



Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes

Tuesday, September 23, 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, Clark Balfour, Randy Lauer, Roy Rogers, Bob Wyffels – in person.

Others present: Valerie Colgrove, Patrick Fale, Chris Hamilton, Corrine Hanning, Alex Haven, Kristen Henderson, Heidi Hicks, Laura Hitt, Victoria Jimenez, Eric Kennedy, Lucy Shipley, Brian Smith, Andy Smusz, Marissa Taylor, Deric Weiss, Joe Wieland, James Whyte – TVF&R; Bob Blackmore – Attorney; Dan Van Calcar – SDRA; Bruce Baldwin – AKS Engineering; Courtney Dausz – Foster Garvey PC (virtual).

REGULAR SESSION

CALL TO ORDER President Dillingham called the Board meeting to order at 3:01 PM. All board members were present except for Director Wyffels who was excused during roll call later in the meeting at 3:47 PM.

CONSENT AGENDA

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

RECOGNITION

Government Finance Officers Association Awards Chief Financial Officer (CFO) Valerie Colgrove and Controller Andy Smusz reported that the District received the "Triple Crown" of Government Finance Officers Association (GFOA) awards for fiscal year starting 2024:

- Distinguished Budget Presentation Award
- Annual Comprehensive Financial Report (ACFR) Award
- Popular Annual Financial Report (PAFR) Award

Praise was given to CFO Colgrove, Controller Smusz, and their teams for excellence and consistent performance. Board acknowledged the complexity and significance of these awards, emphasizing the rigorous standards and annual requalification requirement needed to receive the awards.

PUBLIC PARTICIPATION

None.

STAFF PRESENTATION

TVF&R 2022 Bond Update CFO Valerie Colgrove provided a comprehensive update on the General Obligation Bond that was approved by voters in November 2021. The \$122 million bond was issued in three tranches. The first tranche of the bond yielded approximately \$59.4 million after a premium sale. Upon that first sale, the District reasonably expected to expend 85% of those funds over 3 years on capital projects such as the rebuild of Stations 62 (Aloha), 35 (King City), and 20 (Downtown Newberg), the training center administration building, and the purchase of new apparatus. While progress continues, several challenges have impacted timelines and budgets, including high construction bids at Station 62, contractor termination at Station 62 and the training center, and permit delays at Station 35 due to its location on Highway 99 and the involvement of ODOT (Oregon Department of Transportation).

As of August 2025, about 70% of bond proceeds, or \$41.8 million, had been expended or encumbered. Investment returns have exceeded the bond yield (3.9% earned vs. 1.4% paid), triggering IRS arbitrage rules. An estimated \$4.18 million arbitrage rebate is due in March 2027, though the District still expects to retain a minimum of approximately \$3.5 million in net-positive earnings. Strategies under consideration include yield restriction payments, moving funds to lower-yield investments, or potentially continuing to earn higher returns and simply pay the rebate. The Board discussed the investment strategy trade-offs, with some members favoring maximizing yield despite the rebate implications. A dedicated three-person internal team, supported by an external project manager and consultants (Foster Garvey PC and Piper Sandler) are overseeing project execution and compliance with ongoing monitoring and adjustments to stay aligned with IRS regulations.

Board members inquired about arbitrage rebate tax implications, the definitions of “spent” funds, investment approaches, and the rebate timeline. They also discussed permitting challenges, particularly those involving ODOT and strategies to ensure timely and compliant project execution.

FINANCE REPORT

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

- **The General Fund** ending fund balance is approximately \$34 million slightly lower than prior years due to increased expenditures on personnel (+12 FTEs) to support recruit academies aiming for 36 FTE.
- Material and Service expenditures and Personnel Services are within benchmarks.
- All directorates are under their benchmarks, except for the Finance directorate, which is due to the Microsoft licensing renewal and the timing of the WCCCA quarterly payments.
- **Capital Projects Fund 52:** ending fund balance is \$56.2 million with interest income of \$400,000 and expenditures primarily related to Station 62 and 20 projects.

FINANCE REPORT (continued)

The Board inquired about the District's forecasting and risk analysis for fund balances over a 5–6-year horizon considering economic uncertainties, labor contract renewals, and catastrophic events like the Cascadia earthquake. CFO Colgrove confirmed ongoing updates and assessments to model operational and financial unknowns, including tax revenue forecasts and contract negotiations.

CORRESPONDENCE

A notable letter from retired Chief Johnson commended the District's wildland fire response near Sisters, Oregon, highlighting the coordinated efforts of fire marshals, Oregon Department of Forestry, and incident management teams.

Discussion was had on plans to invite Chief Ian Yocom (OSFM Incident Management Team) for a future presentation on wildland fire management. The Board discussed the practice of responding to complimentary letters and agreed to send acknowledgments when appropriate.

OLD BUSINESS

None.

LOCAL CONTRACT REVIEW BOARD (LCRB)

Director Lauer moved, seconded by Director Wyffels, to recess from the regular session and reconvened as the Local Contract Review Board. The motion passed unanimously.

President Dillingham convened the Local Contract Review Board (LCRB) at 3:33 PM

[LCRB Resolution 2025-08 Alternative Contracting Method for Stations 17, 19, 21, 33](#)
Deputy Chief of Administration Laura Hitt requested the Board's approval to exempt four fire stations (17, 19, 21, 33) from the low bid process to use the progressive design build method for remodels and rebuilds. This method emphasizes designing to an established budget to increase efficiency and reduce change orders.

Discussion on site-specific permitting issues was had, including potential negotiations with the City of Sherwood regarding adjacent property for Station 33 expansion. Clarification was provided on how projects would be managed concurrently or linearly (some concurrent projects proposed for Stations 33 and 21; others sequential). Board requested historical data and after-action reports to evaluate project outcomes under alternative contracting methods.

Director Rogers moved, seconded by Director Balfour, to approve 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. The motion passed unanimously.

LOCAL CONTRACT REVIEW BOARD (LCRB) (continued)

Director Lauer moved, seconded by Director Balfour, to adjourn the Local Contract Review Board and reconvene in regular session. The motion passed unanimously.

President Dillingham reconvened the regular sessions at 3:47 PM

NEW BUSINESS

Purchase Manufactured Homes for Temporary Fire Stations Deputy Chief of Administration Laura Hitt requested the Board's approval to purchase two six-person manufactured homes to serve as temporary fire stations during Station 20 rebuild and subsequent Station 21 construction. Each home accommodates six personnel and will be strategically located on lots near respective stations. Homes are designed for reuse and reselling to other departments after the project concludes.

Director Rogers moved, seconded by Director Lauer, to approve the purchase of two manufactured homes in the amount of \$395,396.00 as recommended. The motion passed unanimously.

Station 20 Architectural & Engineering Services Contract Change Order CFO Valerie Colgrove informed the Board of recent contract amendments with Soderstrom Architects that exceed 25% of original contract value due to scope changes including two temporary stations, power line burial requirement, and a storm drain relocation. The total amended contract amount now is approximately \$1.68 million of a budgeted \$2.24 million.

Discussions included potential cost implications if variance requests for powerline burial are not approved by the City of Newberg. Clarifications were provided on the seven separate change orders making up the increase.

No motion was proposed. Information only.

CHIEF'S REPORT

Capital Projects Update and Expenditure Summary CFO Valerie Colgrove and Deputy Chief of Administration Laura Hitt provided a joint update on four of the District's bond projects. Areas of note included:

- **Station 20 in Newberg:** Land use application under review with design documents nearing 90% completion. Groundwork engineering for temporary stations progressing, land use submitted; temporary station permit work underway.
 - Year to Date: \$125,000
 - Project to Date: \$1.3 million
- **Station 35 in King City:** Land use approvals obtained; awaiting permanent station permits from ODOT; progressing with temporary station improvements.
 - Year to Date: Slightly under \$44,000
- **Station 62 in Aloha:** Permits under county review with early groundwork permits expected soon.

CHIEF'S REPORT (continued)

- Year to Date: \$125,000
- Project to Date: \$1.3 million
- **Station 67:** Progressive design build team selected including Howard S. Wright (construction), TCA Architecture Planning, and LSW Architects. First meeting planned for October.
 - Year to Date: Nominal spending but will be ramping up.
- **Training Center Administration Building in Sherwood:** Focus on sourcing classrooms for recruit academies and advancing administrative building design.
 - Year to Date: \$61,000 primarily on project management services.

Station 22 Purchase Chief Weiss informed the Board that the Station 22 property in rural Newberg was acquired for \$1.25 million and took possession on September 5. This property sits on 3.1 acres with house, large shop, and pole barn. Upgrades are required to meet Category 4 fire station standards which will be funded through general fund, not bond proceeds. Anticipating at least 24 months before the station is fully operational. A plan was discussed around signage around the property to promote awareness of the station.

New Hire Announcements Chief Weiss welcomed the following new hires:

- Trisha Schultz was hired for the Procurement & Contracts Administrator position effective August 1, 2025.
- Pablo Mendoza was converted from a temporary employee to a full-time Organizational Health Assistant effective August 16, 2025.

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

- Chelsea Baertlein was promoted to Fire Inspector effective August 1, 2025.
- Sambath Khieu was promoted to Lieutenant effective August 16, 2025.
- Brent Carr, Justin Powers, Garret Cox, Kristian Adair, Warik Rodriguez, Hunter Hermansen, Jack Suing, and Conor Stewart were promoted to Apparatus Operators effective August 1, 2025

Board Workshop Reminder Chief Weiss informed the Board that the Board Workshop is scheduled for Tuesday, November 18, 2025 at 3:00pm at CBOC.

District Events Chief Weiss provided the following updates:

- 9/11 Events: an overview was presented on the recent 9/11 commemoration events held in cooperation with Beaverton Police and regional partners at Station 67 and West Linn.
- The September Community Events Report was presented.

DIRECTORS' REPORT

Director Rogers made suggestions for improvements that can be made to the audit committee by involving board leadership in more detailed financial oversight with auditors.

DIRECTORS' REPORT (continued)

CFO Colgrove supported the suggestion with no impact on audit timeline. Director Rogers shared that he had attended an economic outlook presentation by Oregon Business Indicator (OBI) and raised concerns about revenue forecasting due to outward migration and economic shifts in Oregon. He proposed inviting Kevin Barton, the District Attorney, for a brief introductory meeting with the Board to enhance interagency relationships and collaboration. The board agreed to consider this opportunity.

ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURNMENT

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

There being no further business to come before the Board, President Dillingham adjourned the meeting at 4:22 p.m.

APPROVED on October 21, 2025



Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez