Submitting Documents for Review

Documents must be submitted in an editable format such as Microsoft Word or Adobe PDF. In the case of videotaped material, agencies are encouraged to submit a proposed script prior to submitting in video form. The Elections Division will only review material which has not been previously published.

Review Process

Material submitted to the Elections Division under the Elections Division's Safe Harbor program is edited for compliance with ORS 260.432 and returned to the agency for review and further editing. Participating agencies are encouraged to build plenty of time into their communications plan if safe harbor approval is desired. Safe harbor approval is not guaranteed, even if the agency resubmits the material.

Review of the initial submission of material can take up to 5 business days. However, if five or more requests are submitted for review in the aggregate within one calendar week (Sunday through Saturday), the Elections Division will review the materials within 10 business days.

Each public agency may submit a total of 5 original submissions for review per election. Materials may be resubmitted once, for a total of two reviews prior to a final determination. Resubmissions will be processed in as timely a fashion as possible, given other business demands on the Division.



Safe harbor material must be submitted by the 21st day before the applicable election.

Once a document has received safe harbor approval, the submitting agency may include a disclaimer that reads: "This information was reviewed by the Oregon Elections Division for compliance with ORS 260.432." The above disclaimer and addition of the applicable measure number are the only acceptable alterations that may be made post-approval.

If safe harbor is granted, the text of the material may be replicated in different formats so long as all the content is unchanged. If approved material is substantively altered and published by the submitting agency, safe harbor protection is rescinded.



If an agency submits a postcard for review, the agency may use the exact same content on a mailer without receiving safe harbor approval for the mailer.

The Elections Division does not review materials for the following:

- typographical, or grammatical errors
- accuracy or truthfulness of the content
- accuracy of translated materials



ORS 260.532 governs false statements in elections material. It prohibits false statements of material fact about candidates, political committees, or measures. The Elections Division does not have the authority to enforce the statute. Rather, a person may file their claim with the appropriate circuit court.

Review Criteria

The overall inquiry for determining impartiality is whether the material "promotes or opposes" an initiative, referendum or recall petition; a person seeking appointment, nomination or election to public office; measure; political committee; or recall question. In order to be impartial for the purposes of ORS 260.432, a document must meet certain requirements such as:

- Materials must not implicitly or explicitly urge a yes or no vote;
- Materials must be factually balanced;
- If the material includes information about what a measure would pay for or do, it must also describe information about what would happen if the measure does not pass;
- If the material pertains to a measure that would affect property taxes, it must include the cost per \$1,000 of assessed property value.

Material that is entirely factual can still be prohibited if, for example, it omits the required cost information or indicates only what would happen if a measure passes and does not indicate what would happen if it does not pass. The requirements are discussed in further detail below.

Vote Yes/No

The contents of the document must not urge a yes or no vote for the measure. There should be no “vote yes” or “vote no” language. The document must not include phrases such as:

- “Vote Yes on Measure 99,”
- “Support for Measure 99 is encouraged,”
- “The County is asking voters to approve,”
- “Why Should I Vote for Measure 99?”
- “Voters are asked to support Measure 99,”
- “At election time, please support the Home Rule Charter,”
- “On May 15, 2012, Anytown voters are being asked to continue their support of the community youth by renewing the Youth Action Levy, Measure 57,” and
- “Please support our incumbent mayor.”

Even if the remainder of the document is impartial, explicitly urging someone to vote in a particular manner would be a violation of ORS 260.432.

Balance of Factual Information

Documents produced by public agencies must not be one-sided. They must include a balance of factual information. If a document states what would happen if a bond measure were to pass, it must also include information regarding what would happen if it does not pass. If the material includes just one side of a matter, it is potentially violative of ORS 260.432 because it is not balanced and impartial.

Description of Cost

If a measure proposes a change to taxes or fees, the cost of the measure to an individual taxpayer or consumer must be included. In the context of a bond levy, this is generally the cost per \$1,000 of assessed property value. The cost must not be worded in a way to minimize it. An estimate is allowed if the exact cost is not known.

ex Describing a cost as “less than”, “merely”, or “only” is not compliant with ORS 260.432.

A public agency may state that the bond, if renewed, would continue to cost \$X.00 per \$1,000 of assessed property value where the measure proposes a continuation of the tax at the same rate. It is also allowable to state how much the bond would increase taxes compared to the previous bond, so long as the full cost information is also included.

ex “The ABC School bond, if passed, would cause an increase of \$0.25 per \$1,000 of assessed property value over the previous bond. The total rate if the bond is passed would be \$1.45 per \$1,000 of assessed property value.”

For measures that use funding mechanisms other than cost per \$1,000 of assessed property value, the cost must be described in a way that clearly informs the public of how the measure would affect taxes.

Persuasive or Minimizing Language and Images/Graphics

Material created by a public agency should only provide factual, balanced and unbiased information regarding the topic at issue. Language prohibited under ORS 260.432 can include anything that implicitly or explicitly urges an individual to support or oppose a measure, recall, petition or person seeking appointment, nomination or election to public office. Avoid language that would be considered persuasive, emotional or vague. These types of words or phrases may be violative of ORS 260.432.

Commonly Used Words or Phrases & Alternatives

Common words or phrases to watch for when drafting a document that falls under ORS 260.432:

→ **Use** “If the bond measure passes, it would...” but not “The bond will...”

It is important to avoid language that might indicate certainty that the bond will pass or fail as this can be considered as persuasive. If the document reads that “The bond will...” it can lead a voter to believe that their vote against the bond is insignificant and they should either not vote or vote for the bond.

→ **Use** “Please remember to vote” but **not** “Please vote for Measure...”

Asking the reader to vote for the measure is violative of ORS 260.432 because this encourages people to vote in a certain way.

→ **Use** “The bond measure would cost \$x...”, but **not** “The bond would only cost \$x...”

Using the word “only” minimizes the cost of the bond and encourages a vote in support. Alternative wording may include, “If the bond passes, the tax rate would be...” By changing the wording the statement becomes neutral and provides factual information regarding the cost of the measure. It is important to also include language regarding the cost and consequences if the bond does not pass.

Unbalanced Language or Content

The material published or otherwise provided to voters should not be one-sided. It must include a balance of factual information and the information should fairly and neutrally explain the effect of the measure. The text should set out objective advantages or disadvantages of the measure.

ex If the bond passes, the city would hire five new police officers.

→ Information is only provided for what would happen if the bond passes. Material which omits information regarding what happens if the bond does not pass is unbalanced and biased.

Alternative language could be: If the bond passes, the city would hire five new officers. If the bond does not pass, staffing would remain at the current level, and taxes would not be increased.

Enforcement

Any Oregon elector may request an investigation into potential violations of Oregon election law. Requests may be submitted using the Elections Division’s online form or in writing. If the Elections Division receives a complaint after an agency’s materials are granted safe harbor approval, the Division will not investigate or penalize the agency so long as:

- 1 The agency did not alter the approved materials;
- 2 The material was used in a manner consistent with all provisions of ORS 260.432

If the Elections Division opens an investigation and determines that a violation occurred, the Division will proceed as set forth under OAR chapter 165, ORS chapter 260 and ORS chapter 183.

Who is Liable

Any public employee who authors, drafts or approves the use of material that promotes or opposes certain matters as set forth in ORS 260.432 may be liable. This includes any public employee who creates content for inclusion in material prohibited by ORS 260.432. A supervisor or any other person who requests or directs that a public employee create prohibited materials or who oversees creation of the material, may also be in violation of ORS 260.432, even if they are not the author of the document.



ORS 260.432 Quick Reference— Restrictions on Political Campaigning for Public Employees rev 12/13

Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.

*A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

As used in this Quick Reference

We use the phrase “advocate(s) a political position” to mean—

promote or oppose an initiative, referendum or recall petition, candidate, political committee or ballot measure.

The term “impartial” means equitable, fair, unbiased and dispassionate.

See the Secretary of State’s detailed manual on ORS 260.432 for specific factors to assist in ensuring impartiality in communications about ballot measures. It is posted on the website under Election Laws, Rules and Publications, Manuals and Tutorials.

For more detailed information about ORS 260.432 and information about other election laws, contact:

Elections Division	phone	503-986-1518
Secretary of State	fax	503-373-7414
255 Capitol St NE, Suite	tty	1-800-735-2900
Salem, OR 97310	web	www.oregonvotes.gov

Prohibited Activities

A public employee, while on the job during work hours may not:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official’s candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official’s political position
- make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official’s availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body’s resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body’s position on such a resolution to the media
- include the governing body’s position or vote on such a resolution in a jurisdiction’s newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client’s political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

Allowable Activities

A public employee, while on the job during working hours may:

- prepare and distribute impartial written material or make an impartial presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed manual on ORS 260.432.)

The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.

- perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc.
- impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
- address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
- as staff of an elected official, handle incoming calls about the official's availability for political events
- prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
- in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political position
- wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - see note on previous page about ORS 247.208(3)

A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity.

It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty.

Prohibited and Allowable Activities for Elected Officials*

*includes a person appointed to fill a vacancy in an elective public office

Elected officials may:

- advocate a political position at any time. Elected officials are not considered a "public employee" for purposes of ORS 260.432. ORS 260.432(4)(a).
- vote with the other elected officials of a governing body (such as a school board, city council or county commission) to support or oppose a measure, and publicly discuss such a vote—but must not use the public employee staff time to assist in this, except for ministerial functions
- perform campaign activity at any time, however must take caution not to involve any public employee's work time to do so

Elected officials may not:

- in the role of a supervisor, request a public employee—whether the public employee is on or off duty—to perform any political activity
A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- have an opinion piece or letter advocating a political position published in a jurisdiction's newsletter or other publication produced or distributed by public employees



FREQUENTLY ASKED QUESTIONS (FAQs)

THPRD Public Employees Election Information
Reference Guide

Upcoming Election Information

- On XXXXXXXX an election will be held for XXXXXXXX:

Restrictions on Political Campaigning for Public Employees

- Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.
- A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

Examples of Allowed Activities
(allowed on the job)

- Process a room reservation or shelter rental from a political group.
- Prepare & distribute **impartial** materials that inform on election information such as how or where to apply for office.
- Take meeting minutes, open mail, maintain public records.
- Address election questions on the job in a factual and impartial manner.
- A public employee, on their own time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity. Salaried employees are advised to keep records when appropriate to verify any such political activity that occurs while off duty.

Examples of Prohibited Activities
(not allowed on the job)

- Prepare & distribute any materials that advocates a political position.
- Collect \$ or prepare filing forms or materials for candidates.
- Produce or distribute announcements for candidates.
- Call, schedule, or perform political activity for candidates.
- Grant unequal access to facilities to candidates.
- Direct other employees to assist candidates.
- Use your official position or title, as a THPRD employee, to endorse or support a candidate.



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Wednesday, November 12, 2025, at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, Oregon. Executive Session 5:30 pm; Regular Meeting 6:15 pm.

Present:

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

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

President Alfredo Moreno called Executive Session to order for the following purposes:

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

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

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

Agenda Item #2 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Alfredo Moreno on Wednesday, November 12, 2025, at 6:15 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

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

Lulú Ballesteros, Equity & Engagement manager, introduced Melanie Ruelas, Conestoga Recreation & Aquatic Center office tech, who in turn introduced this evening's proclamation guest speaker, Johnny Martinez. THPRD has collaborated with Johnny on both the Mexika New Year and Día de los Muertos events. He is a dancer of Indigenous ancestry and a respected community connector for many Indigenous groups, both locally and across the country. Through his work, Johnny brings diverse communities together, offering meaningful representation from a range of Indigenous identities and tribes.

Johnny shared information about his background and work in educating people about the Indigenous populations of Mexico and their traditions and ceremonies. He expressed gratitude to

THPRD for offering space for this work and described incidents of discrimination and harassment he has experienced when practicing dance in open public spaces. He explained that dance is not just about tradition or art, it is a way of life, and that being able to share these traditions with the community makes it stronger overall. He expressed gratitude for the space this evening to speak his truth and commented on the fear being experienced within the community right now due to the current political climate and ICE activities. He then introduced his guest in attendance, Puma, who offered comments around the need for additional space within the community to practice ceremonies and the multigenerational focus of their ceremonies. He described the inherent challenges in working around scheduled space availability in order to practice something that is a way of life for them and requested the district's help in providing that additional space needed.

President Moreno thanked Johnny and Puma for their thoughtful comments and expressed gratitude for this relationship that's been built with district staff.

Agenda Item #5 – Audience Time

President Moreno welcomed those in attendance to provide public testimony this evening and provided an overview of the public testimony process.

Sebastien Nicolas is before the board representing the Tualatin Hills Dive Club (THDC). He spoke about the history of THDC, a 40% reduction in primetime hours assigned for THDC's use at the Tualatin Hills Aquatic Center, and the negative impact this reduction will have on their club.

Sarah Nicolas is before the board representing the THDC. She spoke about the specialized equipment needed for diving and that the Tualatin Hills Aquatic Center is the only pool in the region with these amenities; a cut in usage hours will have dire consequences for their club.

Sharon Zell is before the board representing the THDC. She spoke about the reduction in usage hours assigned to their club, especially on weekends, and the compromises their club has made to share resources; however, swimmers can use other pools, but divers can't.

Courtney Brawn is before the board representing the Pilgrim Lutheran Church. She spoke about the park space located in front of the Elsie Stuhr Center and described the negative impacts to the community if this space is turned into housing as is being proposed by the City of Beaverton.

Clara Davis is before the board representing the Pilgrim Lutheran Church. She spoke about the park space located in front of the Elsie Stuhr Center and described her enjoyment in using it for Easter egg hunts every year and also likes to play with her friends and family there.

Robert Thompson is before the board regarding the park space located in front of the Elsie Stuhr Center. He spoke about the negative impacts to the center, as well as the community as a whole, if this space is turned into housing, such as the already limited parking available in the area.

Agenda Item #6 – Board Time

President Moreno stated that he feels that it is important to make a statement for the record this evening to our community and staff, as both THPRD Board President as well as a second generation US citizen, that he has been emotionally gutted and beyond frustrated by the

seemingly indiscriminate fear, pain and cruelty being inflicted upon our community members around the district in the name of so-called immigration enforcement. No matter one's political persuasion, he has a hard time believing anyone would vote to inflict this kind of damage on families, businesses, schools and our sense of community. He believes that even the most casual observer knows that this just isn't right. He wants to commend the leadership and empathy his fellow board members have shown in working to address this issue and he is incredibly grateful for district staff and their ongoing community care. He believes our elected officials across the region are goodhearted people, most of whom are serving as volunteers more or less, who are universally repulsed by what is happening to our neighbors. They are also trying to navigate the unprecedented while adhering to the United States Constitution and keeping the hand on the steering wheel of our respective jurisdictions' core missions. It is a level of complexity that all but ensures that local governmental responses will be too much for some and too little for others. THPRD is no different and is navigating legality and trying to figure out how we can support our most vulnerable with substantive actions while also continuing to ensure access to high-quality park and recreation resources for everyone in our district. As elected officials and public entities, we all have a role to play in contributing to general community welfare wherever we can relative to our mission, be it in housing, economic development, community health and safety, or belonging. He would like anyone who may encounter this statement to know that the district takes that seriously and that the board will be having a discussion later in the meeting this evening about what we are doing now and what we can possibly do in the future and he commends the efforts of his peers who have been engaged in this effort. He hopes everyone will have faith that we are all doing what we can to learn, think, and act based on our individual leadership approaches and analysis of where we can make an impact. No one wants to see families continue to be devastated and some of our more vulnerable community members targeted.

Barbie Minor stated that she is grateful to President Moreno for sharing his thoughts, and that there is nothing else that seems more pressing at this moment. She is grateful for district staff and her peers and believes that this is an all-hands-on-deck moment. There are many different levers that can be pulled and barriers that are in place and she continues to hear "we can't." But she's appreciative of sitting next to colleagues who are dedicated and committed to figuring out what we can do, and she's eager to hear from our Equity & Engagement staff later this evening. She wants to hold space for those who are most impacted and she recognizes that it must be incredibly difficult to be on the solution side of trying to do one's day job and sustain wellbeing while many of our staff are very much personally impacted. This does not go unnoticed by her or her peers and she thanks staff for having the courage and resiliency to step up in this moment when many have lived experiences that make them and their communities victims of this racial terror that we are all experiencing. She hopes we can center and be reminded that this is so much more than politics; it is basic human rights and human dignity. As THPRD board members, they swore an oath to the Constitution and she believes in due process and adhering to that oath and will do everything in her power to meet this moment.

Tya Ping expressed agreement with Alfredo and Barbie's comments, adding that the board stands behind all our community members and that they hear and feel how this ongoing political climate is impacting people's safety, as was heard during this evening's proclamation presentation. It is the district's job to create safe and welcoming spaces and we're actively trying to work toward that and trying to do as much as we can to push the boundaries. THPRD is an

integral part of the community in bringing people together to feel safe, gather, recreate, and celebrate our community and lives. We hear you, we are with you, we see you and are going to do whatever we can. This was a major discussion item at the board's annual retreat last month and will be seen in the board's values and budget priorities as a main focus for the time to come.

Miles Palacios commented that the only thing he would like to add is to summarize that the board has recognized the challenges and are talking about solutions, and to recognize that those things alone are important but mean nothing without action and that is what they are working toward.

Pradnya Patil recognized the efforts staff are making to ensure that the district can get to the point where we can maximize what we can do for our community members. It is difficult to figure out where the line is in relation to pushing boundaries, but she recognizes the effort of staff in having those conversations and in ensuring that we make resources available internally for our staff, as well as externally for our community members. She is excited to hear more about this later this evening and expresses gratitude to district staff.

President Moreno noted that he recently attended a soft opening for the new Dougy Center near the HMT Recreation Complex, which is a nonprofit dedicated to the needs of grieving children and their families, and he believes there will be opportunities for THPRD to engage with this work.

Agenda Item #7 – Consent Agenda

Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of October 8, 2025 Regular Board Meeting, (B) Quarterly Financial Report, (C) Resolution Amending District Compiled Policies Chapter 6 – Finance, (D) Resolution Authorizing Land and Water Conservation Fund Grant Application for Rock Creek Park Improvements, (E) Intergovernmental Agreement with Clean Water Services for Rock Creek Greenway Improvements, and (F) HMT Recreation Complex Pickleball Center District-Purchased Materials. Miles Palacios seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. General Manager's Report

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

- 2026 Replacement Bond Measure Preparation
 - Deputy General Manager Aisha Panas provided an overview of the proposed bond categories and potential projects discussed with the Bond Task Force and next steps, via a PowerPoint presentation, a copy of which was entered into the record.
- Equity & Engagement Team Update: Supporting Immigrant and Refugee Communities
 - Lulú Ballesteros, Equity & Engagement manager, and Mark Pierce, Safety Services manager, provided a detailed overview of the district's ongoing efforts to

support immigrant and refugee communities through public education opportunities and resource distribution through collaboration with community-based organizations, via a PowerPoint presentation, a copy of which was entered into the record.

Doug and the presenters offered to answer any questions the board may have.

2026 Replacement Bond Measure Preparation

Pradnya Patil expressed gratitude to district staff and the Bond Task Force members, noting that she appreciates the work around categorization and prioritization, especially for safety items, such as play equipment that is at the end of its useful life.

Tya Ping inquired whether synthetic or natural turf fields are more climate resilient.

- ✓ Deputy General Manager Aisha Panas explained that every community is struggling with this question and that the answer can vary based on location and weather conditions. She described a recent Oregon Recreation & Park Association conference session on this topic, noting that even the most advanced agencies are struggling to answer this question. She acknowledged that it is a concern and that district staff are exploring all the angles to the best of their ability.
- ✓ General Manager Doug Menke added that while synthetic turf is the popular choice among players and parents, there is a significant amount of byproduct left at the end of the field's useful life.
- ✓ Pradnya Patil expressed agreement with Doug's comments and acknowledged the number of variables that factor into answering this question, including utilization factors that might help identify when a synthetic turf field makes the best sense.

Tya Ping advocated for including unique features in our parks, like the monkey at Hidden Creek Park in Hillsboro, or one of the large, wooden troll installations.

Barbie Minor expressed appreciation for providing examples of projects and walking the board through the needs in a way that's tangible and understandable. She is looking forward to hearing from the Bond Task Force at next month's board meeting.

Miles Palacios expressed support for including shade structures in our parks and asked for additional information regarding solar panels, such as what the long-term savings are expected to be and whether the district would be able to work with the utility company to contribute excess energy back to the community.

- ✓ Bruce Barbarasch, Sustainability manager, noted that the payback period for solar panels is after about 15 years and that they last around 20-30 years, and confirmed that if the district is unable to use all the energy it produces, it can go back into the power grid.
- ✓ Doug acknowledged that solar energy can be challenging in terms of upfront costs versus future payoff, noting that the key is in utilizing any incentives available and trying to create a package to minimize the upfront capital costs.

Miles expressed agreement with Barbie's comments in relation to the conversation around the need for the bond, noting that voter approval of the bond measure wouldn't represent a tax increase as it would be a continuation of the current rate from the 2008 Bond Measure. He echoed the earlier comments of gratitude for the intentionality behind this work.

President Moreno expressed support for new play equipment being considered, noting that some play equipment was lost to storm damage over the past few years and that he would like to see such locations prioritized for replacement. He asked for additional information around the mention of revenue opportunities for some of these improvements.

- ✓ Aisha described how the synthetic turf improvements being considered for the HMT Recreation Complex and Sunset Park could increase usage while also reducing maintenance costs.
- ✓ Doug added that another complementing factor is that these fields would be located at places that already have infrastructure, such as lights, restrooms and parking.

Alfredo asked whether additional water play features are being considered.

- ✓ Aisha confirmed this and described the variety of ways in which water elements are being considered in relation to park redevelopments, destination park features, as well as through the adding of amenities at current facilities.

Holly Thompson, Communications director, noted that the Bond Task Force is scheduled to present their recommendations to the board at the December Regular Board Meeting followed by the board's consideration of whether to refer the measure to the voters at their January Regular Board Meeting.

Equity & Engagement Team Update: Supporting Immigrant and Refugee Communities

Miles Palacios expressed gratitude for this evening's presentation and staff's work, noting that he appreciates the grounding presented in terms of the legal realities of this situation and that the district can only do so much in term of providing safe spaces when the supremacy of the federal level comes into play. He referenced ongoing conversations taking place amongst elected officials of local jurisdictions in terms of actions they are moving forward with and asked if there are similar conversations happening between the staff of these local jurisdictions as well.

- ✓ Lulú confirmed this, noting that when the district is speaking of its partners, that includes other local jurisdictions such as the City of Hillsboro who are the main leads for the regional engagers group, but also includes nonprofit organizations and speaking with our fellow Oregon Recreation & Park Association members. She described the varying levels of engagement being seen and the conversations taking place in sharing information.

Tya Ping commented that while she appreciates the lens around not creating a false sense of security for our community members, she wonders if there is more the district could do to create an unwelcoming space for ICE, such as by posting Know Your Rights signage or distributing handouts outlining what someone can do if ICE shows up.

- ✓ Lulú confirmed that this is a discussion point between staff, especially in relation to culturally-specific events and gatherings. She described signage that is also being created with information about who our Safety Services staff is.

Barbie Minor expressed gratitude for this evening's presentation and staff's work, noting that as an activist and organizer, she prides herself in serving the people and that her passion comes from a place of deep gratitude and respect and is truly centered on a desire to do what we can. She clarified that the ideas she has shared with district staff are not coming from an accusational standpoint of not doing enough, but only from a place of sincerity in asking us to partner together

and think outside the box. She has been in spaces with people who have been personally traumatically impacted and she described the frustration in having an administration that's breaking the law yet we must remain within the guardrails, which changes the dynamic in which we need to problem solve. She acknowledged that this is an unprecedented time for all of us and while ideas abound, she recognizes that we can't just flip a switch and don't want to do so and create greater harm; instead, this is about harm reduction. Unfortunately, this will need to be sustained for some time and she worries about burnout and the mental load this takes on staff and wants to make sure that we're looking internally as well in order to ensure that our staff who may be connected in different ways are being supported by the district. If there is anything the board can do to be louder or more upfront, or that she can do personally as a board member with a lot of privilege and protection, she is not afraid to use that privilege to be a voice for others that may not have the sense of safety needed in order to be able to meet the moment. She referenced conversations with other elected officials, noting that she knows we are not alone and that there are many people within the community right now who sit with the same honor of serving people who are trying to solve the same problem and that she is grateful that she gets to do this work with others who are willing to meet this moment and staff who is not putting up barriers. This is an opportunity to live our mission, vision and values, which are becoming more than words on paper when seen in action like this and she offers her assistance and gratitude.

Pradnya Patil noted that some of this evening's presentation was given at the recent joint advisory committees meeting and continues to evolve as every day there is new information. She appreciates the continuous pivoting and strategizing by staff and appreciates the clarity provided this evening around what our Safety Services staff can and cannot do and how they can safely support. These are difficult times and she appreciates Barbie's passion, focus and contributions.

President Moreno expressed gratitude for district staff, including Lulú's work with community-based organizations and Mark's expertise and connections on the law enforcement side, noting that we need all the info and insights collectively in order to be able to navigate the unprecedented. He asked if staff have any ideas at this point regarding what sort of reduction we might see for Centro de Bienvenida's winter term registrations.

- ✓ Lulú described some of the changes made to Centro in order to try to alleviate some fear and that staff was anticipating an impact for fall registration but attendance was great; however, so much has changed since then and staff does not know what to expect.
- ✓ Holly Thompson, Communications director, described the concerns around not being able to expand to new families and the voices who need assistance.

Alfredo acknowledged the acute risk for some staff in this work and expressed gratitude. He described the board's engagement on this topic and the value in being collectively contemplative, noting that this is the sign of a healthy board and he is appreciative of his fellow board members.

B. Fiscal Year 2026/27 THPRD Values & Budget Priorities

Holly Thompson, Communications director, recognized Aisha Panas, deputy general manager, Julie Rocha, Sports & Inclusion director, and Lulú Ballesteros, Equity & Engagement manager, for their assistance in drafting the proposed edits for the board's consideration this evening to the draft Fiscal Year 2026/27 THPRD Values & Budget Priorities that the board reviewed during their annual retreat on October 29, 2025. The edits being presented for the board's consideration this evening are as follows:

- Values
 - Leading with Equity with special attention to Racial Equity
THPRD values all dimensions of equity, including people experiencing disabilities, whether seen or unseen, age, ethnicity, gender, race, sexual orientation, and other identities. We see it as essential to prioritize all aspects of equity in recreation programming and services. THPRD recognizes that to achieve equity, we must prioritize investments for ~~the people who are the~~ most economically impacted ~~people~~. Due to the disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategy.
 - Environmental Stewardship
THPRD values the environment and demonstrates this through how we acquire, plan for, and care for lands. Environmental stewardship extends to the way we build and maintain our facilities, and the practices we use to procure goods and services. THPRD is committed to protecting and improving the environment. We ~~will hold ourselves accountable to~~ reduce our carbon footprint by and following our Climate Action Plan, incorporating sustainability into our operations, and by prioritizing investment in climate resiliency measures. We commit to being ~~continuing to be an ally and a~~ leader on environmental education, natural resource protection, and to ensure we pass on a healthy environment to future generations.
- Budget Priorities
 - Manage Limited Resources in a Sustainable and Strategic Way
Expand efforts to diversify revenue opportunities through grant strategy, sponsorships, foundation support, and collaborative investments with community, business, and government partners. Continue to evaluate the district's resource allocation model and develop tools for reporting. If successful in May, begin implementation of the district's replacement bond measure to care for critical capital infrastructure needs. ~~At the same time, continue to expand efforts to invest in employees, financial aid, and equity initiatives to ensure THPRD is welcoming and accessible to everyone.~~
 - Adapt our Equity, Inclusion, and Belonging Strategies
Equity, Inclusion and Belonging work is particularly challenging at this time. People are afraid to gather. This year, we understand we need to examine our programming, events, and the way we engage with vulnerable communities. We want to encourage staff to examine our practices and to modify them to meet the changing times. Evaluate, adapt and invest in programming and events, especially for vulnerable groups and individuals. Continue to collaborate with community partners to ensure that programs and events are responsive and culturally relevant. Solicit feedback and analyze the impact of these changes through participation metrics and patron feedback. Implement safety watch strategies. Continue to expand efforts to invest in financial aid and equity initiatives.
 - Invest in THPRD's Infrastructure
Prioritize preserving and protecting the park and recreation system we've already built. Continue IT investments to improve service delivery and efficiency. Launch our Registration System Replacement project. Acquire an asset management system to enable the district to better oversee and care for district assets. Ensure our staff have the tools they need to maximize performance. If the replacement

bond measure is successful in May, begin implementation on bond funded projects. Integrate sustainability in facility planning, maintenance, and programming, ensuring we are supporting an infrastructure that is adaptable and resilient to environmental challenges.

Holly offered to answer any questions the board may have regarding the proposed edits.

Leading with Equity with special attention to Racial Equity

- Tya Ping noted that the phraseology of the proposed edits seems to imply that the district would be prioritizing the most economically impacted above others; instead, she is wondering if economic status would be better referenced in the first sentence along with the other dimensions of equity that are listed.
 - Holly described the link between race being a predictor for disparate impact, noting that this link is absolute so if the district is leading with equity with a racial emphasis then investments in people who are the most economically impacted have to go to people on a racial basis as the data shows that race is the cause and predictive outcome of how that happens.
- Pradnya Patil wondered, based on Holly's comments, if those who are economically impacted need to be referenced. Like Tya, she thought the reference would be in the first sentence but doesn't think the proposed edits change it too much so is fine either way.
- Miles Palacios noted that while he understands the intention and link described by Holly, he also understands how it is currently worded feels superseding. He is concerned that the intent to focus on racial equity has been lost in how the sentence is currently phrased.
- Group discussion took place around other ways to include a reference to economic disparity in the value statement, such as by adding "economically impacted" or "economic status" right after "sexual orientation" in the first sentence.
- President Moreno commented that he doesn't believe that being poor is an identity and noted that a lot of the work the district is doing is helping people who don't have the means to access district programs. He described his thoughts around being explicit about who the district is putting programs on to serve and while certainly there is a big overlap with race, he would like to figure out a way to recognize the variety of ways people are marginalized and that the district is working to break down those walls. He asked his fellow board members if there is a way to keep the economic reference because it is important to be transparent about the aim of the district's work in terms of economic uplift.
- Group discussion continued around how best to modify the value statement, such as by replacing the word "prioritize" with "make" and removing the word "economically" in the third sentence and instead adding reference to economic status to the first sentence.
- Barbie suggested that the value statement be worded as follows: "THPRD values all dimensions of equity, including people experiencing disabilities, whether seen or unseen, age, ethnicity, gender, race, sexual orientation, economically disadvantaged and other identities. We see it as essential to prioritize all aspects of equity in recreation programming and services. THPRD recognizes that to achieve equity, we must make investments for those people who are most impacted. Due to the disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategy." President Moreno expressed agreement with Barbie's proposed edits with the understanding that additional discussion could take place during the board's values and budget priorities discussion next year.

Environmental Stewardship

- The board expressed agreement with the edits suggested by district staff as noted.

Manage Limited Resources in a Sustainable and Strategic Way

- The board expressed agreement with the edits suggested by district staff as noted.

Invest in THPRD's Infrastructure

- The board expressed agreement with the edits suggested by district staff as noted.

Adapt our Equity, Inclusion, and Belonging Strategies

- Pradnya commented that she likes the second paragraph and that there is room to pivot based on the unknown. She wondered if the third sentence that starts with "This year, we understand...." is redundant to the sentence later on that starts with "Evaluate, adapt and invest...." and doesn't see the need for both. If removing one or the other, she would prefer that the sentence starting with "Evaluate, adapt and invest...." be retained.
- Barbie described her preference that the sentence starting with "This year, we understand...." be retained instead.
- Pradnya expanded upon her preference that the sentence starting with "Evaluate, adapt and invest...." be retained as it references investment and this is a budget priority.
- Miles expressed agreement with Pradnya's comments.
- After some group discussion around whether these edits being discussed materially change the budget priority, as well as acknowledging decision fatigue and the difficulty of live editing as a group, the board decided to revisit this topic at their December Regular Board Meeting.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 8:55 pm.

Alfredo Moreno, President

Miles Palacios, Secretary

Recording Secretary,
Jessica Collins



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Wednesday, December 10, 2025, at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, Oregon. Executive Session 5:30 pm; Regular Meeting 6:00 pm.

Present:

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

Absent:

Barbie Minor	Director
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Agenda Item #1 – Executive Session (A) Land

President Alfredo Moreno called Executive Session to order to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Executive Session is held under authority of ORS 192.660(2)(e).

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

Agenda Item #2 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Alfredo Moreno on Wednesday, December 10, 2025, at 6:00 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. Staff Recognitions for Major Medical Incident Responses

Sabrina Taylor Schmitt, Recreation & Aquatic director, introduced Tyler Fransen, center supervisor for Cedar Hills Recreation Center, and Patrick Williamson, center supervisor for Tualatin Hills Aquatic Center, who each provided an overview of the serious medical incidents that occurred at their respective facilities over the course of the past year and the staff that were instrumental in coming to the aid of our patrons. The following staff were recognized: Atlee Elloway, Annie Gerlosky, Rosalba Castorena Guerrero, Katrina Moua, Zach Shannon, Elizabeth Staly, Denise Thomas, and Aimee Utomo.

President Moreno shared comments of gratitude for the quick response of district staff in aiding these patrons, on behalf of the district and the community we serve.

B. Annual RISE Above Awards

Steve Sutton, Human Resources director, introduced EPIC-EST (Employee Process Improvement Committee - Employee Support Team) members, Cohner Davis, Cedar Hills Recreation Center program assistant; Rachel Fort, Tualatin Hills Nature Center program coordinator; and Rita Salmo, Garden Home Recreation Center office tech, to provide an overview of the RISE Above employee recognition award program via a PowerPoint presentation, a copy of which was entered into the record. They then introduced this year's RISE Above award winners: Preston Washington, Babette Horenstein Tennis Center custodian, and Rosalba Castorena Guerrero, Cedar Hills Recreation Center customer engagement representative.

General Manager Doug Menke recognized the dedication of staff and the training hours that it takes to reach a point where one can activate, be under control, and manage a situation responsibly and, in the cases we heard about this evening, save lives.

President Moreno expressed gratitude and congratulations to the staff recognized this evening.

C. Audit Report on District Financial Statements for Fiscal Year 2024/25

Jared Isaksen, Finance director, introduced Julie Fahey, Audit Partner with Talbot, Korvola & Warwick, LLP, the district's auditor, to make a presentation on the audit report on the district's financial statements for the fiscal year ended June 30, 2025.

Julie provided an overview of the audit process, including their work with the district's Audit Committee, and the district's audit results for the year ended June 30, 2025, via a PowerPoint presentation, a copy of which was entered into the record. She noted that the Independent Auditor's Report includes an unmodified opinion, meaning that the district's financial statements have been fairly presented, and that there were no internal control findings discovered. She referenced the letter included within the board of directors' information packet which represents the required communications from the auditor to the board highlighting certain items, such as GASB (Governmental Accounting Standards Board) statements and upcoming new standards, auditor proposed adjusting journal entries, and whether there were any difficulties encountered during the audit or disagreements with management (there were not). Julie concluded her presentation by thanking district Finance staff for helping facilitate the audit process, noting that to be able to be before the board with the conclusion of this work prior to the calendar yearend is quite an accomplishment especially given the significant transactions that transpired during the year, and offered to answer any questions the board may have.

President Moreno offered comments of gratitude to the auditors and staff for their work.

Tya Ping moved that the board of directors accept the Audit Report on the district's Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025. Miles Palacios seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Audience Time

President Moreno welcomed those in attendance to provide public testimony this evening and provided an overview of the public testimony process.

Christie Ripkowski is before the board regarding the park space located in front of the Elsie Stuhr Center. She spoke about the negative impacts to the center, as well as the message it would be sending to the district's seniors, if this space were to be sold to the city to be turned into housing.

Agenda Item #6 – Board Time

President Moreno provided the following updates and comments:

- ✓ Attended a couple of meetings as a part of regional government collaborations to discuss the federal immigration enforcement tactics and impact on communities; he is grateful for THPRD being at the table to listen, share, and support.
- ✓ Four member appointments to the Tualatin Hills Park Foundation (THPF) Board of Trustees are on this evening's consent agenda; he gave kudos to THPF Executive Director Gina Lobaco and other trustees for bringing these people onboard.

Agenda Item #7 – Consent Agenda

Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of October 29, 2025 Board Retreat, (B) Resolution Appointing Advisory Committee Members, (C) Resolution Appointing Budget Committee Members, (D) Intergovernmental Agreement Renewal/Replacement for Broadband User Group (E) Bond Program Funding Transfer, (F) Fiscal Year 2026/27 THPRD Values & Budget Priorities, (G) Appointment of Tualatin Hills Park Foundation Board of Trustees Members, (H) State Lobbying Services Contract, and (I) Federal Lobbying Services Contract. Pradnya Patil seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #8 – Unfinished Business

A. Bond Task Force Recommendations

In August 2025, the THPRD Board of Directors appointed 13 community members to the district's Bond Task Force with the charge of advising the board on a potential 2026 bond measure. The task force met four times between August and November and is before the board this evening to present their recommendations for the board's consideration.

Deputy General Manager Aisha Panas introduced Bond Task Force members Sylvia Kelley and Jim McCreight to present the task force's recommendations via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Questions for the Bond Task Force
 - Should the board refer a replacement bond request to voters in May 2026?
 - What's the right mix for replacement versus new projects in the bond?
 - Are the proposed categories and the project mix correct?

- Replacement Bond Referral Timing
 - 2008 bond generated \$100 million
 - Bond replacement may generate \$280 million
 - Bonds mature beginning in 2027
 - Past and recent public support
 - Capital infrastructure needs are great
- New vs. Replacement Projects Ratio
 - New project examples
 - Westside Trail bridge
 - Destination parks
 - Solar panels
 - Replacement project examples
 - Cedar Hills Recreation Center ADA & security improvements
 - Beaverton Swim Center reimagining
 - Playground replacements
- Proposed Categories and Project Mix
 - Recreation, parks & community spaces – 39% (\$109 million)
 - Connected trails – 26% (\$72 million)
 - Buildings & facilities – 22% (\$62 million)
 - Accessible & safe – 8% (\$22 million)
 - Environmental stewardship – 5% (\$15 million)
- Additional Thoughts from the Bond Task Force
 - Be transparent with the public about how money is being spent
 - Strive for geographic equity of projects
 - Be aware of operation/maintenance costs and efficiencies created by projects
- Recommendations from the Bond Task Force
 - Yes, THPRD should pursue a replacement bond request in May 2026
 - 75% dedicated for replacement projects and 25% for new projects is appropriate
 - The proposed categories and project mix are correct

Sylvia and Jim concluded their presentation by thanking district staff for their professionalism and expertise, as well as the board for their service to the community, and offered to answer any questions the board may have.

Tya Ping expressed gratitude to the Bond Task Force members for their service and expressed agreement regarding the values noted around transparency, storytelling and equity, adding that she's grateful that these values go beyond the board and district staff. She asked for additional information regarding how the task force arrived at their recommendation of 75% of the funds being dedicated to replacement projects and 25% for new projects.

- ✓ Jim commented that one conclusion the task force reached fairly quickly was that the district did not need any new aquatic facilities as there are already more per population here than in the surrounding communities, although some of the district's existing aquatic facilities do need improvements, such as the Beaverton Swim Center. He described the information provided to the task force by district staff around the current ratio of services provided at THPRD as compared to other communities and the task force concluded that the public would be more receptive to allocating funds to improving existing amenities.

- ✓ Sylvia added that the task force strongly felt that it was also a moral responsibility for the district to take care of what it already has first.

Miles Palacios noted that while he has some detailed questions on which he'll follow up with district staff later, he wants to highlight the task force's comments around geographic equity, oversight, transparency and communications being important in the process. He described the responsibility the district has and the trust bestowed upon them by the public to be responsible for their tax dollars, noting that the voices of the public, including the task force members, are critical in making these decisions.

Pradnya Patil expressed agreement with Tya and Miles's comments and expressed gratitude for the task force members' work and dedication.

President Moreno commented that he is impressed by the history, diversity and expertise of those who served on the task force and expressed gratitude for their leadership and service. He noted that putting forth any tax measure in this political climate, whether new or a renewal, is not to be taken lightly and that this makes it all the more important to have guidance from the community in order to endorse and guide the district in the right direction through their recommendations.

B. General Manager's Report

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

- Parkside Building Improvements
 - Deputy General Manager Aisha Panas provided an overview of the status of the building improvements for the district's new headquarters via a PowerPoint presentation, a copy of which was entered into the record.
- Beaverton School District Partnership (BSD) Recognition
 - Holly Thompson, Communications director, and Ann Johnson, Recreation manager, provided an update on THPRD's partnership with BSD as well as THPRD's receipt of BSD's Belonging Partner of the Year Award, via a PowerPoint presentation, a copy of which was entered into the record.
- Oregon Recreation & Park Association (ORPA) Conference
 - Deputy General Manager Aisha Panas provided highlights from the THPRD staff-led sessions presented at the annual ORPA conference as well as the district's receipt of the Special District Insurance Services' Safety Excellence Award, via a PowerPoint presentation, a copy of which was entered into the record.

Doug and the presenters offered to answer any questions the board may have.

Parkside Building Improvements

The board members asked clarifying questions regarding the anticipated timelines, permitting process, and what will happen to the current administration building. President Moreno expressed appreciation for the hands-on and analytical efforts of staff from all levels in order to make this happen, adding that it represents a win for many parties, including the Tualatin Hills Park Foundation and Portland Timbers, as well as allowing the district to do more for the community it serves. He looks forward to learning more about the plans for the current administration building and gave kudos to staff for identifying the need for a public walking path around the new building.

Beaverton School District Partnership Recognition

The board members expressed comments of appreciation and gratitude for this work.

Oregon Recreation and Park Association Conference

Miles Palacios congratulated staff on receiving the Safety Excellence Award.

President Moreno congratulated staff on the sponsorship presentation, noting that the district has come a long way in this area.

Agenda Item #9 – Adjourn

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

Alfredo Moreno, President

Miles Palacios, Secretary

Recording Secretary,
Jessica Collins



MEMORANDUM

DATE: December 23, 2025
TO: Doug Menke, General Manager
FROM: Aisha Panas, Deputy General Manager
RE **Cedar Hills Recreation Center Heating & Cooling Contract**

Introduction

Staff is seeking board of directors' approval of the lowest responsible bid for the Cedar Hills Recreation Center Heating & Cooling retrofit construction contract under the U.S. Department of Housing and Urban Development Grant, and authorization for the general manager or designee to execute a contract with Trane U.S. Inc. (Trane), for the amount of \$486,302.

Background

In August 2024 staff received a notice of grant award from the U.S. Department of Housing and Urban Development for FY 2024 Community Project Funding to complete the Tualatin Hills Community Shelter Improvements, Emergency Operations, and Natural Hazard Mitigation project activities. At the February 2025 regular board meeting, the board authorized the general manager to sign an intergovernmental agreement (IGA) for the grant valued at \$946,956. The IGA was executed in March 2025.

Through spring and summer 2025 staff elected to work with Trane, a local mechanical contractor, on proposals for heating, cooling, and air purification design and installation scope of the grant at various THPRD recreation centers. Trane is a large company that provides a turnkey service on new or replacement HVAC and controls projects and is also certified under OMNIA Partners, a public sector intergovernmental cooperative purchasing agreement to solicit and procure HVAC contracts on behalf of public agencies. Trane's procurement as the OMNIA Partners HVAC contractor was solicited in Oregon and is certified federally to be used for U.S. Federal Grants.

The contract proposed in this board memo is for the initial phase of work at Cedar Hills Recreation Center. The total contract value is \$486,302 and falls within the grant budget of \$946,956. The overall scope of the grant includes a multitude of improvements including retrofitted heating and cooling in three centers, air purification in six centers, emergency communication at 15 centers, and seismic and solar evaluation studies. While researching HVAC and communication needs, and developing costs with Trane's representative, it has been determined that the overall cost to perform the full scope of work for all centers exceeds the total amount of the grant awarded. Staff intend to proceed with as many improvements as possible within the awarded grant amount and are currently exploring additional funding sources and budget options for the remaining improvements identified in the grant.

As part of the grant, Cedar Hills Recreation Center is one of three centers designated to receive a supplemental heating and cooling system that would be retrofitted to the existing mechanical system. The scope includes a new packaged air handling unit on a concrete pad adjacent to the building that will provide heating and cooling to the gymnasium and stage area. Currently, Cedar Hill's gym only has warehouse unit heaters with no ability to cool or filter air. The proposed system will run ventilated air through an air ionizer that emits negative ions that filter

out dust, smoke, and allergens. This will provide conditioned and filtered air for year-round recreation of the indoor space, as well as in emergency situations if Washington County or the American Red Cross needs to designate the gym as a community shelter. This project is essential as it increases THPRD's capacity to serve its underserved and most vulnerable community members who seek respite and shelter in extreme weather events.

A breakdown of project costs is provided below:

Cedar Hills Recreation Center Heating & Cooling Contract Budget Information

Budget Source	Budget Amount
FY 2025-26 Grant Fund	\$946,956
Project budget variance (over) under	\$424,182
Budget Item	Current Project Cost
Construction	\$486,302 (<i>Cedar Hills Rec HVAC</i>)
Soft costs	\$0 (<i>included in construction bid</i>)
Contingency (7.5%)	\$36,472
Total project cost	\$522,774

Permits will be needed for the contract, and the design and acquisition of permits are within Trane's scope above. Notice to Proceed is expected to be issued in late January. It is anticipated that upon securing construction materials this work will begin in spring 2026.

Included in this memo for additional reference are a site vicinity map (Attachment A) and a site context map (Attachment B).

Proposal Request

Staff are seeking board of directors' approval of the lowest responsible total bid of \$486,302 from Trane for the design and construction of the Cedar Hills Recreation Center Heating & Cooling retrofit improvements.

Outcomes of Proposal

Adding heating, cooling, and air filtering to Cedar Hills Recreation Center is a key part of THPRD's annex to Washington County's Natural Hazard Mitigation Plan. Issuing this contract completes a portion of the scope from the U.S. Department of Housing and Urban Development for FY 2024 Community Project Funding Grant, as well as improves the patron experience at the recreation center.

The project improvements will require general maintenance of HVAC units by staff which will be part of the regularly scheduled maintenance at Cedar Hills Recreation Center.

Public Engagement

Public engagement is not considered in the solicitation of public improvement contracts. Public engagement was completed in the form of workshops and public comments that informed the development of the Natural Hazard Mitigation Plan. This grant is funding specific action items that are a part of the plan. The proposed improvements will be coordinated with the Cedar Hills

Recreation Center staff and communicated through various channels to patrons to minimize impacts to daily operations during the construction phase.

Per ORS 279A.220 and OAR 137-046-0440 staff will post a notice of intent to award in the Daily Journal of Commerce.

Action Requested

Board of directors' approval of the following items:

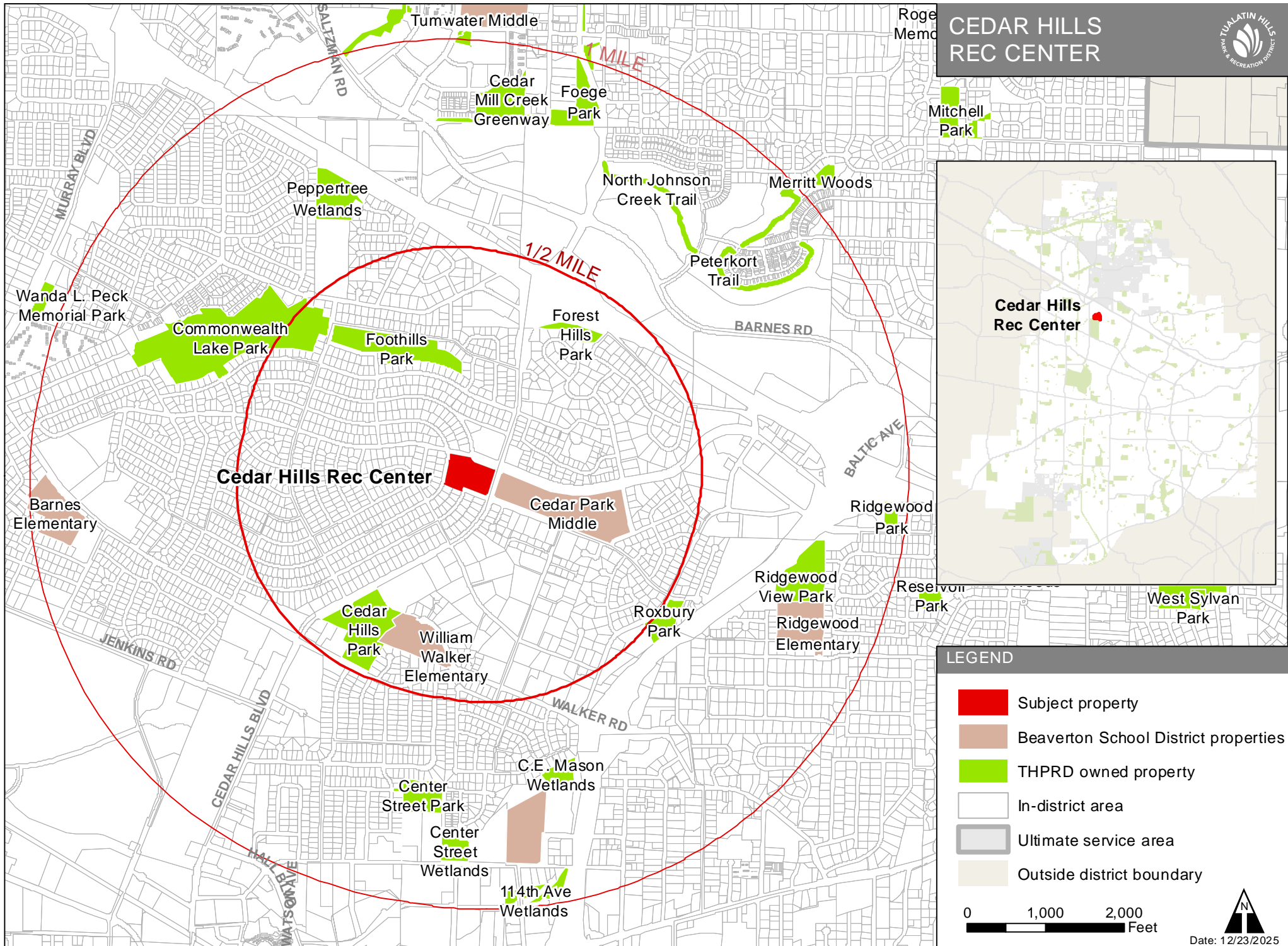
1. Approval to award the contract to Trane U.S. Inc., the lowest responsible bidder, for the total bid of \$486,302; and,
2. Authorization for the general manager or designee to execute the contract.

Tualatin Hills Park & Recreation District PROJECT AWARD RECOMMENDATION REPORT

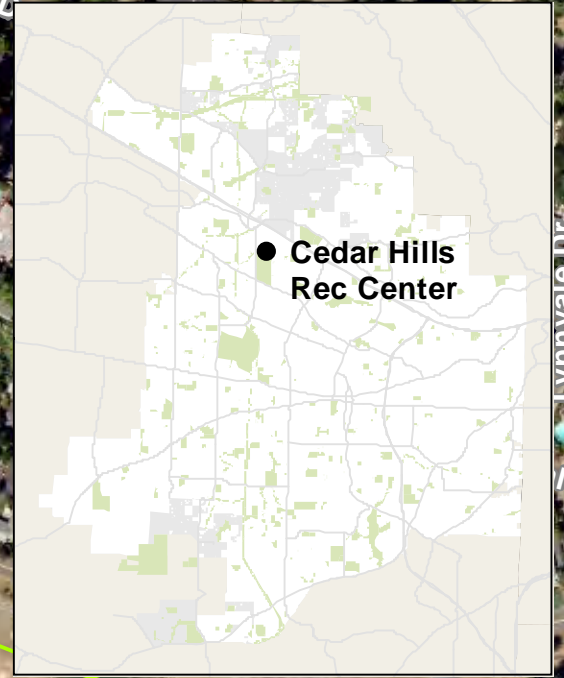
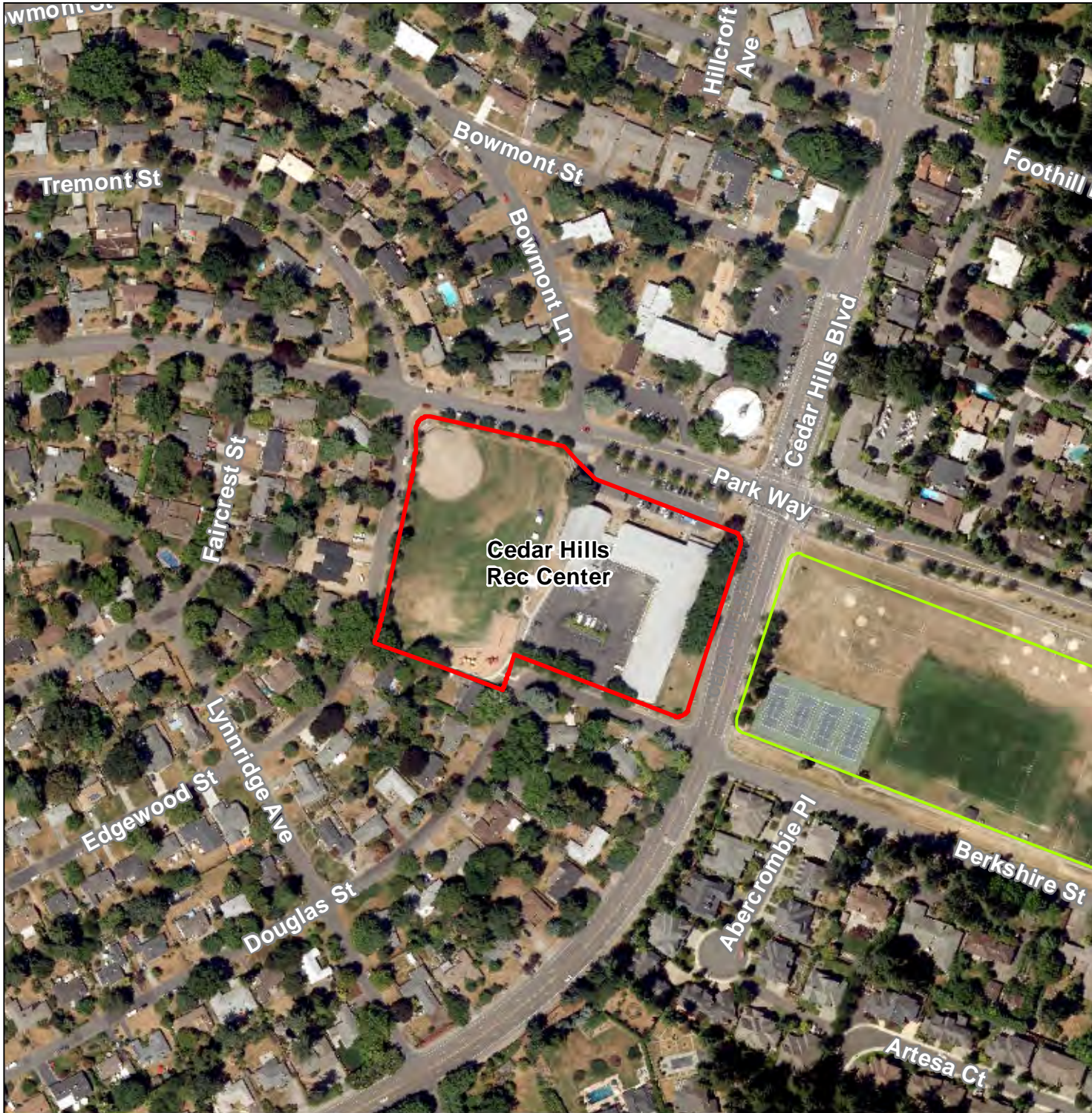
Project:	Cedar Hills Recreation Center Heating & Cooling Contract		
Contractor:	Trane U.S. Inc.		
Contractor worked for THPRD previously: Yes			
Contractor references checked: Yes			
Contractor registered with appropriate boards: Yes			
SCOPE OF WORK			
Location:	11640 SW Park Way, Portland, OR 97225		
Description:	Added heating, cooling, and air filtration system including design and construction.		
FUNDING			
Funds Budgeted and Estimated Costs		Amount:	Page:
Current Total Project Budget: FY 25-26 Grant Funds		\$946,956	
Estimated Project Cost: (expenditures, lowest contractor bid and district project purchases)		\$522,774	
Project Budget Variance: (over) under		\$424,182	

BID PROPOSALS RECEIVED

Low to High Bid	Contractor	Base Bid Amt.	Completed Bid forms
1	Trane U.S. Inc.	Base \$486,302	Yes



CEDAR HILLS
REC CENTER



LEGEND

- Subject property
- THPRD owned property

0 100 200
Feet



Date: 12/23/2025



MEMORANDUM

DATE: December 23, 2025
TO: Doug Menke, General Manager
FROM: Aisha Panas, Deputy General Manager
RE: **Design/Build Construction Contract Amendment for Parkside Building Improvements and Furnishings Procurement Contract**

Introduction

Staff are seeking board of directors' approval of design/builder Lease Crutcher Lewis' Approved Project Plan as a Construction Phase Amendment in the amount of \$6,970,852 for the Parkside Building. Staff request the appropriation of \$924,000 from FY 25/26 General Fund savings to partially fund the Amendment. Staff also ask to rescind the original request for \$4,000,000 in an interfund loan from the System Development Charges (SDC) fund and instead request an interfund loan in an amount not to exceed \$4,500,000 from the SDC Fund to fund the project. Staff further seek board of directors' approval to award a contract for procurement of furniture and other office equipment, and to authorize the general manager or designee to execute these contracts.

Background

The board approved the proposed acquisition of the new administration building, the Parkside Building, at the November 2024 board meeting and authorized the general manager to negotiate and execute a design/build contract for tenant improvements at its meeting in March 2025. In June 2025, THPRD completed the purchase of the Parkside Building at 15400 NW Greenbrier Parkway in Beaverton. During this time, staff advertised a Request for Proposals (RFP) for a design/build team composed of a general contractor and architecture firm. After a competitive bidding process and thorough review of ten RFPs, a contract was executed with the team of Lease Crutcher Lewis ("Lewis") as the general contractor and FFA Architecture & Interiors ("FFA") as the architecture firm for the Design Phase in August 2025.

Since the Design Phase began in August 2025, Lewis and FFA have worked closely with staff to understand the requirements at the new administration facility and to complete the design. The Schematic Design set of drawings for building interior and site work were issued in October 2025. The Design Development drawings for the site work were completed and submitted to the City of Beaverton for a Land Use Design Review Application Permit in December 2025 with anticipated approval in March 2026. The site work Construction Drawings are forecasted to be submitted for Permit Review in Spring 2026, after receiving land use approval. The interior Construction Drawings are forecasted to be submitted for Permit Review in January 2026.

The original \$7,800,000 project budget was established before Lewis and FFA were brought on board for the design/build effort. Staff have been working with the team on plans that focus on the district's immediate needs for a new administration building and concepts have been developed and defined for all the integral spaces of the building. Working with the design/build team has enabled staff to concentrate on key priorities and allocate the budget accordingly. Since the Schematic Design budget was received on November 14, 2025, staff have worked with Lewis and FFA to reduce costs and scope by \$750,000.

With the approval of this memorandum for the Construction Phase Amendment and additional funds, THPRD and Lewis plan to start construction at the end of February 2026. Construction will begin in the interior spaces that include a new fleet and trades space, board room, print room, enhanced access and storage areas, addition of gender-neutral restrooms, and minimal office reconfigurations. Once these improvements are underway, Lewis will move onto the exterior of the site that includes a new site drive aisle, wash rack, electric vehicle (EV) charging stations, and trash and material storage. Construction is forecasted to be completed by July 31, 2026, with a THPRD staff move-in expected during August 2026.

Concurrent with efforts to develop the Construction Phase Amendment, staff have been evaluating existing furniture and equipment as well as considering needs for new equipment in spaces that did not exist in previous buildings. The cost of additional furnishings is expected to exceed \$300,000, which requires board approval. Staff used sustainability guidelines to identify office equipment that is long lasting, made in the USA, and is of low toxicity. HON office equipment meets district specifications and is available at a government rate via cooperative procurement in accordance with ORS 279A.220 and OAR 137-046-0440, which permits the use of an interstate cooperative contract for the acquisition of goods and services. Rose City Office Furnishings is a vendor who is authorized to sell HON furniture and is THPRD's preferred choice for providing the necessary furnishings. Consistent with the ORS and OAR sections above, notice of intent to award will be published in the Daily Journal of Commerce. Together with the funds provided with the Parkside project, current FY26 capital funds dedicated for furnishings will be used to fund the proposed contract with Rose City Office Furnishings for a not-to-exceed amount of \$500,000.

The total project costs are shown on the table below. The proposed construction phase amendment of \$6,970,852, project soft costs of \$618,433, owner provided items in the amount of \$1,193,081 and THPRD's project contingency of \$439,118 bring the total project cost to \$9,221,484. With the design/build contract, Lewis' construction phase amendment includes a 2.5% construction contingency and a 10% design and estimating contingency totaling \$715,189. In addition, THPRD is carrying a 5% project contingency, bringing the total contingency amount to \$1,154,307. Any unused contingency will be returned to the project, reducing the funds requested for the SDC interfund loan.

A breakdown of project costs is provided on the following page:

Parkside Building Project Budget Information

Budget Source	Budget Amount
Initial project budget funding from FY 2025-26 SDC Fund	\$7,800,000 <i>(includes \$4,000,000 SDC interfund loan)</i>
Current funding available	\$7,800,000
Total project cost	\$9,221,484
Project budget variance (over) under	(1,421,484)
Rescinded SDC loan Funds	(\$4,000,000)
New Request FY 25-26 Undesignated SDC Interfund loan	+\$4,500,000
Requested FY 25-26 General Fund Savings Reallocation	+\$924,000
New proposed project budget with this memorandum	\$9,224,000
Project budget variance (over) under	\$2,516
Budget Item	Current Project Cost
Construction	<p>\$8,163,933</p> <p>Includes:</p> <p>\$6,970,852 <i>(Lewis Construction Amendment)</i></p> <p><i>Owner Provided Items:</i></p> <p>+ \$398,183 <i>(new fence, approved August '25)</i></p> <p>+ \$447,500 <i>(moving, furniture, equipment, art)</i></p> <p>+ \$75,000 <i>(IT)</i></p> <p>+ \$177,398 <i>(security, access, alarms)</i></p> <p>+ \$95,000 <i>(THPRD repairs and scope)</i></p>
Soft costs	<p>\$618,433</p> <p>Includes:</p> <p>\$519,893 <i>(Lewis Design Phase Contract)</i></p> <p>+ \$98,540 <i>(special testing, permitting, due diligence)</i></p>
THPRD project contingency	\$439,118 (5%)
Total project cost	\$9,221,484

Included in this memo for additional reference are the following items: a site vicinity map (Attachment A), and a site context map (Attachment B).

Proposal Request

Staff are seeking board of directors' approval of design/builder Lease Crutcher Lewis' Approved Project Plan as a Construction Phase Amendment in amount of \$6,970,852. To proceed with the Construction Phase Amendment, the district must demonstrate there is adequate funding to complete the project. Therefore, staff are also seeking board of directors' approval for the appropriation of \$1,424,000 in additional funds for the project. These additional funds consist of two sources: \$924,000 in reallocated savings from the THPRD FY 25-26 General Fund and an interfund loan in an amount not to exceed \$4,500,000 from the SDC Fund. Staff further requests that the board approve a contract with Rose City Office Furnishings to purchase furniture and other office equipment, and to authorize the general manager or designee to execute the amendment and the furnishings contract.

Outcomes of Proposal

The acquisition of the Parkside Building is a generational event that will place all administration, operations, and non-recreation facility staff at one campus. Additionally, a new board meeting room space will be constructed to welcome and serve the public as the board works to carry out the district's mission and set policy. A newly enclosed portion of the parking lot will serve as the secured parking area to house vehicles and equipment for all operations conducted by staff from Park Maintenance, Nature & Trails, Trades, Fleet, Volunteers, and Events. Approval of the furnishings contract will allow staff to purchase furniture that meets the needs of the Parkside Building staff and visitors.

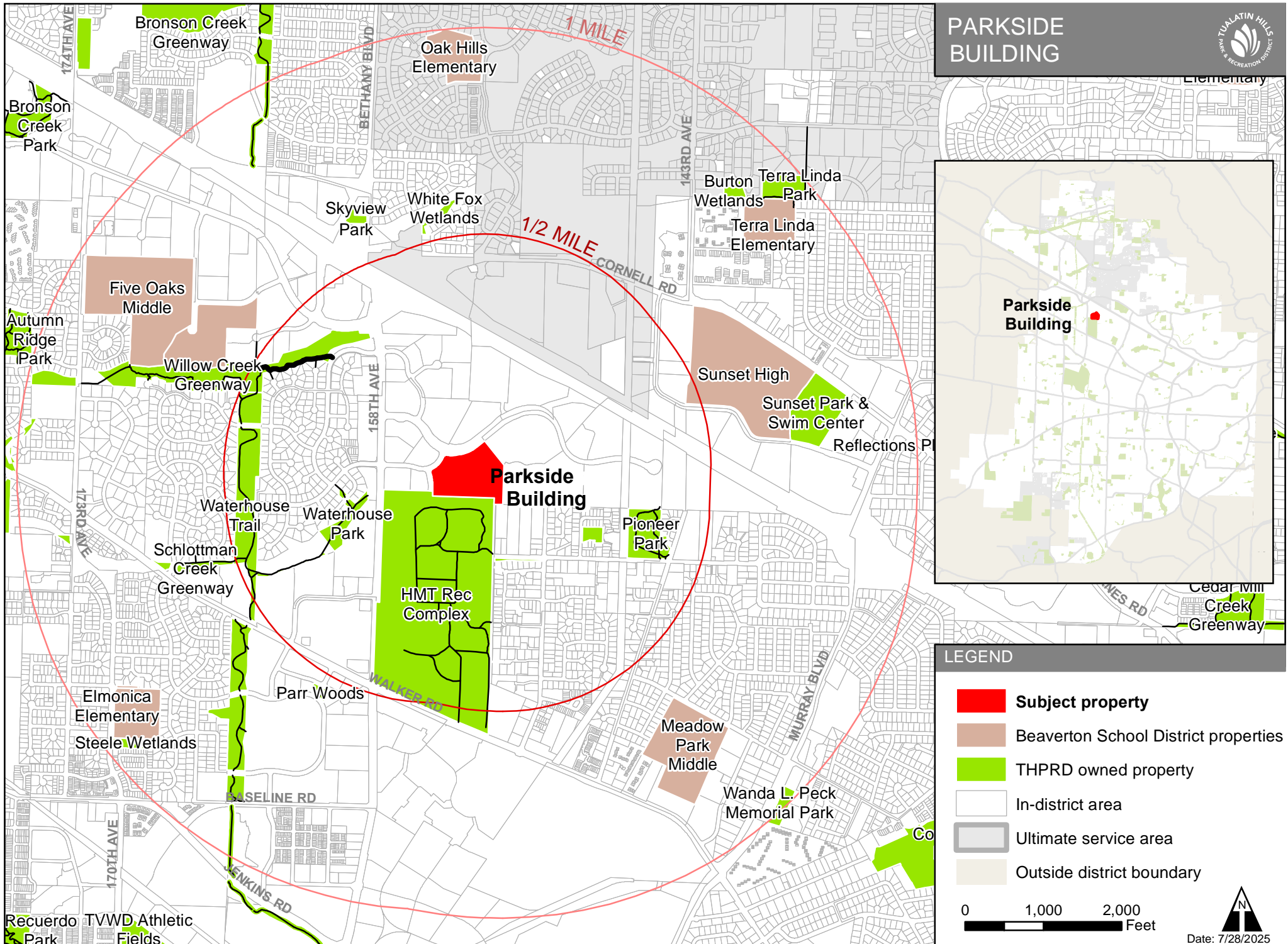
Public Engagement

Public engagement is not considered in the solicitation of public improvement contracts. The district's operations will not be affected during construction.

Action Requested

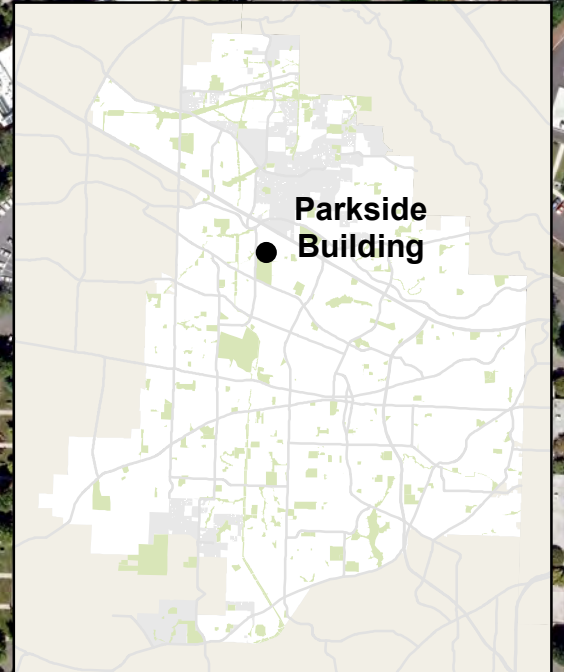
Board of directors' approval of the following items:

1. Approval of the Construction Phase Amendment, in the amount of \$6,970,852; and,
2. Rescind the original request of a \$4,000,000 interfund loan from the SDC fund and instead request the authorization of a SDC Fund interfund loan in an amount not to exceed \$4,500,000; and
3. The reallocation of \$924,000 in savings from the THPRD General Fund; and,
4. Approval of a contract with Rose City Office Furnishings for the procurement of furniture and other office equipment in an amount not to exceed \$500,000; and,
5. Authorization for the general manager or designee to execute the amendment and the furnishings contract.





PARKSIDE
BUILDING



LEGEND



Subject property



THPRD owned property

0 100 200
Feet



Date: 12/22/2025



MEMORANDUM

DATE: January 6, 2026
TO: Doug Menke, General Manager
FROM: Holly Thompson, Communications Director
RE: **Resolution Calling for an Election in the Tualatin Hills Park & Recreation District on May 19, 2026, to Submit a Replacement Bond Measure to Voters**

Introduction

The attached resolution submits a bond measure request to the park district voters on the May 19, 2026 ballot, and provides the ballot title, the question for the voters, and a brief summary of the measure. This would be timed to replace the district's voter-approved 2008 bond measure which expires over the next year. Further, the resolution directs staff to forward the approved ballot title and summary with the county election's office and to draft and submit an accompanying explanatory statement for the measure.

Background

In the summer of 2025, THPRD recruited community members to serve on the district's Bond Task Force (BTF). Our goal was to recruit a diverse pool of applicants that is representative of the people who live within the district. Their responsibility was to advise the THPRD Board of Directors on if the district should pursue a replacement to the 2008 bond measure in 2026.

In August, the board of directors appointed 13 community members to the district's Bond Task Force. BTF members met four times over several months reviewing detailed information about a potential bond measure. The BTF also advised on potential bond categories, proposed projects, and draft allocations of funding for projects. The bond categories include:

- Recreation, Parks & Community Spaces
- Connected Trails
- Buildings & Facilities
- Accessible & Safe
- Environmental Stewardship

Members of the BTF presented their recommendations to the board at their December 10, 2025 meeting. The Bond Task Force recommendations were as follows:

- 1) Yes, the district should pursue a replacement bond request of voters in May 2026.
- 2) 75% of the bond measure should be dedicated for replacement projects and 25% for new projects.
- 3) The district's proposed bond categories and project mix were correct.

In addition, the BTF advised that the district should be transparent with the public about how money is being spent, the district should strive for geographic equity of projects and should be aware of operation/maintenance costs and efficiencies created by projects.

Under Oregon Revised Statutes, the district board of directors must adopt a resolution to place a question on the ballot for the voters of the district to decide. The district must file the Notice of Measure Election with the county elections official no later than that 61st day before the election. For the May 19, 2026 Primary Election, the notice must be filed no later than March 19, 2026.

The Notice of Measure Election must include the Ballot Title consisting of the following three parts:

1. A caption, not exceeding 10 words, that reasonably identifies the subject of the referral.
2. A question, not exceeding 20 words, that must plainly phrase the purpose of the referral.
3. A summary of the referral, not exceeding 175 words, which shall be concise and impartial and summarizes the referral and its major effect.

The district will also submit an impartial explanatory statement, not exceeding 500 words, to be included in the county voters pamphlet.

Action Requested

Approval of the accompanying Resolution 2026-01, which provides the necessary authorization for the placement of a bond measure request on the May 19, 2026 ballot. The resolution includes the authorization of the Ballot Title, Caption, and Referral Summary, and authorizes staff to draft and submit an Explanatory Statement for the county voters pamphlet. Staff have worked with both legal counsel and public affairs professionals to provide guidance and input on required submissions to ensure the writing is impartial and clear for district voters.

RESOLUTION NO. 2026-01

A RESOLUTION OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE DISTRICT THE QUESTION OF CONTRACTING A GENERAL OBLIGATION BONDED INDEBTEDNESS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$280,000,000 TO FINANCE CAPITAL COSTS; DECLARING INTENT TO REIMBURSE EXPENDITURES; AND RELATED MATTERS.

WHEREAS, the Board of Directors of Tualatin Hills Park & Recreation District, Washington County, Oregon, a park and recreation district under Oregon Revised Statutes (“ORS”) Chapter 266 (the “District”), has determined that it will benefit the District to obtain the authority to finance capital costs of the District, as described in the Notice of Measure Election attached hereto as Exhibit A and to pay bond issuance costs (collectively, the “Project”); and

WHEREAS, ORS Sections 266.480-266.512 and the Oregon Constitution authorize the District, subject to voter approval, to issue general obligation bonds to finance the costs of the Project upon approval by the electors of the District; and

WHEREAS, ORS 266.512 limits the amount of general obligation bonds outstanding any one time to two and one-half percent of the real market value of all taxable property of the District and the Bonds will not cause the District to exceed this limit; and

WHEREAS, the District anticipates incurring expenditures (the “Expenditures”) to finance the cost of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make on the Project from the proceeds of the Bonds.

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

1. A measure election is hereby called for the purpose of submitting to the electors of the District the question of contracting a general obligation bonded indebtedness in the name of the District in an amount not to exceed \$280,000,000 (the “Bonds”). Bond proceeds will be used to finance the Project and pay bond issuance costs. The Bonds shall mature over a period of not more than 20 years from the date of issue and may be issued in one or more series.

2. The measure election hereby called shall be held in the District on May 19, 2026. The election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

3. The District authorizes the General Manager or Finance Director, or their designee, as the authorized representative (the “Authorized Representative”) to act on behalf of the District, to submit the final ballot title and explanatory statement, if any, and to take such further action as is necessary or desirable to carry out the intent and purposes herein in compliance with the applicable provisions of law.

4. The Authorized Representative shall cause to be delivered to the Elections Official of Washington County, Oregon, the Notice of Measure Election (the “Notice”) in substantially the form

attached hereto as Exhibit A, with such changes as are approved and filed by the Authorized Representative as follows:

- a. Not later than February 27, 2026 (81 days prior to the election date) for publication of notice by Washington County on Form SEL 805; and
- b. Not sooner than after completion of the ballot title challenge process provided in the Secretary of State's Referral Manual and not later than March 19, 2026 (61 days prior to the election date) on Form SEL 803.

5. The Authorized Representative shall cause to be delivered to the Elections Official of Washington County, Oregon, an Explanatory Statement if Washington County prepares a voters' pamphlet for the May 19, 2026 election, which shall be approved and filed by the Authorized Representative at the time of filing Form SEL 803 pursuant to paragraph 4.b. above.

6. The District hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse its general fund with the proceeds of the Bonds for any of the Expenditures incurred by it prior to the issuance of the Bonds.

7. The Board of Directors hereby ratifies, approves and confirms all actions heretofore taken by the District officers and officials in furtherance of the Bonds and the Project authorized herein.

8. This resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of Directors of Tualatin Hills Park & Recreation District, Washington County, Oregon, this 14th day of January 2026.

**TUALATIN HILLS PARK & RECREATION DISTRICT
WASHINGTON COUNTY, OREGON**

By: _____
Alfredo Moreno, President

ATTEST:

By: _____
Miles Palacios, Secretary

EXHIBIT A

NOTICE OF MEASURE ELECTION

Caption (10 words MAX):

Bonds to Repair Facilities, Improve Safety, Parks, Trails, Natural Areas

Question (20 words MAX):

Shall District improve safety, parks, trails, natural areas; repair facilities, issue \$280,000,000 bonds, projected to maintain previously estimated tax rate? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

Summary (175 words MAX):

This measure would primarily fund restoring park equipment, trails, and recreation facilities within Tualatin Hills Park & Recreation District; improve safety and accessibility; protect natural areas; focus on maintaining existing assets throughout district.

Bonds would finance capital costs, including:

Repair and Update Parks, Trails, and Facilities; Protect Natural Areas

Repair parks, trails, recreation centers, sports fields, courts, pools, equipment, and protect natural areas. A portion of funds would be for targeted land acquisition and updated amenities.

Improve Safety and Accessibility

Address safety and accessibility concerns, upgrade lighting, replace aging security and fire suppression systems.

Infrastructure Improvements

Replace roofs, heating/ cooling systems, energy efficiency improvements, building infrastructure.

In 2008, voters approved a bond measure. This levy is timed to begin after the previous measure levy ends. THPRD estimates the rate to be \$0.37/ \$1,000 assessed value, the same rate that was targeted in 2008. Actual levy rates vary based on final interest rates and property value changes.

Bonds may be issued in multiple series, maturing within 20 years from issuance. Community oversight, regular audits required.



MEMORANDUM

DATE: December 23, 2025
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: **General Manager's Report**

Elsie Stuhr Day

Staff will share a recap of the activities from the annual Elsie Stuhr Day celebration held on December 12. This was a special year as we were celebrating Elsie's birthday, the 50th Anniversary of the Elsie Stuhr Center, and 70 years of THPRD. Staff will also share a summary of the information collected during the visioning sessions where patrons were invited to share their ideas for the future of the center.

Upcoming Events

Date	Event Name	Time	Location
1/2	New Year's Dance (55+)	2 – 4pm	Elsie Stuhr Center
1/9	Dive-in Movie	6 – 8:30pm	Conestoga Recreation & Aquatic Center
1/10	Glow-in-the-Dark Pickleball	5 – 7pm	Babette Horenstein Tennis Center
1/19	Martin Luther King, Jr. Day of Service	9am – 12:30pm	Schiffler Park
1/28	Virtual Preschool Open House	5:30pm	THNC, CRAC, CHRC
2/5	Tumble Tots Valentine's Day	9am – 12pm	Garden Home Recreation Center
2/25	Portland Opera Preview Performance	12 – 1pm	Jenkins Estate
2/28	Lunar New Year Celebration	4 – 9pm	Garden Home Recreation Center



MEMORANDUM

DATE: December 28, 2025
TO: Doug Menke, General Manager
FROM: Aisha Panas, Deputy General Manager
RE: 2026 Legislative Session Preview

The Oregon Legislative Assembly will convene for its 2026 Legislative Session in early February. Every even-numbered year, the Oregon Legislature meets for a short session, running just five weeks long. As the session begins, bills will be tracked by the park district and through staff's participation on the legislative committees for Oregon Recreation and Park Association and the Special Districts Association of Oregon.

At its September 2024 meeting, the board approved the district's 2025 Legislative Platform, which was used to guide THPRD's legislative consultant in engaging on topics of interest to the district during the session. Deputy General Manager Aisha Panas and the district's state lobbyist Kylie Grunow with Meriwether Strategies will attend the January 14, 2026 board meeting to provide a draft of the 2026 Legislative Platform (Attachment A to this memo), preview topics expected to be addressed during the upcoming session, and receive board comments on high priority items for 2026. Staff expect to return to the board at the February 2026 meeting to ask for approval of the finalized 2026 Legislative Platform.

Action Requested

Board discussion on legislative topics of interest.

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.

DRAFT 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 ~~carbon~~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 ~~drought~~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, ~~air purifiers~~, 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. Work with partners statewide to develop a long-term fix for recreational immunity protections.~~
 - ~~b.~~a. Develop a strategy for annexation of areas within THPRD's ultimate service boundary.
 - ~~c.~~b. Maintain local agency control and authority to implement statewide policies within the context of agency and community needs.
 - ~~d.~~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.