



BOARD OF DIRECTORS MEETING AGENDA

TVF&R Command and Business Operations Center
11945 SW 70th Avenue, Tigard, Oregon
Livestream: <http://www.youtube.com/c/TualatinValleyFireRescue>
Tuesday, September 23, 2025

REGULAR SESSION

I. CALL TO ORDER

II. CONSENT AGENDA *

The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Board President will indicate when it will be discussed in the regular agenda.

- A. Approval of Regular Board Meeting Minutes (August 26, 2025) 5

III. RECOGNITION

- A. Government Finance Officers Association Awards: 11
- Distinguished Budget Presentation Award – FY 2025 – Valerie Colgrove & Andy Smusz
 - Certificate of Achievement for Excellence in Financial Reporting – FY 2024 – Valerie Colgrove & Andy Smusz
 - Award for Outstanding Achievement in Popular Annual Financial Reporting – FY 2024 – Valerie Colgrove & Andy Smusz

IV. PUBLIC PARTICIPATION

V. STAFF PRESENTATION

- A. TVF&R 2022 Bond Update – Valerie Colgrove

VI. FINANCE REPORT

- A. Finance Report (August 2025) – Valerie Colgrove 17
B. Capital Projects Fund 52 – Valerie Colgrove 21

VII. CORRESPONDENCE

VIII. OLD BUSINESS

IX. LOCAL CONTRACT REVIEW BOARD (LCRB)

- A. LCRB Resolution 2025-08 Alternative Contracting Method for Stations 17, 19, 21, 33 – Laura Hitt* 35

X.	NEW BUSINESS	
A.	Purchase Manufactured Homes For Temporary Fire Stations – Laura Hitt*	48
B.	Station 20 Architectural & Engineering Services Contract Change Order – Valerie Colgrove	53
XI.	CHIEF’S REPORT	
A.	Capital Projects Update and Expenditure Summary	55
B.	Station 22 Purchase	60
C.	New Hire Announcements	62
D.	Promotion Announcements	63
E.	Board Workshop Reminder – November 18, 2025	
F.	District Events	
	▪ 911 Events	66
	▪ September Community Events Report	70
XII.	DIRECTORS’ REPORT	
XIII.	ITEMS NOT LISTED IN THE AGENDA	

* Requires Action

CALL TO ORDER

CONSENT AGENDA



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes
Tuesday, August 26, 2025**

**TVF&R Command and Business Operations Center
11945 SW 70th Avenue, Tigard OR 97223**

Livestream: <http://www.youtube.com/c/TualatinValleyFireRescue>

ATTENDANCE

Board Members: Justin Dillingham, Bob Wyffels, Clark Balfour, Randy Lauer, Roy Rogers – in person.

Others present: Valerie Colgrove, Patrick Fale, Chris Hamilton, Alex Haven, Kristen Henderson, Heidi Hicks, Laura Hitt, Laura Jenkins, Victoria Jimenez, Eric Kennedy, Ryan Robinson, Lucy Shipley, Andy Smusz, Marissa Taylor, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney.

REGULAR SESSION

CALL TO ORDER President Dillingham called the Board meeting to order at 3:03 PM.

CONSENT AGENDA

**Director Wyffels moved, seconded by Director Rogers to approve the consent agenda.
The motion passed unanimously.**

RECOGNITION

None.

PUBLIC PARTICIPATION

None.

STAFF PRESENTATION

None.

FINANCE REPORT

Finance Report (July 2025) Chief Financial Officer (CFO) Valerie Colgrove reviewed the finance report for the period ending July 31, 2025. Activity of note includes:

- Beginning fund balances are unaudited but not expected to change.

FINANCE REPORT (continued)

- **The General Fund** ending fund balance is approximately \$49.5 million slightly higher than prior years due to outstanding conflagration reimbursements from the previous fiscal year and beginning fund balances.
- Expenditures year-to-date were at about 7.5% of the budget, under the benchmark of 8.3%, with personnel services at 7.5% and materials/services slightly higher at 9.6% due to the timing of Microsoft licensing renewal and WCCCA quarterly payments.
- All directorates are under their budgeted amount with the exception of the Finance Directorate.
- Our FTE count is at 591 which is under our budgeted FTE of 651.
- **Capital Projects Fund 52** ended with \$56.6 million balance; expenditures included project management services for the training center and Station 67, with capital outlay primarily for Station 62 work.

Discussion arose about the absence of a formal audit committee, with the Board currently serving this function. Suggestions were made to consider establishing a subcommittee for audit purposes.

CORRESPONDENCE

Noted.

OLD BUSINESS

Board Policy Section 4 (Personnel Policy) Director of Organizational Health Lucy Shipley stated that Board Policy Section 4 – Personnel Policy was presented for the first reading at the July 22, 2025 Board of Directors' meeting. At that time, no further revisions were suggested, and the policy is now presented for second reading and Board approval.

Director Wyffels moved, seconded by Director Lauer, to approve the second reading of Board Policy 4, Personnel Policy, by title only. The motion passed unanimously.

Victoria Jimenez gave the second reading of Board Policy 4, Personnel Policy by title only.

NEW BUSINESS

Resolution 2025-07 Removal of Co-Administrator of LOSAP Chief Financial Officer Valerie Colgrove stated that in July 2024, the Board of Directors approved adding her as co-administrator and co-trustee for the District's LOSAP plan. The District has been informed by Fidelity Investments that in order to process this request, the District needs to pass a resolution specifically naming the removal of former CFO Timothy Collier as co-administrator and co-trustee for the District's LOSAP plan. CFO Colgrove presented Resolution 2025-07 for the Board's approval to remove Tim Collier as co-administrator of the LOSAP fund and to complete the administrative requirement for Fidelity Investments.

NEW BUSINESS (continued)

Director Balfour moved, seconded by Director Rogers, to approve Resolution 2025-07 to remove former Chief Financial Officer Timothy Collier as co-administrator of the plan and co-trustee of the trust for the District's LOSAP plan. The motion passed unanimously.

Construction Management Services Extension Director of Logistics Heidi Hicks informed the Board of a contract extension with Turner and Townsend who currently provide professional construction management services to the District. The initial contract was approved on October 2, 2024 for a 12-month term for a total of \$162,650.88. The contract would be extended through June 30, 2026, increasing by a net amount of \$276,522 to support ongoing and new projects like Station 67 in Beaverton. Board Policy 9, Section 9.3 *Purchasing Policy and Procedures* requires District staff to report to the Board whenever a contract amendment exceeds 25% cumulative over the original contract amount of any public contract previously approved by the Board.

Clarification was provided around the services Turner and Townsend provides the District. Staff reminded the Board that Turner and Townsend manage project coordination with contractors, but do not perform resident inspection services or certified payroll review, which remain internal responsibilities.

No motion was proposed. Information only.

CHIEF'S REPORT

Capital Projects Update and Expenditure Summary CFO Valerie Colgrove and Director of Logistics Heidi Hicks provided a joint update on four of the District's bond projects. Areas of note included:

- **Station 20 in Newberg:** Land use submitted; temporary station permit work underway.
 - Year to Date: \$9,000 (1 month into new fiscal year)
 - Project to Date: we have spent \$970,000
- **Station 35 in King City:** Temporary station installed, with finishing work ongoing but not yet ready for occupancy. It is secured and earthquake-tensioned to Category 4 standards.
 - Year to Date: \$31,000
 - Project to Date: we have spent \$1.5 million
- **Station 62 in Aloha:** Land use and permit applications in progress; ground use permit payment made; retaining wall construction anticipated soon.
 - Year to Date: \$116,000
 - Project to Date: we have spent \$1.3 million
- **Station 67:** RFP awarded, with work expected to begin after the appeal period in September
 - Year to Date: \$3,000
 - Project to Date: we have spent \$13,000

CHIEF'S REPORT (Continued)

- **Training Center Administration Building in Sherwood:** Temporary modular units permitting underway.
 - Year to Date: \$52,000
 - Project to Date: we have spent \$400,000

Promotions Announcements Chief Weiss congratulated the following individuals for their recent promotions:

- Aaron Zahrowski was promoted to Captain effective on July 1, 2025.
- Jeramiah Richardson was promoted to Lieutenant effective on July 16, 2025.
- Clete Schmitke was promoted to Lieutenant effective July 16, 2025.
- Timothy Beckman was promoted to Lieutenant effective July 16, 2025.

Retirement Announcements Chief Weiss thanked the following individual for their years of service as he announced their retirement:

- Mark Higley retired from the Facilities Maintenance Technician LME position on July 31, 2025. He served TVF&R for 25 years!

Employee of the Quarter - 2nd Quarter 2025 Chief Weiss recognized Laura Terry, Rachel Bancroft, Emily Klapp, Priscilla Tapparra, Megan Rye, and Beth Tint as Employees of the Quarter – 2nd Quarter 2025 for their leadership in organizing the Portland Metro Fire Camp.

FRI Conference Recap Chief Weiss attended the Fire Rescue International conference in Orlando, Florida this summer. Leadership changes at the Western Fire Chiefs Association (WFCA) were noted including Chief Weiss announcement of being voted as the Vice President of the WFCA.

Recruit Academy 25-02 Chief Weiss noted the current enrollment of 19 recruits in training including several legacy family members. On August 4, 2025, the District welcomed 15 EMTs, 4 paramedics, and 1 recruit returning from an injury.

Conflagration Update Chief Weiss provided a report on the deployment to the Flat Fire in Deschutes County with commendations for personnel involved.

District Events Chief Weiss provided the following updates:

- The August Community Events Report was presented.
- Chief Weiss shared a story about a PulsePoint verified responder successfully assisting a cardiac arrest patient, highlighting the District's community impact and a book that was written about the incident.

DIRECTORS' REPORT

Director Wyffels shared history of the tradition of wearing Hawaiian shirts for the August meeting, emphasizing the lighter side of the board culture. Director Balfour reported on recent meetings attended related to school district bond issues, local economic development,

DIRECTORS' REPORT (continued)

and importance of including special service districts in community discussions. Director Rogers discussed WCCCA membership fee structure struggles including perceived inequities affecting smaller cities with recent increases to fees. Encouraged strategic planning workshops and inquired about the timing. President Dillingham confirmed November 18 workshop planned. Director Wyffels shared anecdotal experience with an electric garbage truck at Pride, raising questions about new technology adoption including electric fire engines and operational challenges related to electrical fires. Chief noted that electric fire engine feasibility remains under review pending cost and effectiveness data.

ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURNMENT

Director Wyffels moved, seconded by Director Lauer, to adjourn the regular meeting. Motion carried unanimously.

There being no further business to come before the Board, President Dillingham adjourned the meeting at 3:53 p.m.

APPROVED on September 23, 2025

Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez

RECOGNITION



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Tualatin Valley Fire and Rescue
A Rural Fire Protection District
Oregon**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morill

Executive Director



Government Finance Officers Association

Award for
Outstanding
Achievement in
Popular Annual
Financial Reporting

Presented to

**Tualatin Valley Fire and Rescue,
A Rural Fire Protection District
Oregon**

For its Annual Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morrill

Executive Director/CEO



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Tualatin Valley Fire and Rescue
A Rural Fire Protection District
Oregon**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morill

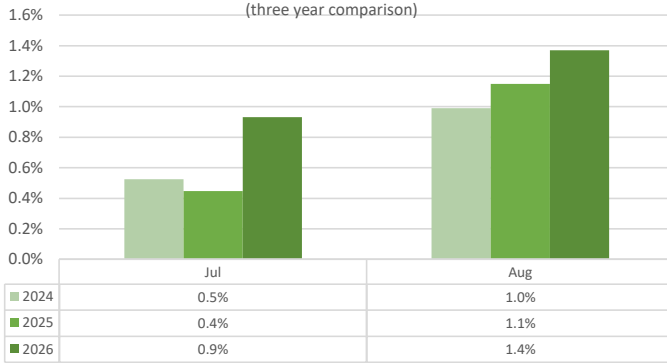
Executive Director/CEO

PUBLIC PARTICIPATION

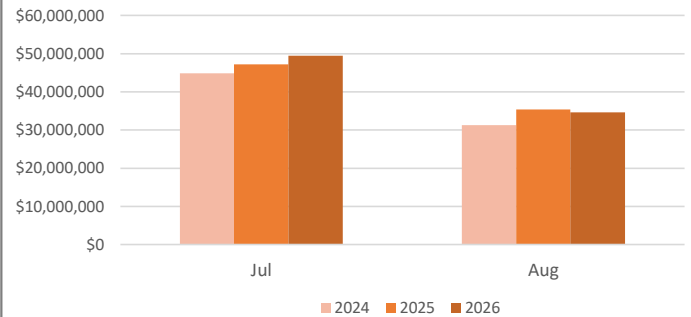
STAFF PRESENTATION

FINANCE REPORT

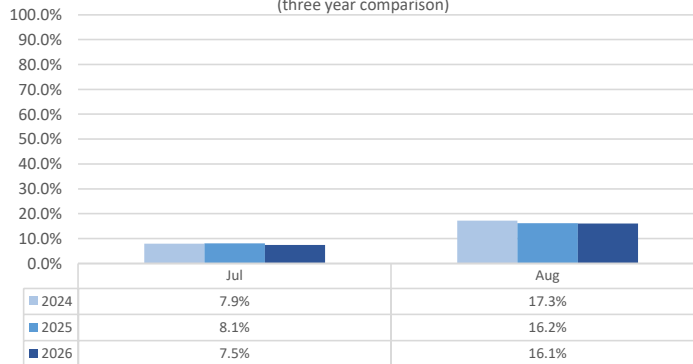
Percent Revenue to Budget by Month
General Fund
(three year comparison)



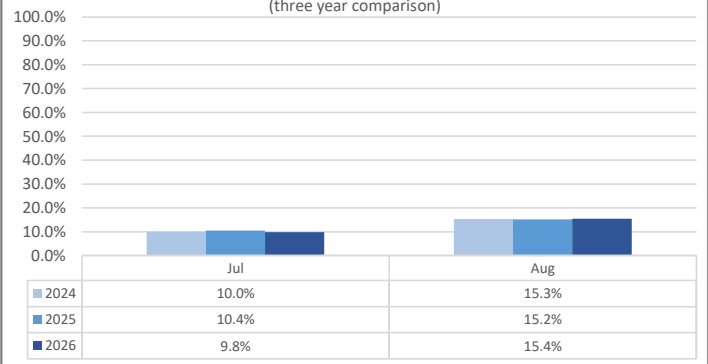
Ending Fund Balance by Month
General Fund
(three year comparison)



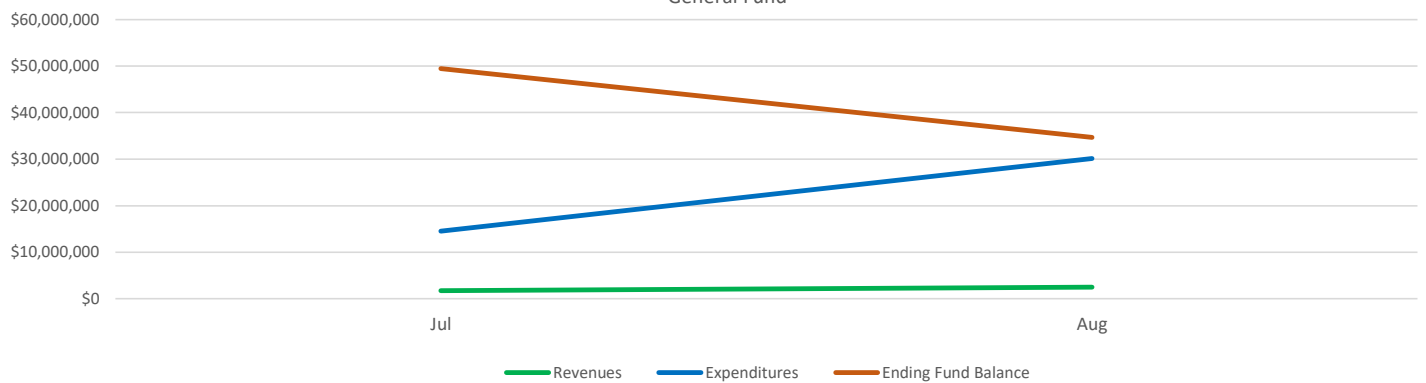
Percent Personnel Services to Budget by Month
General Fund
(three year comparison)



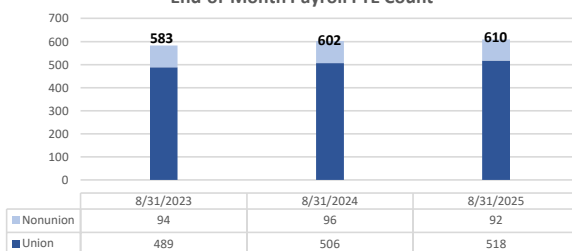
Percent Materials and Services to Budget by Month
General Fund
(three year comparison)



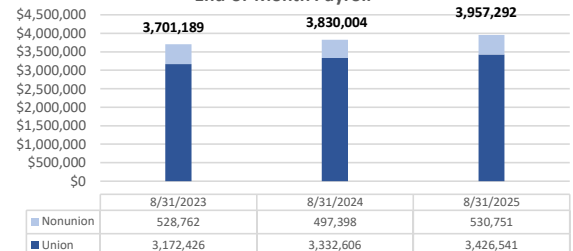
2024-25 Revenues, Expenditures and Ending Fund Balance by Month
General Fund



End-of-Month Payroll FTE Count



End-of-Month Payroll





Condensed Statement of Budget vs
Sources and Uses of Funds
For the Period Ended August 31

GENERAL
FUND 10

Benchmark: 16.67%

	2025-26				2024-25	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
GENERAL FUND						
Sources of Funds						
Beginning Fund Balance	\$ 62,854,823	\$ 61,597,574 *	\$ (1,257,249)	98.00%	\$ 60,434,290	113.24%
Property Tax Current	171,619,422	-	(171,619,422)	0.00%	-	0.00%
Property Tax-Prior Years	1,068,000	-	(1,068,000)	0.00%	-	0.00%
Tax In Lieu Of Property Tax	120,000	340	(119,660)	0.28%	-	0.00%
Forest Revenue	200,000	-	(200,000)	0.00%	-	0.00%
Investment Earnings	2,533,000	466,654	(2,066,346)	18.42%	536,614	27.66%
Charges for Services	4,935,096	1,752,948 ⁽¹⁾	(3,182,148)	35.52%	1,078,838	21.46%
Rental Revenue	77,900	24,495	(53,405)	31.44%	19,546	25.09%
Insurance Refunds	500,000	89,338	(410,662)	17.87%	60,082	12.02%
Other Revenue	417,500	152,888	(264,612)	36.62%	119,918	36.69%
Total Revenues	181,470,918	2,486,663	(178,984,255)	1.37%	1,814,998	1.15%
Total Available Resources	\$ 244,325,741	\$ 64,084,237	\$ (180,241,504)	26.23%	\$ 62,249,288	29.56%
Uses of Funds						
Personnel Services	\$ 167,213,268	\$ 26,899,238	\$ 140,314,030	16.09%	\$ 24,183,188	16.18%
Materials & Services	20,893,773	3,223,969	17,669,803	15.43%	2,701,659	15.21%
Transfer To Other Funds	4,011,000	1,724	4,009,276	0.04%	1,657	0.08%
Contingency	2,000,000	-	2,000,000	0.00%	-	0.00%
Total Expenditures	194,118,041	30,124,932	163,993,109	15.52%	26,886,505	15.52%
Ending Fund Balance	\$ 50,207,700	\$ 33,959,305 ⁽²⁾	\$ (16,248,395)	67.64%	\$ 35,362,783	94.78%

* Preliminary, unaudited

⁽¹⁾ Includes:

	2025-26	2024-25
Newberg Transport:	\$551K	\$508K
Other Medical Transport:	\$76K	\$154K
Conflagration & Deployment Claims:	\$1,072K	\$408K

⁽²⁾ Includes \$3M in assigned fund balance for the PERS reserve



Condensed Statement of Budget vs
Sources and Uses of Funds
For the Period Ended August 31

GENERAL
FUND 10

Benchmark: 16.67%

GENERAL FUND	2025-26			2024-25	
	Original Budget	Y-T-D Actual	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
Command Directorate					
Personnel Services					
Board of Directors	\$ -	\$ -	0.00%	\$ -	0.00%
Civil Service	324,917	9,177	2.82%	14,431	4.14%
Fire Chief's Office	3,111,996	394,667	12.68%	404,622	13.67%
Total Personnel Services	3,436,913	403,844	11.75%	419,054	12.67%
Materials and Services					
Board of Directors	75,450	7,476	9.91%	3,486	2.30%
Civil Service	97,143	3,652	3.76%	15,852	23.27%
Fire Chief's Office	856,290	69,635	8.13%	88,294	10.62%
Total Materials and Services	1,028,883	80,763	7.85%	107,631	10.24%
Total Command Directorate	\$ 4,465,796	\$ 484,607	10.85%	\$ 526,685	12.08%
Business Directorate					
Personnel Services					
Logistics	\$ 1,642,778	\$ 147,888	9.00%	\$ 168,136	13.25%
Supply	1,511,118	234,971	15.55%	205,220	14.18%
Organizational Health	2,480,934	348,830	14.06%	289,760	6.34%
Occupational Health and Wellness	1,188,551	150,781	12.69%	141,055	12.79%
Business Strategy	1,587,019	208,633	13.15%	180,293	16.09%
Fleet Maintenance	2,345,633	354,536	15.11%	285,765	14.66%
Facilities Maintenance	1,508,582	258,388 ⁽¹⁾	17.13%	231,345	15.58%
Total Personnel Services	12,264,615	1,704,027	13.89%	1,501,575	11.60%
Materials and Services					
Logistics	1,820,076	197,761	10.87%	193,367	14.18%
Supply	2,944,962	481,295	16.34%	357,214	14.58%
Organizational Health	651,057	47,391	7.28%	43,490	4.46%
Occupational Health and Wellness	744,636	114,936	15.44%	98,818	13.67%
Business Strategy	111,025	2,987	2.69%	3,235	2.99%
Fleet Maintenance	1,175,572	181,112	15.41%	133,977	11.97%
Facilities Maintenance	1,253,945	162,792	12.98%	142,084	16.35%
Total Materials and Services	8,701,273	1,188,274	13.66%	972,185	12.78%
Total Business Directorate	\$ 20,965,888	\$ 2,892,302	13.80%	\$ 2,473,759	12.04%
Finance Directorate					
Personnel Services					
Finance	\$ 2,527,260	\$ 380,551	15.06%	\$ 357,327	15.40%
Information Technology	2,346,066	327,196	13.95%	297,681	15.76%
Communications	603,399	96,841	16.05%	91,331	15.85%
Total Personnel Services	5,476,725	804,588	14.69%	746,339	15.59%
Materials and Services					
Finance	1,210,260	26,281	2.17%	29,725	2.46%
Information Technology	3,259,014	798,042 ⁽²⁾	24.49%	539,400	21.07%
Communications	3,249,362	761,930 ⁽³⁾	23.45%	684,539	22.76%
Total Materials and Services	7,718,636	1,586,253	20.55%	1,253,664	18.50%
Total Finance Directorate	\$ 13,195,361	\$ 2,390,841	18.12%	\$ 2,000,003	17.30%

⁽¹⁾ Overage due to timing of overtime.

⁽²⁾ Overage due to annual software license renewals due early in fiscal year.

⁽³⁾ Overage due to quarterly WCCCA membership fee.



Condensed Statement of Budget vs
Sources and Uses of Funds
For the Period Ended August 31

GENERAL
FUND 10

Benchmark: 16.67%

GENERAL FUND	2025-26			2024-25	
	Original Budget	Y-T-D Actual	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
Operations Directorate					
Personnel Services					
Operations Admin	\$ 7,065,047	\$ 1,440,674 ⁽¹⁾	20.39%	\$ 1,581,552	30.39%
Relief Pool Personnel	22,334,260	3,094,981	13.86%	2,466,520	15.84%
Stations / Specialty Teams	98,739,917	16,868,493 ⁽²⁾	17.08%	15,315,573	16.53%
Emergency Management	246,650	36,396	14.76%	32,182	14.10%
Incident Management Team	223,378	31,192	13.96%	26,505	12.48%
EMS	2,056,947	313,321	15.23%	280,048	13.92%
Training	3,629,561	470,163	12.95%	376,533	11.21%
Recruits	3,788,422	544,679	14.38%	448,869	9.74%
Volunteers / Chaplains	46,200	371	0.80%	318	0.62%
Total Personnel Services	138,130,382	22,800,269	16.51%	20,528,100	16.57%
Materials and Services					
Operations Admin	142,816	16,991	11.90%	20,184	21.91%
Relief Pool Personnel	575	-	0.00%	120	21.51%
Stations / Specialty Teams	1,741,612	249,388	14.32%	226,599	17.93%
Emergency Management	38,204	673	1.76%	-	0.00%
Incident Management Team	3,160	-	0.00%	-	0.00%
EMS	435,645	17,898	4.11%	28,601	7.39%
Training	402,165	27,738	6.90%	18,906	6.03%
Recruits	127,828	10,072	7.88%	20,613	16.99%
Volunteers / Chaplains	99,980	8,909	8.91%	19,898	12.72%
Total Materials and Services	2,991,985	331,669	11.09%	334,920	14.10%
Total Operations Directorate	\$ 141,122,367	\$ 23,131,938	16.39%	\$ 20,863,020	16.52%
Strategic Services Directorate					
Personnel Services					
Fire and Life Safety	\$ 4,865,819	\$ 783,718	16.11%	\$ 634,577	14.31%
Government Affairs	1,896,730	223,257	11.77%	296,121	14.82%
Community Risk Reduction	735,688	116,001	15.77%	-	0.00%
Media Services	406,396	63,534	15.63%	57,425	15.15%
Total Personnel Services	7,904,633	1,186,510	15.01%	988,122	14.51%
Materials and Services					
Fire and Life Safety	90,081	4,487	4.98%	10,222	11.40%
Government Affairs	242,641	10,349	4.27%	15,083	5.32%
Community Risk Reduction	46,954	11,299 ⁽³⁾	24.06%	-	0.00%
Media Services	73,320	10,874	14.83%	7,954	18.16%
Total Materials and Services	452,996	37,010	8.17%	33,259	7.97%
Total Strategic Services Directorate	\$ 8,357,629	\$ 1,223,520	14.64%	\$ 1,021,381	14.13%
District Non-Organizational					
Transfers	\$ 4,011,000	\$ 1,724	0.04%	\$ 1,657	0.08%
Contingency	2,000,000	-	0.00%	-	0.00%
Total	\$ 6,011,000	\$ 1,724	0.03%	\$ 1,657	0.03%

⁽¹⁾ Includes \$438k of conflagration deployment costs.

⁽²⁾ Overage due to timing of vacation relief overtime.

⁽³⁾ Overage due to timing of purchase of community education materials.



Condensed Statement of Budget vs
Sources and Uses of Funds
For the Period Ended August 31

CAPITAL PROJECTS
FUND 52

Benchmark: 16.67%

	2025-26				2024-25	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
CAPITAL PROJECTS FUND						
Sources of Funds						
Beginning Fund Balance	\$ 55,490,350	\$ 56,070,761 *	\$ 580,411	101.05%	\$ 57,031,437	100.00%
Investment Earnings	1,000,000	402,220	(597,780)	40.22%	502,908	0.00%
Miscellaneous Revenue	-	-	-	0.00%	-	0.00%
Total Revenues	1,000,000	402,220	(597,780)	40.22%	502,908	0.00%
Total Available Resources	\$ 56,490,350	\$ 56,472,981	\$ (17,369)	99.97%	\$ 57,534,345	0.00%
Uses of Funds						
Personnel Services	\$ -	\$ 110 ⁽¹⁾	(110)	100.00%	\$ -	0.00%
Materials & Services	505,000	8,284	496,716	1.64%	53,008	0.00%
Capital Outlay	50,807,000	314,189	50,492,811	0.62%	120,502	0.00%
Contingency	2,750,000	-	2,750,000	0.00%	-	0.00%
Total Expenditures	54,062,000	322,584	53,739,416	0.60%	173,510	0.32%
Ending Fund Balance	\$ 2,428,350	\$ 56,150,397	\$ 53,722,047	2312.29%	\$ 57,360,835	0.00%

* Preliminary, unaudited

⁽¹⁾ Budget is in compliance; appropriated at Fund level. Includes costs for Capital Projects Coordinator, Management, and Committees

2022 Bond Issuance Expenditures Include:

	Project-to-Date
2022 Bond Program General	\$ 336,273
Station 19 Midway	\$ 93,045
Station 20 Newberg	\$ 1,273,641
Station 21 Newberg	\$ 57,103
Station 35 King City	\$ 1,760,403
Station 62 Aloha	\$ 1,294,652
Station 67 Beaverton	\$ 16,173
Training Center	\$ 405,973
Bond Apparatus	\$ 5,781,891

CORRESPONDENCE

TVFR - Commendation

President Dillingham and Board of Directors,

I am a resident of Sisters, Oregon and my home was in the direct path of the recent Flat Fire.

I pen this email not as an ordinary civilian but as your former Fire Chief, President of the International Fire Chiefs and both President and Executive Director of the Western Fire Chiefs who's mission encompasses wildfire.

First, the entire coordinated fire attack on the Flat Fire was the best I've ever witnessed. Interagency cooperation was without blemish, integration of structural, ground and air operations was worthy of a case study and I cannot offer higher compliments to the entire operation.

The Office of State Marshal deploys structural protection task forces during conflagrations of which TVFR participates. Under the command of State Fire Marshal Mariana Ruiz-Temple, these structural protection task forces have become refined into an efficient fire fighting force. This was not always the case!

Worthy of specific mention is TVF&R Battalion Chief Ian Yocum who's leadership in the structural defense operation is worthy of recognition and commendation. There are many homes who owe their survival to the crews under the command of Chief Yocum.

It's not comfortable being on the civilian side of a wildfire headed directly toward your home... I far prefer command. However, I couldn't be more proud of TVFR and their collective performance on this fire. Please pass along my compliments to all the personnel who worked this fire. Chief Weiss and the Board of Directors are to be commended for deploying such well trained and capable professionals. I knew to my core that if the fire approached my home, it would be face a wall of TVFR engines and personnel! Thank you.

Regards,

Jeff Johnson

Jeffrey D. Johnson, Chief (Ret.) - Tualatin Valley Fire and Rescue &
Western Fire Chiefs, Chief Emeritus

August 25, 2025

To the paramedics on duty
the morning of August 15, 2025,

To those of you who
responded to my son's
overdose on Sierra Vista
that morning, thank
you. I don't remember
a whole lot of that
morning, but I do
remember your attentive
care of him and the
wonder I had that you
would do all you could
for his benefit. As his

parents we were terrified
but we could also see
that he was in
trustworthy hands.
Your care during such
a scary time will
stay with me forever.
Thank you so much.

LA 111, OR RPDC 972

27 AUG 2025 PM 5 L

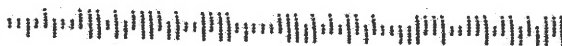


1775 ★



Newberg Paramedics
414 E 2nd Street
Newberg, OR 97132

attn: paramedics on duty the morning of
August 15, 2025



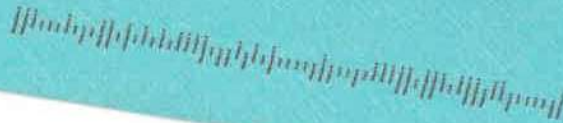


PORTLAND OR 972
17 JUL 2025 PM 6 L



TUALATIN VALLEY FIRE & RESCUE
11945 SW 70TH AVE
TIGARD, OR 97223

97223-656645





AWKWARD HUG!

SERIOUSLY, THANK YOU SO MUCH.

Every time you're on a call you have the ability to change a life and that extends to their family and friends!

Thank you for your dedication to your training and being calm in stressful health situations.

Sincerely,



Tualatin Valley Fire & Rescue,

All of the EMT's, Firemen, Gurney grabbers,
Ambulance Drivers and anyone else who participated.

Our thanks to all of you who assisted with carting
me from Prov. Quick Care in Canby to Meridian Park
MC on the Forth of July. Without your quick and
calm care Miss and I might not have been able
to celebrate our 52nd Anniversary on July 7th.

And, oh yeah, thank whomever for the great wax job
to the left side of my chest.

MPMC took me in, stripped me, prepped me, shaved
me, poked me and shoved a stent in the one bad
coronary artery and sent me packing the very next
day.

So, thank you all. It couldn't get done and done so
well without you.

May God Bless you All,

Dear Paramedics

Thank you so much for
all your help. Thank you
for comforting me in
the ambulance. I was
diagnosed with benign rolandic
epilepsy (BRE). I feel
all better. Here is
a sticker I made for
you. Thanks for all
the "stickers" you gave me.

from



This is regarding Inc# 2025-0093859, an EMS call to a young citizen's home on 8/10/25. She really appreciates the care and stickers the crews gave her.

Responding Units

Car 53: Charles Boyle

E35: Clete Schmitke, Bryan Brown, Rebekah Farrell, and Kaden Reidhead



Dear Firefighters,

Thank you so much
for helping me. I was
diagnosed with benign
rolandic epilepsy (BRE).
Your help was the best.
I feel all better. Here
is a sticker I made
from you. Thanks for all
the "stickers" you gave me.
from ☺

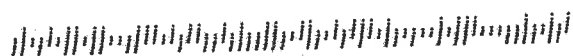
PORTLAND OR RPDC 972
3 SEP 2025 PM 2 L



Tualatin Valley Fire + Rescue
11945 SW 70th Ave
Tigard, OR 97223



223-856645



Comments of Appreciation

Engine 59

LT Whitmire, AO Roley, FF Dubler, FF Duffield

A thank you message was received from citizen Matthew Vaughn for the response to Inc# 2025-0084756, a brush fire at his home on 7/20. Vaughn writes, “Your crew responded to a small mulch fire at my home last night. The crew was great and quickly took care of the problem. I'm so grateful. What a great team you have and the Vaughan family thanks you all!”

Engine 66

CA Bureker, AO Meuser, FF Carpenter, FF Jones

Car 5

BC Mitchael

Chaplain Yarnell

A message of appreciation was received from citizen Nichole Sather for the caring response provided during Inc# 2025-0083211, a cardiac arrest call to her family's home on 7/17/25. Sather writes, “I just wanted to send a thank you to the TVFR team that came to my house on 7/17 at around 9:45am. Their quick response and kindness were so comforting when I was so alone and felt so lost while trying to save my mom. I wish I remembered anyone's name, but I was in shock. There was a female TVFR member that contacted my husband so I wouldn't be left alone to process what was happening. I so appreciated that. All of the TVFR members were kind and compassionate. Thank you for all that you do.”

Comments of Appreciation

Car 7 BC Mitchael

Engine 20 CA Zahrowski, AO Tish, FF Traff, FF Christenson

We received notice that the Mayor of Yamhill called to thank TVFR for their assistance with a multi-alarm brush fire that occurred on 8/5/2025 near mile post 30 around 6:18pm.

TVFR did not help with fire attack, but Station 20 did assist Yamhill by moving up to cover their station, Inc# 2025-0091889.

Engine 64 LT Richardson, AO Hermansen, FF Fern, FF Klapp

A thank you message was received from Citizen Michael Scoles, thanking crews for their response to Inc# 2025-0095433. The fall call took place on a freeway on 8/13/25 and involved his family member. He is very appreciative of the care the crew provided. Scholes writes, I want to thank the guys from yesterday on Hwy 26 3:30 - 4:15pm. You helped my dad and if it weren't for you, he wouldn't be here. He had major brain bleeding, and I thank you for saving my dad."

Comments of Appreciation

Car 34 FF Keaton

Engine 34 AO Dueker, FF Atkinson, FF Lundebly, FF Lemon

Engine 35 LT Lawrence, AO Ward, FF King, FF Gastelum-Plata

We received a thank you note from Citizen Melissa Ryan who recently performed bystander CPR on the patient associated with Inc# 2025-0101314 called and commended the responding crews. This was for a cardiac call at the Tualatin Country Club on 8/26/2025. Although Melissa is still a little shaken up by the incident, she shared that the TVFR units on the scene were excellent, quick, and did a phenomenal job.

Rescue 54 LT Sorenson, FF Hambley

A thank you message was received by citizen Susan Pellicano for the response to Inc# 2025-0104864. This was a cardiac call to her home on 9/3/2025. She appreciates the crew's lifesaving actions. She writes, "I called 911 on 9/3/25 approximately 9:00 pm. Station 54 A shift. I was transported to Meridian Park Hospital. Heart attack and stent within an hour of arrival. I could not find my ID but found it in a cupboard at home after I was discharged. I have no idea how it got there. Many thanks for the good care by the paramedics. I'm very lucky to be alive! I am so grateful!"

OLD BUSINESS

LOCAL CONTRACT REVIEW BOARD

AGENDA ITEM

Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	LCRB Resolution 2025-08 Progressive Design-Build Public Improvement Exemption Request	FOR AGENDA OF:	September 23, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Logistics
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	September 15, 2025
EXHIBITS:	LCRB Resolution 2025-08 Staff Report	CLEARANCES:	Fire Chief's Office

BUDGET IMPACT

EXPENDITURE REQUIRED: \$0	AMOUNT BUDGETED: \$0	APPROPRIATION REQUIRED: \$0
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BACKGROUND:

The District plans to remodel Fire Station 17 (North Plains) and 19 (Midway), remodel and expand Fire Station 21 (Newberg), and rebuild Fire Station 33 (Sherwood), to modernize each facility and improve operational capacity, efficiency, personnel living conditions, and safety for personnel assigned there

Based on statute, public improvement contracts in Oregon are generally awarded to the contractor who submits the lowest responsive bid. However, Oregon Revised Statutes Chapter 279C.335(2) allows an agency's Local Contract Review Board (LCRB) to exempt specific public improvement projects from the standard low-bid requirement when it is determined that an alternative contracting method would better serve the public interest.

Staff recommends that the TVF&R LCRB approve the staff report findings to exempt the Fire Stations 17, 19, 21 and 33 public improvement projects from the low-bid process and instead utilize the progressive design-build delivery method. Under this approach, the District will issue a series of competitive Request for Proposals (RFP) to select a design-build team, consisting of both a general contractor and an architect, under a single contract, to collaboratively design and construct each of the project. The selection process will utilize a best value approach and this method of project delivery will result in enhanced collaboration between the District and design and construction teams.

Staff followed all due diligence necessary for this exemption, and no public testimony was received.

RECOMMENDED ACTION:

Discussion and approval of LCRB Resolution 2025-08 authorizing the use of the progressive design-build alternative contracting method for Fire Stations 17, 19, 21 and 33 improvement remodel and expansion projects.

PROPOSED MOTION:

“I move to approve LCRB Resolution 2025-08 as recommended”

STAFF REPORT

DRAFT FINDINGS IN SUPPORT OF AN EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS AND THE USE OF DESIGN BUILD CONTRACTING METHOD FOR A CLASS PUBLIC IMPROVEMENT CONTRACTS:

STATION 17: REMODEL
STATION 19: REMODEL
STATION 21: REMODEL, EXPANSION
STATION 33: REBUILD

Oregon Revised Statutes (“ORS”) Chapter 279C.335 requires that all public improvement contracts be based on competitive bids (traditional design-bid-build). However, the Tualatin Valley Fire & Rescue (TVF&R) Local Contract Review Board (“LCRB”) may exempt a class of public improvement contracts from the ORS 279C.335 requirement upon approval of findings where:

- (a) The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
- (b) Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency.

The following findings of fact support exempting a class of construction projects (the “Project Class”) from competitive sealed bidding and deliver the Project Class through the Progressive Design-Build (“PDB”) alternative delivery method to design and construct the Project Class. If approved, TVF&R intends to issue a competitive Request for Proposal (“RFP”) for each project within the Project Class to select a progressive design-build team as permitted by ORS 279C.335(2) and TVF&R’s LCRB Rules.

I. Nature of the Project Class:

TVF&R is initiating the planning phase for significant structural modifications for four fire stations, including various remodel, expansion, and rebuild plans, which similarly aims to enhance operational capacity, personnel living conditions, and safety standards through targeted upgrades and extensions. The four stations that make up the Project Class are:

Station Number:	Station Name:	Address:	City:	Zipcode:
Fire Station 17	North Plains	31370 NW Commercial St	North Plains	97133
Fire Station 19	Midway	15200 SW Midway Rd	Hillsboro	97123
Fire Station 21	Springbrook	3100 Meddlebrokk Dr	Newberg	97132
Fire Station 33	Sherwood	15440 SW Oregon St	Sherwood	97140

The determination that the four station construction projects are a suitable class was completed by TVF&R staff, and based on the shared common characteristics of each individual project. Exhibit

A is provided to display and summarize the characteristics supporting the class determination.

II. About the Progressive Design-Build Delivery Method:

Progressive Design-Build is a variation on the Design-Build delivery method that allows for greater collaboration and flexibility during the design phase. In a PDB project, the public owner first selects a design-build team through a competitive, qualifications-based RFP. The design-build team starts with a preliminary design and continues to develop and refine the design in collaboration with the owner until a Guaranteed Maximum Price (“GMP”) is provided by the design-build team. If the GMP is accepted by the owner, Notice to Proceed may be given and construction can commence. If the GMP is not acceptable, the owner may take an “off-ramp” and not proceed with construction or, they may work with the design-build team to revise the GMP to an acceptable price.

Key features of a Progressive Design-Build project include:

- **Phased Design:** The design phase is conducted in multiple phases that *progresses* from the initial design for construction and allows for ongoing adjustments and improvements.
- **Collaborative Process:** The owner has more input during the design phase, and the design-build team can incorporate changes based on evolving needs and preferences.
- **Flexibility:** PDB projects are more adaptable to changes and unforeseen issues that may arise during construction due to the ongoing collaboration between the owner, architect, and general contractor.

The primary difference between Design Bid Build (DBB) and Progressive Design Build (PDB) approaches lies in the degree of collaboration and flexibility provided during design. DBB follows a sequential approach, with a clear design phase followed by construction, while PDB allows for an iterative design throughout the whole process, which includes collaboration between the owner, the design team, and the construction team. The provision of early construction work and early procurement of long-lead equipment and construction materials may further expedite the Project delivery schedule.

III. Cost:

The Projects have an estimated total construction cost of:

Station 17: \$6.0 million;
Station 19: \$5.5 million;
Station 21: \$6.5 million;
Station 33: \$14.5 million

IV. Public Notice and Public Hearing:

As required by ORS 279C.335(5)(b) TVF&R staff published notice of the public’s option to request a hearing to provide comments on these draft findings in the September 05, 2025 edition of the *Daily Journal of Commerce*. If requested, a public hearing will be held during the September 23, 2025 TVF&R Board of Directors Meeting

V. Required Legal Findings:

In accordance with ORS Chapter 279C.335(2), the following findings of fact are given in support of this exemption.

A. *The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts.*

Using the PDB method is unlikely to encourage favoritism or substantially diminish competition. This is because the progressive design-build team will be selected through a competitive process open to all qualified contractors. There are many contractors that have performed construction projects of this size, so there would be competitive opportunity for qualified contractors during the solicitation process, notwithstanding the use of the PDB method.

B. *Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the District.*

Pursuant to ORS 279C.335(2)(b)(A)-(N), the LCRB shall consider the following fourteen (14) factors related to substantial cost savings and substantial benefits to TVF&R in order to justify the use of an alternative contracting method:

1. *How many persons are available to bid:*

There are multiple qualified general contractors who can complete the Project(s) in the Pacific Northwest. However, there may be fewer contractors who have experience utilizing PDB to deliver projects. Lack of past PDB experience, however, will not be a disqualifying factor when responding to the RFP. If these findings are approved, a request for proposal will be formally advertised and made available to prospective contractors through public notice in the *Daily Journal of Commerce*. The selection process will be conducted in compliance with the Oregon's Public Contracting Code and TVF&R's LCRB Rules. Contractor selection will be based on qualifications, experience, and past performance, as determined in part by:

- Experience in designing and/or managing construction improvement projects for public safety facilities whose property (not building) is actively occupied by emergency response teams and operational apparatus, and working with local authorities during land use and permitting processes;
- Contractors' project execution plan, including knowledge of lean construction principles, value engineering, target value design, or other innovative approaches that might be utilized to remove waste, reduce construction times, and increase value;
- Experience successfully completing PDB projects, or other alternative contracting projects; and,

The use of multiple criteria, which focus on factors beyond solely experience with PDB projects, will ensure that there are multiple contractors eligible to bid on the Project, and therefore keep costs competitive resulting in cost savings.

2. *The construction budget and the projected operating costs for the completed public improvement*

TVF&R's budget for the class in aggregate is approximately \$32.5 million. Funds will be allocated from TVF&R General Obligation Bonds, Series 2022. Utilizing the PDB method will allow TVF&R to manage costs by carefully screening experienced contracting firms which will significantly affect the project outcome as it relates to schedule and costs. The utilization of the PDB method has been shown, in its use by other agencies in Oregon, that it alleviates financial risk due to minimizing delay and requests for additional work and change orders. It is anticipated that staff will therefore find that reduced risks provide a significant value and overall cost savings.

3. Public benefits that may result from granting the exemption

Providing the PDB exemption will allow a contractor to be hired early in the design development process rather than with a traditional design-bid-build process which will allow greater flexibility for TVF&R to complete the project on time. Creating a project team at the start of the project comprised of the Architect, Owner/TVF&R, and Contractor, through selection of the PDB, creates a more informed, and better quality decision making process; an efficient construction team reduces TVF&R's financial exposure and enhances delivery of the project. The Portland Metro market continues to experience a significant amount of commercial, institutional and industrial construction. Several recently passed bond initiatives by public school districts and college agencies suggest that institutional work will continue. Therefore, Staff finds the use of an alternative contracting method necessary to ensure that a qualified general contractor is retained for these complex projects given the current local market conditions.

4. Whether value engineering techniques may decrease the cost of the public improvement

Under a low-bid selection process, contract negotiations using value engineering may only be used when all bids exceed the project cost estimate. By contrast, under the PDB delivery method, the contractor is to provide ongoing reviews of the architect's designs throughout the design phase. As a result, the contractor's experience and construction knowledge allows for a more constructive design, which will likely result in a decreased cost and an ability to meet TVF&R's budget for the project.

5. The cost and availability of specialized expertise that is necessary for the public improvement

The Projects will require specialized expertise. To ensure a successful design-build project it is essential to have a clear understanding of the architectural requirements and operational needs of a fire station. Key understandings include compliance with risk category IV essential building requirements, navigating land use and permitting processes as it pertains to essential buildings, and optimizing station layouts for operational efficiency as well as familiarity with navigating successful variances for land use, building code, and permitting.

The ability to elevate demonstrated skill and experience as primary criteria for contractor selection is of vital importance and will be utilized in the PDB selection process, unlike a Design-Bid-Build process where the public improvement contract is awarded to the contractor who submits the lowest responsive bid.

As a result, utilizing this exemption will facilitate decision-making where the specialized expertise of contractors and their design teams can be factored in the selection process with the goal of

maximizing value and reducing impacts to TVF&R staff and the public as the result of the construction project.

6. Any likely increases in public safety

The established and continuous need for the uninterrupted services provided by the Projects have made the use of PDB more desirable. PDB will reduce the risk to public safety by shortening the duration of construction-related disruption and bring improvements to the Fire Stations prior to when it would otherwise be delivered in the DBB process. Addressing potential challenges early in the process will facilitate a more efficient construction timeline, allowing both on-site and temporary station crews to return to the essential building as quickly as possible and minimizing disruption to operations and response. Minimizing the timeline to completion is extremely critical in this process.

7. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;

Utilizing PDB for the Projects will allow the contractor to collaborate closely with the project team, ensuring that multiple risk factors are minimized, and the design meets future growth needs and improves the service area for the community. Early planning efforts focused on project phasing, construction staging areas, access corridors, and scheduling will proactively reduce risk to community members who work in the surrounding area. TVF&R's use of alternative contracting methods on past projects demonstrates the importance of forward-thinking planning to ensure that a critical ongoing service to the public will not be interrupted or delayed. The use of the PDB process, along with proactive innovative cost reduction considerations, will reduce risks of cost overruns.

8. Whether granting the exemption will affect the sources of funding for the public improvement;

The Projects will be financed using TVF&R's General Obligation Bonds, Series 2022. The selected PDB team is expected to execute the scope for the Project that will satisfy the allowable uses of this fund. As such, there is no anticipated impact to the funding sources for the Projects on account of the exemption. TVF&R staff will review the proposed scope and GMP to ensure they are within industry normal for this type of construction.

9. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;

The current market conditions include risks associated with a potential economic slowdown, increasing material and labor costs, and supply of workers, amongst others. These factors could negatively impact project schedules, and potentially the budget, due to cost escalation. A PDB approach can mitigate these challenges by allowing for early work packages and early procurement of long-lead items not feasible in a Design-Bid-Build project. This fast-tracking accelerates the project timeline and reduces exposure to inflationary costs. These advantages are generally not achievable with a traditional DBB approach.

10. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement

The Projects will require a high degree of technical knowledge of construction renovation and expansion which will be factored as evaluation criteria when selecting a contractor through the RFP process. Under a traditional DBB process, consideration of a contractor's technical skill and competence is limited to whether the low bidder is deemed "responsible" under Oregon's Public Contracting Code (see ORS Chapter 279C.375(3)(b)). With the PDB method, TVF&R will be able to screen contractors that have the requisite skill to address the size and technical complexity of the public improvement.

11. Whether the public improvement involves new construction or renovates or remodels an existing structure

The Projects scope will be impacting existing structures, with remodels planned for three projects and the demolition and subsequent new construction replacement for the fourth project. The PDB will promote enhanced collaboration between TVF&R and the design-build team leading to faster project delivery for all structures, and the process will allow the contractor to fully understand, plan for, and address the considerations of implementing a construction project in an existing structure for the remodel projects.

12. Whether the public improvement will be occupied or unoccupied during construction

It is anticipated that the project buildings will be unoccupied during construction, however there will be a temporary structure located on/near each property to house the four-member response company and their apparatus.

13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions

The Projects will include multiple phases of design development, establishing a GMP, and construction phase. Staff finds that selecting an experienced contractor through the PDB method will allow TVF&R to benefit from their technical expertise.

14. Whether the contracting agency has, or has retained under contract, and will use contracting agency, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

TVF&R project management and procurement staff have the necessary expertise and experience in a wide range of construction delivery methods, including design-bid-build, design-build, and construction manager/general contractor (CM/GC), to solicit, negotiate, administer, and enforce the terms of the public improvement contract. TVF&R's legal counsel has experience with alternative contracting contracts and TVF&R has an existing relationship with a Construction Project Management team to consult with. As such, use of this method will not increase costs or create other issues for TVF&R.

RECOMMENDATION:

Based on the foregoing evidence, Staff finds that the use of the PDB delivery method for the Projects: (1) is unlikely to encourage favoritism, or substantially diminish competition, in awarding the public improvement contract; and (2) will likely result in substantial cost savings and other substantial benefits to TVF&R.

Staff requests that the LCRB accept these findings and approve Resolution 2025-08 granting an exemption from the competitive bidding process and approving the PDB alternative contracting method for the class of projects, Station 17, Station 19, Station 21, and Station 33.

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EXHIBIT A

PROJECT CLASS CHARACTERISTICS

The table below is provided to display and summarize the characteristics of each individual fire station public improvement project, which was developed by TVF&R staff to assist with the project class determination.

Project Characteristics	Station 17	Station 19	Station 21	Station 33
Description	Comprehensive Remodel	Comprehensive Remodel	Comprehensive Remodel, Expansion	Rebuild
Objectives	Modernize Facility Extend Facility Usable Life Improve Energy Efficiency Enhance Personnel Conditions	Modernize Facility Extend Facility Usable Life Improve Energy Efficiency Enhance Personnel Conditions	Modernize Facility Extend Facility Usable Life Improve Energy Efficiency Enhance Personnel Conditions	Modernize Facility (New) Improve Energy Efficiency Enhance Personnel Conditions
Scope	Upgrade: Structure Mechanical Electrical Life-Safety Systems Modify: Working, Living Space Layout	Upgrade: Structure Mechanical Electrical Life-Safety Systems Modify: Working, Living Space Layout	Upgrade: Structure Mechanical Electrical Life-Safety Systems Modify: Working, Living Space Layout Add square footage	Modernize: Structure Mechanical Electrical Life-Safety Systems Modify: Working, Living Space Layout
Timeframe (est.)	November 2025 - February 2027	November 2025 - February 2027	March 2026 - March 2028	March 2026 - March 2028
Budget	\$6.0M	\$5.5M	\$6.5M	\$14.5M
Priority	Scheduling, Design, Budget	Scheduling, Design, Budget	Scheduling, Design, Budget	Scheduling, Design, Budget

Based on the common characteristics across the projects, staff has determined that applying the same contracting method to all is logical and beneficial.

LCRB RESOLUTION NO. 2025-08

RESOLUTION OF THE LOCAL CONTRACT REVIEW BOARD OF TUALATIN VALLEY FIRE AND RESCUE, A RURAL PROTECTION DISTRICT, AUTHORIZING USE OF AN ALTERNATIVE CONTRACTING METHOD FOR A CLASS OF PUBLIC IMPROVEMENT CONTRCTS

WHEREAS, the District plans to remodel Fire Station 17 (North Plains) and 19 (Midway), remodel and expand Fire Station 21 (Newberg), and rebuild Fire Station 33 (Sherwood), to modernize each facility and improve operational capacity, efficiency, personnel living conditions, and safety for personnel assigned there.

WHEREAS, the District has determined that the four Station public improvement projects are suitable for designation as a class of public improvement projects (the “Projects”) based on the shared common characteristics of each project.

WHEREAS, Oregon Revised Statutes Chapter 279C requires that all public improvement contracts be based on competitive bidding except a public improvement contract that is exempt;

WHEREAS, the District is seeking such exemption to use a progressive design-build alternative contracting method for the Projects to select experienced and qualified entities, through a series of requests for proposals solicitations, with a best-value selection method. This method of contracting will result in an innovative partnership that will require the selected entities to provide the necessary design services and construction work to complete a turnkey project (“Design-Build”);

WHEREAS, the District is seeking an experienced and qualified Design-Build entity to enter into the necessary public improvement contract documents to accomplish the goals of the Projects;

WHEREAS, the Board of Directors of Tualatin Valley Fire and Rescue serves as the Local Contract Review Board (“LCRB”). The LCRB may exempt a class of public improvement contracts from the competitive bidding requirements of ORS 279C.335 after the LCRB takes into consideration any public testimony and approves findings supported by the enclosed Staff Report;

WHEREAS, the LCRB being fully advised with the enclosed staff report, finds as follows:

1. The District previously used the Design-Build contracting method successfully for its Logistics Service Center;
2. The District has determined that undertaking the Design-Build method will result in substantial cost and time savings;

3. The Design-Build alternative contracting method exemption is unlikely to encourage favoritism in awarding a public improvement contract or substantially diminish competition for a public improvement contract, as selection will be made under a best-value, highest experience and most qualified entity approach;
4. The Design-Build program will result in a turnkey facility that:
 - i. meets the needs and requirements of the District;
 - ii. will include the design and construction services necessary;
 - iii. will take account of market realities and modern practices consistent with the public policy of encouraging competition for subcontractor selection in accordance with applicable Oregon Attorney General Model Rules;
5. The final parameters of the contract are those characteristics or specifics announced in the solicitation document; and
6. The District has complied with all notice procedures under ORS 279C.335(5).

NOW, THEREFORE, the LCRB exempts this class of public improvement contracts from the competitive bidding requirements of ORS 279C.335 and authorizes the use of the Design-Build alternative contracting method for Fire Station 17, Fire Station 19, Fire Station 21, and Fire Station 33.

ADOPTED this 23rd day of September 2025.

Justin Dillingham, President

Attest: _____
Clark Balfour, Secretary-Treasurer

NEW BUSINESS

AGENDA ITEM

Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Purchase Two Manufactured Homes for Temporary Stations	FOR AGENDA OF:	September 23, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Logistics
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	September 16, 2025
EXHIBITS:	Quote	CLEARANCES:	Fire Chief's Office

BUDGET IMPACT

EXPENDITURE REQUIRED: \$395,396.00	AMOUNT BUDGETED: \$540,000.00	APPROPRIATION REQUIRED: \$0.00
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BACKGROUND:

The District plans to rebuild Station 20 (414 E 2nd Street, Newberg) to modernize the facility and improve operational capacity, efficiency, and safety. To ensure continuity of emergency services during construction, the District will utilize two manufactured homes to serve as temporary housing for personnel assigned to Station 20. One home will be adjacent to Station 20. The other will be located at Station 21 (3100 Middlebrook Drive, Newberg) which will also be used when Station 21 is remodeled.

Staff propose purchasing two, six-person manufactured homes to serve as these temporary stations. The manufactured homes will include necessary facilities such as office space, sleeping quarters, day room, dining room/kitchen, bathroom/showers, laundry room, and storage for equipment. This will ensure our fire services remain operational and can respond promptly to emergencies during construction. The manufactured homes can be used as a temporary stations for future station remodels.

On June 10, 2025, the District issued a competitive Invitation to Bid (ITB) for the acquisition of two, six-person manufactured homes to be used as temporary stations during the rebuild of Station 20. The ITB was publicly advertised in accordance with procurement guidelines; however, no bids were received by the July 1, 2025 submission date.

In response, the Local Contract Review Board (LCRB) convened at the July 22, 2025 meeting and approved a Special Procurement Process under ORS 279B.085 allowing the District to solicit quotes directly from qualified vendors without a formal bid process.

Procurement Summary

- Number of Direct Solicitations of qualified vendors: 6

- Number of Quotes Received: 2
- Evaluation Criteria:
 - Requirements
 - Bid Amounts
 - Floor Plan
 - Responsiveness
- Selected Vendor: Home Boys, Inc.
- Justification for Selection: The selected vendor provided a proposal that best aligned with the District needs, including:
 - Functional floor plan
 - Competitive pricing
 - Timely delivery schedule
 - Adaptability to meet District operational needs
- Purchase Cost: \$197,698.00 per home, total for two (2) homes \$395,396.00

RECOMMENDED ACTION:

Staff recommend the Board of Directors approve the purchase of two manufactured homes from Home Boys, Inc. for the amount of \$395,396.00.

PROPOSED MOTION:

“I move to authorize the Fire Chief or designee to purchase the manufactured homes as recommended.”

Purchase Agreement

Salesperson: Grant

1. PARTIES: a. SELLER

Home Boys Inc.
15906 E Sprague Ave
Spokane Valley, WA 99037
Ph: (509) 481-9830
Fax: (509) 481-9828

b. BUYER

Name: Tualatin Valley Fire & Rescue #1
Address: 312 E 2nd
City, State, Zip: Newberg OR 97132
Phone: Jana 503-259-1164 or Chad 503-259-1276

2. AGREEMENT TO PURCHASE:

Buyer agrees to purchase from Seller under the terms and conditions in this document the following described manufactured home together with the furnishings, accessories and services indicated hereon. Property described as "NEW" is property on which no state certificate of title has been issued. Property described as "USED" is property on which a state certificate of title has been issued. Units that resold as used are "AS IS" and seller does not warrant them either stated or implied. If any such warranty for "USED" units is offered, it must be specifically stated on this page of the Purchase Agreement or it will not be recognized or honored by the seller.

YEAR: 2025 MAKE: Clayton Homes MODEL: Dream series FLOOR PLAN: DRM711F
SERIAL NUMBER: NFO LENGTH: 70 WIDTH: 27 (w/out eaves)
UNIT INSPECTED BY BUYER: ☐ NUMBER OF BEDROOMS: ☐

3. RECORD OF TRANSACTION:

a. Agreed Base Price of Property: \$ 186,798.00

b. Additions and Options:

Additions, Deletions, Allowances & Specifications: List choices of color, materials, accessories, options, furnishings, and etc. Sale does not include wheels, axles, tires or hanger brackets, which are recycled back to the manufacturer. Downspouts, gutters, decks, awnings, skirting, tie downs, steps, furniture, decor items and other items shown in or on display homes are dealer option and are not included unless specified in this agreement.

ITEM DESCRIPTION

Heat Pump installed for eBuilt	\$	8,500.00
Buyer to keep wheels, tires, axles	\$	2,200.00
Terms 27698 to order & build	\$	
150000.00 once home built	\$	
final 20000.00 @ walk through	\$	

If checked, further specifications are attached: ☒

c. STANDARD SETUP AND DELIVERY: \$

4. SALES PRICE SUBTOTAL: \$ 197,498.00
5. SALES TAX (RATE: ☐ %): \$ 0.00
6. FEES (Title/Licensing): \$ 200.00
7. TOTAL SALES PRICE: \$ 197,698.00

7. TOTAL SALES PRICE: \$ 197,698.00

8. PAYMENT ITEMIZATION:

a. Earnest Money placed: -- \$ 27,698.00

(Check # to order & build)

b. Additional down payments: -- \$ 150,000.00

(Date of receipt: ☐)

9. TRADE-IN ITEMIZATION:

a. Gross Trade-In Value --\$

b. Less Trade-In payoff balance --\$

c. Net Trade-In allowance =\$

10. BALANCE DUE UPON @ final walk thru \$: 20,000.00

Lender Paid: ☐

Buyer Paid: ☐

11. DELIVERY:

Estimated build time: 8-10 weeks from

Delivery Location:

Address: Same as above
City, State, Zip: Newberg OR 97132
County: Yamhill

THIS PURCHASE AGREEMENT IS SUBJECT TO ALL TERMS DETAILED IN PAGES 1, 2, 3, 4, 5, 6, 7 & 8. PLEASE READ CAREFULLY BEFORE SIGNING THIS CONTRACT. I/We have read, understand and agree with this Purchase Agreement.

Buyer: _____ Co-Buyer: _____ Date: _____

Home Boys Inc 8-25-2025

Purchase Agreement

Salesperson: Grant

1. PARTIES: a. SELLER

Home Boys Inc.
15906 E Sprague Ave
Spokane Valley, WA 99037
Ph: (509) 481-9830
Fax: (509) 481-9828

b. BUYER

Name: Tualatin Valley Fire & Rescue #2
Address: 3100 Middlebrook Dr
City, State, Zip: Newberg OR 97132
Phone: Jana 503-259-1164 or Chad 503-259-1276

2. AGREEMENT TO PURCHASE:

Buyer agrees to purchase from Seller under the terms and conditions in this document the following described manufactured home together with the furnishings, accessories and services indicated hereon. Property described as "NEW" is property on which no state certificate of title has been issued. Property described as "USED" is property on which a state certificate of title has been issued. Units that resold as used are "AS IS" and seller does not warrant them either stated or implied. If any such warranty for "USED" units is offered, it must be specifically stated on this page of the Purchase Agreement or it will not be recognized or honored by the seller.

YEAR: 2025 MAKE: Clayton Homes MODEL: Dream series FLOOR PLAN: DRM711F
SERIAL NUMBER: NFO LENGTH: 70 WIDTH: 27 (w/out eaves)
UNIT INSPECTED BY BUYER: ☐ NUMBER OF BEDROOMS: ☐

3. RECORD OF TRANSACTION:

a. Agreed Base Price of Property: \$ 186,798.00

b. Additions and Options:

Additions, Deletions, Allowances & Specifications: List choices of color, materials, accessories, options, furnishings, and etc. Sale does not include wheels, axles, tires or hanger brackets, which are recycled back to the manufacturer. Downspouts, gutters, decks, awnings, skirting, tie downs, steps, furniture, decor items and other items shown in or on display homes are dealer option and are not included unless specified in this agreement.

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Buyer to keep wheels, tires, axles	\$	2,200.00
Terms 27698 to order & build	\$	
150000.00 once home built	\$	
final 20000.00 @ walk through	\$	

If checked, further specifications are attached: ☒

c. STANDARD SETUP AND DELIVERY: \$

4. SALES PRICE SUBTOTAL: \$ 197,498.00
5. SALES TAX (RATE: ☐ %): \$ 0.00
6. FEES (Title/Licensing): \$ 200.00
7. TOTAL SALES PRICE: \$ 197,698.00

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8. PAYMENT ITEMIZATION:

a. Earnest Money placed: -- \$ 27,698.00
(Check # to order & build)
b. Additional down payments: -- \$ 150,000.00
(Date of receipt: ☐)

9. TRADE-IN ITEMIZATION:

a. Gross Trade-In Value --\$ ☐
b. Less Trade-In payoff balance --\$ ☐
c. Net Trade-In allowance =\$ ☐

10. BALANCE DUE UPON @ final walk thru \$: 20,000.00

Lender Paid: ☐

Buyer Paid: ☐

11. DELIVERY:

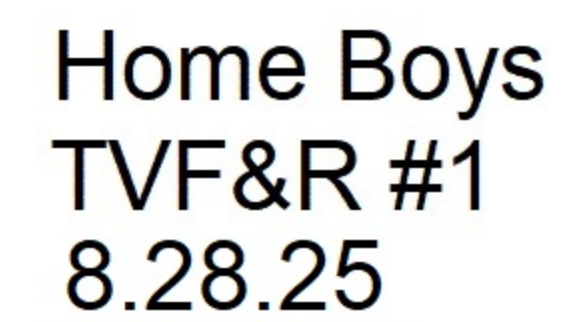
Estimated build time: 8-10 weeks from

Delivery Location:

Address: Same as above
City, State, Zip: Newberg OR 97132
County: Yamhill

THIS PURCHASE AGREEMENT IS SUBJECT TO ALL TERMS DETAILED IN PAGES 1, 2, 3, 4, 5, 6, 7 & 8. PLEASE READ CAREFULLY BEFORE SIGNING THIS CONTRACT. I/We have read, understand and agree with this Purchase Agreement.

Buyer: _____ Co-Buyer: _____ Date: _____



AGENDA ITEM

Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Station 20 Architectural & Engineering Services Contract Change Orders	FOR AGENDA OF:	September 23, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Fire Chief's Office
PROCEEDING:	Information only	DATE SUBMITTED:	September 16, 2025
EXHIBITS:	None	CLEARANCES:	Fire Chief's Office

BUDGET IMPACT

EXPENDITURE REQUIRED: \$570,094.00	AMOUNT BUDGETED: \$2,240,000.00	APPROPRIATION REQUIRED: \$0.00
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BACKGROUND:

In Spring 2024, staff initiated a Request for Proposals (RFP) process to select an architectural firm to design Fire Station 20. Following evaluation, Soderstrom Architects was selected as the most suitable firm to provide architectural, engineering and related design services. The original contract, approved by the Board on August 27, 2024, and executed in September 2024, established a fixed fee of \$1,113,954.00. This amount included subconsultant fees for structural, mechanical, plumbing, civil, electrical, and landscaping services, as well as support for one temporary station.

As the project advanced, it was determined that two additional temporary stations would be required to accommodate crews and multiple apparatus. In addition, the City of Newberg originally reinforced the requirement to place power and fiber lines, currently above ground on power poles, underground. These factors resulted in multiple change orders beyond the original scope, totaling an additional \$570,094 for services provided by Soderstrom and their subconsultants.

Board Policy 9, Section 9.3 *Purchasing Policy and Procedures* requires District staff to report to the Board whenever a contract amendment exceeds 25% cumulative over the original contract amount of any public contract previously approved by the Board.

RECOMMENDED ACTION:

None, information only.

PROPOSED MOTION:

None.

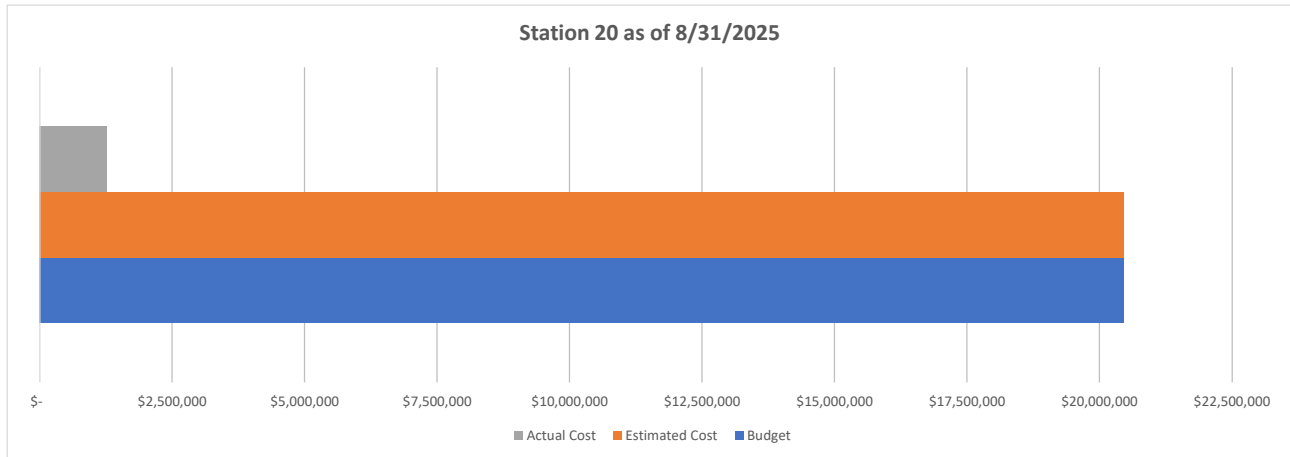
CHIEF’S REPORT

- A. Capital Projects Update and Capital Projects Expenditure Summary
- B. Station 22 Purchase
- C. New Hire Announcements
- D. Promotion Announcements
- E. Board Workshop Reminder – November 18, 2025
- F. District Events
 - 9/11 Events
 - September Community Events Report



PROJECT INFORMATION

Project Name	Station 20, Downtown Newberg - BOND
Project Description	Rebuild
Location	Newberg 414 East 2nd Street
Construction Manager	Kirby Nagelhout Construction Co.
Start Date	Fall 2024
Completion Date	Spring 2027



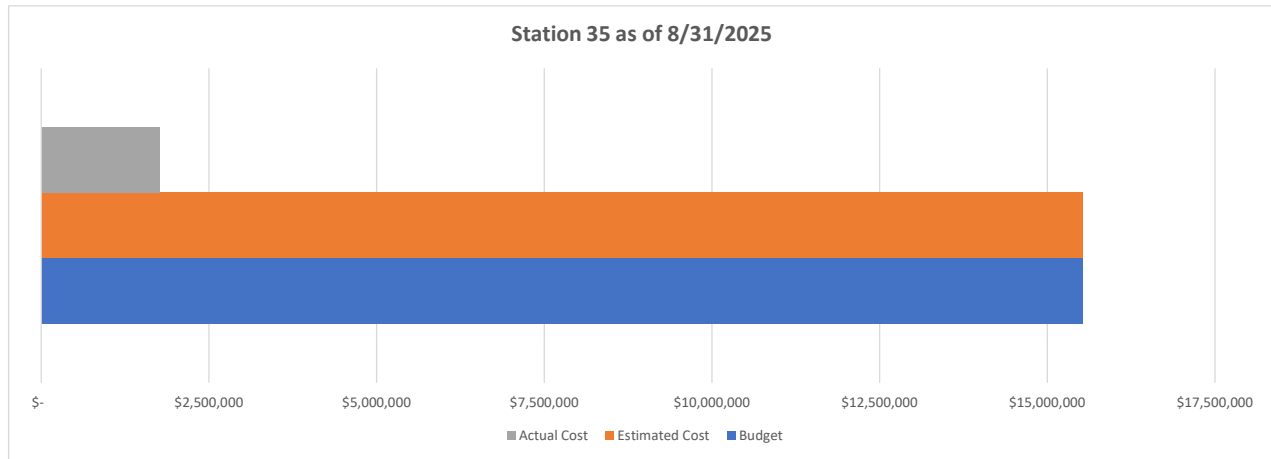
	Estimated Costs	FY2024	FY2025	FY2026	Total Actuals
01 Construction & Land	16,000,000	-	349,246	-	349,246
02 Professional and Tech Services	960,000	3,262	46,491	-	49,753
03 Attorney Fees	-	-	-	-	-
04 Permits and Fees	800,000	-	-	106,537	106,537
05 Architectural Services	1,280,000	-	585,684	-	585,684
06 Project Management	480,000	60,361	103,981	18,029	182,371
07 Temporary Quarters	540,000	-	-	50	50
09 Demolition	-	-	-	-	-
Unclassified	-	-	-	-	-
Total Fund 52	20,060,000	63,623	1,085,402	124,616	1,273,641
Other/Start-up costs (Fund 10/22)	400,000	-	-	-	-
TOTAL	\$20,460,000	\$63,623	\$1,085,402	\$124,616	\$1,273,641

Totals may not foot due to rounding.



PROJECT INFORMATION

Project Name	Station 35, King City - BOND
Project Description	Rebuild
Location	King City 17135 SW Pacific Highway
Construction Manager	Kirby Nagelhout Construction Co.
Start Date	Summer 2024
Completion Date	Winter 2026



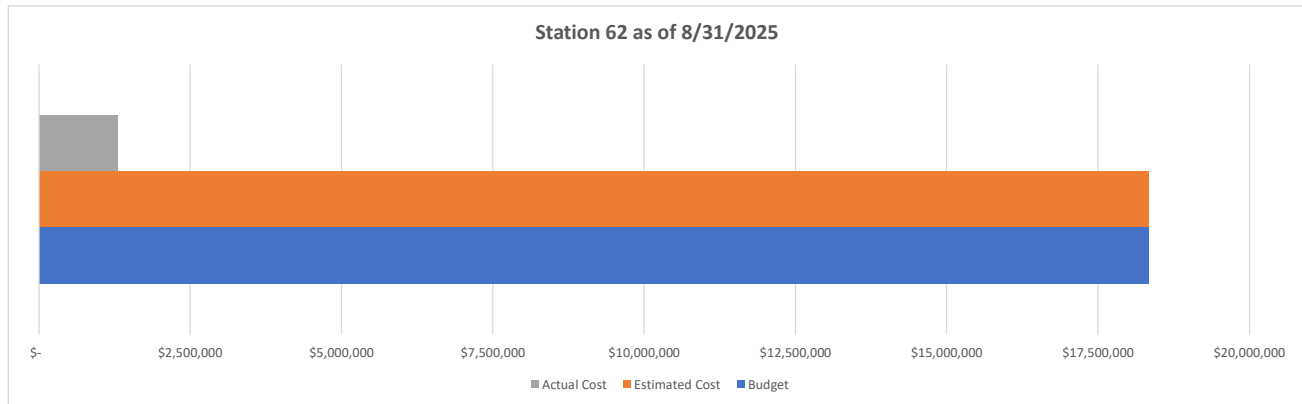
	Estimated Costs	FY2024	FY2025	FY2026	Total Actuals
01 Construction	12,200,000	-	129,863	885	130,748
02 Professional and Tech Services	732,000	54,559	264,659	-	319,218
03 Attorney Fees	-	-	2,721	-	2,721
04 Permits and Fees	610,000	-	95,125	24,788	119,912
05 Architectural Services	976,000	135,198	580,513	-	715,711
06 Project Management	366,000	97,392	133,643	14,423	245,458
07 Temporary Quarters	240,000	-	222,953	3,682	226,635
09 Demolition	-	-	-	-	-
Unclassified	-	-	-	-	-
Total Fund 52	15,124,000	287,149	1,429,478	43,778	1,760,403
Other/Start-up costs (Fund 10/22)	400,000	-	-	-	-
Total	\$15,524,000	\$287,149	\$1,429,478	\$43,778	\$1,760,403

Totals may not foot due to rounding.



PROJECT INFORMATION

Project Name	Station 62, Aloha - BOND
Project Description	New Station
Location	Aloha 185th & Pheasant
Construction Manager	P&C Construction
Start Date	Spring 2023
Completion Date	Spring 2027



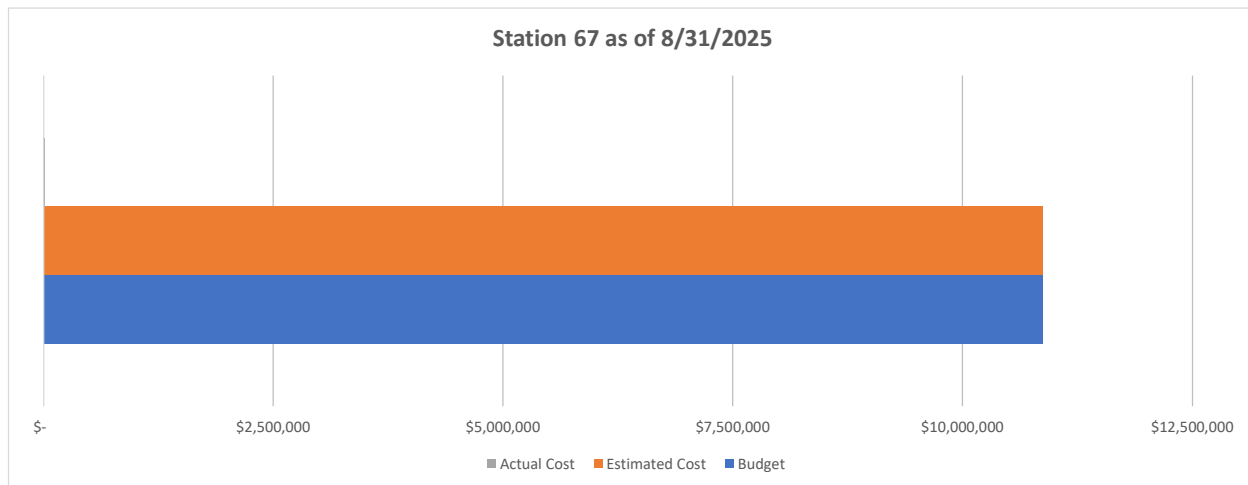
	Estimated Costs	FY2022	FY2023	FY2024	FY2025	FY2026	Total Actuals
01 Construction	14,700,000	-	-	-	27,156		27,156
02 Professional and Tech Services	882,000	44,083	60,860	120,193	-		225,136
03 Attorney Fees	-	291	4,000	-	389		4,679
04 Permits and Fees	735,000	500	34,201	(332) ⁽¹⁾	1,938	111,527	147,835
05 Architectural Services	1,176,000	29,794	481,561	70,750	195,296		777,402
06 Project Management	441,000	-	5,500	30,890	62,346	13,707	112,444
07 Temporary Quarters	-	-	-	-	-		-
09 Demolition	-	-	-	-	-		-
Unclassified	-	-	-	-	-		-
Total Fund 52	17,934,000	74,668	586,122	221,501	287,125	125,235	1,294,652
Other/Start-up costs (Fund 10/22)	400,000	-	-	-	-		-
Total	\$18,334,000	\$74,668	\$586,122	\$221,501	\$287,125	\$125,235	\$1,294,652

⁽¹⁾ Permit refund received Feb. 2024
Totals may not foot due to rounding.



PROJECT INFORMATION

Project Name	Station 67, Beaverton Main - BOND
Project Description	Rebuild
Location	Farmington Road 13810 SW Farmington Road, Beaverton
Construction Manager	TBD
Start Date	Spring 2026
Completion Date	Winter 2027



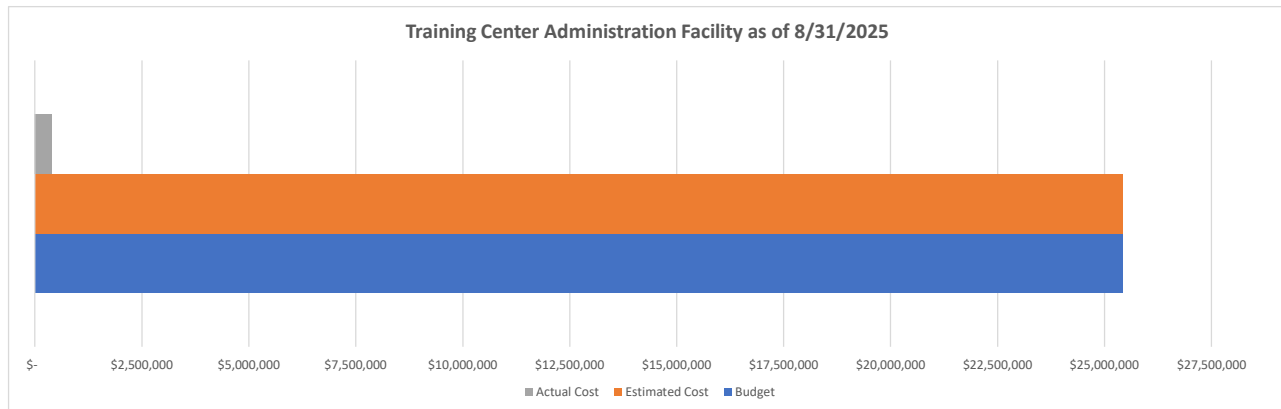
	Estimated Costs	FY2025	FY2026	Total Actuals
01 Construction & Land	8,500,000	-	-	-
02 Professional and Tech Services	510,000	-	-	-
03 Attorney Fees	-	-	-	-
04 Permits and Fees	425,000	-	-	-
05 Architectural Services	680,000	-	-	-
06 Project Management	255,000	10,379	5,794	16,173
07 Temporary Quarters	100,000	-	-	-
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
Total Fund 52	10,470,000	10,379	5,794	16,173
Other/Start-up costs (Fund 10/22)	400,000	-	-	-
TOTAL	\$10,870,000	\$10,379	\$5,794	\$16,173

Totals may not foot due to rounding.



PROJECT INFORMATION

Project Name	Training Center Administration Facility - BOND
Project Description	Rebuild
Location	Sherwood 12400 SW Tonquin Road
Construction Manager	Perlo Construction
Start Date	Winter 2024
Completion Date	Winter 2027



	Estimated Costs	FY2023	FY2024	FY2025	FY2026	Total Actuals
01 Construction	20,000,000	48,705	-	-	-	48,705
02 Professional and Tech Services	1,200,000	-	78	11,369	1,555	13,002
03 Attorney Fees	-	-	-	2,721	-	2,721
04 Permits and Fees	1,000,000	-	-	578	625	1,204
05 Architectural Services	1,600,000	-	8,600	82,700	-	91,300
06 Project Management	600,000	-	-	190,287	58,755	249,042
07 Temporary Quarters	500,000	-	-	-	-	-
09 Demolition	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
Total Fund 52	24,900,000	48,705	8,678	287,656	60,936	405,973
Other/Start-up costs (Fund 10/22)	525,000	-	-	-	-	-
Total	\$25,425,000	\$48,705	\$8,678	\$287,656	\$60,936	\$405,973

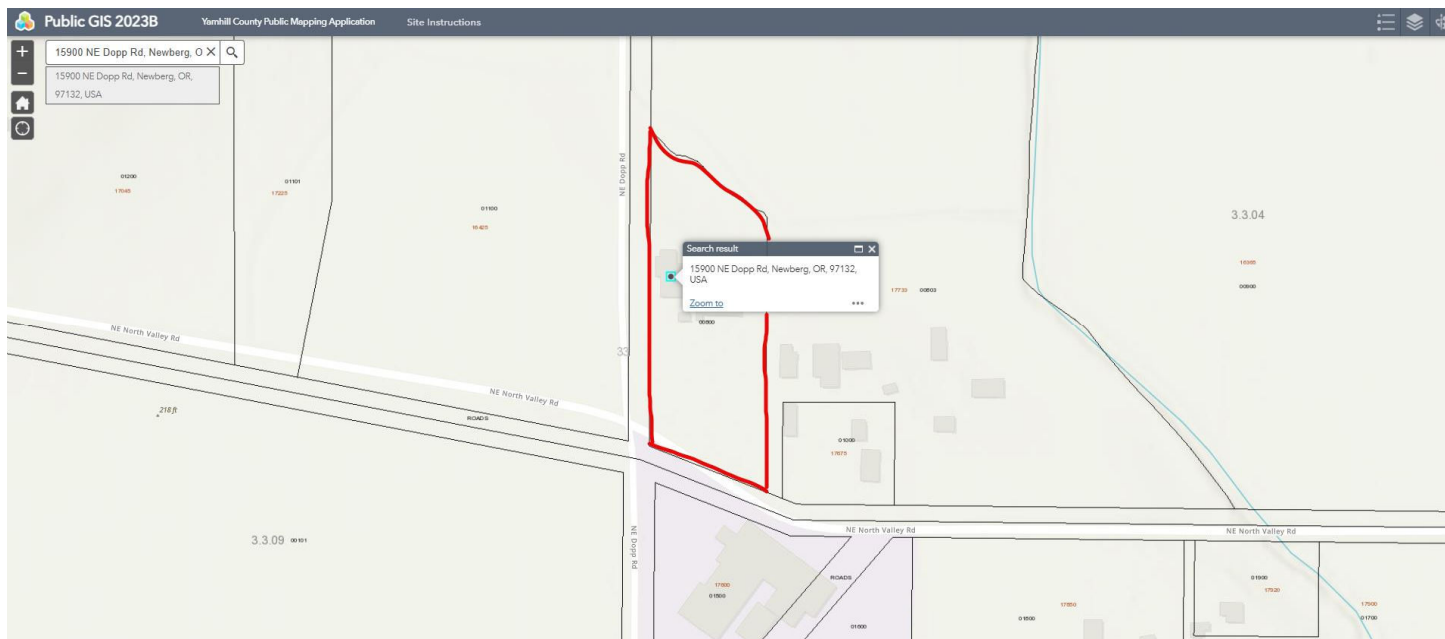
Totals may not foot due to rounding.

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New Hire Announcement



Trisha Schultz

Hired for the
Procurement & Contracts Administrator
position on
August 1, 2025.



Pablo Mendoza

Converted from Temp to Full-time as the
Organizational Health Assistant on
August 16, 2025.

Promotion Announcements



Chelsea Baertlein

Promoted to Fire Inspector
effective August 1, 2025.



Sambath Khieu

Promoted to Lieutenant
effective August 16, 2025.

Apparatus Operator Promotion Announcements

Effective August 1, 2025



Brent Carr



Justin Powers



Garrett Cox



Kristian Adair



Warik Rodriguez



Hunter Hermansen

Apparatus Operator Promotion Announcements

Effective August 1, 2025



Jack Suing



Conor Stewart

9/11 Memorial Events Station 67



9/11 Memorial Events Station 67



9/11 Memorial Events West Linn – Arch Bridge



9/11 Memorial Events West Linn – Arch Bridge



September Community Events

Start Time	Title	Estimated Attendance
9/4/2025	39/B Site Visit Latino Business Networking Meeting	25
9/5/2025	33/C Station Tour Tremayne Group	25
9/5/2025	61/C Community Event Stonegate HOA Picnic	70
9/6/2025	64/A Site Visit Play and Ponder	47
9/6/2025	67C/Aux's Parade Beaverton Celebration	100
9/6/2025	62/A Site Visit Farmington West Homeowner Picnic	50
9/7/2025	50/B Civic Event Block Party	50
9/7/2025	68/B Neighborhood Event Bethany Knoll Picnic	65
9/8/2025	67 NAC Central Beaverton	15
9/11/2025	67/C Civic Event 9/11 Remembrance Event	40
9/11/2025	64/C Site Visit Autism Spectrum Therapies	60
9/11/2025	55/C Site Visit MamaBee Daycare	16
9/11/2025	58/C Civic Event First Responder Remembrance	50
9/13/2025	AUX Civic Event Langer Farms First Responders Day	150
9/13/2025	SET/34 Booth Tualatin Emergency Preparedness Fair	300
9/13/2025	62/B Neighborhood Event Carlin HOA Picnic	135
9/13/2025	51/B Community Event Movie in the Park	100
9/14/2025	Vols/Aux Civic/Community Toy and Joy Golf tournament	100
9/14/2025	SET/Aux Booth Tigard Street Fair	200
9/14/2025	17/C Neighborhood Event Sunset Ridge HOA	150
9/16/2025	TVFR Day Staff BBQ	200
9/17/2025	53/C Station Tour Students with intellectual disabilities	12
9/20/2025	SET Booth Wilsonville Emergency Preparedness Fair	250
9/20/2025	67/C Station Tour Father and Son	2
9/20/2025	PLACEHOLDER 34/C Site Visit Emler Swim School	60
9/21/2025	PLACEHOLDER 33/A Birthday Drive-By	25
9/21/2025	20/A Civic/Community Newberg Rotary	30
9/22/2025	65/B Civic Event Beaverton Police's Community Academy	20
9/23/2025	67/C Site Visit Community Action	150
9/24/2025	CAS Independent Senior Living Presentation	50
9/24/2025	34/A School Visit Tualatin Elementary School Reading Event	75
9/25/2025	51/B School Visit West Side Christian High School	300
9/25/2025	61/B School Visit A Child's Way Picnic	150
9/26/2025	CAS/56/AUX Station/office/Antique Tour Portland Education Tour Center (ETC)	40
9/26/2025	20/C Site Visit Open Bible Learning Center	50
9/27/2025	SET Booth Elsie Stuhr	100
9/27/2025	34/A Civic/Neighborhood Tualatin Ready Neighborhood Workshop	90
9/27/2025	Vols/Aux Civic/Community Out of the Darkness	100
9/28/2025	35/B Civic Event Support the Girls 5K Run/Walk	315
9/29/2025	68/C School Visit Oak Hills Christian Preschool	35
9/30/2025	T55/A West Linn City Staff Luncheon	14

DIRECTORS' REPORT

ITEMS NOT LISTED ON THE AGENDA