



TUALATIN CITY COUNCIL MEETING

MONDAY, JANUARY 23, 2023

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

Mayor Frank Bubenik
Council President Valerie Pratt
Councilor Maria Reyes Councilor Bridget Brooks
Councilor Christen Sacco Councilor Cyndy Hillier
Councilor Octavio Gonzalez

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, January 23. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by speaking in person or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

Work Session

- 1. 5:00 p.m. (60 min) – Washington County Supportive Housing Services Annual Report and Program Update.** Staff from the Washington County Department of Housing Services will present the Washington County Supportive Housing Services Annual Report and provide a program update to the Council.
 - 2. 6:00 p.m. (40 min) – Climate Action Plan Update: Engagement, Goal and Strategy Development.**
 - 3. 6:40 p.m. (20 min) – Council Meeting Agenda Review.** Council will review the agenda for the January 23rd City Council meeting.
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7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Public Comment

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

Consent Agenda

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of January 9, 2023.
2. Consideration of **Resolution No. 5666-23** Authorizing City of Tualatin to enter into a Tualatin Watershed Improvement Grant Agreement with the Tualatin Soil and Water Conservation District
3. Consideration of **Resolution No. 5667-23** Authorizing the City Manager to Execute Grant Agreements With Washington County for Fitness Programs Hosted By The Juanita Pohl Center For FY 2022-23
4. Consideration of **Resolution No. 5668-23** Authorizing the City Manager to Execute Grant Agreements With Washington County For Social Programs Hosted By The Juanita Pohl Center For FY 2022-23

Special Reports

1. Tualatin Youth Advisory Council Annual Report
2. Tualatin Arts Advisory Committee Annual Report

Items Removed from Consent Agenda

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

Council Communications

Adjournment

Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at www.tualatinoregon.gov/council.

Tualatin City Council meets are broadcast live, and recorded, by Tualatin Valley Community Television (TVCTV) Government Access Programming. For more information, contact TVCTV at 503.629.8534 or visit www.tvctv.org/tualatin.

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
FROM: Sherilyn Lombos, City Manager
DATE: January 23, 2023

SUBJECT:
Washington County Supportive Services Annual Report and Program Update

EXECUTIVE SUMMARY:
Staff from the Washington County Department of Housing Services will present the Washington County Supportive Housing Services Annual Report and provide a program update to the City Council.



Washington County

Supportive Housing Services

Annual Rep

For: Tualatin City Council

January 23, 2023

Department of Housing Services

washingtoncountyor.gov



SHS Annual Report



First year in review: Building a system of care:

- New housing, shelter, and coordinated access programs
- A new network of community-based providers
- New standardized and equitable contracting



Program participant Donna moved into housing in May with the help of Easter Seals case managers!



SHS Service Network



Community-Based Partners:

- 20 service provider organizations
- 4 culturally specific
- Cross-program coordination
- Universal program standards and training

	Shelter Provider	HCMS Program	Housing Liaison	RRH Program	Outreach Provider
1.		X	X	X	
2.	X	X		X	
3.		X		X	
4.	X	X		X	
5.		X		X	
6.		X		X	
7.		X		X	
8.		X	X	X	
9.	X	X		X	
10.		X		X	
11.	X	X			X
12.		X		X	
13.		X		X	X
14.		X		X	
15.	X	X		X	X
16.		X		X	X
17.		X		X	
18.		X	X	X	X
19.		X	X	X	X
20.		X		X	X



SHS Annual Report



“One of our winter shelter participants was an expecting single mother struggling with her mental health.

Through case conferencing with health partners, we were able to connect her with appropriate pre-natal care, collaborate to provide ongoing mental health support, and connect her with post-natal care during her time in shelter.

I am proud to say that she is now stably housed and doing well.”



-Yesenia, Family Promise of Greater Washington County



SHS Housing Programs



Year 1 goals achieved:

- Launched: Housing Case Management Services (HCMS) with Regional Long Term Rent Assistance (RLRA, “Arla”)
- 305 formerly homeless households placed in permanent and supportive housing

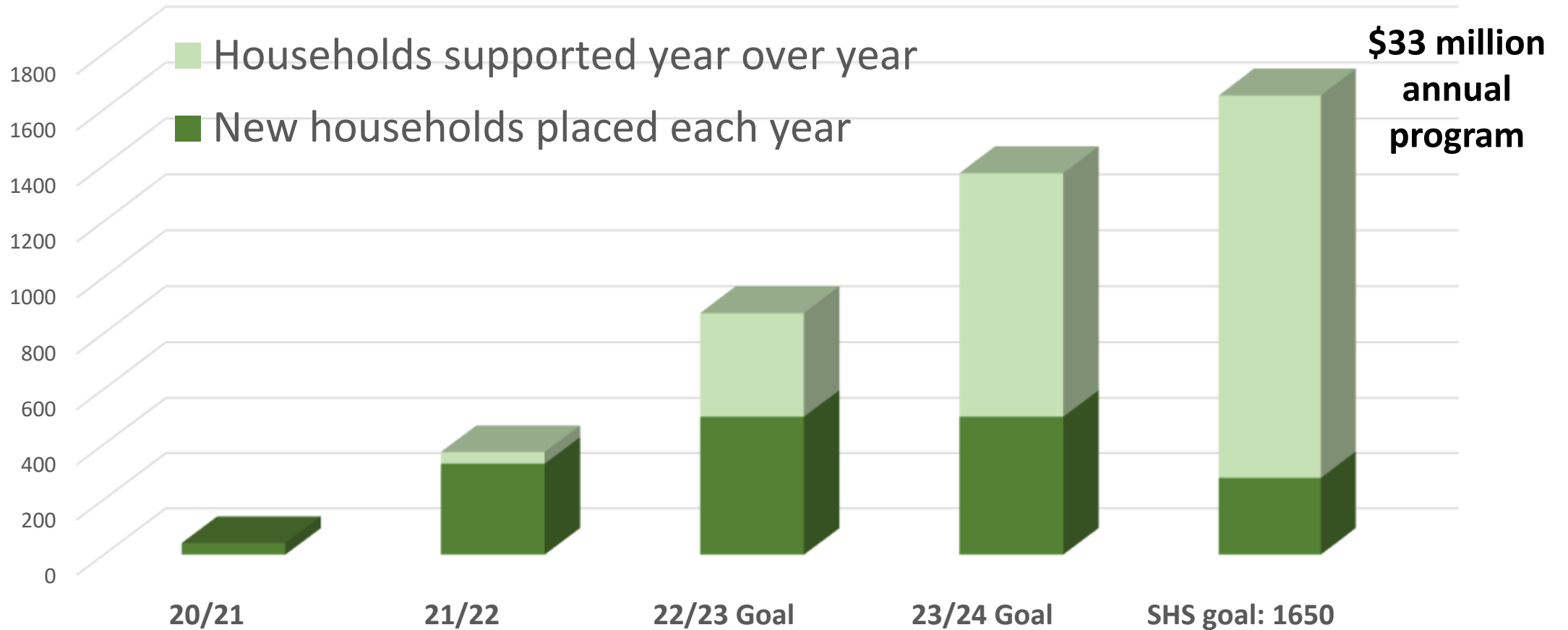
600 households, 1000 people placed as of January 2023



Program participant Manny moved into housing with the help of Project Homeless Connect case managers and an RLRA voucher!



Supportive Housing Capacity





SHS Housing Programs



Year 2 expansion:

- Rapid Rehousing (RRH)
- Landlord Liaison program
- Aloha Inn opens February 2023, more PSH opportunities

Goal: House and support 900 more households



Dora moved into her apartment in November 2021 with the help of Greater Good Northwest



SHS Annual Report



“Without this program, I don’t know where we’d be right now.

It’s great to wake up in your own house and know it’s just you, and you don’t have to worry about anyone else. To know that you’re okay and you’re going to be okay.

I feel like every addict needs to know there is another way out, and there’s a way they can live and be happy, clean and sober.”



Kahneeta Atkin moved into permanent, affordable housing with her family over the summer



SHS Shelter Programs



Year 1 goal achieved:

100 new year-round shelter beds

- Bridge shelter Hillsboro (60)
- Bridge shelter Forest Grove (20)
- Congregate shelter Tigard (20)



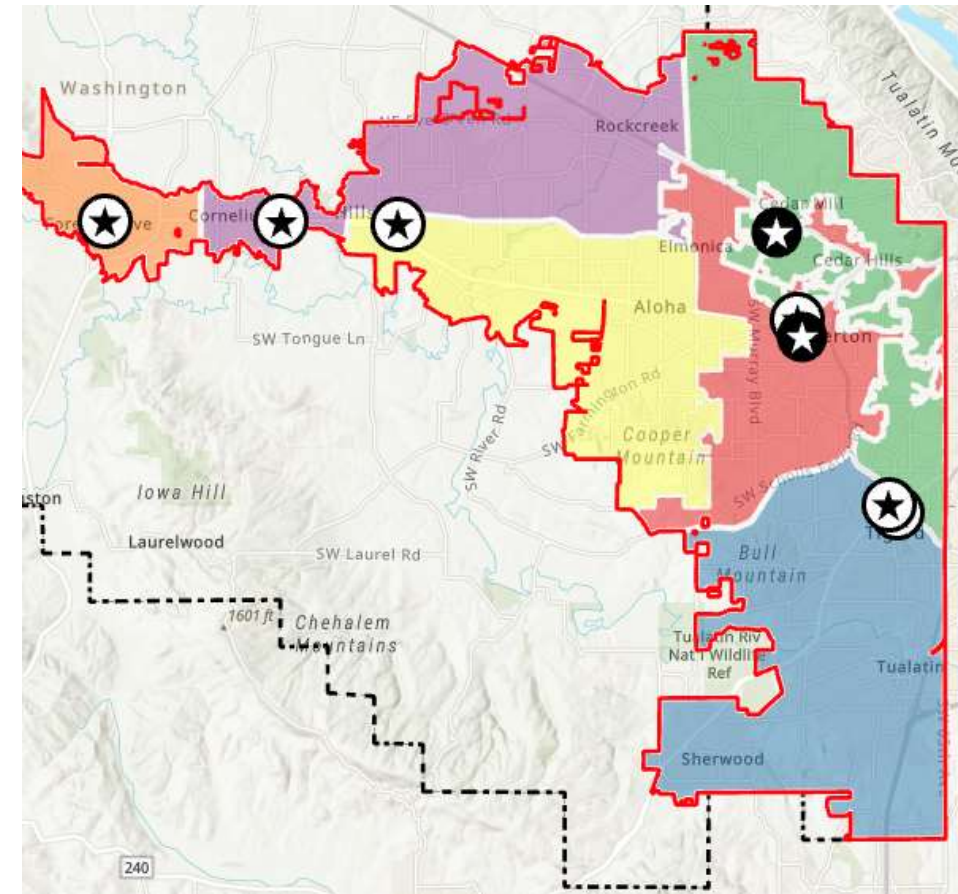
Jenny Aguirre, and Hillsboro Bridge Shelter tour for housing leaders



SHS Access Programs

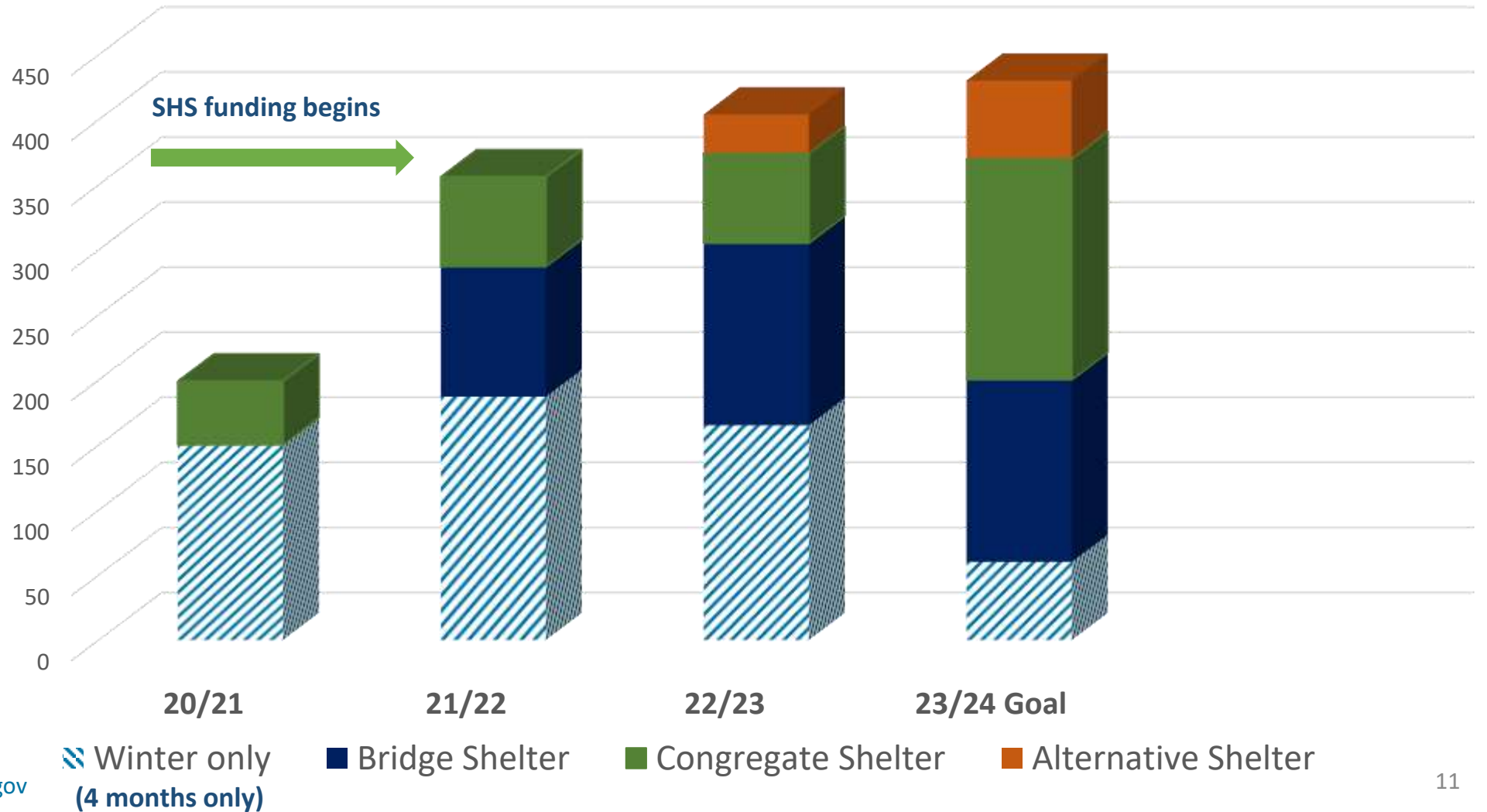
Year 2 expansion:

- 40 bridge shelter beds (Tigard)
- 30 village pods (Hillsboro)
- 150 winter shelter beds (dispersed)
- New Outreach Worker system
- \$10 million shelter capital fund





Shelter System Capacity

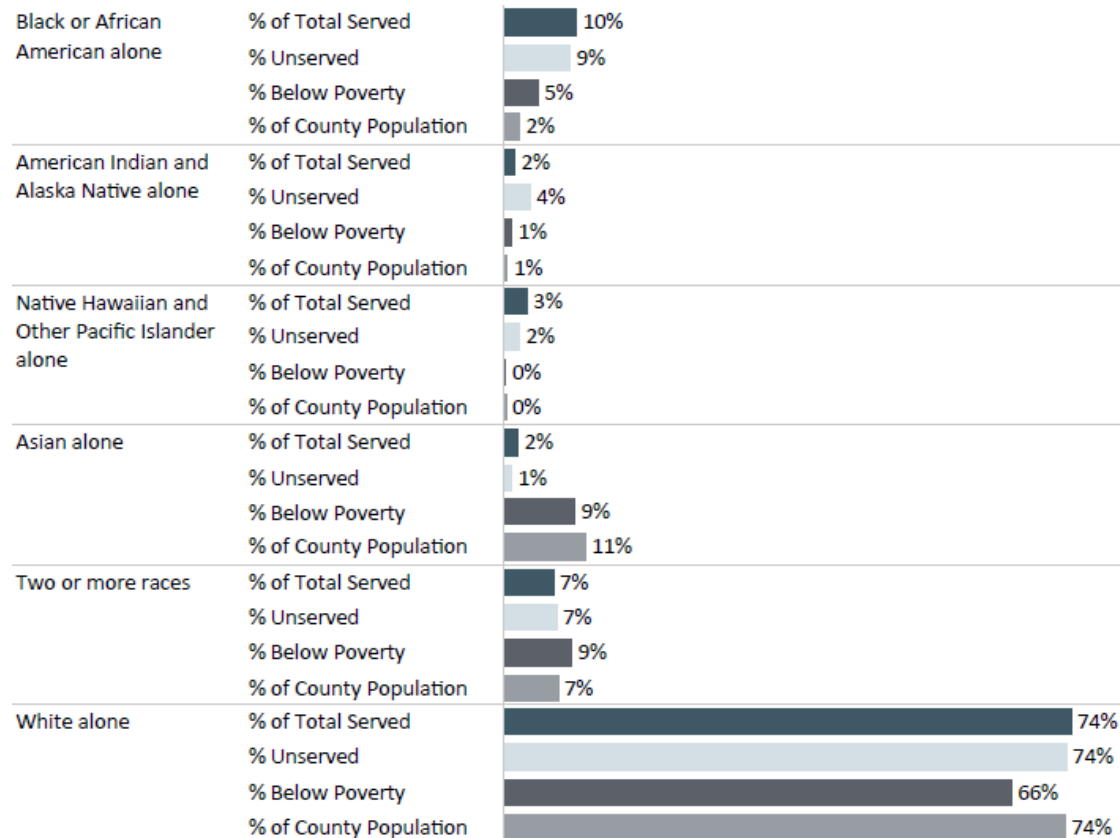




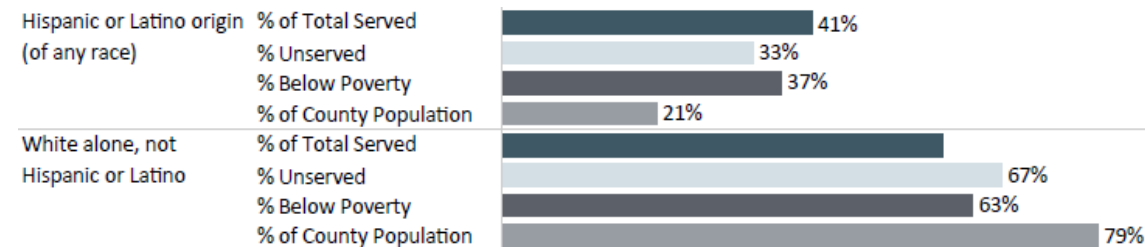
SHS Equity Analysis



Race :

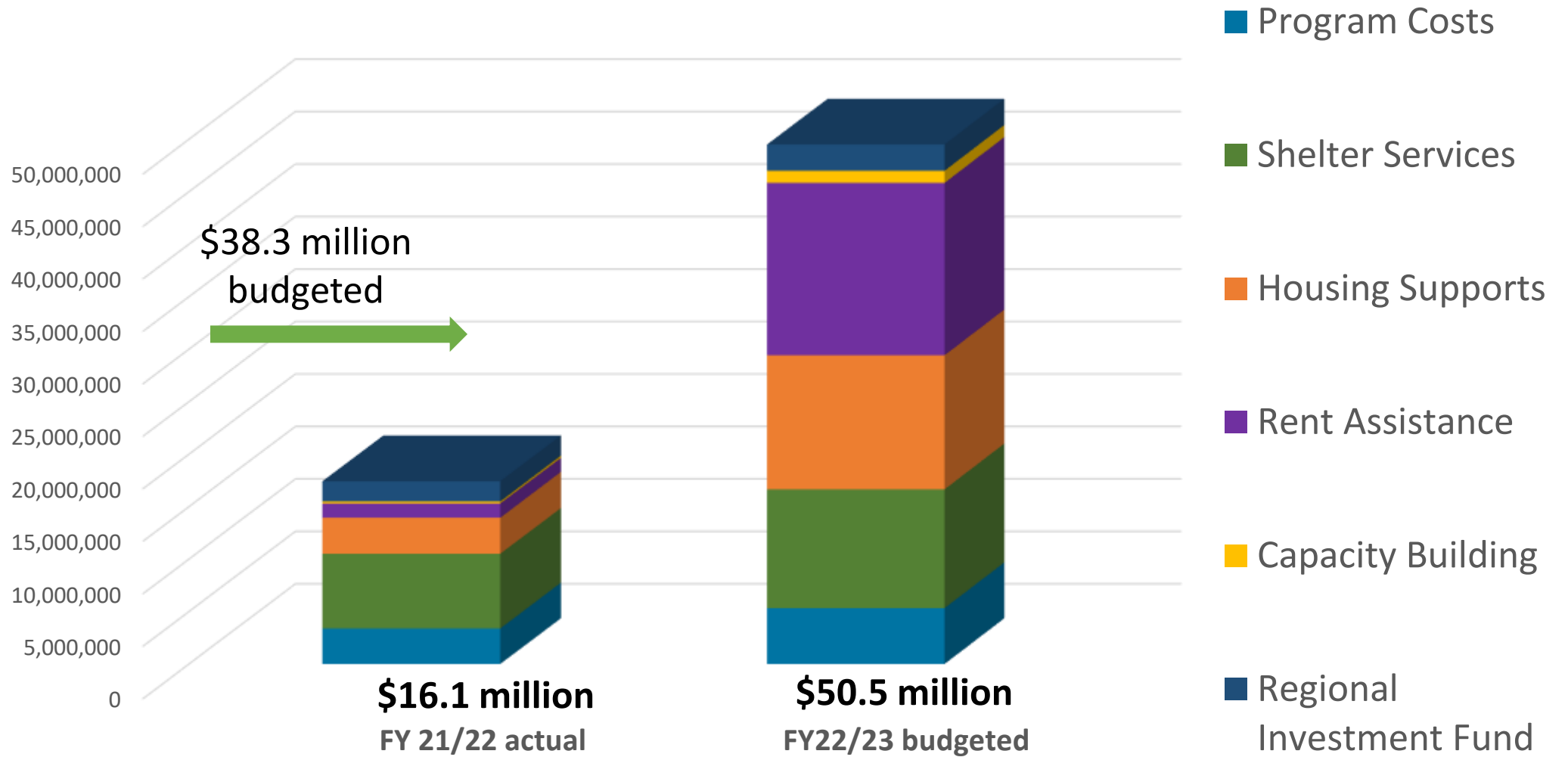


Ethnicity:





SHS Program Budget

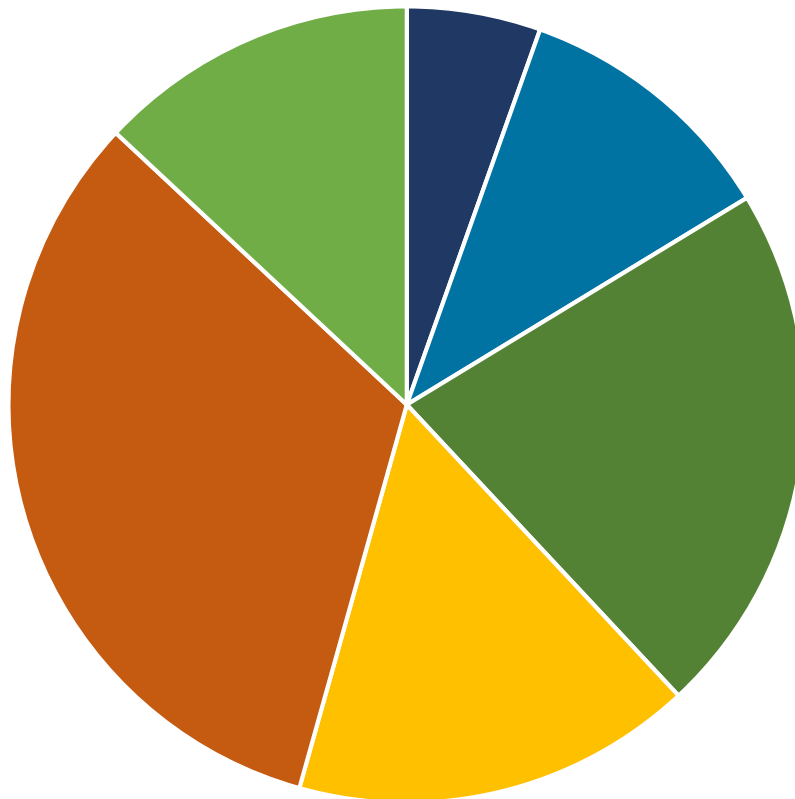




SHS One-time Investments



\$46 Million Planned for FY 22/23



- Stability Reserves: \$2.5M
- Program reserves: \$5 M
- Shelter Capital Fund: \$10 M
- Access Center Capital Fund: \$7.5 M
- PSH Acquisitions: \$15M
- Eviction Prevention: \$6 M



SHS Year Two Goals



Work Plan Goals: FY 22/23		Year 1 outcomes	Year 2 goals	Total
Outcomes	Supportive Housing Placements	305	500	805
	Rapid Rehousing Placements	-	400	400
Capacity	Community-based housing workers (Outreach, housing navigators, retention)	38	72	110
	Project-based PSH capacity	-	100	100
	Year-round shelter capacity	100	75	175



SHS Annual Report



“To anyone who needs it this program is where it's at! It has helped change my life; I now have a new life! I am able to take care of myself now, mentally and physically. It's changed my life.”

-Colbert “Best Smile” Willis moved into permanent, affordable housing in May





City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Maddie Cheek, Management Analyst II
Nic Westendorf, Deputy Public Works Director

DATE: January 23, 2023

SUBJECT:
Climate Action Plan Update: Engagement, Goal and Strategy Development

EXECUTIVE SUMMARY

Tualatin's community climate action planning effort is currently underway. Staff will provide an update for Council about how the process has moved forward over the past few months, including a summary of what we heard throughout the course of our public and stakeholder engagement. Staff are also seeking Council feedback on Tualatin's emissions reduction strategies and will discuss next steps.

FALL 2022 PUBLIC AND STAKEHOLDER ENGAGEMENT

The project team recently wrapped up Phase 2 of engagement, which focused on gathering feedback about draft actions to adapt to climate change and reduce greenhouse gas (GHG) emissions. The public engagement component focused on gathering feedback from individuals who live, work, and play in Tualatin. The stakeholder engagement component focused on convening stakeholders from utilities, state and local agencies, non-profits, and businesses in Tualatin to discuss stakeholders' challenges, opportunities, and needs regarding best practices to reduce GHG emissions.

Public engagement

Public engagement opportunities included hosting one online open house, three in-person bilingual workshops, two in-person tabling events, attending four Latino Business Network meetings, and presenting to the Juanita Pohl Center's Earthwise Crew. Engagement opportunities were promoted through a variety of means, including a postcard mailer sent to all addresses in Tualatin, print materials like flyers, online via social media and the project website, over the phone, and in person. The team prioritized engaging our Spanish-speaking community by creating all engagement materials in Spanish as well as holding bilingual workshops. Over 250 people were engaged during this phase of outreach.

In general, participants expressed interest in reducing their GHG emissions and receiving financial help or incentives to offset the costs of reducing emissions and adapting to climate change. Participants also expressed a desire for the City to do more to address climate change, and for the

City to provide more information related to how residents and businesses can reduce their emissions and prepare for extreme weather events.

Stakeholder engagement

Stakeholder engagement opportunities included four virtual workshops; one per emissions reduction target area (buildings and energy use, urban form and land use, transportation – modes and fuel switching, and consumption – food and goods). 31 individuals (including the project team) from across 14 organizations participated in the workshops.

While there were specific takeaways from each workshop, the general takeaways from across all four workshops were:

- The City can help with identifying information gaps, educating the public, and amplifying existing programming to speed up the rate of GHG emissions reduction in Tualatin.
 - There is a strong need for relationship building to enhance partnerships, increase trust, and improve coordination between stakeholders.
 - A one-size-fits-all approach will not work. Strategies and actions must be equitable and tailored to the appropriate audiences and implementers.
 - Policy changes are needed to achieve GHG emissions reduction goals.
 - Public agency and utility partners are mostly eager to engage. The business community was harder to reach and will require ongoing relationship building. The City will continue to adjust our approach to try to better reach the business community.
-

TUALATIN'S EMISSIONS REDUCTION GOAL

The Climate Action Plan will include strategies and actions to help Tualatin meet its emissions reduction goal of *net zero by 2050*. Achieving net zero by 2050 would mean limiting planetary warming to 1.5 degrees Celsius. This goal was selected by the Climate Action Plan Steering Committee for a few reasons.

- This target is the goal of the 2015 Paris Climate Agreement.
 - As a member of the Climate Mayors group, Mayor Bubenik signed a letter, alongside 465 other mayors from across the U.S., in support of upholding the Paris Climate Agreement target.
 - This target most commonly adopted by other cities who have completed climate action plans.
 - If achieved, this target prevents us from going over a planetary “tipping point” of no return (1.5 degrees Celsius), which will dramatically increase the impacts of climate change.
-

For all of the above reasons, this was the recommendation from the City's consultant and was agreed upon by the Steering Committee, consisting of two City Councilors and eight staff from five departments across the City.

EMISSIONS REDUCTIONS STRATEGIES

The next phase of the project includes quantitatively analyzing strategies to reduce Tualatin's GHG emissions to achieve our goal of net zero by 2050. Strategies will be measured by their emissions reduction potential and relative cost per ton of GHGs reduced. This analysis will allow the City to prioritize strategies based on both their emissions reduction impact and cost. The project team will

be able to complete in-depth analysis of 10-15 strategies. These strategies were chosen based on their potential impact, available data to measure progress, and community input.

The project team is seeking Council feedback on the following emissions reduction strategies across four target areas:

Buildings and energy use

1. Energy efficiency and conservation
2. 100% GHG-free electricity supply
3. 100% renewable natural gas / clean hydrogen supply
4. Electrification of space and water heating for *new* buildings
5. Electrification of space and water heating for *existing* buildings
6. Voluntary Purchase of verified carbon offsets (e.g., Northwest Natural's SmartEnergy program)

Urban form and land use

7. Dense future development resulting in reduced future vehicle miles traveled
8. Urban/community forestry & carbon sequestration

Transportation – modes and fuel switching

9. Electric vehicles or another low-GHG fossil *gasoline* substitute
10. Biodiesel, renewable, electric, or another low-GHG fossil *diesel* substitute
11. Active transportation to reduce car miles and fossil fuel (gasoline) use
12. Transit transportation to reduce car miles and fossil fuel (gasoline) use

Consumption – food and goods

13. Landfill diversion of organic materials (composting)
14. Avoided edible food waste
15. Road materials management

Note: the strategies themselves are fairly broad; the Climate Action Plan will include more specific actions that will help support each strategy. For example, within the “energy efficiency and conservation” strategy, potential actions could include “develop a building energy score program” and “host energy conservation workshops.”

While only 10-15 emissions reduction strategies will be analyzed in detail, the plan will include more strategies and actions that will be presented in a narrative form. For example, water conservation was a recurring theme that arose during public engagement. While important, the greenhouse gas emissions impacts from water use and conservation are relatively small, and thus may not be prioritized as a strategy within the Climate Action Plan.

NEXT STEPS

Over the next couple of months, the project team will conduct analysis of 10-15 GHG emissions reduction strategies and write the first draft of the Climate Action Plan. This spring, the draft plan will be available for review and comment. Following the comment period, feedback will be incorporated and the final plan will be presented to the City Council for Council adoption by

ordinance. Implementation will begin following adoption of the final plan. Phase 2, the City's Operational Climate Action Plan, will also begin shortly after adoption.

ATTACHMENTS:

- PowerPoint presentation
- Fall Public Engagement Summary
- Key Themes from Mitigation Themed Stakeholder Workshops



Climate Action Plan: Winter 2023 Update

Tualatin City Council Meeting

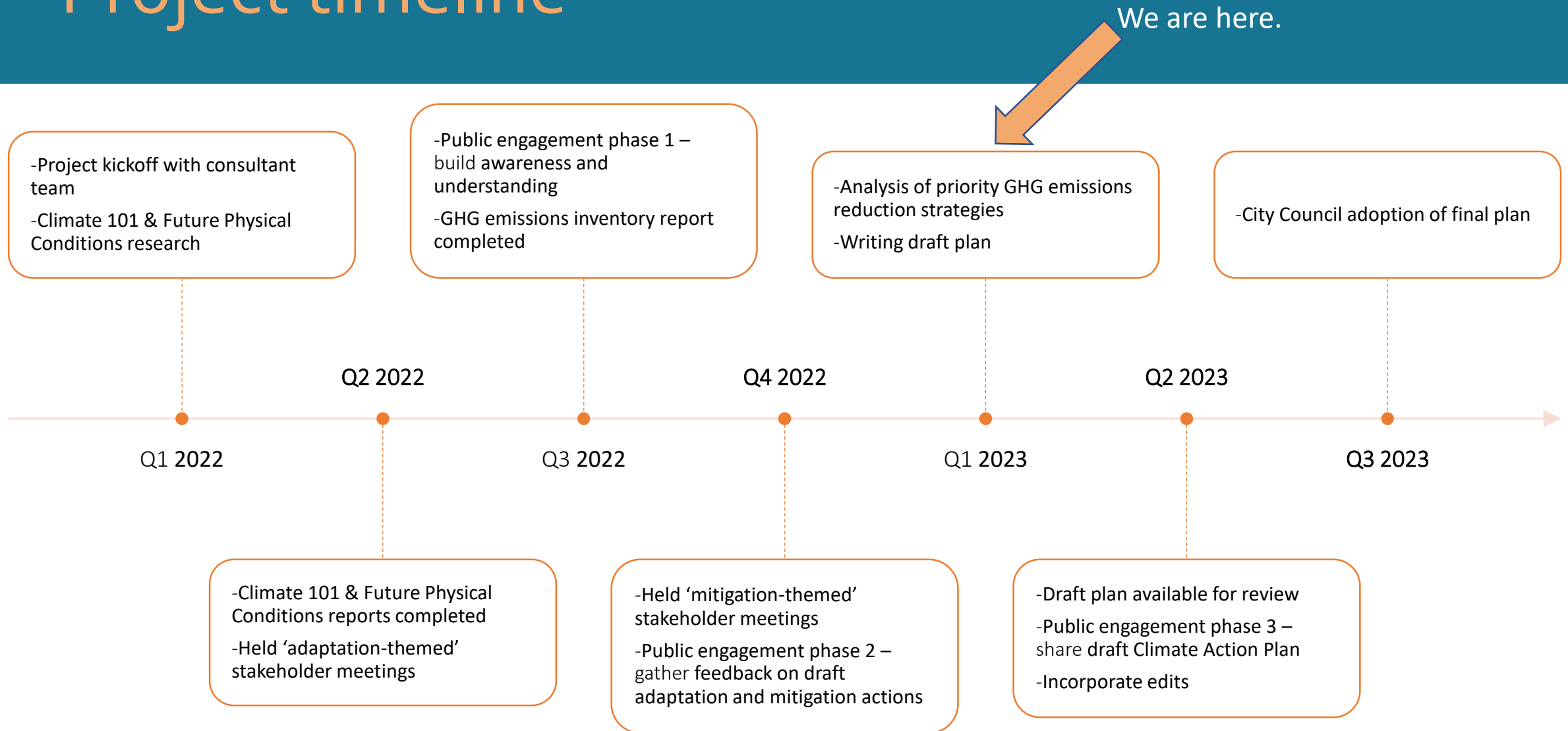
January 23, 2023

Overview

- Project timeline
- Fall engagement summary
 - Public engagement
 - Stakeholder engagement
- Tualatin's emissions reduction goal
- Request for feedback: emissions reduction strategies
- Next steps

Project timeline

We are here.



Phase 2 engagement summary

Public engagement opportunities



- **1 Online Open House** offered in Spanish and English with a total of 69 responses
- **3 in-person workshops** with a total of 45 participants. Spanish interpretation was available at all workshops
- **2 in-person tabling events** with approximately 165 people engaged
- **4 Latino Business Network meetings** attended where information about the workshops and online open house was shared

Promotion of public engagement opportunities



PRINT

- Postcards
- Flyers
- A-frame signs in parks



PHONE CALLS

- To Spanish-speaking community members



DIGITAL

- Social media
- Emails
- Project website



IN PERSON

- Chamber of Commerce networking event
- Latino Business Network meetings
- Tabling
- Earthwise Crew presentation

Public engagement - key themes



Interest in reducing their greenhouse gas emissions and a desire for the City to do more to address climate change



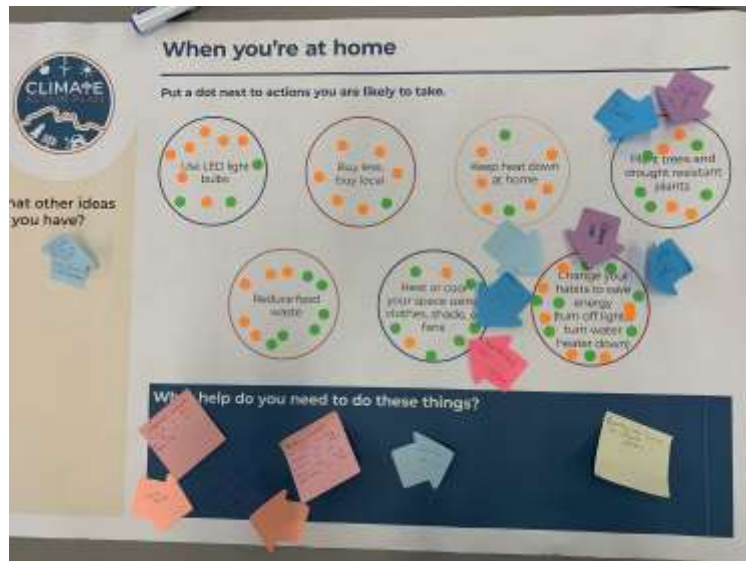
Desire for the City to provide more information related to how residents and businesses can reduce their emissions and prepare for extreme weather events



Interest in financial help or incentives to off-set the costs of reducing their greenhouse gas emissions and adapting to climate change

Top mitigation actions

When you are at home or at work



- Use LED lightbulbs
- Change habits to save energy
- Buy more energy efficient appliances
- Plant trees and drought-resistant plants
- Install solar panels or heat pumps

When you buy things



- Recycle
- Eat more plants
- Buy fewer new things
- Repair broken items
- Buy local items
- Buy durable items

When you travel



- Carpool, walk, bike, or roll when possible
- Mixed feedback on public transit
- Remote work to reduce travel
- Purchase an electric vehicle

Adaptation - top concerns



Across all 4 extreme weather scenarios, participants reported feeling the most concerned about:

- Needing to stay home (indoors) or not being able to get to work or school
- The potential loss of income due to extreme weather events
- Feelings of isolation and depression
- Loss of electricity

Mitigation-themed stakeholder engagement

4 workshops:

1. Buildings + energy use
2. Urban form + land use
3. Transportation – modes and fuel switching
4. Consumption – food + goods

Participants

Utilities



Local agencies



State agencies



Private companies



Non-profits



Mitigation workshops – key takeaways



The City can help with **identifying information gaps, educating the public, and amplifying existing programming** to address GHG emissions mitigation.



There is a strong need for **relationship-building to enhance partnerships, increase trust, and improve coordination** between stakeholders.



A **one-size-fits-all approach will not work**; GHG emissions reduction strategies and actions must be **tailored to the appropriate audiences** and implementers with **consideration for equity** embedded throughout.



Policy changes are needed to achieve GHG emissions reduction goals.

Tualatin's emissions reduction goal:
Net zero by 2050

Why net zero by 2050?

This goal was selected by the steering committee for a few reasons:



- This target is the **goal of the 2015 Paris Climate Agreement**
- As a member of the Climate Mayors group, **Mayor Bubenik signed a letter, alongside 465 other mayors from across the U.S., in support of upholding the Paris Climate Agreement target**
- This target **most commonly adopted by other cities** who have completed climate action plans
- If achieved, this target **prevents us from going over a planetary “tipping point” of no return** (1.5 degrees Celsius), which will dramatically increase the impacts of climate change

Emissions reduction strategies

Emissions reduction strategies to be analyzed

Buildings + energy use

- Energy Efficiency and Conservation
- 100% greenhouse gas-free electricity supply
- 100% renewable natural gas / clean hydrogen supply
- Electrification of space and water heating for *new* buildings
- Electrification of space and water heating for *existing* buildings
- Voluntary Purchase of Verified Carbon Offsets (such as Northwest Natural's SmartEnergy program)

Urban form + land use

- Dense future development resulting in reduced future vehicle miles traveled (VMT)
- Urban/community forestry & carbon sequestration

Transportation – modes + fuel switching

- Electric vehicles or another low-GHG fossil gasoline substitute
- Biodiesel, renewable, electric, or another low-GHG fossil diesel substitute
- Active transportation to reduce car miles and fossil fuel (gasoline) use
- Transit transportation to reduce car miles and fossil fuel (gasoline) use

Consumption – food + goods

- Landfill diversion of organic materials (composting)
- Avoided edible food waste
- Road materials management

Next steps





Discussion

With the goal of *net zero by 2050* in mind,

1. What are your reactions to the strategies needed to achieve the goal?
2. What strategies catch your interest and why?
3. Which strategies do you feel will be the most challenging to implement?

TUALATIN CLIMATE ACTION PLAN

FALL 2022 OUTREACH SUMMARY

The City of Tualatin conducted public outreach between September and November 2022 to share information about the development of the City's first Climate Action Plan (CAP) and to solicit feedback that will inform the CAP. In this phase of outreach, the City of Tualatin shared information about what Tualatin's climate is projected to be like by the end of the century and how community members can help reduce their impact on climate change. The City also solicited feedback about what help people need from the City to cope with the impacts of climate change and reduce their greenhouse gas emissions.

Over 250 people were engaged through this phase of outreach. Opportunities for engagement, as well as highlights from the feedback received, are summarized below.

Opportunities for engagement

- **1 Online Open House** offered in Spanish and English with a total of 69 responses (67 in English, 2 in Spanish); available from September 24 – November 13, 2022.
- **3 in-person workshops** with a total of 45 participants. Spanish interpretation was available at all workshops.
 - Households and Interest Groups: 17 total participants (12 English, 5 Spanish)
 - Youth: 21 total participants (20 English, 1 Spanish)
 - Small Businesses: 7 total participants (4 English, 3 Spanish)
- **2 In-person tabling events (Tigard Farmers Market and Tualatin Public Library)** with approximately 165 people engaged.
- **4 Latino Business Network meetings** attended where information about the workshops and online open house was shared.

How engagement opportunities were promoted:

- Mailers sent to all addresses within Tualatin advertising the online open house.
- Social media posts to the City's Facebook page and Instagram account.
- An article in the local newspaper, Tualatin Life, promoting the online open house.
- Posts on the project website.
- Canvassing to local businesses.
- Tualatin Chamber of Commerce networking event.
- Emails sent to interested parties on the stakeholder list.



- Personalized emails to businesses and community groups in Tualatin.
- Promotion in the Tualatin Chamber of Commerce weekly newsletter.
- Phone calls to Spanish-speaking community members about workshops and online open house.
- Flyers promoting the open house in the Tualatin Public Library and local businesses.
- A-frame signs placed at Tualatin Community Park, Atfalati Park, the Lake of the Commons, and the entrance to the Tualatin River Greenway Trail promoting the online open house

Public Feedback Key Themes

Overall, participants expressed interest in reducing their greenhouse gas emissions and a desire for the City to do more to address climate change. Participants would like the City to **provide more information and opportunities** to learn more about how to reduce their emissions and how to prepare for extreme weather events, as well as **financial help or incentives** to off-set the costs of reducing their greenhouse gas emissions (i.e., installing solar panels or a heat pump) and adapting to climate change (i.e., weatherizing home and businesses and/or repairing damage), which can be cost prohibitive. Key themes are summarized below:

- **Access to information** is key during, and in preparation for, extreme weather situations. Information should be specific, easy to understand, and provided in Spanish and English. Participants expressed interest in a City-hosted “resource hub” as a one-stop landing place for information related to climate adaptation, emergency preparedness, and extreme weather.
- Everyone is worried about **power outages**. Students are especially worried about them if school has to go online during winter storms.
- **Hazardous road or sidewalk conditions** can make it unsafe to walk, bicycle, or drive to work or school during extreme weather.
- People need **resources to stay warm and safe** – at home or on the way to work or school.
- A City **incentivization or “green” certification program for small businesses** could be a way to encourage businesses to reduce their greenhouse gas emissions.
- Homeowners and small businesses would benefit from **education and information about what to do first** (i.e., install a heat pump, go solar, install smart irrigation, etc.).
- There was overall interest in a **public Climate Action Fair** to learn about resources, gather needed supplies and ways to be proactive, and learn how to reduce greenhouse gas emissions.
- Small business owners are concerned about **how climate change will impact their bottom line (i.e., the financial impacts to their business)**, which directly affects their ability to support their families. There was also concern about extreme weather, which typically leads to a decrease in customers.
- The **City can act as conduit between community members and large entities** (like utility companies) to help Tualatin adapt to climate change and reduce greenhouse gas emissions.

- Spanish-speaking participants emphasized that they would like to **actively fight climate change**, rather than reacting to its effects. They raised the concern that while individual actions to reduce climate change should be encouraged, **institutional level changes and programs are needed to make real progress**.
- Many people want to make a difference, but they need **resources and support**, and they **want to feel that they are a part of a community working together**. Spanish-speaking participants were especially **interested in how community members can work together to make a positive impact** on the environment, society, and the economy (with an emphasis on the workforce). It was especially **important for these efforts to be community focused**, possibly channeled through a school or church group.
- **Youth participants expressed interest in implementing mitigation activities**, such as reforestation and recycling.

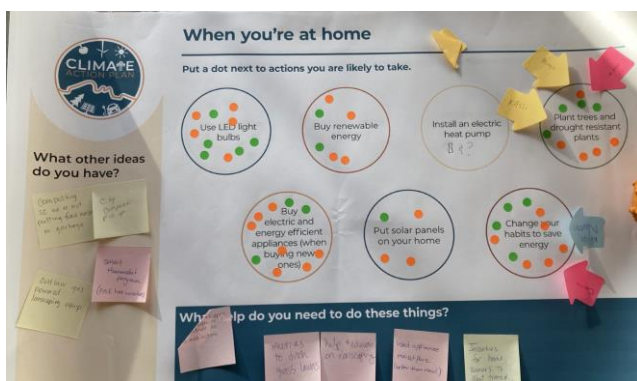
The workshop activities and online open house questions were both organized around “tools for adaptation” (how to deal with climate change impacts) and “actions for mitigation” (how to reduce your impact on the environment) and followed a similar line of questioning. The following summarizes the feedback from online and in-person participation around these themes.

Mitigation: Actions people can take to help slow climate change

Participants were asked how they would be willing to help reduce their greenhouse gas emissions and contribution to climate change by making changes at home, when traveling, and when buying things. During the in-person workshops participants were asked to put a dot by the actions they thought they could complete. Online participants selected the actions in each category they were likely to take.



When you're at home or your business



Poster from Households and Interest Groups workshop.

Participants expressed eagerness to make adjustments to their daily lives to mitigate climate change. The most frequently marked options in this category were to **use LED light bulbs, change your habits to save energy, and buying more energy efficient appliances**.

- **Top for Households:** Use LED light bulbs, change your habits to save energy, buy energy efficient appliances, and plant trees. For Spanish-speaking participants, using LED light bulbs and planting trees and drought resistant plants were top choices.
- **Top for Youth:** For both English and Spanish participants, use LED light bulbs, change your habits to save energy, heat or cool your space using clothes, shade, or fans, reduce food waste, and plant trees.
- **Top for Small Business:** Install an electric heat pump or solar panels, and buying renewable energy. For Spanish-speaking participants, installing solar panels was the top choice.
- **Top for online open house:** Use LED lightbulbs, buy energy efficient appliances, and change your habits.

When you buy things

At the workshops, most of the actions in this category had a similar number of dots and check marks, and all had been selected by nearly half of all participants in that group (except in the Small Business group). **Recycling was a very popular option, as was eating more plants, and buying fewer new things. Buying local and buying more used or durable items** were both the top selections in the Small Business group.

- **Top for Households:** Fairly even distribution across all choices, with eat more plants slightly higher. For Spanish-speaking participants, recycling, eating more plants, and meal planning were top choices.
- **Top for Youth:** For both English and Spanish participants, there was a fairly even distribution across all choices, with recycling slightly higher.
- **Top for Small Business:** Even distribution across buying few new things, more used or durable items, repairing broken items, and buying energy efficient appliances. For Spanish-speaking participants, buying local and adapting sustainable purchasing policies were top choices.
- **Top online open house:** Recycling was the most popular option, followed by buying fewer new things and repairing broken items.

When you travel / Getting to and traveling for work

Responses to the “when you travel” category were less consistent than the other two. In the Youth workshop, **most participants were willing to carpool or walk, bike, roll, or skateboard when possible**, but only a few marked the other options. **Youth participants were also hesitant about using public transit** due to not feeling safe, routes and schedules being inconvenient, or not having parental permission.

- **Top for Households:** Walk, bike, roll, or skateboard when possible, buy an electric or hybrid car, carpool, and take public transit. For Spanish-speaking participants, carpooling and taking public transit were top choices.

- **Top for Youth:** For both English and Spanish participants, carpool, and walk, bike, roll or skateboard were top choices.
- **Top for Small Business:** Working remotely (selected by all participants), coordinate carpooling, and electrifying the business vehicle fleet. For Spanish-speaking participants, working remotely was the top choice.
- **Top online open house:** Walk, bike, roll, or skateboard when possible, and buy an electric or hybrid car.

What help people need from the City to mitigate climate change

The City asked participants what help they needed to reduce their greenhouse gas emissions. The most common suggestions revolved around **education** or **providing financial incentives and/or assistance**.

Many participants highlighted that **many of the options are cost prohibitive and that finding the funds to complete these actions is an equity issue**. Any support the City could provide in stipends, incentives, or discounts towards actions would be helpful. An online commenter also brought up that many of these actions are impossible if you rent your home.

Many participants would be willing to take transit, walk, or bike if transit service and active transportation infrastructure were improved. Many felt that public transit is often not safe nor convenient, and dedicated paths for biking or walking are needed to encourage both.

Adaptation: How a changing climate impacts people

Changing climate patterns mean that Tualatin is seeing (and will continue to see) **more hot days per year, more wildfires and smoke, more severe rain and flooding, and more severe storms in the winter**. In this round of outreach, the City sought to understand what the community needs to deal with these severe weather conditions.



During the in-person workshops, participants discussed how they cope with each extreme weather event and what help they need from the City to stay safe. Online participants were able to choose between a list of concerns about each climate impact and asked to select the top five things that made it hard to deal with each impact.

Key themes across all extreme weather scenarios

Across all four extreme weather scenarios, **needing to stay home (indoors) or not being able to get to work or school**, were the biggest concerns for workshop participants. People were particularly concerned about the **potential loss of income and feelings of isolation and depression** (especially for older community members). In the online open house, **loss of electricity** was the top concern in all but the Wildfires and Smoke category, where the top concern was **difficulty breathing or dangerous air quality**.

Below is a summary of the highlights from the feedback received:

- **Loss of work and income was a top concern, especially for Spanish-speaking participants.** Farmworkers were specifically mentioned as bearing this burden as they may not only have to work in unsafe conditions but may also have to forgo work (and thus income to support their families) if weather conditions make it unsafe to work.
- Inclement weather can make it hard or **unsafe for employees to get to work and/or work outside**. This was especially important to Spanish-speaking participants in the Small Businesses workshop.
- **Amplified negative impacts for certain populations** (particularly in terms of financial burden, risk of death, and safety). These included: People living in poverty, people with fixed incomes, hourly wage earners (may have to miss work and not get a paycheck during severe weather situations), farmworkers, and those without shelter or housing.
- **Damage caused by flooding or storms, and the resulting repairs** is a further financial concern, especially for those with limited resources. Many people also noted that they do not know what to expect during these types of events, and **more information is needed during and in preparation for them** (i.e., creating an emergency kit, plan for evacuation or reunification, etc.)
- **Transportation to school was a key issue at the Youth workshop.** Many participants walk to school, which extreme weather conditions can make difficult or even impossible. Participants suggested **adding bus routes to pick up students who live within a mile of school during inclement weather events** (as they are not served by school buses). Alternatively, **better service from public transportation** (i.e., more frequent service, more stops, or better stop shelters) would be useful.
- Youth workshop participants were very concerned about the **wellbeing of those most vulnerable to extreme weather** and what they need to cope and survive. Participants were eager to help each other and **create community systems of support**. Several participants were interested in working with the City to implement portions of the final CAP, which could include creating systems for mutual aid and care.
- Many participants expressed concern about **increased cost of electricity during peak times during the day**. Spanish-speaking workshop participants noted that excessive heat requires more use of energy to prevent food spoilage and create a safe working environment.

What help people need from the City to adapt to a changing climate

The City asked participants what help they needed to cope with the impacts of climate change. The most common suggestions revolved around **financial assistance, information sharing, and improving or expanding City services**. Below is a summary of the key suggestions and requests:

Provide financial assistance

- Provide access to supplies and money needed to **cope with and prepare for extreme weather**. This included air conditioners, generators, air filters or masks.
- Help people pay **electricity bills**, business and home **repairs** (after damage), and **rent** (especially important if people are not able to go to work). Spanish-speaking workshop participants suggested creating **programs to help businesses who are forced to reduce or close due to wildfire smoke**.
- Provide **blankets and warm coats**.
- **Support for low-income people** who may not be able to make expensive repairs or prepare/recover from extreme weather events.

Improve and expand City services, ordinances, and infrastructure:

- Quickly **restore services** during and after weather events (i.e., clearing roads, restoring power, etc.).
- Help accessing **alternative power sources**, such as generator, during power outages. This was especially important to Spanish-speaking participants in the Small Businesses workshop.
- **Change City zoning ordinances** to limit development in flood plains.
- Provide a **safe place to go** during extreme weather (especially important for people who can't afford or do not have heating and cooling).
- Provide **places to charge phones and devices** during a power outage.
- Provide **extra transit and school bus routes** when it is too dangerous to walk outside.
- Plant more **trees** to provide shade and mitigate climate change.
- Create **regulations that protect employees and distribute information** about how to access safety equipment (such as masks).

Provide more information:

- **Opportunities to learn** about how to prepare an emergency kit, create an evacuation plan, prepare your home or business for disasters, what to do during an emergency, etc.
- How to **landscape with drought resistant** plants to reduce water use.
- Which **energy-saving improvements** (installing solar, heat pumps, pervious pavement/etc.) should people do first and how.
- **Stormwater management** for your home, business, and neighborhood.
- How to **reduce natural gas use** in a business.

- Information about **how business owners can protect their employees** during extreme weather events, which was especially important to Spanish-speaking workshop participants.

Create and leverage communication channels:

- Need for **emergency communications** so that people can help each other during emergencies, know where to go to access (i.e., food, water, etc.), and get updates.
- **Youth participants suggested using school communications**, Instagram and Facebook, signs in stores, mail, text flash alerts to communicate with them and the community.
- **Spanish business owners mentioned that radio is a useful tool for their community** as they often have the radio playing in the background.
- **Religious institutions or other community leaders** were suggested by Spanish-speakers as a good way to distribute information. Finding a trusted leader to share information with the Latino/a community is especially important as some community members may mistrust the government.

Additional feedback

In the online open house, participants had the opportunity to participate in an **interactive map**. Top comments revolved around a development in the southern Tualatin, where people were **concerned about trees being cut down**.

Related, people suggested that the City create **clearer permitting and rules around how people remove and plant trees**.

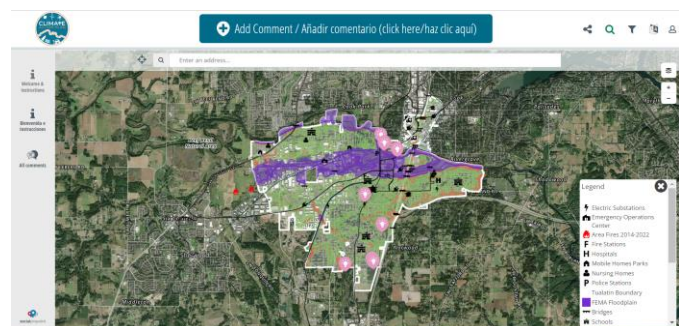
There were also location suggestions of where to place **water filling stations, ebike charging stations, and shade structures** (mostly near Tualatin Community Park).

Participants noted that many solutions to extreme weather (e.g., using AC, needing more electricity to control the temperature indoors, driving instead of walking because of heat/ice, buying more items to protect from weather), also contribute to climate change. Participants also suggested that City staff coordinate with other nearby cities and entities.

Spanish-speaking participants expressed **interest in learning about the root causes of climate change** and suggested a workshop focused on the topic. This was similar to a suggestion made by Youth workshop participants, who were interested in sharing information about climate change with their parents and guardians.

Who we heard from

Online Open House: Of the 74% of all respondents to the open house who shared their demographic data, the majority identified as white. The second largest racial or ethnic identity selected was Latino/a



or Hispanic (12%). About half of participants were between the ages of 25 to 64 and just over a third of all participants indicated that they were 65 years of age or older. About a third of participants had a household income between \$40,000 to \$99,999, a little over a quarter had a household income of \$100,000 or above, and 20% indicated an income of less than \$40,000. Most participants (38%) hold a postgraduate degree, 26% have a 2-year degree, and another 26% have a 4-year college degree.

Workshops: Of the 44 total workshop participants, 21 were 18 years old or younger and approximately nine (9) were either bilingual in Spanish and English, or predominately spoke Spanish.

What's Next?

The City of Tualatin will use the information gathered during this phase of outreach to inform the development of the draft Climate Action Plan, which will be shared with the public in a second online open house in Spring 2023.

Key Themes from Mitigation Themed Stakeholder Workshops

Buildings and energy workshop

October 5, 2022

Attendees

- Roger Kainu (Oregon Department of Energy)
- Hannah Cruz (Energy Trust of Oregon)
- Troy Gagliano (PGE)
- Nina Carlson (Northwest Natural)
- Jonathan Taylor (City of Tualatin)
- Jerianne Thompson (City of Tualatin)
- Jacob Buchannan (Center Cal / Bridgeport Village)
- Josh Proudfoot (Good Company)
- Beth Miller (Good Company)
- Maddie Cheek (City of Tualatin)
- Nic Westendorf (City of Tualatin)

Key themes

- The City can play a big role to help with education and amplification of existing programming (e.g. from Northwest Natural, PGE, Energy Trust of Oregon).
- Cost seems to be the biggest barrier for folks to reduce GHG emissions right now.
- Ongoing relationships between city and commercial/industrial actors needed to ensure they feel supported and have education/resources needed to tackle GHG mitigation.
- Policy changes can play a role in speeding this up.
- Different folks have different needs; there can't be a one-size-fits-all approach to solutions or communications. Messaging and targeted different groups' unique needs must be responsive to this.

Urban form and land use workshop

October 6, 2022

Attendees

- Erin Engman (City of Tualatin)
- Mike McCarthy (City of Tualatin)
- Steve Koper (City of Tualatin)
- Steve Kelly (Washington County)
- Jerianne Thompson (City of Tualatin)
- Jonathan Taylor (City of Tualatin)
- Anouksha Gardner (The Street Trust)
- Josh Proudfoot (Good Company)
- Beth Miller (Good Company)

- Maddie Cheek (City of Tualatin)
- Nic Westendorf (City of Tualatin)

Key themes

- There are many chicken and egg situations when it comes to UF&LU – at some point we have to establish the infrastructure to get people to use it, this requires political will and we need to accept that some things might not be utilized right away, but do need to provide options.
- There are a handful of unknowns/information gaps that the City could benefit from better understanding (e.g. Types of trees we should be planting moving forward given changing climate conditions – revised street tree list?)
- Code updates are needed to make some of these best practices materialize in reality.
- There are unmet funding needs preventing these best practices from being adopted currently (E.g. Funding to incentivize blended development / mixed use neighborhoods, transit incentives)
- Equity must be considered and prioritized in changes to code and distribution of funding and other resources.

Transportation - modes and fuel switching workshop

October 18, 2022

Attendees

- Basil Christopher (ODOT)
- Juliae Riva (PGE)
- Troy Gagliano (PGE)
- Tangerine Behere (Ride Connection / ODOT)
- Brett Hoffman (City of Tualatin)
- Mike McCarthy (City of Tualatin)
- Josh Proudfoot (Good Company)
- Beth Miller (Good Company)
- Maddie Cheek (City of Tualatin)
- Nic Westendorf (City of Tualatin)

Key themes

- Amplify, promote, or educate folks on existing programs and options to switch transportation modes and/or fuels.
- Lead by example to reduce or offset transportation-related emissions (e.g. electrify its own fleet and sharing that story with the public (in progress), adopt a city policy that requires carbon offsets to be purchased for any business-related flights)
- Partner with local transit agencies and major employers in Tualatin others to reduce barriers to low-carbon transit.
- Consider creating policies that incentivize public transportation and make use of alternative transportation modes more appealing to residents and workers in Tualatin.
- It's important to lead with solutions/better alternatives instead of taking convenience and ease away from folks with no backup plan. Equity issues embedded in this as well.

Consumption - food and goods workshop

October 19, 2022

Attendees

- KJ Lewis (Republic Services)
- Travis Comfort (Republic Services)
- Elaine Blatt (DEQ)
- Ricardo Palazuelos (Washington County)
- Carolina Martins (Washington County)
- Liz Miller (Campbells)
- Lindsay Marshall (City of Tualatin)
- Josh Proudfoot (Good Company)
- Beth Miller (Good Company)
- Maddie Cheek (City of Tualatin)
- Nic Westendorf (City of Tualatin)

Key themes

- Building trust is key to enable borrow/sharing at a large scale to work – trustworthy programs, groups, and/or venues must be established. Folks also need to trust that they'll be able to borrow what they need when they need it to deter them from buying new.
- A one-sized-fits-all approach will not work. Must tailor messaging to be culturally appropriate, goal-specific, and it must be communicated through the right channels to reach the right folks.
- More venues are needed where folks can borrow, share, buy used/durable items, and/or drop off unwanted items that are still in good shape. "One stop shop" for disposal has worked for other places – reduces barriers to sorting and time spent trying to get items to the right places.
- City can play a huge role in educating the public (E.g. what local repair shop options exist, meal planning and food storage)
- It is important to communicate/educate about these issues as people come into contact with them (e.g. flyers about food waste reduction at grocery stores and restaurants)
- Consistent messaging and collective efforts needed to ensure that folks are receiving the same messages consistently in many places.



City of Tualatin

CITY OF TUALATIN
Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: January 23, 2023

SUBJECT:

Consideration of Approval of the Work Session and Regular Meeting Minutes of January 9, 2023.

RECOMMENDATION:

Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of January 9, 2023
- City Council Regular Meeting Minutes of January 9, 2023



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR JANUARY 09, 2023

Present: Mayor Frank Bubenik, Councilor Octavio Gonzalez, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier, Councilor Christen Sacco

Mayor Bubenik called the meeting to order at 6:08 p.m.

1. Tualatin Shuttle Expansion & Washington County Transit Investment Priorities.

John Whitman, Planning Supervisor and Tangerine Behere, Lead Service Planner from Ride Connection and Reza Farhoodi, Associate Planner from Washington County presented information on the Tualatin shuttle expansion. Mr. Whitman stated Ride Connection has a large presence in Washington County that provides community connectors, RideAbouts, demand response, a volunteer driver program, and shared vehicle agreements. He stated funding for these programs come from state and federal programs. Mr. Whitman stated 75% of riders use Tualatin shuttle as part of their commute to work and as an integral part of getting people to the WES and other worksites. He spoke to some impacts and benefits including climate priorities, economic development, public health goals, and social equity goals for Rider Connection. Ms. Behere shared current Tualatin routes and the new and modified routes that were added during the expansion. She stated service will run Monday thru Friday from 5:45 a.m. to 7:19 p.m. and connect with TriMet and other transit services.

Mr. Farhoodi presented an update on Washington County Transit investment priorities. He stated the county operates in the rural transit area and partners with Ride Connection to provide these services. Mr. Farhoodi stated the investment priorities for the next biennium include maintaining current committed services, enhance existing services, servicing new areas including King City and Bethany, and purchasing four new vehicles. He stated some planned enhancements include upgrades to the Tualatin Shuttle hub at the WES station, an additional 11 stops in Tualatin, and partnering with TriMet and SMART on shared stops. Mr. Farhoodi stated next steps include the city permitting process with construction starting in March 2023.

Councilor Pratt asked about the green line and if there is access to the food pantry. Ms. Behere stated it is a stop and they allow the transportation of items that are picked up there.

Councilor Reyes asked about the 2022 Rider Survey and if it was provided in additional languages. Mr. Whitman stated the survey is an onboard transit survey of current riders and was available in Spanish.

Councilor Reyes asked if this is a free service. Mr. Whitman stated it is.

Councilor Brooks asked how often service runs. Ms. Behere stated it is a continuous service.

Councilor Brooks asked about the stop that will be put in at the WES station. Mr. Farhoodi stated the stop will be in the park and ride there but an exact location has not been determined.

Councilor Brooks stated having cover for stops is really important for the vulnerable population. She wants to make sure this is a priority. Mr. Farhoodi stated they are interested in this conversation and working with the city on maintenance agreements for these types of covers.

Mayor Bubenik asked about funding when the budget cycle is over. Mr. Farhoodi stated ongoing funding will be through the STIP program.

Mayor Bubenik asked about how changes in the lines are being communicated. Ms. Behere stated notices were made on the bus and communicated that way.

2. 2023-24 Council Committee Assignments, Meeting Agenda Review, and Communications.

The Council assigned Councilors to serve on local and regional committees.

Adjournment

Mayor Bubenik adjourned the meeting at 6:54 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JANUARY 09, 2023

Present: Mayor Frank Bubenik, Council President Valerie Pratt Councilor Octavio Gonzalez, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco

Call to Order

Mayor Bubenik called the meeting to order at 7:03 p.m.

Pledge of Allegiance

Announcements

1. Council President Election

Mayor Bubenik accepted nominations for Council President. Councilor Sacco nominated Councilor Pratt. Councilor Reyes nominated Councilor Brooks.

Councilor Pratt was voted Council President in a 5-2 paper vote.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Sacco, Seconded by Councilor Brooks. Voting Yea: Mayor Bubenik, Councilor Gonzalez, Councilor Brooks, Councilor Reyes, Council President Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of December 12, 2022
2. Consideration of Approval of a New Liquor License Application for Planet Express Shipping LLC.
3. Consideration of the System Development Charge Annual Reports for Fiscal Year 2021-22
4. Consideration of **Resolution No. 5663-23** Canvassing Results of the General Election Held in the City of Tualatin, Washington and Clackamas Counties, Oregon on November 8, 2022
5. Consideration of **Resolution No. 5664-23** Resolution Authorizing Solid Waste and Recycling Rate Adjustments 2023
6. Consideration of **Resolution No. 5665-23** Authorizing the City Manager to Execute an Intergovernmental Agreement with Metro to Contract Services for Houseless Campsite Cleanup

General Business

1. Consideration of Recommendations from the Council Committee on Advisory Appointments

Councilor Brooks thanked all those who applied for the committees. Councilor Reyes read the recommendations for committee appointments.

Motion to accept the appointments as recommended made by Councilor Brooks, Seconded by Councilor Sacco.

Voting Yea: Mayor Bubenik, Councilor Gonzalez, Councilor Brooks, Councilor Reyes, Council President Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Council Communications

Councilor Hillier stated Dress to Dream will be holding an event to help provide apparel to students to attend upcoming winter formals. She stated the event will be on January 13th from 4-7:30 pm and January 14th from 9am-4pm at Rolling Hills Church.

Council President Pratt stated she attend the C4 mitigation workshop and the Swearing-In Ceremony.

Councilor Brooks stated she attended the TTSD Climate meeting, hosted a morning networking at the Heritage Center, attended the League of Oregon Cities Woman Caucus meeting, and participated in the Tualatin Arts Advisory Committee meeting.

Mayor Bubenik stated he attended the Metro Mayors Consortium meeting, the Greater Portland Inc. Small Cities Consortium meeting, the Mayors meeting with Chair Harrington, and the Washington County Coordinating Committee.

Adjournment

Mayor Bubenik adjourned the meeting at 7:24 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Julie Ludemann, Recreation Manager
Sara Shepherd, Center Supervisor

DATE: January 23, 2023

SUBJECT:

Consideration of Resolution No. 5666-23 Authorizing City of Tualatin to enter into a Tualatin Watershed Improvement Grant Agreement with the Tualatin Soil and Water Conservation District.

RECOMMENDATION:

Staff recommends approval of Resolution No. 5666-23

EXECUTIVE SUMMARY:

Resolution No. 5666-23 authorizes the City to enter into a grant agreement with the Tualatin Soil and Water Conservation District to accept grant funding in the amount of \$1,352.04 to support the Earthwise Crew in conservation-related topics that include pollinators or beneficial insects and native landscaping. Funds will support the implementation of two events: Mason Bees 101 and Mini-Habitat Workshop with Native Plants.

OUTCOMES OF DECISION:

Approval of the resolution will support all costs of the implementation of two events, including all materials and supplies, including compostable materials to move toward a Zero Waste event for the Earthwise Crew.

FINANCIAL IMPLICATIONS:

The grant funds will cover all expenditures.

ATTACHMENTS:

1. Tualatin Watershed Improvement Grant Agreement between the Tualatin Soil and Water Conservation District and City of Tualatin
2. Resolution No. 5666-23

RESOLUTION NO. 5666-23

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT WITH THE TUALATIN SOIL AND WATER CONSERVATION DISTRICT.

WHEREAS, the Tualatin Soil and Water Conservation District is a non-regulatory organization/local unit of government which has awarded the City \$1,352.04 in grant funds for offering two Earthwise Crew events: Mason Bees 101 and Mini-Habitat Workshop with Native Plants;

WHEREAS, the Juanita Pohl Center has developed an Earthwise Crew program that focuses on environmental wellness for older adults in the Tualatin Community; and

WHEREAS, the Juanita Pohl Center will provide two free Earthwise Crew programs: Mason Bees 101 and Mini-Habitat Workshop with Native Plants in the spring of 2023.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Manager or designee is authorized to execute the grant agreement with the Tualatin Soil and Water Conservation District, which is attached as Exhibit 1, and incorporated by reference. The City Manager is authorized to make administrative modifications to the agreement to fully implement its intent.

Section 2. Adjustments to the adopted 2022-2023 budget should be made as follows:

General Fund Revenues: \$1,355

General Fund Expenditures, Parks and Recreation: \$1,355

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 23rd day of January, 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

Twig Grant Agreement

This grant agreement is between the Tualatin Soil and Water Conservation District (TSWCD) and City of Tualatin (Grantee).

PROJECT NAME: Earthwise Crew

PROJECT NUMBER: G202307-77

CONTACT NAME: Marilyn Brault-Binaghi

AWARD AMOUNT: \$1,352.04

AWARD DATE: 11/2/2022

PROJECT DURATION: This grant agreement will remain in effect for 1 year from the date of signing the grant agreement.

PROJECT DESCRIPTION

The Earthwise Crew is a program focused on environmental wellness for older adults in the Tualatin area. Each month, the Earthwise Crew meets to learn more about an environmental topics affecting the individual and the community. Grant funding will support a Mason Bee 101 event and a Mini-habitat with native plants event as a part of the Earthwise Crew program.

PROJECT TASKS AND TIMELINE: See details in grant application (attached).

PROJECT COSTS: TSWCD will provide funds in the amount of \$1,352.04 for the Earthwise Crew project on a reimbursement basis. TSWCD funding will not exceed this amount.

EXPENDITURE OF FUNDS: This grant is made for the purpose outlined in the grant application and amount listed in the award letter and may not be expended for any other purpose without TSWCD prior written approval.

ROLES AND RESPONSIBILITIES

A. TSWCD commits to:

1. Providing funds on a reimbursement basis upon successful completion of tasks, up to a maximum of \$1,352.04 as described in the attached application budget. TSWCD will reimburse approved actual expenses, which must be documented with copies of bills, invoices, and/or receipts. TSWCD will hold back payment of 10% of the dollar amount awarded until the final report has been received and accepted by TSWCD.
2. Providing all necessary documents for reporting project progress and financial information.
3. Remaining available for consultation with the Grantee as problems arise and attempt to address any project-related concerns.
4. Providing review and recommendations to Grantee regarding the project to ensure success and implementation of conservation activities related to the project.
5. Making reasonable accommodation of Grantee requests and secure Grantee permission before arranging any access or educational visits to the project .
6. Designating a primary contact, which is Jen Shih, (503)-501-7738, jen.shih@tualatinswcd.org.

B. The Grantee commits to:

1. Completing project according to the timeline and specifications detailed in the grant application (attached).
2. Complying with the project budget outlined in the grant application (attached).
3. Providing reports and records, including project updates, to TSWCD for the duration of the agreement, as stated in the grant application. This includes:
 - a. Keeping a record of all receipts and expenditures relating to this grant. No project expenses incurred before the grant agreement is signed by both parties will be reimbursed by TSWCD.
 - b. Providing TSWCD with a final written report summarizing the project no later than 45 days after the end of the project. Requests/documentation received after that time may not be processed.
4. Providing public recognition of TSWCD's support of the project and allowing promotion of the project in TSWCD's outreach materials and presentations. Public recognition and promotion may include: mention of TSWCD on the Grantee's website or newsletter; listing of TSWCD as a sponsor on brochures or signage; verbal announcement of TSWCD support at any events; or another appropriate form.

TERMS AND CONDITIONS

1. Each signer on the Application must be authorized to represent their entity and to sign contracts on its behalf.
2. Project eligibility, approval or denial of Applications, and dollar amounts awarded will be determined at the discretion of the Tualatin Soil and Water Conservation District.
3. Funds can be used toward matching other grant/project funds.
4. Payments totaling \$600 or more in a calendar year may be considered by the IRS to be reportable income. Grantees who receive TSWCD funding will be required to complete an IRS W-9 form. If applicable, TSWCD will report the income to the IRS and to the Grantee on a 1099-MISC form. The Grantee should consult a tax advisor regarding income reporting requirements and whether project-related expenses may be included as deductions on the Grantee's tax returns to offset this income.
5. By signing the Grant Agreement, the Grantee certifies that:
 - a. TSWCD funds will be used only for the purposes approved by TSWCD and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
 - b. The project/event will comply with [TSWCD's non-discrimination policy](#).
 - c. Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 through 30.300), the Grantee agrees to be responsible for its own actions and for any damage or third-party liability arising from the Grantee's activities related to its agreement with TSWCD. It agrees to indemnify and hold harmless TSWCD and its officers, directors, agents, and employees from any and all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the Grantee and its officers, directors, agents, and employees under the agreement.
 - d. The Grantee agrees that obtaining permits, if needed, is the responsibility of the Grantee. TSWCD is not responsible for the safety of organizers or participants in the project/event, or for providing insurance coverage. The Grantee is advised to ensure that adequate insurance coverage is obtained for the project/event.

Authorized Grantee Representative

Date

Kelly Dawes

2022-11-30

Tualatin Soil and Water Conservation District Designee

Date

Attachments: Grant Application (including budget)



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Julie Ludemann, Recreation Manager
Sara Shepherd, Center Supervisor

DATE: January 23, 2023

SUBJECT:

Consideration of Resolution No. 5667-23 Authorizing City of Tualatin to enter into a Letter of Agreement with Washington County Disability, Aging, and Veterans Services.

RECOMMENDATION:

Staff recommends approval of Resolution 5667-23

EXECUTIVE SUMMARY:

Resolution No. 5667-23 authorizes the City to enter into a Letter of Agreement with Washington County Disability, Aging, and Veterans Services to accept grant funding throughout the year to support Juanita Pohl Center fitness programs.

One such fitness program approved for funding through Washington County is the Yoga for Veterans program held at the Juanita Pohl Center. Yoga for Veterans is a class where all veterans can come together to support each other and learn gentle stretches to help ease suffering from combat and post traumatic stress.

It is anticipated that similar grant agreements requiring signature authority granted under Resolution No. 5667-23 will occur no more than four times per fiscal year.

OUTCOMES OF DECISION:

Approval of the resolution will support all costs of the implementation of Juanita Pohl Center fitness programs supported by Washington County, including marketing, materials, and supplies, for the 2022-23 fiscal year.

FINANCIAL IMPLICATIONS:

The grant funds will cover all expenditures.

ATTACHMENTS:

1. Letter of Agreement between Washington County and City of Tualatin for Yoga for Veterans Q1
2. Letter of Agreement between Washington County and City of Tualatin for Yoga for Veterans Q2
3. Letter of Agreement between Washington County and City of Tualatin for Yoga for Veterans

Q3

4. Letter of Agreement between Washington County and City of Tualatin for Yoga for Veterans

Q4

5. Resolution No. 5667-23

RESOLUTION NO. 5667-23

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS WITH WASHINGTON COUNTY FOR FITNESS PROGRAMS HOSTED BY THE JUANITA POHL CENTER FOR FY 2022-23.

WHEREAS, Washington County Disability, Aging, and Veterans Services supports fitness, health, and wellness programming for older adults; and

WHEREAS, the Juanita Pohl Center offers fitness, health, and wellness programs and events for older adults in the Tualatin community; and

WHEREAS, Washington County Disability, Aging, and Veterans Services has a desire to support Juanita Pohl Center programs and events throughout the year through grant funding;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Manager or designee is authorized to execute grant agreements with Washington County, for fitness programs authorized by their Disability, Aging and Veterans Services division. The City Manager is authorized to make administrative modifications to the agreement to fully implement its intent.

Section 2. This resolution is effective upon adoption.

Adopted by the City Council this ____ day of _____, 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



WASHINGTON COUNTY OREGON

Letter of Agreement

Date: 12/23/22

Presenter Name: City of Tualatin - Sara Shepherd

Address: 18880 SW Martinazzi Avenue

City, State, ZIP: Tualatin, OR 97062

Presenter Email: sshepherd@tualatin.gov

This letter serves as a formal agreement between Washington County and

The City of Tualatin, Presenter,

whereby Presenter will provide a weekly Yoga class for veterans and their support person

on Saturdays at 10:15am from 7/1/22-9/30/22.

Services will take place at: Juanita Pohl Center 8513 SW Tualatin, OR 97062.

Presenter will be compensated for services provided in the amount of \$30 per week, 13wks, total \$390.

Payment will be disbursed within 30 days of receipt of invoice after completion of services.

Presenter Services include the following:

Veterans' weekly Yoga class on Saturdays at 10:15am-11:15am. Veterans Yoga is a class where all veterans can come together to support each other and learn gentle stretches to help ease suffering from combat and post-traumatic stress. Students will be guided to move and breathe to bring healing to the whole warrior. This program is for Veterans, their support folks, Vets' family members (spouses, widow/widowers, children, parents) and friends. The class will be free for veterans and their support person(s).

July-September billed by December 15th

Every participant must legibly include their name on the Waiver Sign-in sheet, which will be forwarded to Vicki Horn at Washington County via email to: Vicki_Horn@washingtonty.or.gov along with the invoice for payment. If it is a series activity, they are only required to include their name on the Waiver Sign-in sheet one time. This form asks for an email address and is required to be completed. Washington County will send participants an email explaining our services and a copy of Stronger Together E-Newsletter. Participants can opt out of the newsletter after receipt.

The City of Tualatin will advertise in their newsletter and registration occurs on a walk-in basis. A flier with class information will be provided to DAVS to include in their ongoing Stronger Together E-Newsletter.

Washington County shall provide the following:

Washington County Waiver Form for Participants

DAVS Stronger Together invoice- with checklist of items needed

Veteran Services Flier with QR code

Advertising of event/series in Stronger Together E-Newsletter and sending Flier to multiple list serves that reach Washington County Veterans

Subject to the limits of the Oregon Tort Claim Act, Presenter shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with the service provided, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of the Presenter. The count agrees to promptly notify the Presenter in writing of any such claim or demand to indemnify and agrees to cooperate with the Presenter in a reasonable manner to facilitate the defense of such claim.

- Presenter certifies that they are exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656.
- Presenter certifies that they comply with ORS 656.017 in regards to workers' compensation

		503-691-3014
Presenter Signature	Date	Phone Number

<small>DocuSigned by:</small> <i>Rebecca Miller</i>	1/4/2023 11:29 PST
Department Head or Division Manager Signature	Date

Rebecca Miller	503-846-3080
Department Head or Division Manager Printed Name	Phone Number

Suzi Fulcher, Purchasing Supervisor Signature	Date

Vicki Horn	503-846-3051	44
Washington County Contact (Type or Print Name)	Phone Number	Mail Stop

Certificate Of Completion

Envelope Id: C6F35E1784D14307B209867740748C54	Status: Sent
Subject: Complete with DocuSign: Sara Shepherd_ Yoga for Veterans Q1.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Yassamin Alayan
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	155 N. First Ave, Suite 270
	MS28
	Hillsboro, OR 97124-3087
	yassamin_alayan@co.washington.or.us
	IP Address: 204.147.152.15

Record Tracking

Status: Original	Holder: Yassamin Alayan	Location: DocuSign
1/4/2023 10:49:08 AM	yassamin_alayan@co.washington.or.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington County	Location: DocuSign

Signer Events

Rebecca Miller
 rebecca_miller@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Signature

DocuSigned by:

 9F13D989CD744E0...
 Signature Adoption: Pre-selected Style
 Using IP Address: 204.147.152.17

Timestamp

Sent: 1/4/2023 10:51:00 AM
 Viewed: 1/4/2023 11:29:39 AM
 Signed: 1/4/2023 11:29:47 AM

Electronic Record and Signature Disclosure:

Accepted: 11/18/2019 10:11:58 PM
 ID: 1c8e3cca-02c1-4c2c-b1a8-f01c1f215481

Sara Shepherd
 sshpherd@tualatin.gov
 Security Level: Email, Account Authentication (None)

Sent: 1/4/2023 11:29:48 AM
 Viewed: 1/4/2023 3:26:37 PM

Electronic Record and Signature Disclosure:

Accepted: 1/4/2023 3:26:37 PM
 ID: 05e33df7-1c0f-43a6-8050-c37616bd11a3

Yassamin Alayan
 yassamin_alayan@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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vicki horn
vicki_horn@co.washington.or.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/4/2023 10:51:00 AM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO SHI OBO Washington County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO SHI OBO Washington County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tina_hartmeier@co.washington.or.us

To advise Carahsoft OBO SHI OBO Washington County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tina_hartmeier@co.washington.or.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO SHI OBO Washington County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO SHI OBO Washington County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO SHI OBO Washington County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO SHI OBO Washington County during the course of your relationship with Carahsoft OBO SHI OBO Washington County.



WASHINGTON COUNTY OREGON

Letter of Agreement

Date: 12/23/22

Presenter Name: City of Tualatin – Sara Shepherd

Address: 18880 SW Martinazzi Avenue

City, State, ZIP: Tualatin, OR 97062

Presenter Email: sshepherd@tualatin.gov

This letter serves as a formal agreement between Washington County and

The City of Tualatin, Presenter,

whereby Presenter will provide a weekly Yoga class for veterans and their support persons

on Saturdays at 10:15am from 10/1/22-12/31/22.

Services will take place at: Juanita Pohl Center 8513 SW Tualatin, OR 97062.

Presenter will be compensated for services provided in the amount of \$30 per week. 14 weeks total \$420.

Payment will be disbursed within 30 days of receipt of invoice after completion of services.

Presenter Services include the following:

Veterans’ weekly yoga class on Saturdays at 10:15am-11:15am. Veterans Yoga is a class where all veterans can come together to support each other and learn gentle stretches to help ease suffering from combat and post-traumatic stress. Students will be guided to move and breathe to bring healing to the whole warrior. This program is for Veterans, their support folks, Vets' family members (spouses, widow/widowers, children, parents) and friends. The class will be free for veterans and their support person(s).

October-December billed by January 15th

Every participant must legibly include their name on the Waiver Sign-inn sheet, which will be forwarded to Vicki Horn at Washington County via email to: Vicki_Horn@washingtoncountyor.gov along with the invoice for payment. If it is a series activity, they are only required to include their name on the Waiver Sign In sheet one time. This form asks for an email address and is required to be completed. Washington County will send participants an email explaining our services and a copy of Stronger Together E-Newsletter. Participants can opt out of the newsletter after receipt.

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Washington County shall provide the following:

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DAVS Stronger Together invoice- with checklist of items needed

Veteran Services Flier with QR code

Advertising of event/series in Stronger Together E-Newsletter and sending Flier to multiple list serves that reach Washington County Veterans

Subject to the limits of the Oregon Tort Claim Act, Presenter shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with the service provided, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of the Presenter. The count agrees to promptly notify the Presenter in writing of any such claim or demand to indemnify and agrees to cooperate with the Presenter in a reasonable manner to facilitate the defense of such claim.

- Presenter certifies that they are exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656.
- Presenter certifies that they comply with ORS 656.017 in regards to workers' compensation

		<u>503-691-3014</u>
Presenter Signature	Date	Phone Number

DocuSigned by:	
<i>Rebecca Miller</i>	1/4/2023 11:30 PST
Department Head or Division Manager Signature	Date

<u>Rebecca Miller</u>	<u>503-846-3080</u>
Department Head or Division Manager Printed Name	Phone Number

Suzi Fulcher, Purchasing Supervisor Signature	Date

<u>Vicki Horn</u>	<u>503-846-3051</u>	<u>44</u>
Washington County Contact (Type or Print Name)	Phone Number	Mail Stop

Certificate Of Completion

Envelope Id: 00FC715CE3D54604BD0C0CA5CB3C9BEB	Status: Sent
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Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Yassamin Alayan
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	155 N. First Ave, Suite 270
	MS28
	Hillsboro, OR 97124-3087
	yassamin_alayan@co.washington.or.us
	IP Address: 204.147.152.15

Record Tracking

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Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington County	Location: DocuSign

Signer Events

Rebecca Miller
 rebecca_miller@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 204.147.152.17

Timestamp

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 Viewed: 1/4/2023 11:30:14 AM
 Signed: 1/4/2023 11:30:18 AM

Electronic Record and Signature Disclosure:

Accepted: 11/18/2019 10:11:58 PM
 ID: 1c8e3cca-02c1-4c2c-b1a8-f01c1f215481

Sara Shepherd
 sshpherd@tualatin.gov
 Security Level: Email, Account Authentication (None)

Sent: 1/4/2023 11:30:20 AM
 Viewed: 1/4/2023 3:28:55 PM

Electronic Record and Signature Disclosure:

Accepted: 1/4/2023 3:28:55 PM
 ID: cfbce726-5b8d-4dc1-9e66-cf1c6b17e02d

Yassamin Alayan
 yassamin_alayan@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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vicki horn
vicki_horn@co.washington.or.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/4/2023 11:09:27 AM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO SHI OBO Washington County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

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All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO SHI OBO Washington County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tina_hartmeier@co.washington.or.us

To advise Carahsoft OBO SHI OBO Washington County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tina_hartmeier@co.washington.or.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO SHI OBO Washington County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO SHI OBO Washington County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO SHI OBO Washington County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO SHI OBO Washington County during the course of your relationship with Carahsoft OBO SHI OBO Washington County.



WASHINGTON COUNTY OREGON

Letter of Agreement

Date: 12/23/22

Presenter Name: City of Tualatin – Sara Shepherd

Address: 18880 SW Martinazzi Avenue

City, State, ZIP: Tualatin, OR 97062

Presenter Email: sshepherd@tualatin.gov

This letter serves as a formal agreement between Washington County and

The City of Tualatin, Presenter,

whereby Presenter will provide a weekly Yoga class for veterans and their support persons

on Saturdays at 10:15am from 1/1/23-3/31/23.

Services will take place at: Juanita Pohl Center 8513 SW Tualatin, OR 97062.

Presenter will be compensated for services provided in the amount of \$30 per week, 12 weeks, total \$360.

Payment will be disbursed within 30 days of receipt of invoice after completion of services.

Presenter Services include the following:

Veterans’ Weekly yoga class on Saturdays at 10:15am-11:15am. Veterans Yoga is a class where all veterans can come together to support each other and learn gentle stretches to help ease suffering from combat and post-traumatic stress. Students will be guided to move and breathe to bring healing to the whole warrior. This program is for Veterans, their support folks, Vets' family members (spouses, widow/widowers, children, parents) and friends. The class will be free for veterans and their support person(s).

January-March billed by April 15th

Every participant must legibly include their name on the Waiver Sign-in sheet, which will be forwarded to Vicki Horn at Washington County via email to: Vicki_Horn@washingtoncountyor.gov along with the invoice for payment. If it is a series activity, they are only required to include their name on the Waiver Sign-in sheet one time. This form asks for an email address and is required to be completed. Washington County will send participants an email explaining our services and a copy of Stronger Together E-Newsletter. Participants can opt out of the newsletter after receipt.

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DAVS Stronger Together invoice- with checklist of items needed

Veteran Services Flier with QR code

Advertising of event/series in Stronger Together E-Newsletter and sending Flier to multiple list serves that reach Washington County Veterans

Subject to the limits of the Oregon Tort Claim Act, Presenter shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with the service provided, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of the Presenter. The count agrees to promptly notify the Presenter in writing of any such claim or demand to indemnify and agrees to cooperate with the Presenter in a reasonable manner to facilitate the defense of such claim.

- Presenter certifies that they are exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656.
- Presenter certifies that they comply with ORS 656.017 in regards to workers' compensation.

		503-691-3014
Presenter Signature	Date	Phone Number

<small>DocuSigned by:</small> <i>Rebecca Miller</i>	12/28/2022 09:31 PST
Department Head or Division Manager Signature	Date

Rebecca Miller	503-846-3080
Department Head or Division Manager Printed Name	Phone Number

Suzi Fulcher, Purchasing Supervisor Signature	Date

Vicki Horn	503-846-3051	44
Washington County Contact (Type or Print Name)	Phone Number	Mail Stop

Certificate Of Completion

Envelope Id: 20AA36A6CDBE42F8A0AF305FD14A99BF	Status: Sent
Subject: Complete with DocuSign: Sara Shepherd_Yoga for Veterans Q3.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Yassamin Alayan
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	155 N. First Ave, Suite 270
	MS28
	Hillsboro, OR 97124-3087
	yassamin_alayan@co.washington.or.us
	IP Address: 204.147.152.5

Record Tracking

Status: Original	Holder: Yassamin Alayan	Location: DocuSign
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Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington County	Location: DocuSign

Signer Events

Rebecca Miller
 rebecca_miller@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 204.147.152.17

Timestamp

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 Viewed: 12/28/2022 9:31:41 AM
 Signed: 12/28/2022 9:31:59 AM

Electronic Record and Signature Disclosure:

Accepted: 11/18/2019 10:11:58 PM
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Sara Shepard
 sshpherd@tualatin.gov
 Security Level: Email, Account Authentication (None)

Sent: 12/28/2022 9:32:01 AM
 Viewed: 1/3/2023 11:41:37 AM

Electronic Record and Signature Disclosure:

Accepted: 1/3/2023 11:41:37 AM
 ID: c54d6435-f784-4ded-8c4f-c3713bfca989

Yassamin Alayan
 yassamin_alayan@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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vicki horn
vicki_horn@co.washington.or.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	12/27/2022 3:59:56 PM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO SHI OBO Washington County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO SHI OBO Washington County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tina_hartmeier@co.washington.or.us

To advise Carahsoft OBO SHI OBO Washington County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tina_hartmeier@co.washington.or.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO SHI OBO Washington County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO SHI OBO Washington County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO SHI OBO Washington County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO SHI OBO Washington County during the course of your relationship with Carahsoft OBO SHI OBO Washington County.



WASHINGTON COUNTY OREGON

Letter of Agreement

Date: 12/23/22

Presenter Name: City of Tualatin – Sara Shepherd

Address: 18880 SW Martinazzi Avenue

City, State, ZIP: Tualatin, OR 97062

Presenter Email: sshepherd@tualatin.gov

This letter serves as a formal agreement between Washington County and

The City of Tualatin, Presenter,

whereby Presenter will provide a weekly Yoga class for veterans and their support persons

on Saturdays at 10:15am from 4/1/23-6/30/23.

Services will take place at: Juanita Pohl Center 8513 SW Tualatin, OR 97062.

Presenter will be compensated for services provided in the amount of \$30 per week, 13weeks, total \$390.

Payment will be disbursed within 30 days of receipt of invoice after completion of services.

Presenter Services include the following:

Veterans’ Weekly yoga class on Saturdays at 10:15am-11:15am. Veterans Yoga is a class where all veterans can come together to support each other and learn gentle stretches to help ease suffering from combat and post-traumatic stress. Students will be guided to move and breathe to bring healing to the whole warrior. This program is for Veterans, their support folks, Vets' family members (spouses, widow/widowers, children, parents) and friends. The class will be free for veterans and their support person(s).

April- June billed no later than July 15th

Every participant must legibly include their name on the Waiver Sign-in sheet, which will be forwarded to Vicki Horn at Washington County via email to: Vicki_Horn@washingtoncountyor.gov along with the invoice for payment. If it is a series activity, they are only required to include their name on the Waiver Sign-in sheet one time. This form asks for an email address and is required to be completed. Washington County will send participants an email explaining our services and a copy of Stronger Together E-Newsletter. Participants can opt out of the newsletter after receipt.

The City of Tualatin will advertise in their newsletter and registration occurs on a walk-in basis. A flier with class information will be provided to DAVS to include in their ongoing Stronger Together E-Newsletter.

Washington County shall provide the following:

Washington County Waiver Form for Participants

DAVS Stronger Together invoice- with checklist of items needed

Veteran Services Flier with QR code

Advertising of event/series in Stronger Together E-Newsletter and sending Flier to multiple list serves that reach Washington County Veterans

Subject to the limits of the Oregon Tort Claim Act, Presenter shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with the service provided, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of the Presenter. The count agrees to promptly notify the Presenter in writing of any such claim or demand to indemnify and agrees to cooperate with the Presenter in a reasonable manner to facilitate the defense of such claim.

- Presenter certifies that they are exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656.
- Presenter certifies that they comply with ORS 656.017 in regards to workers' compensation.

		503-691-3014
Presenter Signature	Date	Phone Number

<small>DocuSigned by:</small> <i>Rebecca Miller</i>	1/3/2023 08:24 PST
Department Head or Division Manager Signature	Date

Rebecca Miller	503-846-3080
Department Head or Division Manager Printed Name	Phone Number

Suzi Fulcher, Purchasing Supervisor Signature	Date

Vicki Horn	503-846-3051	44
Washington County Contact (Type or Print Name)	Phone Number	Mail Stop

Certificate Of Completion

Envelope Id: 99DAD30C58A041A3A21BAFFE6E75344B	Status: Sent
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Certificate Pages: 5	Initials: 0
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Enveloped Stamping: Enabled	Yassamin Alayan
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	155 N. First Ave, Suite 270
	MS28
	Hillsboro, OR 97124-3087
	yassamin_alayan@co.washington.or.us
	IP Address: 204.147.152.5

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Storage Appliance Status: Connected	Pool: Washington County	Location: DocuSign

Signer Events

Rebecca Miller
 rebecca_miller@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 24.20.25.160

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 Signed: 1/3/2023 8:24:07 AM

Electronic Record and Signature Disclosure:

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Sara Shepherd
 sshpherd@tualatin.gov
 Security Level: Email, Account Authentication (None)

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 Viewed: 1/3/2023 11:45:41 AM

Electronic Record and Signature Disclosure:

Accepted: 1/3/2023 11:45:41 AM
 ID: a527b5c4-df9b-4f5f-9cce-687dced78b08

Yassamin Alayan
 yassamin_alayan@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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vicki horn
vicki_horn@co.washington.or.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO SHI OBO Washington County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO SHI OBO Washington County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tina_hartmeier@co.washington.or.us

To advise Carahsoft OBO SHI OBO Washington County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tina_hartmeier@co.washington.or.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO SHI OBO Washington County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO SHI OBO Washington County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO SHI OBO Washington County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO SHI OBO Washington County during the course of your relationship with Carahsoft OBO SHI OBO Washington County.



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Julie Ludemann, Recreation Manager
Sara Shepherd, Center Supervisor

DATE: January 23, 2023

SUBJECT:

Consideration of Resolution No. 5668-23 Authorizing City of Tualatin to enter into a Letter of Agreement with Washington County Disability, Aging, and Veterans Services.

RECOMMENDATION:

Staff recommends approval of Resolution 5668-23

EXECUTIVE SUMMARY:

Resolution No. 5668-23 authorizes the City to enter into a Letter of Agreement with Washington County Disability, Aging, and Veterans Services to accept grant funding throughout the year to support Juanita Pohl Center social programs.

One such social program approved for funding through Washington County is the upcoming Billiard Tournament Series – to be held at the Juanita Pohl Center, January through May 2023. The Center aims to continue to build new relationships and promote friendship through participation in the tournaments and other similar social programs.

It is anticipated that similar grant agreements requiring signature authority granted under Resolution No. 5668-23 will occur no more than four times per fiscal year.

OUTCOMES OF DECISION:

Approval of the resolution will support all costs of the implementation of Juanita Pohl Center social programs supported by Washington County, including marketing, materials, and supplies, for the 2022-23 fiscal year.

FINANCIAL IMPLICATIONS:

The grant funds will cover all expenditures.

ATTACHMENTS:

1. Letter of Agreement between Washington County and City of Tualatin for Billiard Tournament January 20-March 17, 2023
2. Letter of Agreement between Washington County and City of Tualatin for Billiard Tournament April 21-May 19, 2023
3. Resolution No. 5668-23

RESOLUTION NO. 5668-23

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS WITH WASHINGTON COUNTY FOR SOCIAL PROGRAMS HOSTED BY THE JUANITA POHL CENTER FOR FY 2022-23.

WHEREAS, Washington County Disability, Aging, and Veterans Services supports social engagement programming for older adults; and

WHEREAS, the Juanita Pohl Center offers programs for older adults in the Tualatin community to provide positive and engaging social opportunities; and

WHEREAS, Washington County Disability, Aging, and Veterans Services has a desire to support Juanita Pohl Center programs and events throughout the year through grant funding;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Manager or designee is authorized to execute grant agreements with Washington County, for social programs authorized by their Disability, Aging and Veterans Services division. The City Manager is authorized to make administrative modifications to the agreement to fully implement its intent.

Section 2. This resolution is effective upon adoption.

Adopted by the City Council this ____ day of _____, 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



WASHINGTON COUNTY OREGON

Letter of Agreement

Date: 12/22/22

Presenter Name: City of Tualatin – Sara Shepherd

Address: 18880 SW Martinazzi Avenue

City, State, ZIP: Tualatin, OR 97062

Presenter Email: sshepherd@tualatin.gov

This letter serves as a formal agreement between Washington County and

The City of Tualatin, Presenter,

whereby Presenter will provide a billiard tournament free for veterans

on 1/20/2023, 2/17/2023 and 3/17/2023.

Services will take place at: Juanita Pohl Center 8513 SW Tualatin, OR 97062.

Presenter will be compensated for services provided in the amount of \$879.50.

Payment will be disbursed within 30 days of receipt of invoice after completion of services.

Presenter Services include the following:

Veterans Billiard Tournament Series once per month January 20, 2023, February 17, 2023 and March 17, 2023. This is an opportunity where veterans can come together to support each other, meet other veterans and enjoy a little friendly competition and camaraderie in a safe and welcoming atmosphere.

The tournament will be free for veterans. There can be a maximum of 16 people per tournament and pre-registration required.

Monthly Tournament held on: 1/20/2023, 2/17/2023 and 3/17/2023

Refreshments: \$50/per month x 3 months= \$150

Names added to plaque recognition award: Metal plate with name engraved added to existing wooden plaque: \$16.50/per month x 3 months = \$49.50

Gift Cards for Monthly Tournaments: 1/20/2023, 2/17/2023 and 3/17/2023. Each month three gift cards will be awarded to first, second and third place tournament winners. First place will receive a \$25 gift card, second place will receive a \$20 dollar gift card, third place will receive a \$15 gift card for a total of \$60/per month x 3 = \$180

Supplies - Uniracks x 3 @ \$65/each = \$195

Marketing/Program Promotion = \$300

Every participant must legibly include their name on the Waiver Sign-in sheet, which will be forwarded to Vicki Horn at Washington County via email to: Vicki_Horn@washingtoncountyor.gov along with the invoice for payment. If it is a series activity, they are only required to include their name on the Waiver Sign-in sheet one time. This form asks for an email address and is required to be completed. Washington County will send participants an email explaining our services and a copy of Stronger Together e-newsletter. Participants can opt out of the newsletter after receipt.

The City of Tualatin will advertise in their newsletter and registration occurs on a walk-in basis. A flier with class information will be provided to Disability, Aging and Veteran Services (DAVS) to include in their ongoing Stronger Together E-Newsletter.

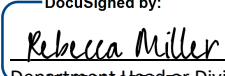
Washington County shall provide the following:

- Washington County Waiver Form for Participants
- DAVS Stronger Together invoice - with checklist of items needed
- Veteran Services Flier with QR code
- Advertising of event/series in Stronger Together E-Newsletter and sending Flier to multiple list serves that reach Washington County Veterans

Subject to the limits of the Oregon Tort Claim Act, Presenter shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with the service provided, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of the Presenter. The count agrees to promptly notify the Presenter in writing of any such claim or demand to indemnify and agrees to cooperate with the Presenter in a reasonable manner to facilitate the defense of such claim.

- Presenter certifies that they are exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656
- Presenter certifies that they comply with ORS 656.017 in regards to workers' compensation

Presenter Signature	Date	<u>503-691-3014</u>
		Phone Number

DocuSigned by:

 Department Head or Division Manager Signature

1/4/2023 | 11:30 PST

<u>Rebecca Miller</u>	<u>503-846-3080</u>
Department Head or Division Manager Printed Name	Phone Number

Suzi Fulcher, Purchasing Supervisor Signature	Date
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<u>Vicki Horn</u>	<u>503-846-3051</u>	<u>44</u>
Washington County Contact (Type or Print Name)	Phone Number	Mail Stop

Certificate Of Completion

Envelope Id: D847C81498A2450BBD53E8DA85AC1321	Status: Sent
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Certificate Pages: 5	Initials: 0
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Envelope Stamping: Enabled	Yassamin Alayan
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	155 N. First Ave, Suite 270
	MS28
	Hillsboro, OR 97124-3087
	yassamin_alayan@co.washington.or.us
	IP Address: 204.147.152.15

Record Tracking

Status: Original	Holder: Yassamin Alayan	Location: DocuSign
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Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington County	Location: DocuSign

Signer Events

Rebecca Miller
 rebecca_miller@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:

Accepted: 11/18/2019 10:11:58 PM
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Sara Shepherd
 sshpherd@tualatin.gov
 Security Level: Email, Account Authentication (None)

Sent: 1/4/2023 11:30:42 AM
 Viewed: 1/4/2023 3:30:26 PM

Electronic Record and Signature Disclosure:

Accepted: 1/4/2023 3:30:26 PM
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Yassamin Alayan
 yassamin_alayan@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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vicki horn
vicki_horn@co.washington.or.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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To contact us by email send messages to: tina_hartmeier@co.washington.or.us

To advise Carahsoft OBO SHI OBO Washington County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tina_hartmeier@co.washington.or.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO SHI OBO Washington County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO SHI OBO Washington County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO SHI OBO Washington County during the course of your relationship with Carahsoft OBO SHI OBO Washington County.



WASHINGTON COUNTY OREGON

Letter of Agreement

Date: 12/22/22

Presenter Name: City of Tualatin - Sara Shepherd

Address: 18880 SW Martinazzi Avenue

City, State, ZIP: Tualatin, OR 97062

Presenter Email: sshepherd@tualatin.gov

This letter serves as a formal agreement between Washington County and The City of Tualatin, Presenter, whereby Presenter will provide a monthly billiard tournament free for veterans on April 21, 2023 and May 19, 2023.

Services will take place at: Juanita Pohl Center 8513 SW Tualatin, OR 97062.

Presenter will be compensated for services provided in the amount of \$253.

Payment will be disbursed within 30 days of receipt of invoice after completion of services.

Presenter Services include the following:

Veterans Billiard Tournament Series once time per month April 21, 2023 and May 19, 2023. Where veterans can come together to support each other, meet other veterans, and enjoy a little friendly competition and camaraderie in a safe and welcoming atmosphere.

The tournament will be free for veterans. 16 people per tournament, pre-registration required

Monthly Tournament held on: 4/21/2023 and 5/19/2023

Refreshments: \$50/per month x 2 months= \$100

Names added to plaque recognition award: Metal plate with name engraved added to existing wooden plaque: \$16.50/per month x 2 months = \$33

Gift Cards for Monthly Tournaments: 4/21/2023 and 5/19/2023. Each month three gift cards will be awarded to first, second and third place tournament winners. First place will receive a \$25 gift card, second place will receive a \$20 dollar gift card, third place will receive a \$15 gift card for a total of \$60/per month x 2 = \$120

Every participant must legibly include their name on the Waiver Sign-in sheet, which will be forwarded to Vicki Horn at Washington County via email to: Vicki_Horn@washingtoncountyor.gov along with the invoice for payment. If it is a series activity, they are only required to include their name on the Waiver Sign-in sheet one time. This form asks for an email address and is required to be completed. Washington County will send participants an email explaining our services and a copy of Stronger Together E-Newsletter. Participants can opt out of the newsletter after receipt.

The City of Tualatin will advertise in their newsletter and registration occurs on a walk-in basis. A flier with class information will be provided to DAVS to include in their ongoing Stronger Together E-Newsletter.

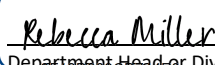
Washington County shall provide the following:

- Washington County Waiver Form for Participants
- DAVS Stronger Together invoice- with checklist of items needed
- Veteran Services Flier with QR code
- Advertising of event/series in Stronger Together E-Newsletter and sending Flier to multiple list serves that reach Washington County Veterans

Subject to the limits of the Oregon Tort Claim Act, Presenter shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with the service provided, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of the Presenter. The count agrees to promptly notify the Presenter in writing of any such claim or demand to indemnify and agrees to cooperate with the Presenter in a reasonable manner to facilitate the defense of such claim.

- Presenter certifies that they are exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656
- Presenter certifies that they comply with ORS 656.017 in regards to workers' compensation

		503-691-3014
Presenter Signature	Date	Phone Number

DocuSigned by:  Department Head or Division Manager Signature	1/4/2023 11:31 PST Date
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Rebecca Miller	503-846-3080
Department Head or Division Manager Printed Name	Phone Number

Suzi Fulcher, Purchasing Supervisor Signature	Date
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Vicki Horn	503-846-3051	44
Washington County Contact (Type or Print Name)	Phone Number	Mail Stop

Certificate Of Completion

Envelope Id: D6015B40453B480CB2F15BA8650EB783	Status: Sent
Subject: Complete with DocuSign: Sara Shepherd_Billiard Tournament for Veterans Apr 2023 to May 2023.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Yassamin Alayan
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	155 N. First Ave, Suite 270
	MS28
	Hillsboro, OR 97124-3087
	yassamin_alayan@co.washington.or.us
	IP Address: 204.147.152.15

Record Tracking

Status: Original	Holder: Yassamin Alayan	Location: DocuSign
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Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington County	Location: DocuSign

Signer Events

Rebecca Miller
 rebecca_miller@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 204.147.152.17

Timestamp

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 Signed: 1/4/2023 11:31:17 AM

Electronic Record and Signature Disclosure:

Accepted: 11/18/2019 10:11:58 PM
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Sara Shepherd
 sshpherd@tualatin.gov
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:

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Yassamin Alayan
 yassamin_alayan@co.washington.or.us
 Security Level: Email, Account Authentication (None), Access Code

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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vicki horn
vicki_horn@co.washington.or.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/4/2023 11:22:09 AM
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Payment Events	Status	Timestamps
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To contact us by email send messages to: tina_hartmeier@co.washington.or.us

To advise Carahsoft OBO SHI OBO Washington County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tina_hartmeier@co.washington.or.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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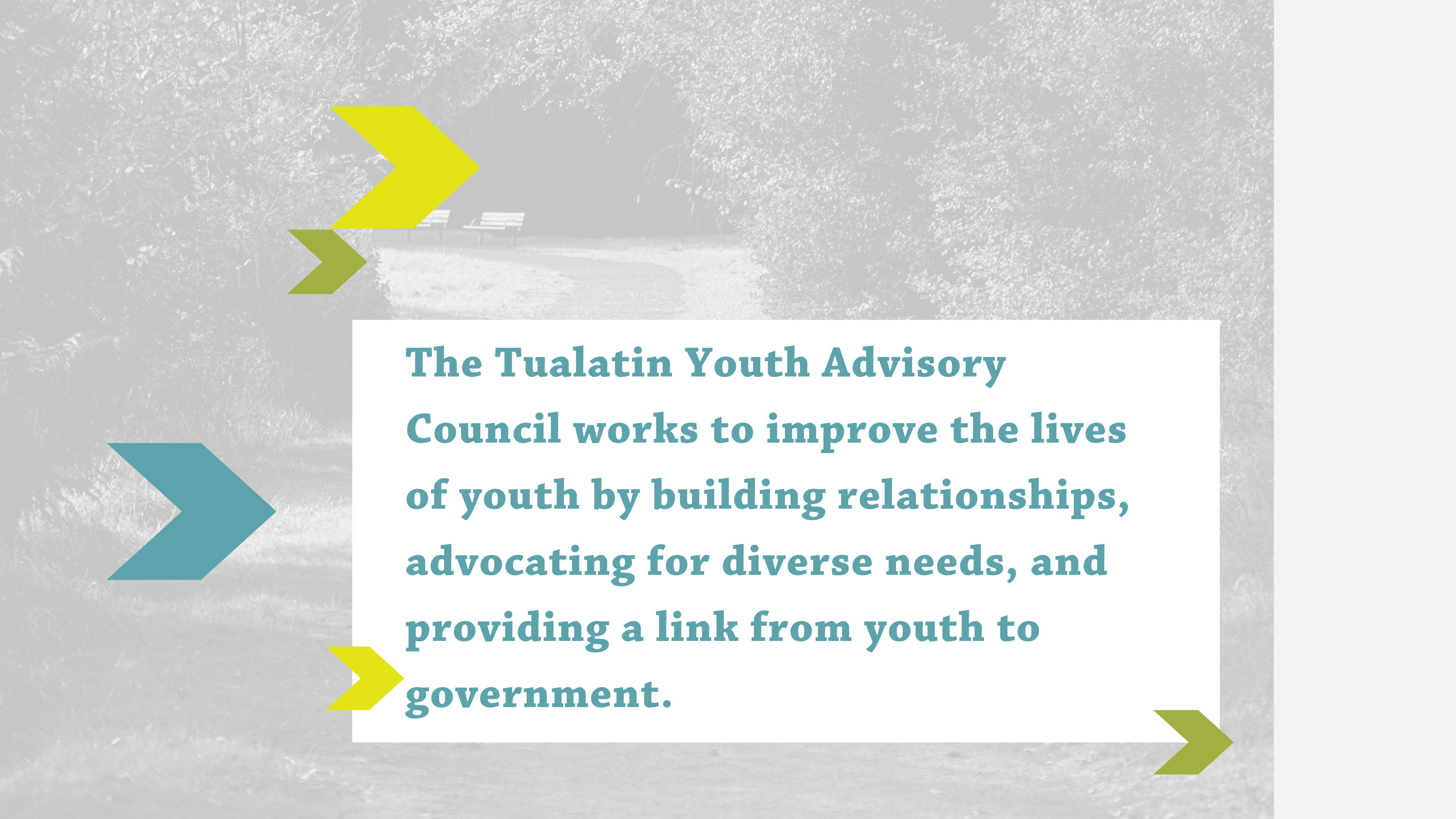
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Tualatin Youth Advisory Council

2022 Annual Report



**The Tualatin Youth Advisory
Council works to improve the lives
of youth by building relationships,
advocating for diverse needs, and
providing a link from youth to
government.**

YAC Members



Hannah Labhart

Aaron Lakeman

Brandon Goodell

Linrou Liu

Simon Phipps

Oliver Wolfe

Avery Walters

Lucy Austin

Olivia Berck

Ava Marsh

Debbie Nuckols



How we meet our goals

ADVOCACY

ACTIVITIES

EDUCATION

MEETING OUR GOALS THROUGH

ADVOCACY

- Veterans Plaza
- Climate Action Plan
- Parks Bond



VERTICAL GARDEN PROJECT

- research
- design/plant selection
- install spring 2023





Activities

YAC Members volunteer at City events, including:

- Concerts in the Parks
- ¡Viva Tualatin!
- West Coast Giant Pumpkin Regatta
- Blender Dash





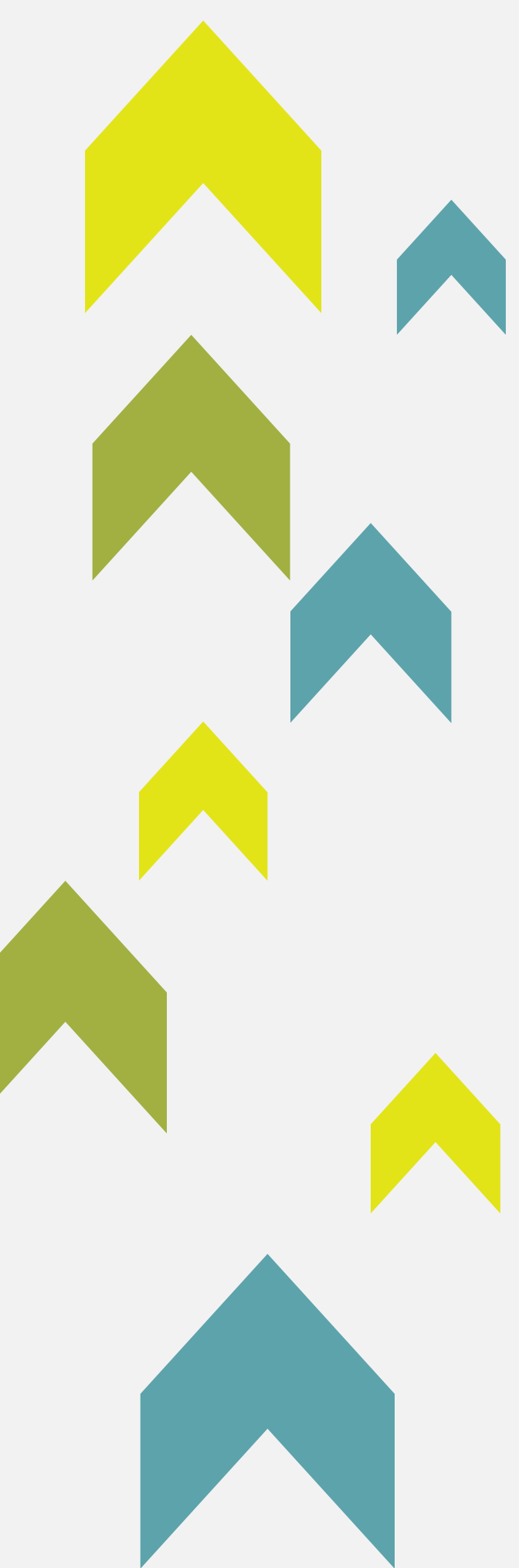


Education

National League of Cities City

Summit

Oregon Youth Summit



NLC CITY SUMMIT

NATIONAL LEAGUE OF CITIES | KANSAS CITY, MO • NOVEMBER 17-19 2022





Highlights

- Networked with other youth councils
- Sessions on youth engagement, mental health, civil discourse, and entrepreneurship
- Learned about issues and projects other youth councils are addressing
- Toured historic 18th & Vine District



Recommendations

- Implement youth survey
- Learn more about mental health first aid and other ways to support youth







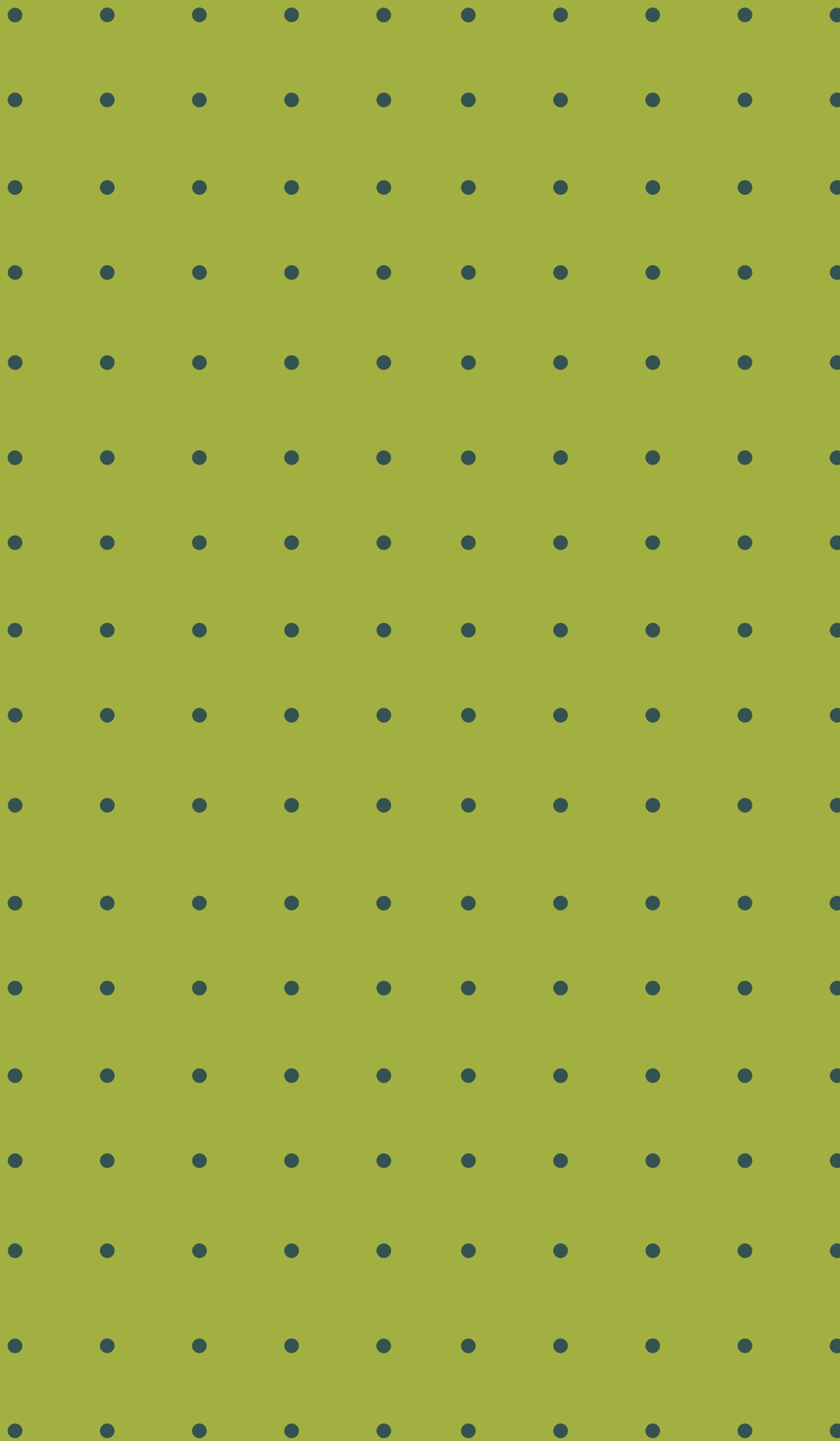
**Thank
you!**



Tualatin Arts Advisory

Committee

Annual Report 2022

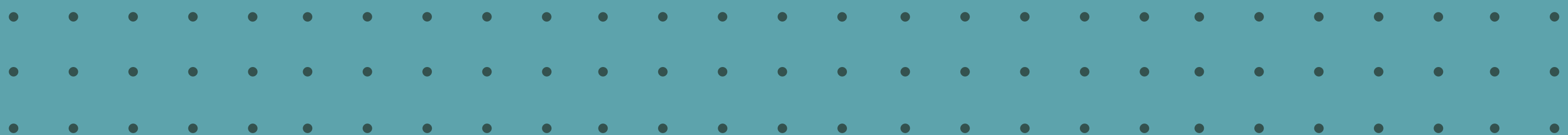


WHO ARE WE?

Tualatin Arts Advisory Committee's mission is to support, connect, and inspire the creation and integration of all art forms into our City's rich cultural heritage and vibrant future. We believe that involvement in the arts creates a more energetic, engaging, welcoming, livable community.

Further, we believe that art itself facilitates strong communities through:

**Connection, Culture, Creativity,
Imagination & Inspiration.**



CURRENT MEMBERS



Janet Steiger Carr, Chair

Brett Hamilton, Vice-Chair

Dawn Upton

Mason Hall

Kathleen Silloway

Jeannie Hart

Council Liaison Bridget Brooks



WHAT WE DO



- Monthly Meetings
- Represent Tualatin Arts to Council and Public
- Attend Activities & Events
- Encourage Opportunities for Arts Recognition
- Stimulate Private & Public Support for the Arts

2022 ACCOMPLISHMENTS



- Signal box art wrap installations
- Public Mural at Community Park
- Financial support to arts agencies
- Inventory update of City's art collection
- Support and feedback for Veterans Plaza and Parks Bond

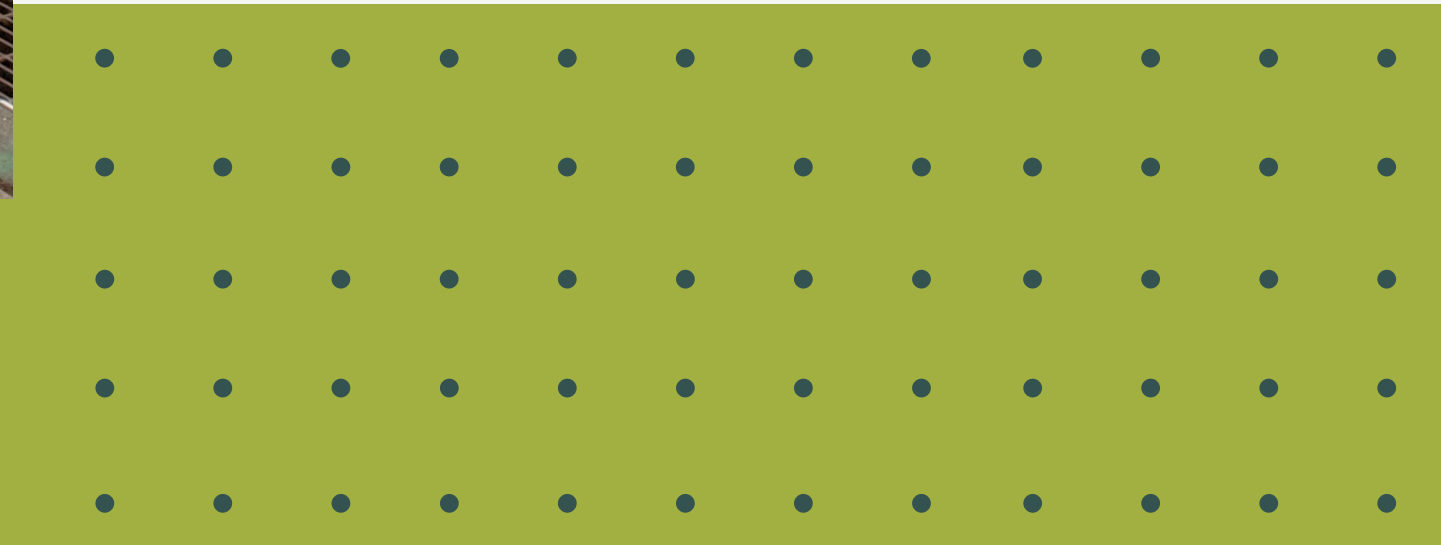
COMMUNITY MURAL





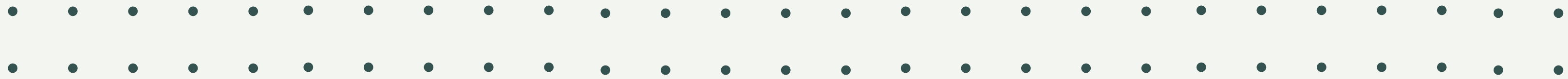
SIGNAL BOX WRAPS

- SW Warm Springs and SW Boones Ferry
 - Artist Jennifer Geiger
 - Installed May 2022
- SW Martinazzi Ave. and SW Nyberg
 - Artist Mary Fran Anderson
 - Installed May 2022



ARTS AGENCY SUPPORT GRANTS

- Mask & Mirror
- Wilsonville Stage
- S&A Irish Entertainment
- Willowbrook Arts Camp



2023 GOALS



- Expand traffic signal box art program through community awareness and sponsorship opportunities
- Identify future arts programs and projects
- Continue to support local arts programming through grants and awards
- Support and facilitate arts installations within new parks bond projects