



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

**Board of Directors Regular Meeting  
August 11, 2014  
6:00 p.m. Executive Session; 7:00 p.m. Regular Meeting  
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room  
15707 SW Walker Road, Beaverton**

**AGENDA**

1. Executive Session\*
  - A. Legal
  - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. [Public Hearing: Resolution Amending District Compiled Policies Chapter 5 \(Public Contracting Rules\)](#)
  - A. Open Hearing
  - B. Staff Report
  - C. Public Comment\*\*
  - D. Board Discussion
  - E. Close Hearing
  - F. Board Action
5. Audience Time\*\*
6. Board Time
7. Consent Agenda\*\*\*
  - A. [Approve: Minutes of June 2, 2014 & June 16, 2014 Regular Board Meetings](#)
  - B. [Approve: Monthly Bills](#)
  - C. [Approve: Monthly Financial Statement](#)
  - D. [Approve: Resolution Acknowledging Recent Property Acquisitions and Describing Funding Source\(s\) and Purpose](#)
  - E. [Approve: Jackie Husen Park Expansion Master Plan](#)
8. Unfinished Business
  - A. [Update: Bond Program](#)
  - B. [Update: Out-of-District Fees Procedures](#)
  - C. [Update: Patron Discounts Procedures](#)
  - D. [Information: General Manager's Report](#)
9. New Business
  - A. [Update: Tennis & Aquatic Centers Roofing Project](#)
10. Adjourn

**\*Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park & Recreation District. **\*\*Public Comment/Audience Time:** If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, also with a 3-minute time limit, please wait until it is before the Board. Note: Agenda items may not be considered in the order listed. **\*\*\*Consent Agenda:** If you wish to speak on an agenda item on the Consent Agenda, you may be heard under Audience Time. Consent Agenda items will be approved without discussion unless there is a request to discuss a particular Consent Agenda item. The issue separately discussed will be voted on separately. In compliance with the Americans with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



## MEMO

**DATE:** August 1, 2014  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** Information Regarding the August 11, 2014 Board of Directors Meeting

**Agenda Item #4 – Resolution Amending District Compiled Policies Chapter 5 (Public Contracting Rules)**

Enclosed please find a memo from Keith Hobson, director of Business & Facilities, requesting the board of directors, acting as the Local Contract Review Board, conduct a public hearing regarding amending THPRD's Public Contract Rules contained in Chapter 5 of the District Compiled Policies in order to adopt a policy of providing opportunities to Minority, Women and Emerging Small Businesses (MWESB).

**Action Requested:** Upon completion of the Public Hearing, the board of directors, acting as the Local Contract Review Board, approve the resolution amending the Public Contracting Rules contained with Chapter 5 of the District Compiled Polices.

**Agenda Item #7 – Consent Agenda**

Attached please find consent agenda items #7A-E for your review and approval.

**Action Requested:** Approve Consent Agenda Items #7A-E as submitted:

- A. Approve: Minutes of June 2, 2014 & June 16, 2014 Regular Board Meetings
- B. Approve: Monthly Bills
- C. Approve: Monthly Financial Statement
- D. Approve: Resolution Acknowledging Recent Property Acquisitions and Describing Funding Source(s) and Purpose
- E. Approve: Jackie Husen Park Expansion Master Plan

**Agenda Item #8 – Unfinished Business**

**A. Bond Program**

Attached please find a memo from Aisha Willits, director of Planning, providing an update regarding recent activities centered around the bond program. Aisha will be at your meeting to provide an overview of the memo and to answer any questions the board may have.

**B. Out-of-district Fee Procedures**

Attached please find a memo from Jim McElhinny, director of Park & Recreation Services, regarding a review of the district's out-of-district fees as recommended within THPRD's 2013 Service and Financial Sustainability Plan. Jim, along with Scott Brucker, superintendent of Sports, will be at your meeting to provide an overview of the memo and answer any questions the board may have.

**Action Requested: Board acceptance of all recommended procedural changes for out-of-district fees as presented for implementation beginning January 1, 2015.**

**C. [Patron Discounts Procedures](#)**

Attached please find a memo from Jim McElhinny, director of Park & Recreation Services, regarding a review of the district's patron discounts as recommended within THPRD's 2013 Service and Financial Sustainability Plan. Jim, along with Sharon Hoffmeister, superintendent of Aquatics, will be at your meeting to provide an overview of the memo and answer any questions the board may have.

**Action Requested: Board acceptance of all recommended procedural changes for patron discounts as presented for implementation beginning January 1, 2015, and as noted.**

**D. [General Manager's Report](#)**

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

**Agenda Item #9 – New Business**

**A. [Tennis & Aquatic Centers Roofing Project](#)**

Attached please find a memo from Keith Hobson, director of Business & Facilities, regarding the upcoming replacement project for the roofs at the HMT Recreation Complex Tennis and Aquatic Centers, which are currently scheduled to be reroofed in the summer of 2015. Keith will be at your meeting to provide an overview of the memo and answer any questions the board may have.

**Action Requested: No action is requested at this time. The information is being provided as a status report and staff will return to the board with design updates as they are available, and for contract approvals as required by purchasing rules.**

**Other Packet Enclosures**

- [Management Report to the Board](#)
- [Monthly Capital Report](#)
- [Monthly Bond Capital Report](#)
- [System Development Charge Report](#)
- [Newspaper Articles](#)



## MEMO

**DATE:** July 14, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities  
  
**RE:** Resolution Amending District Compiled Policies Chapter 5 (Public Contracting Rules)

### Introduction

Staff is requesting the board of directors, acting as the Local Contract Review Board, to conduct a public hearing regarding amending THPRD's Public Contract Rules contained in Chapter 5 of the District Compiled Policies (DCP). Pending outcome of the public hearing, staff requests that the board approve the resolution adopting the proposed changes that reflect ORS 200.090, which encourages public agencies to pursue a policy of providing opportunities to Minority, Women and Emerging Small Businesses (MWESB).

### Background

The Oregon Public Contracting Code requires the Attorney General to adopt model rules of procedure appropriate for use by state agencies and local governments. Local agencies may either accept and follow the model rules or adopt their own purchasing rules in accordance with state purchasing statutes. While THPRD largely follows the Attorney General's model rules, THPRD did adopt its own rules to specify certain exceptions from the model rules.

In June 2005, the board of directors adopted the Public Contract Rules and Procedures, and subsequently amended them in February 2007. In April 2009, the board of directors adopted Chapter 5 of the DCP, Public Contracts and Agreements; the existing purchasing rules were all included in this chapter.

The Oregon legislature adopted ORS 200.090, which encourages public agencies to pursue a policy of providing opportunities for available contracts to emerging small businesses and shall cooperate with the advocate for MWESB to determine the best means by which to make such opportunities available.

At the June 2, 2014 board of directors meeting, staff reviewed proposed changes to DCP Chapter 5 to include social equity contracting requirements (requirements to provide opportunities for contracts to MWESB) with the board, and received board direction to proceed with scheduling a public hearing for the purpose of amending the policy.

### Proposal Request

Staff is requesting that the board of directors, acting as THPRD's Local Contract Review Board, amend DCP Chapter 5 to reflect the proposed changes. Attached is a marked-up version of DCP Chapter 5 and summary table, labeled as Exhibit A, which identify the proposed amendments. The Oregon Public Contracting Code requires that THPRD hold a public hearing

prior to amending the Contracting Rules and Procedures. Notice of the public hearing has been properly published and posted.

The resolution and the proposed changes to DCP Chapter 5 have been reviewed by THPRD's legal counsel.

Staff has prepared a draft of the procedures for implementing the changes proposed for DCP 5, and a marked-up version of these procedures is also attached showing the changes to them. These procedures are still in development and may need additional refinement prior to implementation. They are provided for board information only and do not require board approval.

**Benefits of Proposal**

The proposed changes to DCP Chapter 5 fulfill the legislature's goal of ORS 200.090, creating opportunities for state-certified MWESB. This should provide additional competition for district contracts, promote MWESB economic growth, close disparity gaps, and increase community engagement.

**Potential Downside of Proposal**

There is no apparent downside to this proposal.

**Action Requested**

Upon completion of the Public Hearing, the board of directors, acting as the Local Contract Review Board, approve the resolution amending the Public Contracting Rules contained with Chapter 5 of the District Compiled Polices.

**RESOLUTION NO. 2014-16**

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION AMENDING DISTRICT COMPILED POLICIES CHAPTER FIVE,  
TO REFLECT CHANGES TO PROVIDE OPPORTUNITIES TO MINORITY, WOMEN  
AND EMERGING SMALL BUSINESSES (MWESB)**

**WHEREAS**, in 2009 the Tualatin Hills Park & Recreation District Board of Directors adopted new district policies chapters as District Compiled Policies (DCP) to make them more useful and readable. DCP Chapter 5 includes the provisions related to Public Contracts and Agreements;

**WHEREAS**, the Tualatin Hills Park & Recreation District desires to update DCP Chapter 5, to reflect changes to encourage public agencies to pursue a policy to provide opportunities to Minority, Women and Emerging Small Businesses (MWESB);

**THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS  
FOLLOWS:**

**Section 1.** The board adopts an amended DCP Chapter 5, attached as Exhibit A and incorporated into the resolution by reference.

**Section 2.** This amendment takes effect on the adoption date below.

Adopted by the board of directors this 11<sup>th</sup> day of August 2014.

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John Griffiths  
Board President

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Bob Scott  
Board Secretary

ATTEST:

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Jessica Collins  
Recording Secretary

## DISTRICT COMPILED POLICIES

## CHAPTER 5 – PUBLIC CONTRACTS &amp; AGREEMENTS

## 5.01 Public Contracts Generally

The Board serves as the Local Contract Review Board for the District and has adopted as its public contracting rules ORS chapter 279A, B and C and the Attorney General’s Model Public Contract Rules, OAR Chapter 137, Division 46 (General Provisions Related to Cooperative Procurement), Division 47 (Public Procurements for Goods or Services), Division 48 (Consultant Selection: Architectural, Engineering and Land Surveying Services and Related Services Contracts) and Division 49 (General Provisions Related to Public Contracts for Construction Services), subject to the exceptions provided in this document.

## 5.02 Definitions

**AWARD**, the selection of a person to provide goods, services or public improvements under a public contract. The award of the contract is not binding on the District until the contract is executed and delivered by the Manager.

**BID**, a binding, sealed, written offer to provide goods, services or public improvements for a specified price or prices.

**BIDDER**, a person that submits a bid in response to an invitation to bid.

**CONCESSION AGREEMENT**, a contract that authorizes and requires a person to promote or sell, for its own business purposes, specified types of goods or services from a site within a building or upon land owned by the District, under which the concessionaire makes payments to the District based, in whole or in part, on the concessionaire’s sales revenues. “Concession agreement” does not include an agreement, which is merely a flat-fee or per-foot rental, lease, license, permit, or other arrangement for the use of public property.

**CONTRACTING AGENCY**, a public body authorized by law to conduct procurement.

**EMERGENCY**, circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.

**EXEMPTIONS**, exemptions from the formal competitive selection procedures for public improvement contracts, personal service contracts of architects, engineers, land surveyors, and related services, as well as contracts and classes of contracts designated as “special procurements” under ORS 279B.085.

**LOCAL CONTRACT REVIEW BOARD (LCRB)**, the Board.

**PERSONAL SERVICES**,

(A) Includes those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the

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exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include architects, engineers, surveyors, attorneys, accountants, auditors, agents of record, computer programmers, land acquisition specialists, property managers, artists, designers, performers and consultants. The Manager has authority to determine whether a particular service is a “personal service” under this definition.

- (B) Personal Services do not include contracts primarily for equipment, supplies or materials. For example, a contract to supply all hardware and standard software is not Personal Services, but a contract with a technology consultant to design or develop a new computer system is Personal Services.

**PROPOSAL**, a binding offer to provide goods, services or public improvements with the understanding that acceptance will depend on evaluation of factors other than, or in addition to, price. A proposal may be made in response to a request for proposals or under an informal solicitation.

**PUBLIC CONTRACT**, any agreement for the purchase, lease, or sale by the District of personal property, public improvements, or services other than agreements that are for personal and professional services.

**PUBLIC IMPROVEMENT**, projects for construction, reconstruction, or major renovation on real property by or for the District. “Public improvement” does not include emergency work, minor alteration, ordinary repair, or maintenance necessary in order to preserve a public improvement.

**QUOTE**, a price offer made in response to an informal solicitation to provide goods, services or public improvements.

**REQUEST FOR PROPOSALS (RFP)**, means the solicitation of written competitive proposals, or offers, to be used as a basis for making an acquisition, or entering into a contract when specifications and price will not necessarily be the predominant award criteria.

**SURPLUS PROPERTY**, any personal property of the District that has been determined by the Manager to be of no use or value to the District.

### 5.03 Personal Services

- (A) Exempt Personal Service Contracts. Exempt Personal Service contracts are defined by the LCRB, and are exempt from the public procurement procedures and may be executed by direct appointment. The following contracts are considered exempt by the District:

- (1) Contracts existing on July 11, 2005; and



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- (2) Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services.
- (B) **Contracts for Certain Construction-related Personal Services.** This section applies only to personal services meeting the following criteria:
- (1) A contract with an Estimated Fee that exceeds \$100,000; and
  - (2) The contract is for personal service that is *legally required* to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or an engineer to design a bridge. Because the laws requires licensed professionals to design and engineer structures, District would rely on this subsection to hire someone to perform those services. However, if District were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under the Personal Services in this policy, as defined by ORS 279C.100, as “Related Services”.
  - (3) If either (A) or (B) above is not satisfied then District may rely on the Personal Services in this policy to solicit and award the contract. If the requirements of (a) and (b) are satisfied, then the provisions of OAR 137-048-0210 through OAR 137-048-0220 will be adhered to.
- (C) **Direct Appointment (Under \$100,000).** Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$100,000.
- (D) **Informal Selection Process (\$100,000 – \$250,000).**
- (1) The use of the informal selection procedures described in OAR 137-047-0270 will be used to obtain a contract if the estimated fee is expected to be \$100,000 or more and not to exceed \$250,000.
  - (2) The selection may be based on criteria including, but not limited to, each proposer's:
    - (a) Particular capability to perform the services required;
    - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
    - (c) Performance history;
    - (d) Approach and philosophy used in providing services;
    - (e) Fees or costs; and
    - (f) Geographic proximity to the project or the area where the services are to be performed.

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- (3) Price may be considered, but need not be the determining factor. Proposals may also be solicited by using a written RFP, at the District's discretion.
- (E) Formal Selection Process (Over \$250,000). The use of the formal selection procedures described in OAR 137-047-0255 and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$250,000.

### 5.04 Delegation

- (A) Except as otherwise provided in the Local Rules, the powers and duties of the LCRB under public contract law must be exercised and performed by the Board.
- (B) Unless expressly limited by the LCRB, the Model Rules or Local Rules, all powers and duties given or assigned to contract agencies by public contract law may be exercised or performed by the Manager, including the authority to enter into emergency contracts under ORS 279B.080.
- (C) All public contracts estimated to cost \$150,000 or more in a fiscal year must be approved by the Board.
- (D) All public contracts estimated to cost less than \$150,000 in a fiscal year may be entered into by the Manager without Board approval. However, either the Board or the Manager may enter into emergency contracts under DCP 5.11, regardless of dollar limits, subject to ORS 294.455.

### 5.05 Special Procurements and Exemptions

- (A) The LCRB may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- (B) The LCRB may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a contract for public improvement from competitive bidding, the LCRB may authorize the contract to be awarded using an RFP process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

### 5.06 Small Procurements (Under \$5,000)

- (A) Public contracts under \$5,000 are not subject to competitive bidding requirements. The Manager will make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.

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- (B) The District may amend a public contract awarded as a small procurement beyond the \$5,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum greater than \$6,000.

### 5.07 Intermediate Procurements

- (A) A contract for procurement of goods and services estimated to cost between \$5,000 and \$150,000 in a fiscal year, or a contract for a public improvement that is estimated to cost between \$5,000 and \$150,000 in a fiscal year may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- (B) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price by a sum greater than twenty-five percent 25% of the original contract price.

### 5.08 Electronic Advertising

Under ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The Manager has the authority to determine when electronic publication is appropriate, and consistent with the District's public contracting policies.

### 5.09 Notice of intent to award certain contracts

- (A) At least seven days before the award of a public contract solicited under a traditional invitation to bid or RFP, the District will post or provide to each bidder or proposer notice of the District's intent to award a contract.
- (B) If stated in the solicitation document, the District may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the District's intent.
- (C) As an alternate, the District may provide written notice to each bidder or proposer of the District's intent to award a contract. This written notice may be provided electronically or through non-electronic means.
- (D) The District may give less than seven days notice of its intent to award a contract if the District determines in writing that seven days is impractical as allowed by ORS 279B.135.
- (E) This section does not apply to goods or services contracts awarded under the small procurements under the Local Rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.

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- (F) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (G) A protest of the District's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

### 5.10 Methods for Awarding Contracts Using RFP Process

- (A) In making an award using the RFP process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including the processes described in ORS 279B.060(6)(b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process used must be stated in the RFP. OAR 137-047-0261 through 137-047-0263 apply to evaluation of proposals.
- (B) The District may require prequalification of bidders or proposers as stated in ORS 279B.125 for public improvement contracts in excess of \$300,000.

### 5.11 Emergency Contracts

- (A) The President of the Board or the General Manager has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. If the President is not available, approval by a board member maybe sought in the following successive order: Secretary, Secretary Pro-temp, Board member. The nature of the emergency and the method used for the selection of the contractor must be documented.
- (B) Emergency contracts may be awarded as follows:
  - (1) Goods and Services. Emergency contracts for procurement of goods and services may be awarded under ORS 279B.080 and DCP 5.04.
  - (2) Public Improvements. The District adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

### 5.12 Disposal of Surplus Property

- (A) The Manager may dispose of surplus property as follows:
  - (1) For surplus property deemed to have an estimated salvage value of \$50,000 or less, the Manager may authorize the property to be sold, donated or destroyed.

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- (2) For surplus property deemed to have an estimated salvage value of more than \$50,000, the Board may authorize the Manager to dispose of the property in any appropriate manner.
- (B) Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large including the following:
- (1) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for such property.
  - (2) Donation. Surplus property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.
  - (3) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

### 5.13 Prequalification

- (A) The District will allow prequalification for specifically the 2008 Bond trail projects valued at \$1 million or more, as authorized by ORS 279C.430 using forms approved by the Manager.
- (B) The Manager will determine qualifications based on the factors listed in ORS 279C.375(3)(b):
- (1) The financial resources of the applicant, including insurance and bonding capacity, solvency and past payment history with employees, subcontractors and suppliers.
  - (2) The equipment and technology of the applicant available to perform the contract, including licensing and contract rights to use equipment and technology.
  - (4) The key personnel of applicant available to perform the contract, including their experience and capabilities as demonstrated by performance on comparable contracts.
  - (5) Holds current licenses that business or service professional operating in this state must hold in order to undertake or perform work specified in the contract.
  - (6) Completed previous contracts of a similar nature with a satisfactory records of performance, including planning, phasing, and scheduling; safety

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programs and records; compliance with local, state and federal laws relating to employment; dispute resolution; and references from owners, engineers and other contract agencies.

- (7) Has a satisfactory record of integrity, and may consider, previous criminal convictions for offenses related to obtaining or subcontracting or in the connection with the bidders performance of a contract or subcontract.
- (C) The Manager will notify applicants of qualification or disqualification within 30 days of applications. Applicants may appeal disqualifications by filing a written notice of appeal with the Manager within three days of receipt of notice of disqualification. The District presumes receipt at the earliest of date of personal delivery, facsimile, actual oral or written notice, or three days after mailing of a notice of disqualification.
- (D) The Manager may debar a prospective bidder or proposer for the reasons listed in ORS 279C.375(3)(b). The Manager must provide written notice of such determination to the person or applicant and comply with the decision requirements of ORS 279C.375(4).

### 5.14 Appeals of Prequalification Decisions and Debarment Decisions

Review of the District's prequalification and debarment decisions are as stated in ORS 279B.425. The following additional procedures apply to hearings on such decisions by the LCRB:

- (A) Notices must be submitted in writing to the Manager. Appeals filed after the filing period stated in ORS 279B.425 will not be considered.
- (B) Upon opening of the hearing, District staff will explain the decision being appealed and the justification thereof. The appellant will then be heard. Time for the appellant's testimony will be established by the President. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal will then be heard, subject to time limits established by the President.
- (C) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District decision will be heard, with time limits set by the President. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the President will close the hearing.
- (D) When issued in writing according to the requirements of ORS 279B.425, the LCRB decision is final.

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### 5.15 Concession Agreements

Concession agreements are not required to be competitively bid. However, when it is in the District's best interests to do so, the District may obtain competitive proposals for concession agreements using the procedures described in ORS 279B.060.

### 5.16 Purchases from Federal Catalogs

Subject to Board approval requirements stated in the Local Rules, the District may purchase goods from federal catalogs without competitive bidding when the procurement is under to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the LCRB that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

### 5.17 Intergovernmental Agreements

- (A) Applicability. This policy provides guidance for approval and execution of, Intergovernmental Agreements (IGAs) as defined by ORS chapter 190 and for non-IGA agreements between the District and other government agencies.
- (B) Policy. The Board will exercise authority to approve and authorize the Manager to execute IGAs. The Manager is delegated authority to approve and authorize non-IGA agreements for general business with other government agencies that meet any of the following conditions:
  - (1) Agreements where the funding does not exceed \$100,000, exclusive of staff time for business in the following categories:
    - (a) acquisition of services;
    - (b) membership; and
    - (c) facility use / property leases;
  - (2) Agreements for compensation to the District that do not exceed \$100,000 and do not adversely affect District physical assets; or
  - (3) Grant applications that do not require Board approval.

### 5.18 Sustainable Purchasing

- (A) Purpose. To ensure that staff know what authority they have to make sustainable purchases that are not specified in normal purchasing guidelines by defining how and when to use the sustainable cost model while defining exceptions to the lowest cost criteria frequently applied to other purchases. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.06).

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(B) Policy. It shall be the policy of the Tualatin Hills Park & Recreation District (THPRD) to ensure that goods are purchased in a sustainable manner that provides environmental, social, and economic benefits. Sustainable purchasing shall be based on appropriate standards/criteria and will include a consideration of life cycle costs of products.

(C) General Criteria

(1) THPRD will purchase items with the highest level of sustainable attributes possible, in compliance with applicable purchasing laws and regulations.

(a) Staff will seek to utilize to the fullest extent possible “environmentally friendly” or “green” products which, to whatever extent possible, have sustainable attributes.

(b) THPRD will use appropriate standards/criteria to document sustainable purchasing. The General Manager will establish these standards and may amend them from time to time in accordance with this policy.

(c) For purchases where there are no appropriate standards/criteria, THPRD will develop and maintain a list of acceptable “green product” resources.

(2) THPRD staff will use Life Cycle Cost (a method of economic analysis that takes into account expected costs over the useful life of an asset), based on THPRD’s sustainability cost model, as the basis of selection on all purchases when a single-item is over \$50,000 or weighs more than 1,000 pounds. The model, although required for the purchases described above, may also be used for any level of expenditure where staff deems the use of the model appropriate. If the initial cost from a selection based on the sustainability cost model exceeds the initial cost of the least-cost selection by more than 10%, the life cycle costing requirement may be waived.

(3) Nothing contained in this policy shall be construed as requiring a buyer or contractor to procure products that do not perform adequately for their intended use, or exclude adequate competition, procure products that are not available at a reasonable price, or available within a reasonable time frame.

(D) Solicitation for Services

(1) Service contracts shall include sustainability criteria to highlight the importance of sustainability issues to THPRD and to ensure that priority issues are addressed with vendors. Sustainability criteria can be incorporated into service contracts to set both minimum performance standards that all vendors must meet and further optional criteria that they are encouraged to achieve.



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~~(1)(2)~~ Requests for Proposals (RFP) will include the Corporate Responsibility Evaluation criterion (as described in DCP 5.20) to evaluate sustainable practices and other factors such as Social Equity

~~(a) All Requests for Proposals (RFP) will include, where appropriate, criteria to evaluate sustainable practices, materials, services and design work by consultants.~~

~~(b) When determining criteria for an RFP, staff should consider not only the direct service provided, but can also consider the operations of the contractor's business and past projects and how they incorporated sustainable practices.~~

~~(c) The selection may be based on criteria including, but not limited to, environmental, and social sustainability factors, or sustainability factors related to services.~~

(E) Responsibility. Prospective vendors will be responsible for providing evidence of meeting the standards used in the procurement, or for providing information necessary to complete a life cycle cost or other sustainability assessment. A prospective vendor who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

### 5.19 Minority, Women and Small Emerging Businesses

(A) Purpose. To increase access and remove barriers in our procurement process so that the utilization of Minority, Women and Emerging Small Businesses (MWESB) reflect the diversity of our community. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.11).

(B) Policy. Tualatin Hills Park & Recreation District is committed to a procurement strategy that achieves district-wide race and gender contract equity, while providing small businesses opportunity and regional economic growth.

(C) General Criteria

(1) THPRD endeavors to build upon and diversify the current MWESB contractor base without sacrificing quality, completion or fairness, in compliance with applicable purchasing laws and regulations.

(a) THPRD is encouraged to participate in a variety of professional groups in an effort to diversify bidders, such as the Oregon Association of Minority Entrepreneurs.

(b) THPRD will not certify contractors, but rely on the State of Oregon MWESB certification program to define MWESB.

(c) THPRD will award the contract to the lowest responsive and responsible contractor.

(d) THPRD will use appropriate standards to document MWESB purchasing. The general manager will establish these standards

## DISTRICT COMPILED POLICIES

and may amend them from time to time in accordance with this policy.

### (D) Solicitation Guidelines

(1) Where solicitation to MWESB is required, send to state-certified MWESB firms only. Record the contractors contacted and quotes received. Document attempt if no certified MWESB is available in that area of work or does not respond.

#### (2) Goods and Services

(a) Informally Solicited Quotes (>\$1,000 - <\$5,000) – if obtaining quotes, shall solicit to a minimum of three certified MWESB, unless no certified MWESB is available in that area of work.

(b) Formally Solicited Quotes (>\$5,000 - <\$150,000) - must obtain at least one of three quotes from a certified MWESB, unless no certified MWESB is available in that area of work or does not respond.

#### (3) Personal Services, A&E Services, and Related A&E Services

(a) Direct Appointment or Quotes (<\$100,000) - if obtaining quotes, must obtain at least one of three quotes from a certified MWESB, unless no certified MWESB is available in that area of work or does not respond.

(b) Informal Selection (>\$100,000 - <\$250,000) – include the Corporate Responsibility Evaluation Criterion as described in 5.20 (below) into the RFP process.

(c) Formal Selection (>\$250,000) – include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.

#### (4) Public Improvement

(a) Informally Solicited Quotes (>\$1,000 - <\$5,000) – if obtaining quotes, shall solicit to a minimum of three certified MWESB, unless no certified MWESB is available in that area of work.

(b) Formally Solicited Quotes (>\$5,000 - <\$100,000) - must obtain at least one of three quotes from a certified MWESB, unless no certified MWESB is available in that area of work or does not respond.

(c) Competitive Bidding (>\$100,00) – when an Alternative Contracting Method is used, must include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.

(E) Responsibility. Prospective contractors will be responsible for providing evidence of meeting the MWESB certification standard. A prospective vendor

## DISTRICT COMPILED POLICIES

who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

### **5.20 Corporate Responsibility Evaluation Criterion**

- (A) Purpose. The purpose of this criterion is to highlight the district's commitment to contracting with socially and environmentally responsible businesses and to advance equity in public contracting by increasing opportunities for State of Oregon certified MWESB. All Requests for Proposals (RFP) will include a Corporate Responsibility Evaluation Criterion to ensure that priority issues are addressed with vendors to evaluate MWESB and sustainability practices.
  
- (B) General Criteria. These criteria will include scoring award points (15-20% of the overall evaluation) based on strategies considered successful, good faith and responsible. The following are examples:
  - (1) Sustainable Business Practices
    - (a) Show demonstrated practices that have been implemented to reduce environmental impact
    - (b) Provide any performance metrics or third-party awards/recognitions
    - (c) Demonstrated participation in third-party sustainability related organizations
  
  - (2) Social Equity Practices
    - (a) Certification in the State of Oregon as an MBE, WBE, or and ESB
    - (b) Effective MWESB mentoring, training, or capacity-building program
    - (c) Show utilization or inclusion of MWESB through phases of consultation process
    - (d) Demonstrated past performance of including MWESB firms on previous work

## Minority, Women and Emerging Small Businesses

Contracts will be awarded to the lowest responsive and responsible vendor.

Current THPRD Policy		Recommended Change
<b>PURCHASING OF GOODS AND SERVICES</b>		
< \$ 1,000	<u>No quotes or bids required</u>	Keep policy the same
> \$ 1,000 up to < \$5,000	<u>Informally Solicited Quotes</u> - Document attempts and quotes	<u>Expand policy to include:</u> If obtaining quotes, you shall solicit to a minimum of 3 certified MWESB businesses, unless no certified MWESB is available in that area.
> \$5,000 up to < \$150,000	<u>Formally Solicited Quotes</u> - Written specifications required - Attempt to obtain at least 3 quotes - Document attempts and quotes	<u>Expand policy to include:</u> Must obtain at least 1 of 3 quotes from a certified MWESB business, unless no certified MWESB is available in that area of work or does not respond. Document attempt.
> \$150,000	<u>Competitive Bidding</u> - Board approval required	Keep policy the same
<b>PERSONAL SERVICES (NON A&amp;E)</b>		
< \$100,000	<u>Direct Appointment or Quotes</u> - Obtain quotes with written specifications required. May utilize RFP process. - May be directly appointed if all of the following criteria are met, documented and approved by the division director: qualifications, performance history, and current contracts.	<u>Expand policy to include:</u> If obtaining quotes, you must obtain at least 1 of 3 quotes from a certified MWESB business, unless no certified MWESB is available in that area of work or does not respond. Document attempt.
> \$100,000 up to < \$250,000	<u>Informal Selection Process</u> - Create RFP - Solicit minimum 3 consultants - Review and evaluate - Negotiate price - Board approval when over \$150,000	<u>Expand policy to include:</u> Include the corporate responsibility evaluation criterion (15 to 20%) into the RFP. What does your company do internally to promote: - MWESB - Sustainability
> \$250,000	<u>Formal Selection Process</u> - Create an RFP - Advertise - Review proposals - Board approval	<u>Expand policy to include:</u> Include the corporate responsibility evaluation criterion (15 to 20%) into the RFP. What does your company do internally to promote: - MWESB - Sustainability

Current THPRD Policy		Recommended Change
<b>A&amp;E CONSTRUCTION-RELATED SERVICES</b>		
< \$100,000	<u>Direct Appointment or Quotes</u> - Written specifications required. May utilize RFP process. - May be directly appointed if all of the following criteria are met, documented and approved by the division director: qualifications, performance history, and current contracts.	<u>Expand policy to include:</u> If obtaining quotes, you must obtain at least 1 of 3 quotes from a certified MWESB business, unless no certified MWESB is available in that area of work or does not respond. Document attempt.
> \$100,000 up to < \$250,000	<u>Informal Selection Process</u> - Create an RFP using QBS Process Requirements - Solicit minimum 5 consultants - Review and score - Negotiate price - Board approval when over \$150,000	<u>Expand policy to include:</u> Include the corporate responsibility evaluation criterion (15 to 20%) into the RFP. What does your company do internally to promote: - MWESB - Sustainability
> \$250,000	<u>Formal Selection Process</u> - Advertise - Review and rank - Negotiate price with top ranked - Board approval	<u>Expand policy to include:</u> Include the corporate responsibility evaluation criterion (15 to 20%) into the RFP. What does your company do internally to promote: - MWESB - Sustainability
<b>PUBLIC IMPROVEMENT PROJECTS</b>		
< \$1,000	No quotes or bids required	Keep policy the same
> \$1,000 up to < \$5,000	<u>Informally Solicited Quotes</u> - Document attempts and quotes	<u>Expand policy to include:</u> If obtaining quotes, you shall solicit to a minimum of 3 certified MWESB businesses, unless no certified MWESB is available in that area.
> \$5,000 up to < \$100,000	<u>Formally Solicited Quotes</u> - Written specifications required - Attempt to obtain at least 3 quotes - Document attempts and quotes	<u>Expand policy to include:</u> Must obtain at least 1 of 3 quotes from a certified MWESB business, unless no certified MWESB is available in that area of work or does not respond. Document attempt.
> \$100,000	<u>Competitive Bidding required</u> - Board approval when over \$150,000	<u>Expand policy to include:</u> When an Alternative Contracting Method is used, you must include the corporate responsibility evaluation criterion (15 to 20%) into the RFP. What does your company do internally to promote: - MWESB - Sustainability

Date: ~~May 6, 2013~~ Aug 11, 2014Supersedes Policy: 02.02.03 –  
~~10/18/065/6/13~~Adopted by: Doug Menke  
General ManagerImplemented by: Keith D. Hobson  
Director of Business & Facilities

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**PURPOSE**

The purpose of this policy is to establish guidelines regarding the purchasing of goods and non-personal services, governed by State statute, primarily ORS 279A and 279B, as modified and adopted by the Board of Directors, July 11, 2005. Policies and procedures regarding Personal Services Contracts are addressed in Policy 2.02.04A and 2.02.04B, and Public Improvement Projects are addressed in Policy 2.02.05.

**POLICY**

Tualatin Hills Park & Recreation District is subject to the Model Rules adopted by the Attorney General under ORS 279A, 279B, and 279C, which include Divisions 46, 47, 48, and 49 in the Attorney General's Public Contracts Manual for contracting activities. Division 47 is applicable to public procurement of goods and services. The following policy governs the purchasing of goods and non-personal services contracts specifically.

**1. Competitive Quotes****a. Small Procurements**

When the actual amount of the contract does not exceed \$5,000 the Park District is exempt from competitive procurement, pursuant to ORS 279B.065: however the Park District shall, when practical, obtain competitive quotes; less than \$1,000, quotes are not necessary. When quotes are requested, a minimum of three (3) state-certified MWESB businesses must be solicited, unless no state-certified MWESB are available in that area.

**b. Intermediate Procurements**

When the actual amount of the contract is more than \$5,000, but not more than \$150,000, the Park District shall, at a minimum, obtain three (3) competitive quotes based on written specifications of which one (1) must be MWESB, unless no state-certified MWESB are available in that area of work or no response is received. A written record of the sources of the quotes or proposals received shall be kept. If three quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes.

**2. Competitive Bids**

When the actual Contract amount exceeds \$150,000, the District shall proceed with a formal competitive bidding procedure, which includes budget authority, developing specifications, advertising, formal bid openings, bid analysis and bid award to the lowest responsible bidder. Note: Upon completion of competitive procurement procedures, refer to Policy 2.02.02 for Purchasing Authority procedures.

**3. Special Procurements**

The District's Board of Directors, acting as the Local Contract Review Board may exempt certain contracts or classes of contract for procurement of goods and services from competitive bidding requirements.

#### 4. **Purchase Through Governmental Agency Contracts**

Whenever feasible, the Park District may purchase from contracts available through governmental agencies, which includes, but is not limited to State, County, City and Special Districts. Contracts between public agencies utilizing an existing solicitation or current requirement require that:

- a. The original contract meets competitive procurement requirements,
- b. The original contract allows other public agencies usage of the contract, and
- c. The original contracting agency concurs.

### **PROCEDURES**

#### 1. **Obtaining Competitive Quotes** (For Contracts under \$150,000)

- a. Budget Authority - The item or contract contemplated for purchase must be funded in the current adopted budget (including transfers and supplemental budget adoptions).
- b. Specifications – Specifications must be developed and reflect all necessary attributes desired in the item being requested. It is important that specifications be written so as not to expressly or implicitly require any product of any particular manufacturer or seller.

c. Obtaining Quotes - Quotes may be obtained by phone calls, mail, e-mail or faxing **written specifications** to specific vendors, or by advertising that quotes are being sought. The objective of obtaining quotes is to obtain the desired product at the lowest cost to the District without incurring the cost and time involved in the competitive bid process. The method of obtaining quotes is therefore determined by the situation. Whichever method of obtaining quotes is selected, all efforts should be made to obtain a sufficient number of quotes, three to five in most cases, to encourage competition among vendors and to secure the lowest price for the District.

When quotes are requested, a minimum of three (3) state-certified MWESB businesses must be solicited when contract does not exceed \$5,000, unless no state-certified MWESB are available in that area. When contract exceeds \$5,000, at least one (1) quote received must be from an MWESB, unless no state-certified MWESB are available in that area or no response is received. Document attempts.

d. Documentation - All quotes must be clearly documented on the *Request for Quote Worksheet*. The rationale for the method of obtaining quotes must also be clearly explained in writing. If at least three quotes cannot be obtained, the effort to obtain the quotes must be included in the documentation.

e. Award - Once a sufficient number of quotes have been obtained, the purchase may be awarded to the vendor with the lowest price quote (if lowest price quote is more than \$150,000 the Board of Directors must approve the award to the vendor), provided that the quote is responsible to the purchase specifications.

#### 2. **Obtaining Competitive Bids** (For Contracts over \$150,000)

- a. Budget Authority - The item or contract contemplated for purchase must be funded in the

current adopted budget (including transfers and supplemental budget adoptions).

- b. Specifications - Specification must be developed and should reflect all necessary attributes desired in the item being requested. It is important that specifications be written so as not to preclude any name brands of manufacturers of similar or competing products. Business Services will assist with ORS procedural issues.
- c. Public Notice - All rules related to public notice must be followed, and the bid must be advertised in a publication of general circulation.
- d. Bid Closing– A deadline for submission of bids will be set at least seven days after public notice has been given.
- e. Bid Opening - The bid opening will take place immediately after the deadline for submission of bids. The objective of the bid opening is to document the bids of each vendor and to determine the apparent low bidder.
- f. Bid Analysis - The department requesting the purchase is responsible for evaluating the submitted bids in order to recommend the award of a contract to the Board of Directors.
- g. Bid Award – When the contract amount exceeds \$150,000, only the Board of Directors has the authority to award a contract for goods or services.
- h. Notice of Intent - At least seven (7) days before the award of a public contract for goods or services, the District shall post or provide to each bidder notice of the District's intent to award a contract.

### **Goods & Non-Personal Services Procedures**

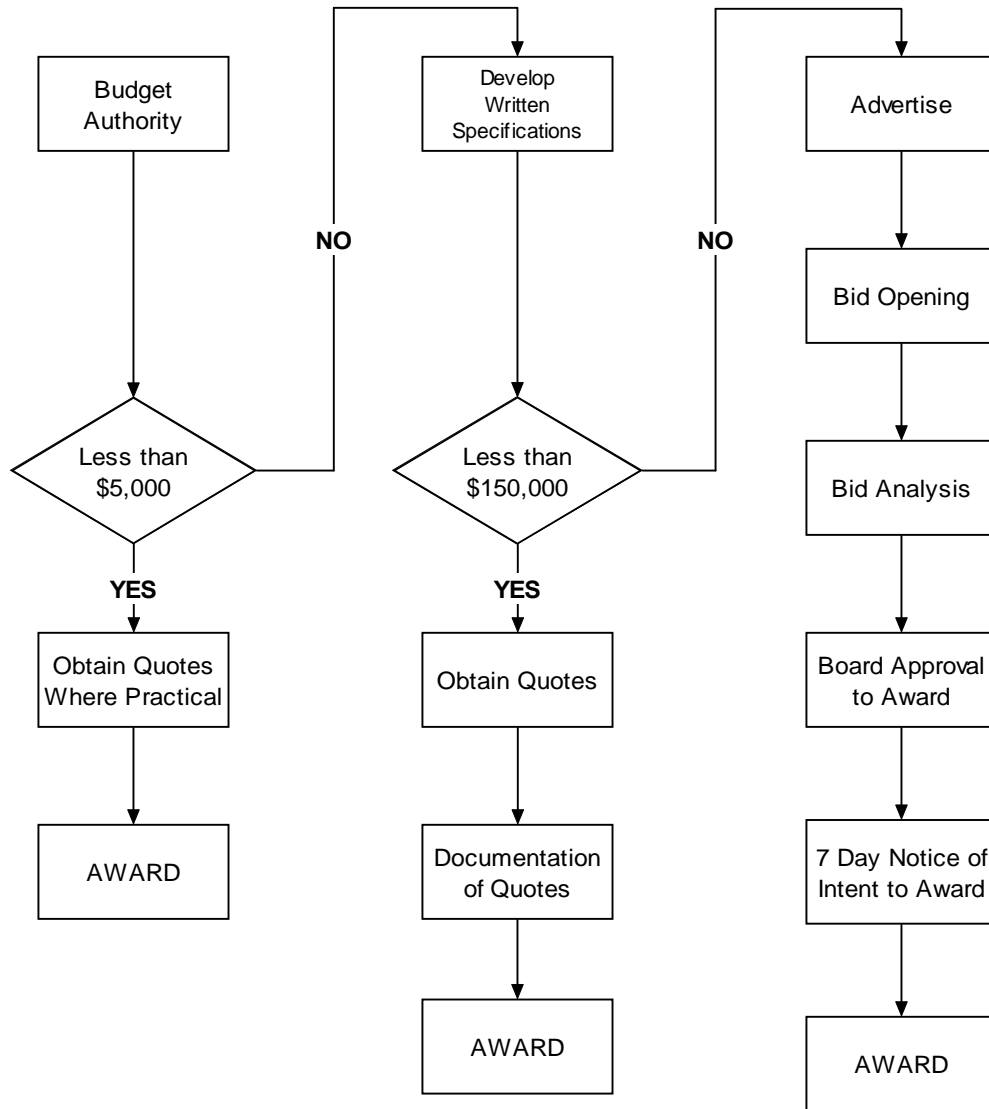
<b>Purchase Amount</b>	<b>Procedure</b>
≤ \$1,000	No quotes or bids required. <u>If quotes are obtained, see MWESB requirements below.</u>
> \$1,000 and ≤ \$5,000	Informally Solicited Quotes. <u>When quotes are obtained, a minimum of three (3) state-certified MWESB businesses must be solicited unless no state-certified MWESB are available in that area or no response is received.</u>



> \$5,000 up to \$150,000	Formally Solicited Quotes <ul style="list-style-type: none"><li>• Written specifications required for quotes</li><li>• Attempt to obtain at least 3 quotes <u>obtaining at least one (1) MWESB, unless no state-certified MWESB are available in that area or no response is received.</u></li><li>• Document attempts and quotes</li><li>• Board Approval when over \$150,000</li></ul>
> \$150,000	Competitive Bidding required <ul style="list-style-type: none"><li>• Board Approval</li></ul>

Selection Procedures

Note: Must advertise in a publication of general circulation if over \$150,000 in accordance with OAR 137-047-0300.



**General Origin of Rules**

The following table shows the statutory or other legal basis for each public contracting rule contained within this Policy and Procedure Manual that are relevant to Tualatin Hills Park & Recreation District operations:

<b>Rule</b>	<b>OAR</b>
Definitions	137-047-0100
Methods of Source Selection	137-047-0250
Competitive Sealed Bidding	137-047-0255
Multi-step Sealed Bids	137-047-0257
Competitive Sealed Bids	137-047-0260
Procedures for Competitive Range and Multi-step & Multi-Tiered Proposals	137-047-0261
Competitive Range, Discussions and Negotiations	137-047-0262
Multi-step Sealed Proposals	137-047-0263
Small Procurements	137-047-0265
Intermediate Procurements	137-047-0270
Sole Source Procurements	137-047-0275
Emergency Procurements	137-047-0280
Special Procurements	137-047-0285
Cooperative Procurements	137-047-0290
Public Notice of Solicitation Documents	137-047-0300
Bids or Proposals are Offers	137-047-0310
Facsimile Bids and Proposals	137-047-0320
Electronic Procurement	137-047-0330
Offer Preparation	137-047-0400
Offer Submission	137-047-0410
Pre-Offer Conferences	137-047-0420
Addenda to Solicitation Documents	137-047-0430
Pre-Closing Modifications or Withdrawal of Offers	137-047-0440
Receipt, Opening, and Recording Offers; Confidentiality	137-047-0450
Late Offers, Late Withdrawals and Late Modifications	137-047-0460
Mistakes	137-047-0470
Time for Agency Acceptance	137-047-0480
Extension of Time for Agency Acceptance	137-047-0490
Responsibility of Bidders and Proposers	137-047-0500
Qualified List of Products	137-047-0525
Prequalification of Prospective Offers	137-047-0550
Debarment of Prospective Offer	137-047-0575
Offer Evaluation and Award	137-047-0600
Notice of Intent to Award	137-047-0610
Documentation of Award	137-047-0620
Availability of Award Decisions	137-047-0630
Rejection of an Offer	137-047-0640
Rejection of All Offers	137-047-0650
Cancellation of Procurement or Solicitation	137-047-0660
Disposition of Offers	137-047-0670
Protests and Judicial Review of Special Procurements	137-047-0700
Protests and Judicial Review of Sole-Source	137-047-0710

<b>Rule</b>	<b>OAR</b>
Protests and Judicial Review of Multi-Tier & Multi-Step	137-047-0720
Protests and Judicial Review of Solicitations	137-047-0730
Protests and Judicial Review of Contract Award	137-047-0740
Protests and Judicial Review of Qualified Products	137-047-0745
Judicial Review of Other Violations	137-047-0750
Review of Prequalification and Debarment Decisions	137-047-0760
Contract Amendments	137-047-0800
Termination of Price Agreements	137-047-0810

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## Non-Exempt Personal and Related A&E Service Contracts 2.02.04A

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Date: ~~May 6, 2013~~ Aug 11, 2014

Supersedes Policy: 2.02.04 -

~~12/04/0005/06/13~~

Adopted by: Doug Menke  
General Manager

Implemented by: Keith D. Hobson  
Director of Business & Facilities

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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### PURPOSE

The purpose of this policy is to establish guidelines for authorization regarding personal services contracts, governed by State statutes, primarily ORS 279B and 279C, as modified and adopted by the Board of Directors, July 11, 2005, and amended February 5, 2007 and February 11, 2013.

### POLICY

Tualatin Hills Park & Recreation District ("District") is subject to the Model Rules adopted by the Attorney General under ORS 279A, 279B, and 279C, which includes Divisions 46, 47, 48 and 49 in the Attorney General's Public Contracts Manual for contracting activities. Divisions 46 and 47 are applicable to Personal Services contracts, while Division 48 rules are limited to professional services to be performed by a licensed Architect or a Registered Professional Engineer (A&E). The following policy governs Non-Exempt Personal Services contracts, and Related A&E Service Contracts, and is identified as such.

#### 1. Definition

A contract for "Personal Services" is a contract that calls for specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.

- a. Personal Services shall include, but are not limited to: architects; engineers; surveyors; attorneys; accountants; auditors; agent of record; computer programmers; property managers; artists; designers; performers; and consultants. The General Manager or designee shall have the authority to determine whether a particular service is a "personal service" under this definition.
- b. "Related A&E Services" are a special class of Personal Services Contracts, which are defined by ORS 279C.100 and are subject to the provisions of this policy. A&E Services for Construction Contracts are further described and clarified under Policy 02.02.04B.
- c. Qualifications and performance history, expertise, knowledge and creativity, and the ability to exercise sound professional judgment are typically the primary consideration when selecting a Personal Services contractor. Price will be a factor in the selection process.
- d. Personal Services Contracts do not include contracts primarily for equipment, supplies or materials. For example, a contract to supply all hardware and standard software is not a Personal Services Contract, but a contract with a technology consultant to design or develop a new computer system is a Personal Services

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## Non-Exempt Personal and Related A&E Service Contracts 2.02.04A

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Contract.

- e. Exempt Personal Services are Personal Services contracts existing on July 11, 2005, are exempt and hereby extended by direct appointment. Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services are exempt.

### 2. Independent Contractor Status Required

The District may enter into a Personal Services Contract with an Independent Contractor when:

- a. The required services cannot be performed within a reasonable time using the District's own work force; or
- b. The skills necessary to perform the required services are not available within the District's own work force; or
- c. An impartial opinion or evaluation is necessary or appropriate.
- d. The District may not use Personal Services Contracts to obtain and pay for services of an employee. If a Contractor is not an Independent Contractor, the District may not enter into a Personal Services Contract with the Contractor; instead, the District must follow personnel policies for employment options.

### 3. Selection Process for Personal Service Contracts

- a. Direct Appointment Process (Under \$100,000)  
Consultant Services may be entered into a contract, when the estimated cost does not exceed \$100,000, as set forth or, proposals may also be solicited using the informal or formal selection process as identified.
- b. Informal Selection Process (Under \$250,000)  
When the estimated cost of Consultant Services is not expected to exceed \$250,000, the informal selection procedure set forth in OAR 137-047-0270 shall be used. The selection may be based on criteria including, but not limited to, each proposer's:
  - i. Particular capability to perform the services required;
  - ii. Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
  - iii. Performance history;
  - iv. Approach and philosophy used in providing services;
  - v. Fees or costs; and
  - vi. Geographic proximity to the project or the area where the services are to be performed.

Price may be considered, but need not be the determining factor. Proposals may also be solicited in using a written request for proposal, at the District's discretion.

- c. Formal Selecting Process (Over \$250,000)  
The formal procedure shall be used whenever the estimated cost of Consultant Services exceeds \$250,000, using the formal selection procedure set forth in OAR

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## Non-Exempt Personal and Related A&E Service Contracts 2.02.04A

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137-048-0220 and ORS 279B.060.

### 4. Cooperative Procurement with other Government Agencies

Whenever feasible, the District may utilize a permissive cooperative procurement contract (ORS 279A.215) available with other governmental agencies, which includes, but not limited to State, County, City and Special Districts. Contracts between public agencies utilizing existing solicitations or current requirements require that:

- a. The original contract meets competitive procurement requirements;
- b. The solicitation and award process for the original contract was an open and impartial competitive process;
- c. The solicitation and contract allows other public agencies to establish contracts and price agreements under the same terms and conditions of the original contract;
- d. No material change is made in the terms, conditions or prices of the contract.

### PROCEDURE

The following procedures must be used for solicitation of Related A&E Services and Non-exempt Personal Services contracts.

### 1. Competitive Procurement

#### a. Direct Appointment Process

- i. Related A&E Services and Non-Exempt Personal Service Contracts under \$100,000 will be obtained by quotes with written specifications, or through a Request For Proposal. However;
- ii. Contracts under \$100,000 may be directly appointed if all the following criteria are met, documented and approved by the Division Director:
  - (1) Qualifications – Document how the consultant is specifically or uniquely qualified to fulfill the scope of work; addressing one or more of the following:
    - a) efficiencies anticipated; b) availability from only one source; c) proprietary goods, materials or skills; and d) technical expertise.
  - (2) Performance History – Consultant has completed above-average work for the District previously, or received similar evaluation from a reference check;
  - (3) Current Contracts – Evaluate current, as well as any projected contracts Consultant may have with the District. Consultant cannot be under contract with the District for projects with similar Scope of Work in which the aggregate exceeds \$100,000 in total fees.
- iii. When obtaining quotes, at least one (1) of three (3) quotes from a state-certified MWESB business must be obtained, unless no state-certified MWESB is available in that area of work or does not respond. Document attempts.

#### b. Informal Selection Process

When the estimated cost is equal to or less than \$250,000, the following informal selection procedure should be used:

- i. Written Solicitation – Solicitations inviting written Proposals shall be sent to a minimum of three (3) Consultants, must include, at a minimum the following:
  - (1) Description of project
  - (2) Anticipated Contract performance schedule
  - (3) Conditions or limitations
  - (4) Date and Time proposals are due

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## Non-Exempt Personal and Related A&E Service Contracts 2.02.04A

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(5) Criteria upon which the most qualified consultant will be selected. To include a corporate responsibility evaluation criterion (15 to 20%).

(a) How does your company internally promote or support: MWESB and sustainability practices?

~~(5)~~(6) Statement that proposers are responding at their own expense

~~(6)~~(7) Statement directing proposers to available protest procedures



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## Non-Exempt Personal and Related A&E Service Contracts 2.02.04A

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- ii. Review Proposals – Review and score all Proposals received according to the criteria set forth in the Request for Proposals. List proposals from highest to lowest scores.
- iii. Competitive Informal Selection – The informal selection procedure shall be competitive to the maximum extent practicable and the selection and scores based on criteria which include, but are not limited to Consultant’s capability to perform; number of experienced staff; performance history; project approach and design philosophy; compensation information; geographic proximity to the project.
- iv. Negotiate Scope of Services – The District shall discuss and refine the scope of services for the project and shall negotiate conditions, including but not limited to a compensation and performance schedule with the highest-scored consultant.

Note: If the scope of a project is revised during negotiations and the estimated cost of the Consultant’s services exceeds \$250,000, then the informal process will be terminated and the services of a qualified Consultant shall be solicited using the Formal Selection Process below.

c. Formal Selection Process

This formal procedure shall be used whenever the estimated cost exceeds \$250,000:

- i. Advertising – All rules related to advertising must be followed. Generally, Business Services will prepare the advertisement to ensure that all requirements are met.
  - (1) Request for Qualifications (RFQ) – Used to develop a short list of at least three qualified Consultants. Must be followed by a Request for Proposal.
  - (2) Request for Proposal (RFP) – Whether or not preceded by an RFQ, the RFP shall describe or contain project description, evaluation process, whether interviews are anticipated, closing date and time, reservation to reject any or all proposals, contract requirements, and a sample contract.

(a) Procuring Departments shall create an RFP to include at a minimum:

- (i) Background information and project description;
- ii. Evaluation Criteria for Selection; . To include a corporate responsibility evaluation criterion (15-20%).
  - (a) How does your company internally promote or support: MWESB and sustainability practices?

- ~~(ii)~~(i) Conditions or Limitations;
- ~~(iii)~~(ii) Whether interviews are possible;
- ~~(iv)~~(iii) Proposal Due Date;
- ~~(v)~~(iv) Reservation of the right to: seek clarification, negotiate, and reject any and all proposals;
- ~~(vi)~~(v) Statement that Proposers responding at own expense;
- ~~(vii)~~(vi) Protest Procedures;
- ~~(viii)~~(vii) Special Contract Requirements;

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## Non-Exempt Personal and Related A&E Service Contracts 2.02.04A

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- ~~(ix)~~(viii) Statement of whether a pre-Proposal meeting will be held;
- ~~(x)~~(ix) Information the Procuring Department deems reasonably necessary;
- ~~(xi)~~(x) Reservation of the right to seek clarification of each Proposer;
- ~~(xii)~~(xi) Reservation of the right to reject any or all Proposals or cancel the RFP at any time if doing either would be in the best interest as determined by the District.
- ~~(xiii)~~(xii) Sample Contract

(b) Procuring Department, with help from the Business Services, shall advertise each RFP at least once in a publication of general circulation, such as the *Daily Journal of Commerce*, no fewer than fourteen (14) calendar days before the closing date of the RFP.

~~ii~~.iii. Pre-proposal Meeting – May be held for all interested Consultants to discuss the proposed project and the required consultant services.

~~iii~~.iv. RFP Analysis – Consultant selection committee shall review and score all responsive proposals according to the criteria included in the RFP.

~~iv~~.v. Contract Negotiations – Contract negotiations with the highest-scored Consultant shall be directed toward obtaining written agreement.

~~v~~.vi. Contract Award – Only the Board of Directors has the authority to award a contract for services. Please refer to *Contract Provisions* page for proper contract usage.

d. Solicitation Requirements

All formal solicitations require an RFP or RFQ, and must be in writing and advertised at least once in a publication of general circulation, such as the *Daily Journal of Commerce*, no fewer than fourteen (14) calendar days before the closing date of the RFP or RFQ. Note: Upon completion of contractor selection and competitive procurement procedures, refer to Policy 2.02.02 for Purchasing Authority procedures.

## 2. Approvals of Contracts

- a. When the actual amount of the contract does not exceed \$1,000, the Department Superintendent has the fiscal authority to enter into an agreement through the LPO process. The scope and terms of the services will be stated on the local purchase order. If a two-party agreement is used, the General Manager or Director of Business & Facilities is to enter into the agreement.
- b. When the actual amount of the contract is more than \$1,000, but not more than \$150,000, the General Manager or Director of Business & Facilities is to enter into the agreement. The scope and terms of the agreement will be documented on the Purchase Order (when under \$5,000), or the scope and terms of the services will be stated in a two-party written agreement. When the actual Contract amount exceeds \$150,000, the Board of Directors must approve the contract prior to award.

## 3. Emergency Procurements

a. General

An emergency is an occurrence of a serious and urgent nature that demands

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## Non-Exempt Personal and Related A&E Service Contracts 2.02.04A

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immediate action. Normal procurement procedures may be suspended for the purchase of goods or services in emergency situations. Emergency procurement may be utilized to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures.

b. Authority to Declare

The President of the Board or the General Manager (or designees) has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. If the President is not available, approval by a Board member may be sought in the following successive order: Secretary, Secretary Pro-temp, Board member. The nature of the emergency and the method used for the selection of the contractor must be documented.

c. Procedures

For purposes of securing such approval, Departments shall prepare a written declaration for signature by the General Manager (or designee) indicating the following:

- Nature of the emergency;
- Work to be done including goods, services to be procured;
- Name of contractor and reason for selection of the particular contractor; and
- Estimated amount of expenditure.

For expenditures exceeding the General Manager's authority of \$150,000, the General Manager shall contact the President of the Board, as applicable, for approval prior to proceeding with the emergency work. The General Manager shall prepare and file a resolution for authorizing the emergency declaration at the next regularly scheduled Board meeting or as soon as possible thereafter.

After approval, the Department should find an appropriate source and then direct the vendor to proceed. This does not relieve the Department from seeking competition to the extent practicable, negotiating a fair and reasonable price, and documenting the procurement action.

After placing the order with the vendor, the Department should process the requisition online and include the emergency declaration.

The Department shall monitor the emergency work and, upon completion, submit a confirming purchase order and all supporting documentation to the Finance Services Department, as applicable, including: 1) a copy of the emergency declaration signed by the General Manager, and 2) any agreements, quotes or proposals, including any pertaining to price, made orally with the contractor.

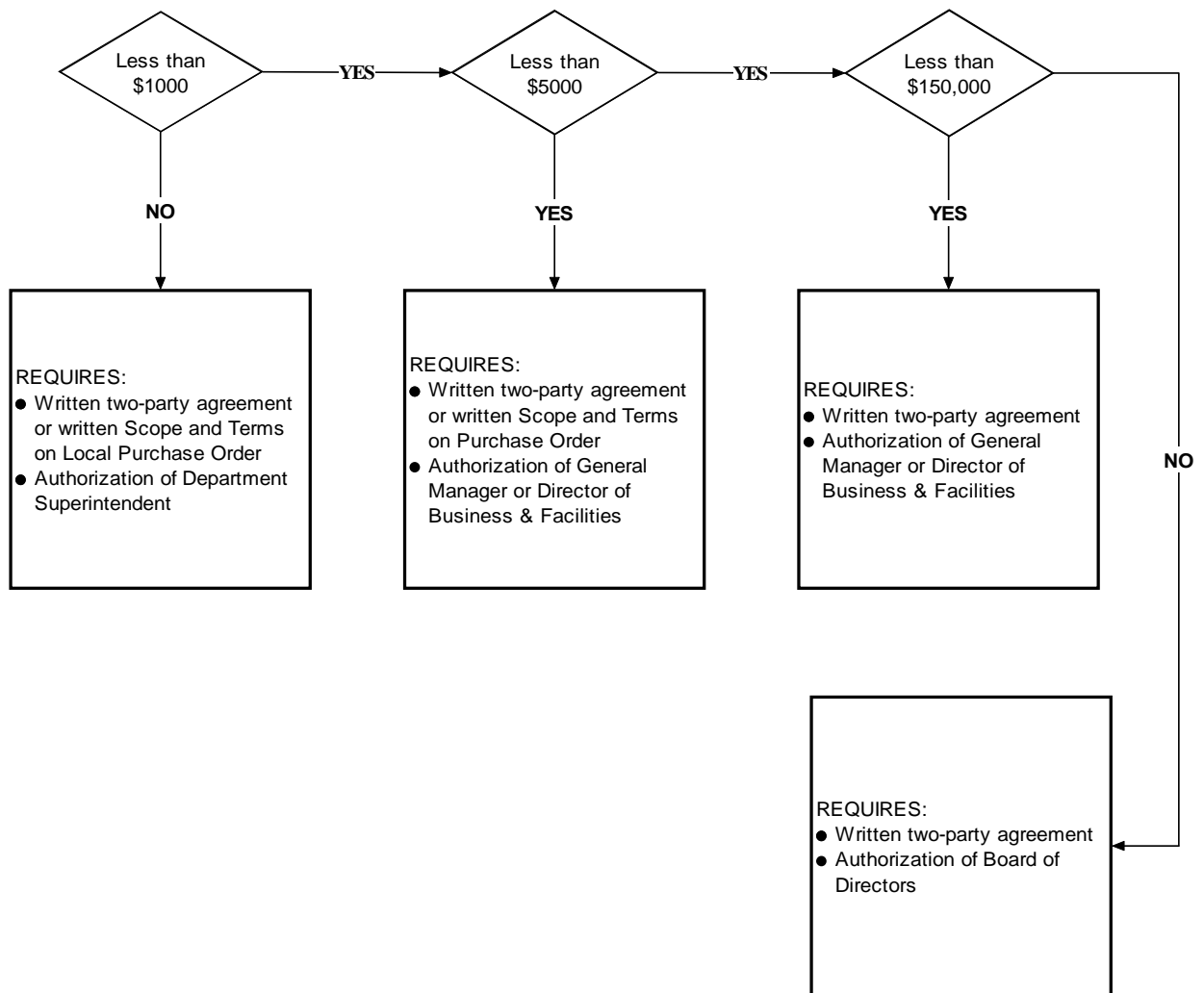
If either the General Manager or the Board of Directors does not authorize the emergency declaration, the Department must immediately advise the Consultant to stop work and submit a final invoice for work performed prior to the stop work date.

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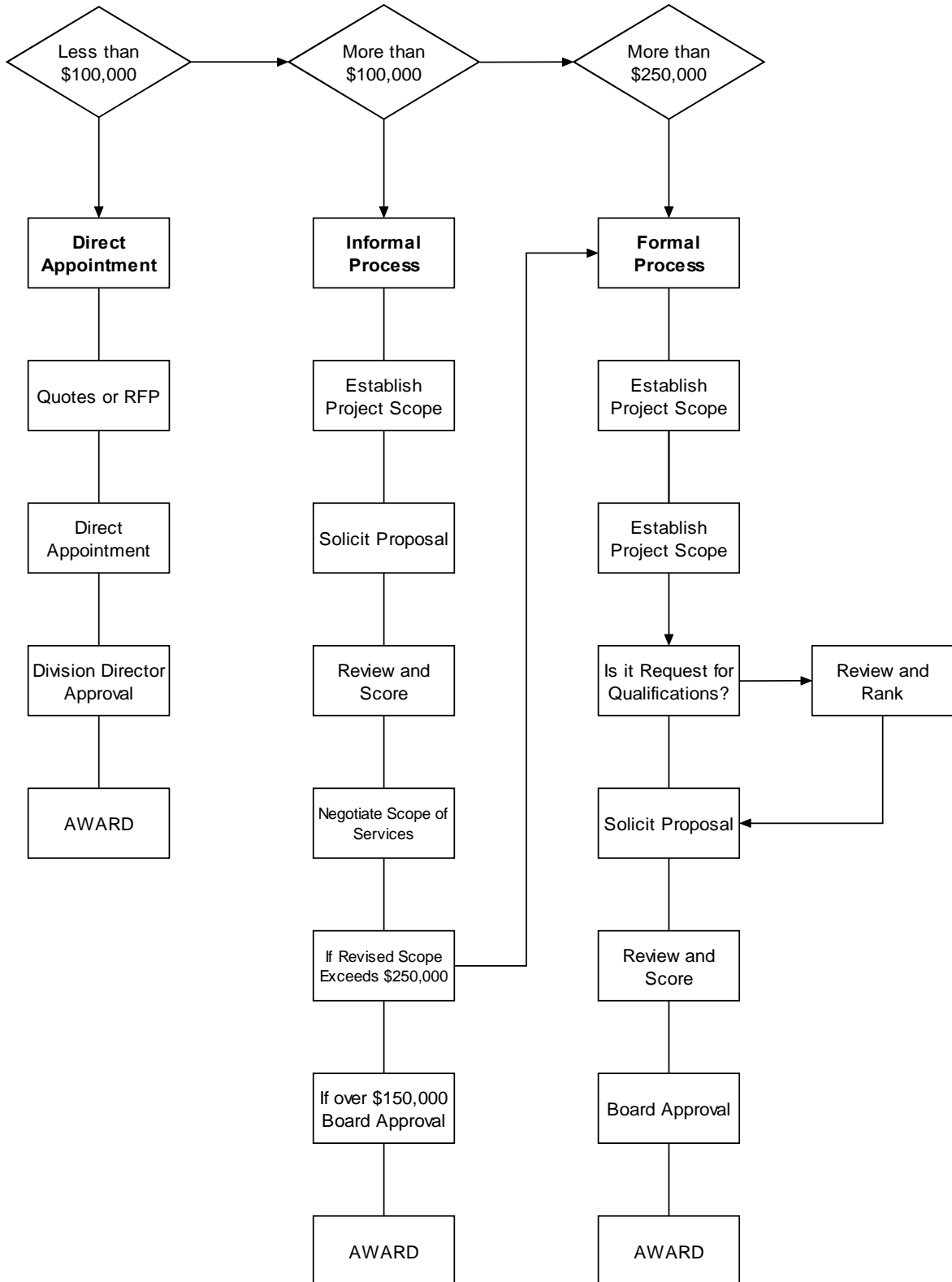
# Non-Exempt Personal and Related A&E Service Contracts 2.02.04A

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## CONTRACT PROVISIONS



**CONTRACTOR SELECTION**



Date: ~~May 6, 2013~~ Aug 11, 2014Supersedes Policy: 2.02.04 -  
~~12/04/0005/06/2013~~Adopted by: Doug Menke  
General ManagerImplemented by: Keith D. Hobson  
Director of Business & Facilities

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**PURPOSE**

The purpose of this policy is to establish guidelines for authorization regarding A&E construction-related services contracts, governed by State statutes, primarily ORS 279C, as modified and adopted by the Board of Directors, July 11, 2005, and amended February 5, 2007 and February 11, 2013.

**POLICY**

Tualatin Hills Park & Recreation District ("District") is subject to the Model Rules adopted by the Attorney General under ORS 279A, 279B, and 279C, which includes Divisions 46, 47, 48 and 49 in the Attorney General's Public Contracts Manual for contracting activities. Divisions 46 and 47 are applicable to Personal Services contracts, while Division 48 rules are limited to professional services to be performed by a licensed Architect or a Registered Professional Engineer (A&E). The following policy governs A&E for Construction Services only. Related A&E Services defined by ORS 279C.100(6) shall use Policy 2.02.04A - Non-Exempt Personal and Related A&E Service Contracts.

**1. Definition**

A contract for "Architect, Engineer, and Land Surveying," which are defined by ORS 279C.100 calls for specialized skills, knowledge and resources in the application of highly technical expertise, or the exercise of professional, artistic or management discretion or judgment. This section applies only to personal services (Architect, Engineer, and Land Surveying) meeting the following criteria:

- a. The contract is for personal service that is legally required to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or an engineer to design a bridge. Because the law requires licensed professionals to design and engineer structures, the District would rely on this subsection to hire a consultant to perform those services. However, if the District were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under the Personal Services in this policy, as defined by ORS 279C.100, as "Related Services."
- b. If the above criteria (1.a) describing is not satisfied, then the District may rely on the Personal Services Non-Exempt Personal and Related A&E Services policy 2.02.04 to solicit and award the contract. If the requirements of (1.a) above are satisfied, then the provisions of OAR 137-048-0210 through OAR 137-048-0220 will be adhered to.

**2. Selection Process for A&E Construction-Related Service Contracts**

The District, at its sole discretion, may enter into a contract for Consultant Services when the estimated cost does not exceed \$100,000, as set forth or, proposals may be solicited using the informal or formal selection process as identified.

a. Direct Appointment Process (Under \$100,000)

The District, at its sole discretion, may enter into a contract for Consultant Services when the estimated cost does not exceed \$100,000, as set forth or, proposals may be solicited using the informal or formal selection process as identified.

b. Informal Selection (Qualification-Based Selection [QBS]) Process (Under \$250,000)

When the estimated cost of Consultant Services is not expected to exceed \$250,000, the informal selection procedure set forth in OAR 137-048-0210 shall be used. The selection may be based on criteria including, but not limited to, each proposer's:

- i. Consultant's capability, experience and past performance history and record in providing services required;
- ii. Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
- iii. Performance history; ability to meet schedules, cost control methods and contract administration practices;
- iv. Proposed management techniques and approach/philosophy used in providing services;
- v. Consultant's geographic proximity to and familiarity of/with the area in which the services are to be performed; or
- vi. Volume of work, if any, previously awarded to a Consultant.

Price **may not** be considered as an evaluative criterion.

c. Formal Selecting Process (Over \$250,000)

The formal procedure shall be used whenever the estimated cost of Consultant Services exceeds \$250,000, using the formal selection procedure set forth in OAR 137-048-0220 and ORS 279B.060.

**3. Cooperative Procurement with other Government Agencies**

Whenever feasible, the District may utilize a permissive cooperative procurement contract (ORS 279A.215) available with other governmental agencies, which includes, but not limited to State, County, City and Special Districts. Contracts between public agencies utilizing existing solicitations or current requirements require that:

- a. The original contact meets competitive procurement requirements;
- b. The solicitation and award process for the original contract was an open and impartial competitive process;
- c. The solicitation and contract allows other public agencies to establish contracts and price agreements under the same terms and conditions of the original contract.

**PROCEDURE**

The following procedures must be used for solicitation of A&E and non-exempt Personal Services contracts.

**1. Competitive Procurement****a. Direct Appointment Process**

- i. A&E Construction-Related Services under \$100,000 will be obtained by quotes with written specifications, or through a Request For Proposal. However;
- ii. Contracts under \$100,000 may be directly appointed if all of the following criteria are met, documented and approved by the Division Director:
  - (1) Qualifications – Document how the consultant is specifically or uniquely qualified to fulfill the scope of work; addressing one or more of the following: a) efficiencies anticipated; b) availability from only one source; c) proprietary goods, materials or skills; and d) technical expertise.
  - (2) Performance History – District has documented the Consultants for previous work on projects as above-average, or received similar evaluation from a reference check;
  - (3) Current Contracts – Evaluate current, as well as any projected contracts Consultant may have with the District. Consultant cannot be under contract with District for projects with similar Scope of Work in which the aggregate exceeds \$100,000 in total fees.
- iii. When obtaining quotes, at least one (1) of three (3) quotes from a state-certified MWESB business must be obtained, unless no state-certified MWESB is available in that area of work or does not respond. Document attempts.

**b. Informal Selection (QBS) Process**

When the estimated cost is equal to or less than \$250,000, the following informal selection procedure should be used:

- i. Solicitation – Solicitations inviting written proposals shall be sent to a minimum of five (5) prospective A&E Consultants drawn from:
  - (1) The District's list of Consultants that has been created and is maintained under OAR 137-048-0120 (List of Interested Consultants; Performance Record);
  - (2) Another Contracting Agency's list of Consultants that is created and maintained under OAR 137-048-0120 (List of Interested Consultants; Performance Record); or
  - (3) All Consultants the District reasonably can locate that offer the desired Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services, or any combination of the foregoing.
- ii. Written Solicitations must include, at a minimum the following:
  - (1) Description of project
  - (2) Anticipated Contract performance schedule
  - (3) Conditions or limitations
  - (4) Date and Time proposals are due
  - (5) Criteria upon which the most qualified consultant will be selected. To include a corporate responsibility evaluation criterion (15 to 20%).
    - (a) How does your company internally promote or support: MWESB and sustainability practices?
  - (6) Statement that proposers are responding at their own expense



~~(6)~~(7) Statement directing proposers to available protest procedures

- iii. Review Proposals – Review and score all Proposals received according to the criteria set forth in the Request for Proposals. List proposals from highest to lowest scores.
- iv. Competitive Informal Selection – The informal selection procedure shall be competitive to the maximum extent practicable and the selection and scores based on criteria which include, but are not limited to Consultant's capability to perform; number of experienced staff; performance history; project approach and design philosophy; budget and change order management history; geographic proximity to the project.
- v. Negotiate Scope of Services – The District shall discuss and refine the scope of services for the project and shall negotiate conditions, including compensation and performance schedule with the highest-scored consultant.

Note: If the scope of a project is revised during negotiations and the estimated cost of the Consultant's services exceeds \$250,000, then the informal process will be terminated and the services of a qualified Consultant shall be solicited using the Formal Selection Process below.

c. Formal Selection Process

This formal procedure shall be used whenever the estimated cost of A&E Consultant Services exceeds \$250,000.

- i. Advertising – The Board of Directors must authorize the advertisement to bid for services when the estimated costs for such services may exceed \$150,000. All rules related to advertising must be followed. Generally, Business Services will prepare the advertisement to ensure that all requirements are met.
  - (1) Request for Qualifications (RFQ) method is a “two-phase” process which is intended to limit respondents for complex projects to only the most qualified; and/or lessen the cost impact to respondents. Contract award is dependent on both phases being used. The issuance of an RFQ is the first phase of the process and is used to short list the most qualified (highest-scored) respondents. The first phase does not include cost as an evaluation criterion. The second phase is the issuance of a modified Request for Proposal or Qualification-Based Selection RFP to the short-listed respondents and generally results in a contract award.
  - (2) Request for Proposal (RFP) – Whether or not preceded by an RFQ, the RFP shall describe or contain project description, evaluation process, whether interviews are anticipated, closing date and time, reservation to reject any or all proposals, contract requirements, and a sample contract.

(a) Procuring Departments shall create an RFP to include at a minimum:

- (i) Background information and project description;
- (ii) Evaluation Criteria for Selection. To include a corporate responsibly evaluation criterion (15 to 20%).

i. How does your company internally promote or support: MWESB and sustainability practices?;

- ~~(ii)~~(iii) Conditions or Limitations;
- ~~(iii)~~(iv) Whether interviews are possible;
- ~~(iv)~~(v) Proposal Due Date;
- ~~(v)~~(vi) Reservation of the right to: seek clarification, negotiate, and reject any and all proposals;
- ~~(vi)~~(vii) Statement that Proposers responding at own expense;
- ~~(vii)~~(viii) Protest Procedures;
- ~~(viii)~~(ix) Special Contract Requirements;
- ~~(ix)~~(x) Statement of whether a pre-Proposal meeting will be held;
- ~~(x)~~(xi) Information the Procuring Department deems reasonably necessary;
- ~~(xi)~~(xii) Reservation of the right to seek clarification of each Proposer;
- ~~(xii)~~(xiii) Reservation of the right to reject any or all Proposals or cancel the RFP at any time if doing either would be in the best interest as determined by the District.
- ~~(xiii)~~(xiv) Sample Contract

(b) Procuring Department, with help from the Business Services, shall advertise each RFP at least once in a publication of general circulation, such as the *Daily Journal of Commerce*, no fewer than fourteen (14) calendar days before the closing date of the RFP.

- ii. Pre-proposal Meeting – May be held for all interested Consultants to discuss the proposed project and the required consultant services. The solicitations must clearly state whether the pre-proposal meeting is mandatory or non-mandatory. If the meeting is mandatory, then only those proposers who can demonstrate attendance may submit a proposal for consideration.
  - iii. RFP Analysis – Consultant selection committee shall review and score all responsive proposals according to the criteria included in the RFP.
  - iv. Contract Negotiations – Following principled negotiation efforts, if agreement with the highest-scoring proposer cannot be reached within a reasonable period of time, the District may, in its sole discretion, terminate negotiations and thereby reject the highest-scored proposal. The District may then attempt to reach a final agreement with the second-highest-scoring proposer and may continue on, in the same manner, with remaining proposers until an agreement is reached. If negotiations with any proposer do not result in a contract within a reasonable period of time, as determined by the District in its sole discretion, the District may cancel the particular formal solicitation.
  - v. Contract Award – Only the Board of Directors has the authority to award a contract for services resulting from this Formal Solicitation process. Please refer to *Contract Provisions* page for proper contract usage.
- d. Solicitation Requirements  
All formal solicitations require an RFP or RFQ, and must be in writing and advertised at least once in a publication of general circulation, such as the *Daily Journal of Commerce*, no fewer than fourteen (14) calendar days before the closing date of the RFP or RFQ. Note: Upon completion of contractor selection and competitive

procurement procedures, refer to Policy 2.02.02 for Purchasing Authority procedures.

## **2. Approvals of Contracts**

- a. When the actual amount of the contract does not exceed \$1,000, the Department Superintendent has the procurement authority to enter into an agreement through the LPO process. The scope and terms of the services will be stated on the local purchase order. If a two-party agreement is used, the General Manager or Director of Business & Facilities is to enter into the agreement.
- b. When the actual amount of the contract is more than \$1,000, but not more than \$150,000, the General Manager or Designee has the authority to enter into the agreement. The scope and terms of the agreement will be documented on the Purchase Order (when under \$5,000), or the scope and terms of the services will be stated in a two-party written agreement. When the actual Contract amount exceeds \$150,000, the Board of Directors must approve the contract prior to award

## **3. Emergency Procurements**

### **a. General**

An emergency is an occurrence of a serious and urgent nature that demands immediate action. Normal procurement procedures may be suspended for the purchase of goods or services in emergency situations. Emergency procurement may be utilized to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures.

### **b. Authority to Declare**

The President of the Board or the General Manager (or designees) has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. If the President is not available, approval by a Board member may be sought in the following successive order: Secretary, Secretary Pro-temp, Board member. The nature of the emergency and the method used for the selection of the contractor must be documented.

### **c. Procedures**

For purposes of securing such approval, Departments shall prepare a written declaration for signature by the General Manager (or designee) indicating the following:

- Nature of the emergency;
- Work to be done including goods, services to be procured;
- Name of contractor and reason for selection of the particular contractor; and
- Estimated amount of expenditure.

For expenditures exceeding the General Manager's authority of \$150,000, the General Manager shall contact the President of the Board, as applicable, for approval prior to proceeding with the emergency work. The General Manager shall prepare and file a resolution for authorizing the emergency declaration at the next regularly scheduled Board meeting or as soon as possible thereafter.

After approval, the Department should find an appropriate source and then direct the

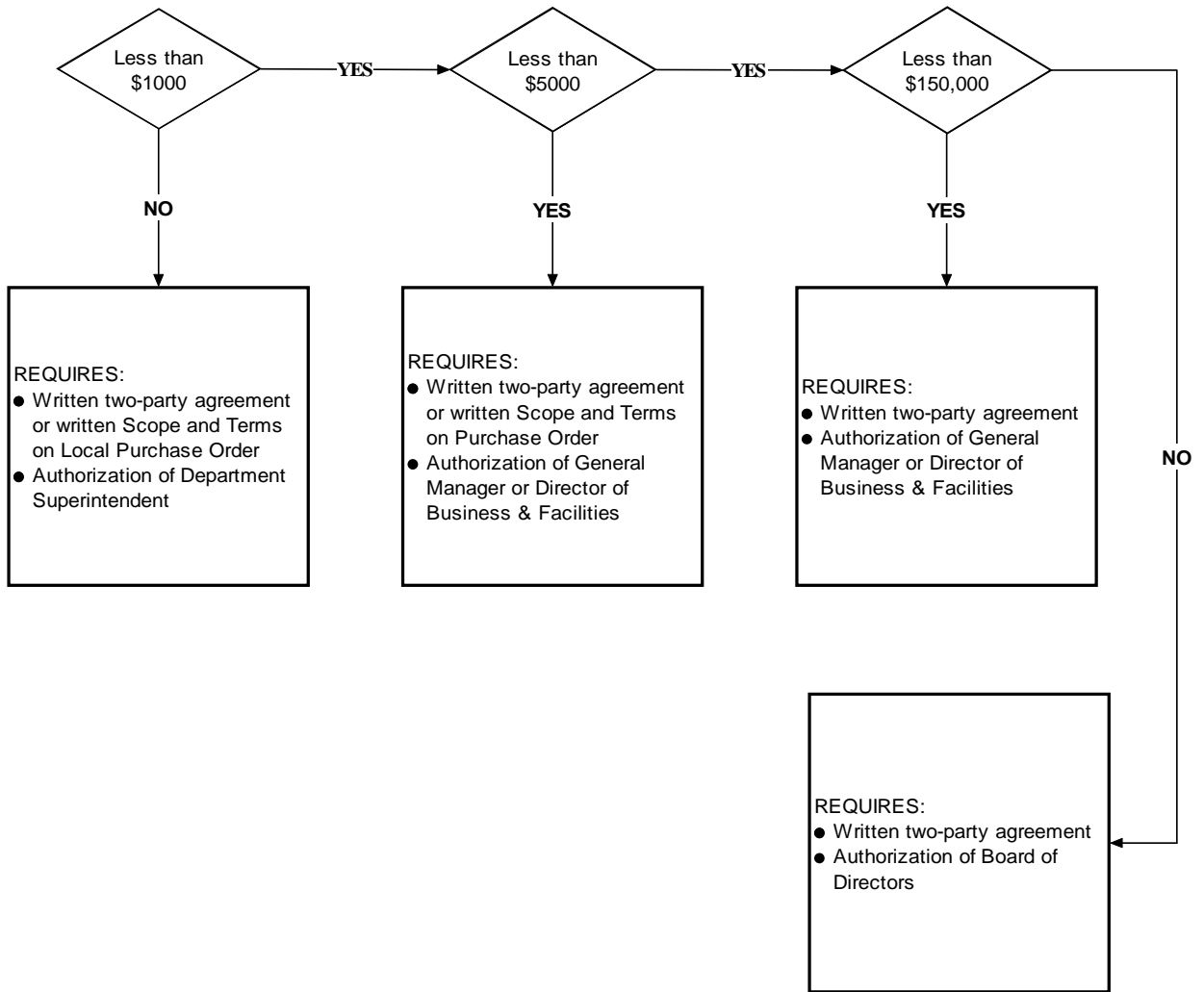
vender to proceed. This does not relieve the Department from seeking competition to the extent practicable, negotiating a fair and reasonable price, and documenting the procurement action.

After placing the order with the vendor, the Department should process the requisition online and include the emergency declaration.

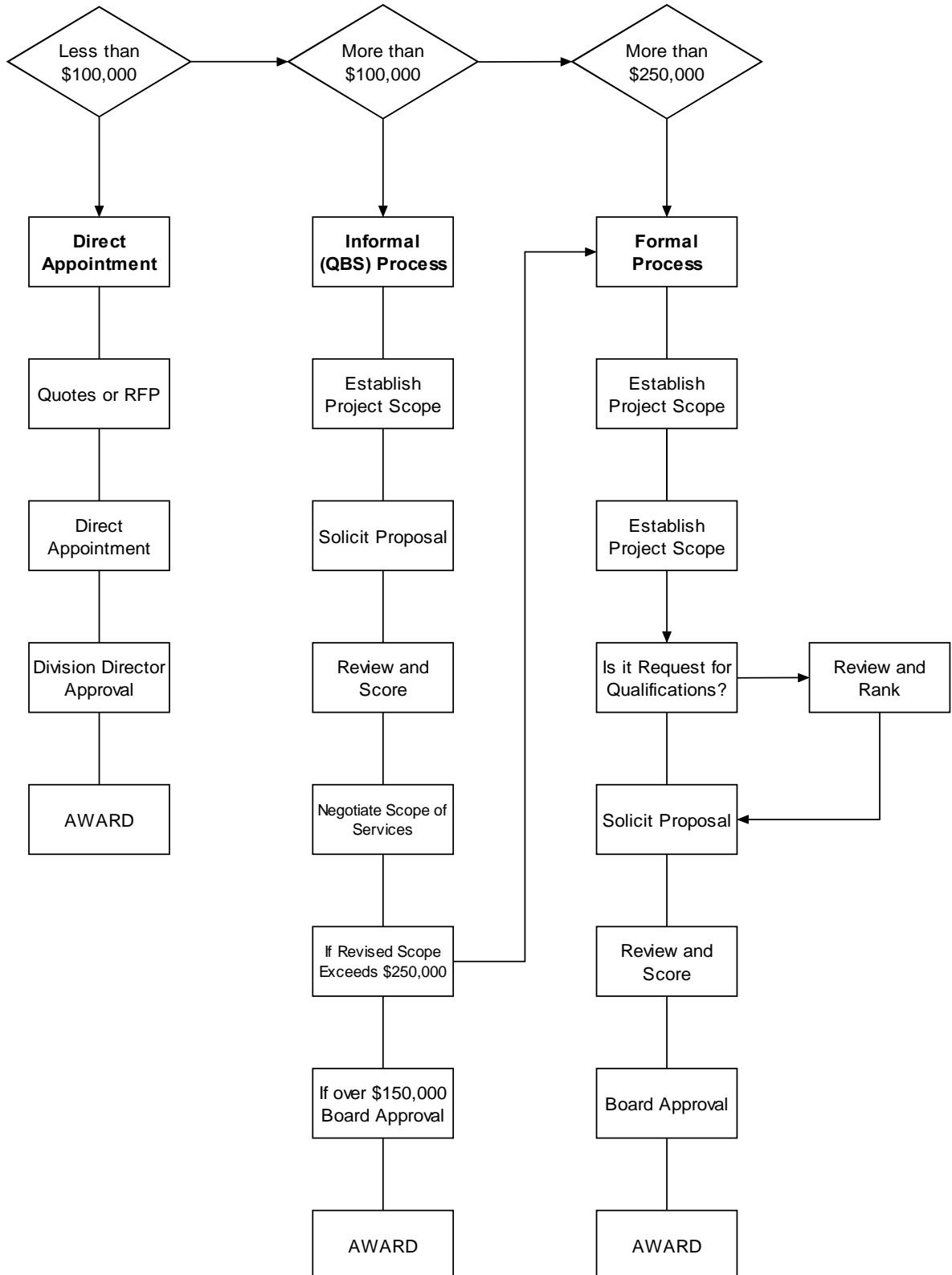
The Department shall monitor the emergency work and, upon completion, submit a confirming purchase order and all supporting documentation to the Finance Services Department, as applicable, including: 1) a copy of the emergency declaration signed by the General Manager, and 2) any agreements, quotes or proposals, including any pertaining to price, made orally with the contractor.

If either the General Manager or the Board of Directors does not authorize the emergency declaration, the Department must immediately advise the Consultant to stop work and submit a final invoice for work performed prior to the stop work date.

CONTRACT PROVISIONS



**CONTRACTOR SELECTION**



Date: ~~May 6, 2013~~ Aug 11, 2014Supersedes Policy: 2.02.05 –  
12/04/0005/06/2013Adopted by: Doug Menke  
General ManagerImplemented by: Keith D. Hobson  
Director of Business & Facilities

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**PURPOSE**

The purpose of this policy is to establish guidelines regarding the procurement and contracting of Public Improvement projects, governed by State statute, primarily ORS 279A and 279C, as modified and adopted by the Board of Directors in the District Compiled Policies – Chapter 5: Public Contracts & Agreements. Policies and procedures regarding Architecture and Engineering (A&E) Services are addressed in A&E (Construction Related) Service Contracts Policy 2.02.04B. Related A&E Services shall use Policy 2.02.04A – Non-exempt Personal and Related A&E Services Contracts.

**POLICY**

Tualatin Hills Park & Recreation District is subject to the Model Rules adopted by the Attorney General under ORS 279A, 279B, and 279C, which include Divisions 46, 47, 48, and 49 in the Attorney General's Public Contracts Manual for contracting activities. Division 49 applies to public improvement projects specifically. The following policy governs public improvement contracts.

"Public Improvement" refers to the construction, reconstruction, major renovation or painting carried on or contracted for by a public agency. "Public Improvement" does not include emergency work and ordinary repair necessary in order to preserve a public improvement.

**1. Competitive Quotes****a. Small Procurements**

When the actual amount of the contract does not exceed \$5,000 the Park District is exempt from competitive bidding, pursuant to ORS 279B.065. However, the Park District shall, when practical, obtain competitive quotes; less than \$500, quotes are not necessary. When quotes are requested, a minimum of three (3) state-certified MWESB businesses must be solicited, unless no state-certified MWESB are available in that area of work.

**b. Intermediate Procurements**

When the actual amount of the contract is more than \$5,000, but not more than \$100,000, the Park District shall, at a minimum, obtain three (3) competitive quotes from written specifications of which one (1) must be MWESB, unless no state-certified MWESB are available in that area of work or no response is received. A written record of the sources of the quotes or proposals received shall be kept. If three quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes.

**2. Competitive Bids**

When the actual Contract amount exceeds \$100,000, the District shall proceed with a formal

competitive bidding procedure, which includes budget authority, developing specifications, advertising, formal bid openings, bid analysis and bid award to the lowest responsible bidder. Note: Upon completion of contractor selection and competitive procurement procedures, refer to Policy 2.02.02 for Purchasing Authority procedures.

When an Alternative Contracting Method as described in OAR 137-049-0610 is used for a public improvement project, a corporate responsibility evaluation criterion (15 to 20%) must be included in the procurement process: What does your company do to internally to promote: MWESB and sustainability practices?

### 3. Public Improvement Requirements

- a. Performance and Payment Bonds - Public Improvement Contracts in excess of \$50,000 require the Contractor to execute and deliver to the agency a Performance and Payment Bond in a sum equal to the Contract Price, unless waived under ORS 279C.380(4), or exempt from the required performance bond pursuant to ORS 279C.390.
- b. Prevailing Wages - Public Improvement Contracts in excess of \$50,000 require that the hourly rate of a wage paid by the contractor or subcontractor to a worker shall not be less than the prevailing rate of a wage for an hour's work in the same trade or occupation in the locality where the labor is preformed.
- c. First-Tier Subcontractor Disclosure - Public Improvements with a contract value of more than \$100,000, require that a bidder shall submit a disclosure of any first-tier subcontractor that will be furnishing labor or materials in connection with the public improvement (ORS 279C.370), within two working hours of the date and time of the deadline when bids are due.

### 4. Special Procurements

The District's Board of Directors, acting as the Local Contract Review Board may exempt certain public improvement contracts from competitive bidding requirements.

### 5. Cooperative Procurement with other Governmental Agencies

Whenever feasible, the Park District may participate in, sponsor conduct or administer a joint cooperative procurement (ORS 279A.205) for public improvements with other governmental agencies, which includes, but is not limited to State, County, City and Special Districts. A joint cooperative procurement is valid only if:

- a. The solicitation and award process for the original contract is open and impartial competitive process;
- b. The solicitation and contract identifies the other public agencies and contract requirement; and
- c. No material change is made in the terms, conditions or prices of the contract.

## PROCEDURES

### 1. Obtaining Competitive Quotes (For contracts under \$100,000)

- a. Budget Authority - The item or contract contemplated for purchase must be funded in the current adopted budget (including transfers and supplemental budget adoptions).
- b. Specifications – Specifications must be developed and reflect all necessary attributes desired in the item being requested. It is important that specifications be written so as not to expressly or implicitly require any product of any particular manufacturer or seller.



c. Obtaining Quotes - Quotes may be obtained by phone calls, mail, e-mail or faxing **written specifications** to specific vendors, or by advertising that quotes are being sought. The objective of obtaining quotes is to obtain the desired product at the lowest cost to the District without incurring the cost and time involved in the competitive bid process. The method of obtaining quotes is therefore determined by the situation. Whichever method of obtaining quotes is selected, all efforts should be made to obtain a sufficient number of quotes, three to five in most cases, to encourage competition among vendors and to secure the lowest price for the District.

When quotes are requested, a minimum of three (3) state-certified MWESB businesses must be solicited when contract does not exceed \$5,000, unless no state-certified MWESB are available in that area. When contract exceeds \$5,000, at least one (1) quote received must be from an MWESB, unless no state-certified MWESB are available in that area or no response is received. Document attempts.

d. Documentation - All quotes must be clearly documented on the *Request for Quote Worksheet*. The rationale for the method of obtaining quotes must also be clearly explained in writing. If at least three quotes cannot be obtained, the effort to obtain the quotes must be included in the documentation.

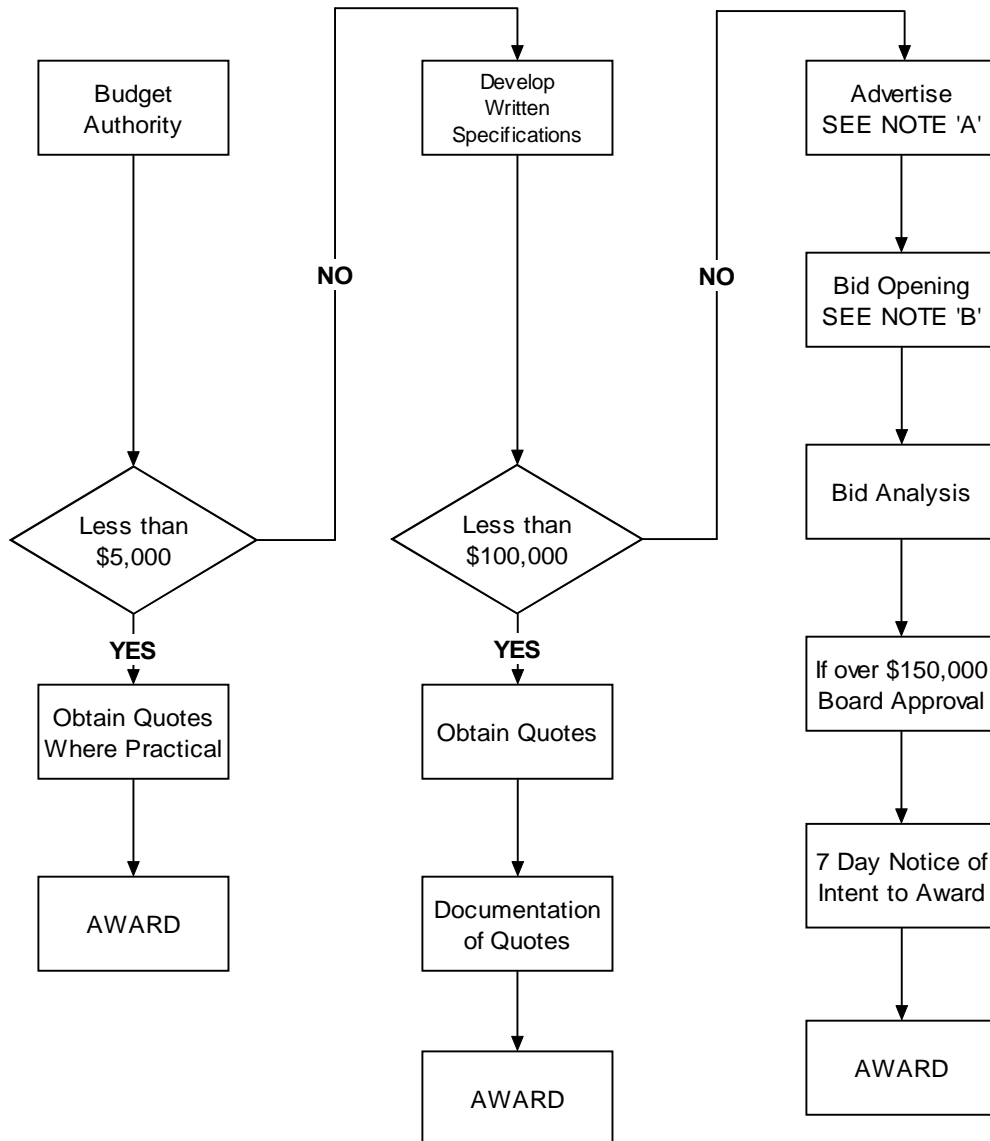
d.e. Award - Once a sufficient number of quotes have been obtained, the purchase may be awarded to the vendor with the lowest price quote, provided that the quote is responsible to the purchase specifications.

**2. Obtaining Competitive Bids** (For contracts over \$100,000)

- a. Budget Authority - The item or contract contemplated for purchase must be funded in the current adopted budget (including transfers and supplemental budget adoptions).
- b. Specifications - Specification must be developed and should reflect all necessary attributes desired in the item being requested. It is important that specifications be written so as not to preclude any name brands of manufacturers of similar or competing products. Business Services will assist with ORS procedural issues.
- c. Advertising - All rules related to advertising must be followed, and the bid must be advertised in a publication of statewide circulation. Generally, Business Services will prepare the advertisement to ensure that all requirements are met.
- d. Bid Closing & First Tier Subcontractor Disclosure – The deadline for submission of bids will be set at 2:00pm on Tuesday, Wednesday, or Thursday. Within two (2) working hours of the Bid Closing for a Public Improvement Contract greater than \$100,000, all bidders shall submit a disclosure form, identifying any first-tier subcontractors that will be furnishing labor or materials on the Contract.
- e. Bid Opening - The bid opening will take place immediately after the deadline for submission of bids. The objective of the bid opening is to document the bids of each vendor and to determine the apparent low bidder.
- f. Bid Analysis - The department requesting the purchase is responsible for evaluating the submitted bids in order to recommend the award of a contract.

- g. Bid Award – When the contract amount exceeds \$150,000, the Board of Directors must approve the contract prior to award. The General Manager or Designee has the authority to enter into contracts not more than \$150,000.
  
- h. Notice of Intent - At least seven (7) days before the award of a public improvement contract, the District shall post or provide to each bidder notice of the District's intent to award a contract.

Selection Procedures



Note: A) Must advertise in a publication of statewide circulation if over \$100,000.

B) Public Improvements contracts with a contract value of more than \$100,000 require that a bidder shall submit a disclosure form of any first-tier subcontractor that will be furnishing labor or materials in connection with a public improvement, within two working hours of the date and time of the deadline when bids are due.

Public Improvement Contract Provisions

Purchase Amount	Procedure	Insurance Certificate Required <sup>1</sup>	Performance & Payment Bond Required <sup>2</sup>	BOLI Prevailing Wages Required <sup>3</sup>	First-tier Subcontractor Disclosure Required <sup>4</sup>	Bid Bond Required
≤ \$1,000	<p><u>No quotes or bids required</u></p> <ul style="list-style-type: none"> <li>Refer to MWESB requirements if quotes are obtained.</li> <li>Use LPO or <u>online requisition</u></li> </ul>	No	No	No	No	No
> \$1,000 and ≤ \$5,000	<p>Informally Solicited Quotes.</p> <ul style="list-style-type: none"> <li>Refer to MWESB requirements.</li> <li>May use <u>LPO/PO online requisition</u> or “Under \$100,000” Contract</li> </ul>	No	No	No	No	No
> \$5,000 up to \$100,000	<p>Formally Solicited Quotes</p> <ul style="list-style-type: none"> <li>Written specifications required</li> <li>Attempt to obtain at least 3 quotes. <u>Refer to MWESB requirements.</u></li> <li>Document attempts and quotes</li> <li>Use “Under \$100,000” Contract</li> </ul>	Required for contracts over \$10,000	Required for contracts over \$50,000	Required for contracts over \$50,000	Required for contracts over \$100,000	No

<sup>1</sup> Certificate of insurance for at least \$1 million for General Liability, Auto Liability and umbrella coverage, listing Tualatin Hills Park & Recreation District as named additional insured.

<sup>2</sup> Public Improvement Contracts in excess of \$50,000, require the Contractor to execute and deliver to the agency a performance bond in a sum equal to the Contract Price. Unless waived under ORS 279C.380(4), or exempt from the required performance bond pursuant to ORS 279C.390.

<sup>3</sup> Required if the contract is part of a larger project in excess of \$50,000, or if Federal monies are used to fund the project. Contractor must have on file a Public Works Bond with the Construction Contractors Board.

<sup>4</sup> Contracts with a value of more than \$100,000 shall include provisions requiring the contractor to include, in all contracts with First Tier Subcontractors, a clause stipulating payment of interest on amounts not timely paid to persons furnishing materials and services to the project.

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**Public Improvement Projects**

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**2.02.05**

> \$100,000	Competitive Bidding required <ul style="list-style-type: none"><li>• <b>Board Approval if over \$150,000</b></li><li>• Use "Division 0 and 1 Contract Documents"</li></ul>	Yes	Yes	Yes	Yes	Yes
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**General Origin of Rules**

The following table shows the statutory or other legal basis for each public contracting rule contained within this Policy and Procedure Manual that are relevant to Tualatin Hills Park & Recreation District operations:

<b>RULE</b>	<b>OAR</b>
Application	137-049-0100
Polices	137-049-0110
Definitions	137-049-0120
Competitive Bidding Requirement	137-049-0130
Contracts for Construction Other Than Public Improvements	137-049-0140
Emergency Contracts	137-049-0150
Intermediate Procurements – Competitive Quotes	137-049-0160
Solicitation Documents; Required Provisions	137-049-0200
Notice of Advertising Requirements	137-049-0210
Prequalification of Offers	137-049-0220
Eligibility of Bid or Prosper	137-049-0230
Pre-Offer Conferences	137-049-0240
Addenda to Solicitation Documents	137-049-0250
Request for Clarification or Change; Protests	137-049-0260
Cancellation of Solicitation Documents	137-049-0270
Offer Submissions	137-049-0280
Bid or Proposal Security	137-049-0290
Facsimile Bids and Proposals	137-049-0300
Electronic Procurement	137-049-0310
Pre-Closing Modification or Withdrawal	137-049-0320
Receipt Opening and Recording of Offers	137-049-0330
Late Bids, Late Withdrawals and Late Modifications	137-049-0340
Mistakes	137-049-0350
First-Tier Subcontractors; Disclosure and Substitution	137-049-0360
Disqualification of Persons	137-049-0370
Bid or Proposal Evaluation	137-049-0380
Offer Evaluation and Award	137-049-0390
Notice of Intent to Award	137-049-0395
Documentation of Award	137-049-0400
Time for Contracting Agency Acceptance	137-049-0410
Negotiations with Bidders Prohibited	137-049-0420
Negotiations When Bids Exceed Cost Estimate	137-049-0430
Rejection of Offers	137-049-0440
Protest of Contract Selection / Award	137-049-0450
Performance and Payment Security	137-049-0460
Substitute Contractor	137-049-0470
Foreign Contractor	137-049-0490

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## Public Improvement Projects

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**2.02.05**

### **RULE**

Alternative Contracting Methods

Contract Provisions

### **OAR**

137-049-0600 to  
137-049-0690

137-049-0800 to  
137-049-0910



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

A regular meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Monday, June 2, 2014, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7:30 pm

Present:

Joseph Blowers	President/Director
Bob Scott	Secretary/Director
Larry Pelatt	Secretary Pro-Tempore/Director
John Griffiths	Director
Jerry Jones Jr.	Director
Doug Menke	General Manager

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

President Joe Blowers called executive session to order for the following purposes:

- To consider the employment of a public officer, employee, staff member or individual agent,
- To consider information or records that are exempt by law from public inspection, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive session is held pursuant to ORS 192.660(2)(a)(e)&(f), which allows the board to meet in executive session to discuss the aforementioned issues.

President Joe Blowers noted that representatives of the news media and designated staff may attend the executive session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session. At the end of executive session, the board will return to open session and welcome the audience back into the room.

**Agenda Item #2 – Call Regular Meeting to Order**

President Joe Blowers called the regular meeting to order at 7:40 pm.

**Agenda Item #3 – Action Resulting from Executive Session**

Larry Pelatt moved that the board of directors accept the general manager’s evaluation as presented and authorize a compensation increase of 2.5% and a bonus amount of 8% of salary. Bob Scott seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Jerry Jones Jr.	Yes
Bob Scott	Yes
Larry Pelatt	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.



Bob Scott moved that the board of directors fund the bonus pool at the amount specified within District Compiled Policies Chapter 4. Larry Pelatt seconded the motion. Roll call proceeded as follows:

Jerry Jones Jr.	Yes
John Griffiths	Yes
Bob Scott	Yes
Larry Pelatt	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.

Larry Pelatt move that the board of directors authorize the general manager to continue with and finalize negotiations with Peregrine Sports which will ensure all key negotiation points as those presented during executive session are included in an amendment to the current lease agreement between Peregrine Sports and the district for construction and use of improvements on district property subject to review by the district's legal counsel. Bob Scott seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Jerry Jones Jr.	Yes
Bob Scott	Yes
Larry Pelatt	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.

Bob Scott moved that, to assist Washington County in implementation of the North Bethany Subarea Plan, the board authorize staff to acquire land for a portion of a future community trail identified on the plan's Park, Trails and Pedestrian Connections Map, with the understanding that 1.) THPRD will not pay more than market value for the site as determined by an appraisal process specified in a purchase and sale agreement between THPRD and the seller, and 2.) the acquisition will be completed subject to the general manager's determination that the terms of the purchase and sale agreement have been met. Larry Pelatt seconded the motion. Roll call proceeded as follows:

Jerry Jones Jr.	Yes
John Griffiths	Yes
Larry Pelatt	Yes
Bob Scott	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.

Larry Pelatt moved that the board approve the sale of a permanent easement on district-owned land in North Bethany to Clean Water Services for the same price the district paid for that portion of land to be occupied by a regional stormwater facility, minus the cost to Clean Water Services of constructing a planned trail segment around the facility for THPRD. Bob Scott seconded the motion. Roll call proceeded as follows:

Jerry Jones Jr.	Yes
John Griffiths	Yes
Bob Scott	Yes
Larry Pelatt	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.

#### Agenda Item #4 – Audience Time

There was no testimony during audience time.

**Agenda Item #5 – Board Time**

Larry Pelatt referenced the executive session motion pertaining to the general manager’s evaluation and commented that General Manager Doug Menke has done an excellent job, as the board has come to expect, and thanked him for his efforts.

- ✓ The other board members expressed agreement with Larry’s comments.

Jerry Jones Jr. noted that the recent dedication event at Roy Dancer Park was well attended and that the park is a great asset to the community.

- ✓ John Griffiths described Roy Dancer, noting that he was a great man and a lot of people came to the dedication in his honor.

**Agenda Item #6 – Consent Agenda**

**Bob Scott moved the board of directors approve consent agenda items (A) Minutes of May 5, 2014 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2014/15, (E) Resolution Appointing Parks Advisory Committee Member, (F) Resolution Approving Recreational Trails Program Application, (G) Roger Tilbury Memorial Park Project, and (H) HMT ADA Parking Improvements Project. Larry Pelatt seconded the motion.**

John Griffiths referenced consent agenda item G, Roger Tilbury Memorial Park Project, noting that the bid results were higher than estimated. He asked if there are extra bond funds available in other categories to cover the overage.

- ✓ Doug Menke, general manager, replied that there is over \$500,000 available within the bond administration category and that there will be approximately \$200,000 remaining after taking into consideration recent bid overages. Doug described how the improving market is resulting in higher bids than the last few years.
- ✓ Jerry Jones Jr. expressed agreement, noting that materials costs alone have risen more than 10% over the last six months.

John asked if the district can expect similar results when bidding any remaining bond projects and whether the district will be in danger of running out of excess bond administration funds.

- ✓ Doug replied that although there are not many projects left to bid in the bond program, two of the projects left are quite large. District staff is focusing on the amenities contained within those upcoming projects as well as being more effective regarding cost estimations so that the district can react to any potential cost overages prior to bidding the project.
- ✓ Larry Pelatt noted that the City of Portland is also experiencing an increase in project costs in both engineering and construction.

President Joe Blowers commented that the district’s SDC rates take into consideration construction costs and asked if the SDC rate is expected to increase anytime soon. He noted that if construction costs are increasing this quickly, the district needs to react with an increase in the SDC rates in order to keep pace with providing new parks and facilities.

- ✓ Doug expressed agreement, noting that an increase in SDC rates will likely be before the board for consideration in January 2015.

**Roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

## **Agenda Item #7 – Unfinished Business**

### **A. General Manager's Report**

Doug Menke, general manager, provided an overview of his General Manager's Report included within the board of directors' information packet:

- Portland State University's Inclusive Outreach and Diversity Development Project
- English as a Second Language Outreach
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

- ✓ Hearing none, President Blowers continued to the next agenda item.

## **Agenda Item #8 – New Business**

### **A. Amending District Compiled Policies Chapter Five to Change Public Contract Rules to include Social Equity Contracting**

Keith Hobson, director of Business & Facilities, provided an overview of the memo included within the board of directors information packet regarding proposed changes to THPRD's Public Contract Rules contained in Chapter 5 of the District Compiled Policies (DCP). The proposed changes reflect ORS 200.090, which encourages public agencies to pursue a policy of providing opportunities to Minority, Women and Emerging Small Businesses (MWESB), and would include the following:

- Establish solicitation requirements to advance equity in contracting for MWESB based on dollar thresholds and procurement category.
- Implement a corporate responsibility evaluation criterion into the request for proposal evaluation process for Architectural and Engineering (A&E) and Personal Services to include both MWESB and sustainability.

Keith noted that based on board review and direction, staff will prepare an amendment to the DCP and schedule a public hearing on the changes at a future board meeting.

John Griffiths inquired whether the state is responsible for certifying businesses as MWESB.

- ✓ Keith confirmed this.
- ✓ Larry Pelatt explained the process, noting that a business interested in qualifying as an MWESB would look at the criteria on the state website and apply to become certified. Once the state verifies the information and certifies the firm, the business would be included in the state database.

John asked for confirmation that the changes being proposed would require the district to reach out to MWESB, but not necessarily award the bid to an MWESB.

- ✓ Larry confirmed this, noting that the idea is to increase the visibility and opportunities for certified firms, not to hand out contracts.

Jerry Jones Jr. inquired as to the outreach methods to MWESB.

- ✓ Larry explained that the district will go to the state certified list for MWESB and target the firms in the category being sought to ensure that a Request for Proposals (RFP) is distributed to those firms. Whether or not the firms respond, or respond with a qualified proposal, is the responsibility of the MWESB.
- ✓ Keith reiterated Larry's comments.

Jerry asked for confirmation that if a business is a MWESB they would receive notice of an RFP while other non-MWESB firms would read about it in the *Daily Journal of Commerce*.

- ✓ Keith described that there are no special notification requirements within the RFP rules. However, the district will have corporate responsibility criteria and a certified MWESB would be able to receive maximum credit under that category. If the firm is not MWESB, there are other ways to get credit, such as sustainable practices. Under regular quoting work, the district would make sure to get the quote to the appropriate MWESB.

Bob Scott asked if the district would have the flexibility to use an uncertified business if no responses were received from MWESB.

- ✓ Keith confirmed this, noting that the district only needs to document its outreach attempt.
- ✓ Larry described how City of Portland operates under the same principles.
- ✓ Keith noted that there is also an opt-out if there are no certified firms within the goods or services category that the district is attempting to procure.

Hearing no further questions, Keith noted that a public hearing would be scheduled on this topic for the August board meeting.

**B. Motion of Support for Proposed Amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea**

Hal Bergsma, director of Planning, provided an overview of the memo included within the board of directors' information packet regarding a recent request by West Hills Development Company (West Hills) that changes be considered to the North Bethany Subarea plan in two locations that would affect the planned streets, parks and trails. The proposed changes would be considered through two land use ordinances that must be filed by Washington County by July 1, 2014, after which a series of public hearings would be held by Washington County. Hal noted that the action requested of the board this evening is a motion in support of the proposed changes.

Hal provided a detailed overview of the changes requested by West Hills via a PowerPoint presentation of the site plans included within the board of directors' information packet, which included the following:

- Remove and realign streets in the vicinity of the west community park, changing the size, configuration and nature of the park due to the realization that part of the park as presently planned is within a large wetland area.
- Realign primary street P2 (Rossetta Street) so it is routed to connect with Brugger Road west of Kaiser Road rather than connecting directly with Kaiser Road. The planned community trail along P2 would be routed so that it crosses Kaiser Road at its intersection with Brugger Road rather than at a midblock crossing about 200 feet south of the Kaiser/Brugger intersection.
- THPRD staff proposes removal of a small, planned fixed park from the map, as it would have limited usefulness for district patrons given its size and configuration while costing the district a significant amount of money for land acquisition.

Hal offered to answer any questions the board may have.

Bob Scott asked for confirmation that if the board approves the requested changes, the next step would be Washington County's consideration of the ordinances.

- ✓ Hal confirmed this, noting that ultimately it is county staff that determines what is contained within the proposed ordinances put before the council for consideration and that it is possible that county staff may submit changes that are different from what is under discussion this evening. In addition, further changes could be considered through the public hearings process.

Larry Pelatt referenced the proposed trail realignment and asked if the district would then be responsible for half-street improvements for the portion of trail running parallel to Kaiser Road.

- ✓ Hal replied that district staff does not believe that this should be the responsibility of the district, noting that the district proposed an ordinance to Washington County last year that would have enabled the district to avoid paying for such half-street improvements. He described the debate that has occurred in recent years regarding the district being responsible for half-street improvements for land such as a linear park that has no other park use other than accommodating a trail, similar to what is reflected in the current

design for the Rosetta Street alignment. The ordinance went as far as receiving unanimous approval from the county planning commission, but was tabled by the board of commissioners.

President Joe Blowers asked what the estimated cost is for half-street improvements in general.

- ✓ Hal replied that a current project proposal recently received noted \$200,000 for approximately 700 feet of half-street improvements.

Larry referenced the original west community park plan that shows a street running through the middle of the wetland. He asked if this plan is approved.

- ✓ Hal confirmed that while the street map is approved, there is some dispute between the county and West Hills regarding whether that particular wetland is developable.

Larry commented that although he can understand West Hill's desire to reroute the street outside of the wetland due to cost impacts, the new design includes two midblock crossings for the district, which are an added expense as well.

Larry inquired whether the appropriate district advisory committees have been consulted regarding these proposed changes.

- ✓ Hal replied that unfortunately due to the deadline established by the county pertaining to the ordinances, the district has been unable to present this topic to its advisory committees. Hal provided a brief overview of the county's ordinance timeline.

Jerry Jones Jr. commented that these requested changes seem significant and inquired what the county's feedback has been thus far.

- ✓ Hal replied that although the county has expressed concern regarding whether the wetland is developable, in general, he believes they are open to considering the street realignments. The main concern is how much parkland should be provided in this area and whether some of West Hills' housing units need to be removed from the plan in order to provide more acreage for the west community park.

Larry commented that the district would be losing approximately one acre of parkland through the requested changes to the west community park, which is significant. He does not consider powerline corridors as true parkland due to the usage restrictions on such property.

- ✓ Doug Menke, general manager, commented that the district can expect many similar discussions and negotiations to occur as the North Bethany area is developed. The challenges are not without the need for caution. He noted that while powerline corridors should not be used as a substitute for parkland, they can be a nice complement. Doug noted that Citizen Participation Organization (CPO) #7 has submitted written testimony on this matter to the board, a copy of which is at their places this evening, as well as in the record. District staff has also provided a second motion for the board's consideration this evening that would reflect a neutral stance on the changes requested by West Hills rather than a motion of support, taking into consideration the district's opportunity to provide testimony via the ordinance process and to allow more time for the district to finalize its position, including securing input from the district's advisory committees.

John Griffiths stated that, while he supports taking development out of the wetland, he questions why the district is losing almost an acre of parkland through the new proposal, noting that there seems to be a larger housing development proposed with more units in the new layout.

- ✓ Larry expressed agreement with John's comment.
- ✓ Hal replied that West Hills lost a significant number of units due to the wetland discovered.
- ✓ Doug noted that there is still more discussion to occur regarding whether or not the wetland can be developed.

John theorized that although the county believes that development could occur within the wetland, West Hills is reluctant to take the chance and risk their investment. However, they are making room for the houses that would have gone into the area where the wetland is, only on property that the district would otherwise use as a park. He questioned why he would support this proposal in the best interests of the district without first hearing from the CPO and public.

- ✓ Larry expressed agreement, noting that the district typically has a much more involved public process for these types of proposals and he is reluctant to move without first having heard from the district's public.

John noted that he is having difficulty understanding why a communication breakdown between the county and West Hills is resulting in an acreage reduction to the west community park.

Jerry expressed agreement with Doug's comment that this type of issue is going to come up more often as the North Bethany area is developed. He described how, in a typical development situation, the developer has a lot more flexibility to use the land to accommodate their development; however, the fact that the North Bethany Area has had such extensive and descriptive public planning makes for a more constrictive development process. He encouraged the district to have some degree of flexibility with the developers. He continued that although he does not want to deny West Hills' request, he is uncomfortable approving it this evening, especially without hearing from the district's advisory committees.

Discussion occurred regarding the designation of the west community park as a community park rather than a neighborhood park, and how the total park acreage when taking into account the west community park, east community park, and parkland in between totals about 25 acres.

John asked if the wetland would be deeded to the district.

- ✓ Hal replied that, although that has not been committed to by West Hills, the wetland would be owned by either a homeowners association or the district.

John questioned whether a smaller portion of active use parkland would be an appropriate compromise for the wetland coming into the district's ownership, noting that the west end of the community park could be more nature-based, while the east end could be more active use-based.

- ✓ Joe replied that this would be a hypothetical question as the land for the east community park has not yet been secured or determined if it, too, is a wetland.
- ✓ Hal noted that the district has acquired a few of the properties comprising the east community park and that staff does not believe there is a wetland issue in that area.

John described the types of amenities that could be provided in the west and east community parks where the west would be focused on passive use and the east on active use.

- ✓ Larry expressed agreement with Jerry's statement that the district have some flexibility with developers, noting that the district wants to maintain its good relationship with the development community while still maintaining its standards. He expressed support for John's description of the passive/active use concept for the west and east community parks. He noted that when this concept is taken into consideration along with how the powerline corridor could complement the parkland, he is more supportive of the concept; however, he, too, is uncomfortable approving any changes this evening without first hearing from the district's public.

Jerry asked if West Hills would come back to the board at a future date with a more detailed plan and exact layout/acreage for the west community park if the board were to vote in support of the proposed changes this evening.

- ✓ Hal offered clarification regarding the North Bethany Subarea plan relative to parks, noting that while the neighborhood parks proposed are identified by general areas, the west and east community parks are fixed locations and should be configured exactly as what is shown in the plan. The configuration shown this evening is what would go forward.

Bob stated that he supports the elimination of the streets as reflected in the new proposal, as he is concerned with the costs associated with half-street improvements. Although he does not like the fact that the district would be losing an acre of parkland with the new proposal, he does support moving the powerline corridor contiguous with the active use parkland and the possibility of adding the wetland because the continuity of the parkland would be greatly increased through these proposed changes.

Discussion occurred regarding Washington County's ordinance timelines and process.

President Joe Blowers opened the floor for public testimony.

Kevin O'Donnell, 4804 NW Bethany Blvd., Portland, is before the board of directors this evening representing CPO #7. He expressed concern with the lack of public process thus far regarding the changes proposed by West Hills. He commented that the changes have not yet been properly vetted through the district's advisory committees or through the public at-large and requested that the board reject the proposed changes this evening. He noted that the proposal appears to be that the district would lose parkland acreage in order for the developer to build more houses due to the loss of the land that was determined to be a wetland. He reminded the board that any land that the district gives up for development will never be recovered. In addition, the powerline corridor should not be considered as active-use parkland and has multiple large powerline towers to negotiate around. He also asks that the board reject the proposed trail realignment that would bring the trail to an intersection for crossing Kaiser Road, noting that this layout would mirror the problematic Fanno Creek Trail crossing at Hall Boulevard. In closing, he encouraged the board to reject the proposed changes before them for consideration this evening.

Mary Manseau, 5230 NW 137<sup>th</sup> Ave., Portland, is before the board of directors this evening in opposition to the changes to the North Bethany Subarea plan being requested by West Hills. She explained that she served on the North Bethany stakeholders advisory committee, as did a representative of West Hills and Larry Pelatt, and described that the current North Bethany Subarea plan already represents a compromise. She encouraged the board to delay a decision on the requested changes until a transparent public process has taken place, noting that there is still plenty of time for the district to provide input to the county. She commented that the changes being proposed by West Hills were not known to the community until the district's board meeting agenda was published last week. She described how the changes being proposed are significant and will alter the road grid system negatively without regard for the reasons the road layout was originally agreed upon. In addition, the original size for the west community park had already been reduced through the North Bethany Subarea plan process from the optimum five to six acres to the current 2.72 acres, and the changes proposed this evening would further reduce the size. She expressed agreement with Kevin's comments regarding the proposed trail alignment change. In closing, she encouraged the board to delay a decision on the proposed changes before them for consideration this evening until additional information and public outreach can be procured.

Larry asked if this topic could be facilitated on the board's June 16, 2014, meeting agenda in order to allow for more public outreach and still make the county's deadline of June 17, 2014.

- ✓ Hal noted that although the county was hoping to have a final draft ready by June 17, he believes district staff could relay the discussion to county staff that morning.
- ✓ Doug commented that if the board is able to accommodate additional public outreach, he believes a clearer opinion could be given to the county. The district could also follow up with testimony via the ordinance process.

Don Hanson, 808 SW 3rd, Portland, is before the board of directors this evening representing Otak, the consultant for West Hills. He provided background information regarding West Hills' engagement in the North Bethany Subarea planning process, noting that the proposed changes before the board this evening are considered refinements to the plan, not compromises or major changes. He described in detail the difficulties any potential development within the wetland near the west community park would face and doubted that any development would ever be authorized. He also described the great expense that comes with building roads, noting that the changes proposed this evening reduce this expense as well as provide greater continuity between the parks. Regarding the proposed trail realignment, he described the concerns West Hills has with the intersection of Brugger and Kaiser Roads being so close to the intersection of Rosetta and Kaiser Roads as well as grading and drainage concerns. The proposed traffic changes have been evaluated and do not create any functional issues. He acknowledged that the trail is now proposed to run out of direction north to the intersection of Brugger and Kaiser Roads, and provided a detailed overview for this recommendation, including the concern with a midblock crossing due to an inability to accommodate a pedestrian refuge in that area. He noted that the changes proposed are efficient, permit-able, and do not represent a compromise. In conclusion, he stated that while West Hills is agreeable to coming back to the board on June 16 to continue this dialogue, they would like to keep pace with the county's process and accommodate the ordinance timelines as West Hills' desire is to construct these projects next year.

Dan Grimberg, 7441 SW Hunt Club Drive, Portland, is before the board of directors this evening as director of land development for West Hills. He noted that he has been involved in the North Bethany Subarea planning process since 2002 and that a lot of time and money has gone into these projects. He disagrees with the perception that this has been a rushed process. He described the challenges West Hills has had in getting acknowledgement from the county regarding the development difficulties presented by the wetland near the west community park. He described how the wetland area, which was slated for development in the original proposal, will now stay as a natural area and that even with the reduction in the west community park acreage, the district would be receiving much more parkland than originally anticipated. He stated that West Hills needs the district's support in order to move forward with their development as it cannot be built as it was originally designed.

President Joe Blowers noted that although he is relatively neutral regarding the proposed changes to the west community park since the inclusion of the wetland would likely result in a net gain rather than loss, he does have concerns regarding the trail realignment that would result in an out of direction crossing similar to the Fanno Creek Trail crossing of Hall Boulevard. In addition, he does not want to set the precedent for trails running parallel to major roads, which is essentially a glorified sidewalk. Joe asked that further consideration be given to other alternatives for the trail alignment and crossing of Kaiser Road.

Discussion occurred regarding the proposed grading of Kaiser Road and the consideration of an underpass for the proposed trail.

Don Hanson with Otak agreed to reexamine whether a pedestrian refuge could be accommodated on Kaiser Road for a midblock crossing.

- ✓ Larry requested that the concept of an underpass also be considered.

Don replied that the cost of an underpass would likely greatly surpass that of a midblock crossing.

President Joe Blowers inquired of the board whether a motion on this topic is feasible this evening.

- ✓ Larry reiterated his suggestion to table this topic until the board's June 16, 2014, meeting in order to allow for more public input and review by the district's advisory committees. He



noted that although the district does not have time to facilitate its typical full-fledged public process, at least this would allow for some additional public input opportunities.

- ✓ Doug noted that district staff could reach out to the Trails, Natural Resources, and Parks Advisory Committees as well as to county staff for clarity regarding their opinions of the proposed changes. In addition, CPO #7 has a meeting scheduled next week.
- ✓ The remainder of the board members expressed agreement with tabling the discussion to the June 16, 2014, board meeting.

**Agenda Item #9 – Adjourn**

There being no further business, the meeting was adjourned at 9:15 p.m.

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Joe Blowers, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins



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

A regular meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Monday, June 16, 2014, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6:30 pm; Regular Meeting 7:30 pm

Present:

Joseph Blowers	President/Director
Bob Scott	Secretary/Director
Larry Pelatt	Secretary Pro-Tempore/Director
John Griffiths	Director
Jerry Jones Jr.	Director
Doug Menke	General Manager

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

President Joe Blowers called executive session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive session is held pursuant to ORS 192.660(2)(e)&(f), which allows the board to meet in executive session to discuss the aforementioned issues.

President Joe Blowers noted that representatives of the news media and designated staff may attend the executive session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session. At the end of executive session, the board will return to open session and welcome the audience back into the room.

**Agenda Item #2 – Call Regular Meeting to Order**

President Joe Blowers called the regular meeting to order at 7 pm.

**Agenda Item #3 – Action Resulting from Executive Session**

**Jerry Jones Jr. moved that the board of directors authorize the general manager to continue with and finalize negotiations with Beaverton School District which will ensure all key negotiation points as those that were presented during executive session will be included in a field use agreement between Beaverton School District and THPRD for field improvements, subject to review by the district’s legal counsel. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

<b>Bob Scott</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Jerry Jones Jr. moved that the board of directors authorize staff to acquire a small property in the northwest quadrant of the district to allow for reconstruction of a trail segment, using bond funds designated for trail land acquisition, subject to appropriate due diligence review and approval by the general manager. Bob Scott seconded the motion. Roll call proceeded as follows:**

<b>Larry Pelatt</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Jerry Jones Jr. moved that the board of directors authorize staff to acquire a small property in the northeast quadrant of the district to resolve a minor trail encroachment on private property, using bond funds designated for trail land acquisition, subject to appropriate due diligence review and approval by the general manager. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

President Joe Blowers recognized Terry Moore, former board member, who recently passed away. He provided comments regarding her work with the district, service on other agency boards, and particular projects she was involved in, noting that she will be missed by many.

#### **Agenda Item #4 – Election of Officers for Fiscal Year 2014/15**

President Joe Blowers opened the floor to nominations for board officers for fiscal year 2014/15, taking effect on July 1, 2014.

**Bob Scott nominated John Griffiths to serve as president of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2014/15. Jerry Jones Jr. seconded the nomination. Hearing no further nominations, roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The nomination to elect John Griffiths to serve as president for fiscal year 2014/15 was UNANIMOUSLY APPROVED.**

**Larry Pelatt nominated Bob Scott to serve as secretary of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2014/15. Jerry Jones Jr. seconded the nomination. Hearing no further nominations, roll call proceeded as follows:**

<b>Bob Scott</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The nomination to elect Bob Scott to serve as secretary for fiscal year 2014/15 was UNANIMOUSLY APPROVED.**

John Griffiths nominated Jerry Jones Jr. to serve as secretary pro-tempore of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2014/15. Larry Pelatt seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Jerry Jones Jr.	Yes
Bob Scott	Yes
Larry Pelatt	Yes
John Griffiths	Yes
Joe Blowers	Yes

The nomination to elect Jerry Jones Jr. to serve as secretary pro-tempore for fiscal year 2014/15 was **UNANIMOUSLY APPROVED**.

**Agenda Item #5 - Budget Hearing: Resolution Adopting the Fiscal Year 2014/15 Budget, Levying Taxes and Making Appropriations**

**A. Open Hearing**

President Joe Blowers opened the Budget Hearing.

**B. Staff Report**

Keith Hobson, director of Business & Facilities, provided a brief overview of the memo included within the board of directors' information packet, noting that there are no adjustments to the approved budget being proposed by district staff this evening and that board approval is being requested of the resolution to adopt the FY 2014/15 budget, make appropriations, and levy ad valorem taxes.

**C. Public Comment**

There was no public comment.

**D. Board Discussion**

Larry Pelatt thanked the budget committee and district staff for their efforts in developing the budget that is before the board of directors for adoption this evening.

**E. Close Hearing**

President Joe Blowers closed the budget hearing.

**F. Board Action**

**Bob Scott moved that the board of directors approve Resolution 2014-14 to adopt the 2014/15 budget, make appropriations, and levy ad valorem taxes. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

Jerry Jones Jr.	Yes
John Griffiths	Yes
Larry Pelatt	Yes
Bob Scott	Yes
Joe Blowers	Yes

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #6 – Audience Time**

Larry Christensen, 16952 NW Bernietta Ct., Portland, is before the board of directors this evening regarding an encroachment notice he received from the district on April 1, 2014. He described the identified encroachment as a retaining wall that overlaps onto district property. He noted that the retaining wall has been in its current location for 18 years. The encroachment was identified when the district began to move forward on construction of a trail through its property, which he had testified before the board in support of a few years prior and for which he is appreciative that it is being developed. He acknowledged that he missed the deadline to apply for the formal

encroachment appeal process to the board of directors, but asks that the board allow an exception in order for the encroachment to be resolved in a mutually beneficial manner. He estimates the cost to remove the retaining wall to be between \$16,000 and \$20,000 and feels that there may be other alternatives to removal that would benefit both the district and himself. Larry submitted into the record a packet of information, including the encroachment notice received and photos of the identified encroachment.

President Joe Blowers asked for clarification regarding how far the retaining wall is encroaching onto district property.

- ✓ Larry Christensen replied up to five feet, noting that there is also a portion of fence that encroaches onto district property by approximately 14 inches.

Joe questioned what the potential mutually beneficial outcome would be if the board were to allow an appeal hearing to take place.

- ✓ Larry Christensen replied an easement and enhancement plan in conjunction with the project taking place on the district's property. He noted that the district's contractors for the project that he has spoken with have told him that the retaining wall does not interfere with the construction of the trail.
- ✓ General Manager Doug Menke noted that the encroachment area is currently identified as a mitigation area for said project. He stated that the district's board has never granted an easement for an encroachment and described how the district did not seek out this encroachment, but it was identified through the survey process for the upcoming project.
- ✓ Larry Christensen commented that the retaining wall existed prior to the district assuming ownership of the adjacent property.

Larry Pelatt asked for clarification regarding the timeline of property ownership.

- ✓ Larry Christensen explained that the housing development was constructed in 1996 and that the developer later donated the wetland areas to the district.

Joe inquired who constructed the retaining wall.

- ✓ Larry Christensen replied that he constructed the retaining wall and takes responsibility for that fact. He described past confusion as to the property lines, noting that the iron property stakes from the property's original survey work have not been located.

John Griffiths reminded the board that the question before them this evening is whether to allow the formal appeal process, not to debate the encroachment.

- ✓ Larry Pelatt agreed, noting that in his opinion, a deadline is a deadline and that there was a specific encroachment appeal process identified that was not followed. For these reasons, he would prefer the board deny the appeal request.
- ✓ Bob Scott replied that he would support allowing the appeal in order to be cooperative.
- ✓ Joe replied that although he would support allowing the appeal, he questions whether the outcome would be anything other than requiring the encroachment to be removed. He expressed concern with setting a precedent with any other outcome other than removal. He noted that as the population of the district continues to grow, it becomes more important for the district to retain its property boundaries.
- ✓ Jerry Jones Jr. replied that although the deadline to appeal has passed, he encourages Larry Christensen to work with staff in identifying possible mutually beneficial solutions.

John asked Larry Christensen for clarification regarding why he missed the appeal deadline.

- ✓ Larry Christensen replied that the option for appeal was not expressed to him when the notice was delivered, nor he did not read the back of the form, which is where the appeal information is noted.

John stated that he would agree to grant the requested appeal, although in his 15 years of service on the board, he has not heard an argument that has convinced him to let an encroachment remain. He also suggested that staff consider issuing future encroachment notices with a reference to the appeal information noted on the front of the form.

- ✓ Larry Pelatt reiterated his comments regarding the need for firm deadlines and to deny the request for appeal.
- ✓ Jerry Jones Jr. reiterated his comment that Larry Christensen work with district staff, but noted that he could be swayed to hear the appeal.
- ✓ Joe and Larry questioned how much leeway staff would have in interpreting the board's encroachment policy.

President Joe Blowers asked if the appeal hearing is approved, would it be placed on the board's next regular meeting agenda, currently scheduled for August 11, 2014.

- ✓ General Manager Doug Menke confirmed this.

**John Griffiths moved that the board of directors, in this case because of the misunderstanding of the appeal deadline, allow for an appeal. Bob Scott seconded the motion. Roll call proceeded as follows:**

<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>No</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The motion PASSED by MAJORITY vote.**

Rosshalde Pak, 15707 SW Walker Rd., Beaverton, is before the board of directors this evening as a representative of the Athletic Co-op Indoor Playgroup (ACIP). She noted that ACIP is a nonprofit that has been offering an indoor playground group at the Tualatin Hills Athletic Center since 1998, but were recently told by district staff on June 9 that the group has until June 28 to change the times they offer the program or to find a new location. The alternative timeslot offered by district staff takes place during what would typically be a toddler's naptime. She requested that the group be given more timeslot options and a longer deadline to make these adjustments.

- ✓ General Manager Doug Menke confirmed that the group would be provided more timeslot options and more time to make the adjustments.

#### **Agenda Item #7 – Board Time**

Bob Scott noted that the recent dedication event at Lowami Hart Woods Natural Area was well-attended and he received many positive comments from the public about the improvements.

#### **Agenda Item #8 – Consent Agenda**

**Larry Pelatt moved the board of directors approve consent agenda items (A) Resolution Appointing Trails Advisory Committee Members, and (B) Intergovernmental Agreement with Metro to Receive a Natural Areas Bond Measure Capital Grant Award. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #9 – Unfinished Business**

##### **A. Motion Regarding Proposed Amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea**

Hal Bergsma, director of Planning, provided an overview of the memo included within the board of directors' information packet regarding a request by West Hills Development Company (West

Hills) that changes be considered to the North Bethany Subarea plan in two locations that would affect the planned streets, parks and trails. The proposed changes would be considered through two land use ordinances that must be filed by Washington County by July 1, 2014, after which a series of public hearings would be held by Washington County. This request was previously presented to the board of directors at the June 2, 2014, regular board meeting, at which the topic was tabled by the board in order to allow for more public input and review by the district's advisory committees.

In addition, Hal provided a detailed overview of an additional memo dated June 12, 2014, that has been provided to the board, a copy of which was entered into the record, recapping the three opportunities for public comment on the proposed amendments that have since transpired.

Lastly, Hal noted that the district received today further revised plans from West Hills that represents their latest proposal in taking into consideration the public comment received. Hal provided an overview of the new plans via a PowerPoint presentation, a copy of which was entered into the record, and included the following revisions:

- An increase in the West Community Park active area acreage from the 1.88 acres presented at the June 2, 2014, board meeting to 2.72 acres.
- An at-grade or undercrossing at Kaiser Road of the regional trail versus the out of direction crossing at Brugger Road proposed at the June 2, 2014, board meeting.

Hal noted that the action requested of the board this evening is as follows:

1. Ask Washington County to file and approve ordinances that would amend the North Bethany Subarea Plan so as to:
  - a. Add text explaining that the trail crossing of Kaiser Road south of Brugger Road shown on the Park, Trails and Pedestrian Connections Map may be at-grade or under the road, allowing for realignment to a crossing at the Brugger/Kaiser intersection only if neither of these options is determined to be feasible and safe by THPRD and the county engineer;
  - b. Remove the fixed park shown along the south side of Primary Street P2 (Rosetta Street) on the Park, Trails and Pedestrian Connections Map from the map but include text stating that locations shall be provided along the trail for users to stop and observe the stream corridor to the south;
  - c. Show the active part of the West Community Park on the Park, Trails and Pedestrian Connections Map with a minimum active area of 2.72 acres;
  - d. Show a local street along the east edge of the powerline/trail corridor which is contiguous to the West Community Park;
  - e. Include text in the plan stating that THPRD will explore the feasibility of acquiring the wetland west of the community park and constructing trails/boardwalks through or around the wetland to improve neighborhood connectivity and allow public viewing of the wetland; and
2. Direct the general manager to have district staff work with county staff and other interested parties through the ordinance adoption process to attain district objectives.

Hal offered to answer any questions the board may have.

President Joe Blowers asked what the minimum acreage is listed as for a community park in the district's comprehensive plan.

- ✓ Hal replied 10 to 25 acres; however, the West Community Park was never anticipated to be that size due to the nearby East Community Park, which should be around 15 acres.

Larry Pelatt commented that the North Bethany Subarea plan calls for between five and six acres for the West Community Park and less than three acres is being proposed.

- ✓ Hal replied that although the text within the North Bethany Subarea plan called for five to six acres, the map contained within the plan only reflected about four acres. There seems to be a discrepancy between the text and map contained within the plan.

Larry stated that he understands why the public is voicing concern when the acreage seems to have been continually incrementally reduced. He also noted that he does not want to see the board set a precedent in considering powerline corridor acreage as part of a neighborhood or community park. Although such property can satisfy some park uses, it is too limited to be considered as typical park acreage. Overall, he is pleased to see that West Hills has submitted a new proposal with increased active use acreage for the West Community Park, although it will need to be reconciled how the designated acreage was reduced from five to six acres, down to four, and down again to less than three.

- ✓ Joe noted that the answer to this may lie within whether the East and West Community Parks, linked by a series of park blocks, are considered to be one community park. Or perhaps the West Community Park is more similar to a neighborhood park.

Larry replied that, in his opinion, the West Community Park is more similar to a neighborhood park and that he is not comfortable considering the area as one large community park connected by small park blocks, bisected by streets.

- ✓ John Griffiths described how the area could be considered a type of park complex with the active use being located at the East Community Park and the more passive use and natural area component focused at the West Community Park, linked by a series of park blocks to provide connection, but that this only works if the district acquires the wetland.

Larry noted that the district still has a lot of work to do in acquiring the land for the East Community Park and that the prices of this land will likely continue to climb.

- ✓ Hal described the county code that requires developers to sell the district parkland identified within the fixed park areas, but noted that this does not currently apply to the wetland area, except for the portion that was reflected in the North Bethany Subarea plan.
- ✓ Aisha Willits, deputy director of Planning, commented that the district is in the same position as the developer in that the fixed park site for the West Community Park was identified as such before the area was designated as a wetland.

Jerry Jones Jr. inquired what the process would be if the board moves forward with a motion this evening and whether the district would still have an opportunity to comment on the plan as it moves through that process.

- ✓ Aisha explained that the district is in a different position in this case than what is typical, in that West Hills contacted Washington County about the proposed changes and the county then asked the district for input at the front-end prior to filing the land use ordinance. The filing of the land use ordinance starts the public hearing process to then consider changes to the map. This is why the timeline has been tight, in order to provide that requested input prior to the filing deadline. A typical process is that the district would review what has been filed and provide comments and/or request changes. There is a great benefit to being able to provide comments at the start of the process as it allows the district to set the conversation from a point that is a stronger stance for the district. District staff has been encouraged by the work that has been done through the various iterations to get to this point. After the ordinance is filed, there will be a waiting period, followed by a notice period, with the county intending to hold public hearings of the planning commission and board in August and September. This would still leave time to potentially amend the ordinance through engrossment and hold additional hearings later this fall.
- ✓ Hal commented that as more information is gathered through this process, the board would be able to change its position as well, if necessary.

John noted that it seems as if neither the developer nor the district is getting entirely what they thought they would through this process due to the wetland discovery.



Jerry asked for clarification regarding the recommendation to remove the fixed park shown along the south side of Primary Street P2.

- ✓ Hal replied that this resolves an issue for the district in that present county code requires that when the district builds a park in the North Bethany area it must also provide the half-street improvements. Last year, district staff requested that the county remove that provision from the code for linear parks in particular, since these are not typical parks, but there were objections. Staff deferred pursuing the request again until this year. Removing the fixed park designation is another way of resolving the need to provide half-street improvements without detrimentally effecting what is being provided for district residents.

Larry described how if the fixed park is removed and the trail is moved a few feet south, it enables more development.

- ✓ Hal replied that the undercrossing option would facilitate more development than the at-grade crossing due to the embankments needed in order to get the trail to street level.

Jerry asked for confirmation that if the board approves the proposed motion this evening, the board would be expressing support for the removal of the segment of Rosetta Street proposed for north of the fixed park that is suggested for removal.

- ✓ Aisha replied that this is not included in the motion as the district would be focusing instead on the linear park and trail.

Jerry asked if the county could determine that this portion of street is necessary.

- ✓ Aisha replied that the motion made by the board this evening will be advisory only. The county will then file the ordinance on their accord after which the district will participate through the public hearing process.

President Joe Blowers opened the floor for public testimony.

Kevin O'Donnell, 4804 NW Bethany Blvd., Portland, and Mary Manseau, 5230 NW 137<sup>th</sup> Ave., Portland, are before the board of directors this evening representing Citizen Participation Organization (CPO) #7. Mary noted that the full impact of the changes being requested by West Hills is not yet known and expressed concern that the district's support of the proposed amendments would be interpreted as approval of the dismantling of the adopted North Bethany Subarea transportation and parks systems. She implored the district to remain steadfast in the original requirements of the North Bethany Subarea plan and requested that the district delay its vote until the August 11, 2014, regular board meeting in order to allow for more information to be gathered. Kevin stated that the current proposal from West Hills still equates to less parkland and more development and reiterated Mary's comment that if the district moves forward with the motion proposed this evening, that this will be interpreted as an endorsement. A letter from CPO #7 dated June 15, 2014, was entered into the record.

Larry Pelatt pondered whether the motion proposed this evening, which includes a list of conditions, is a stronger or weaker message to the county than remaining silent.

- ✓ Mary described some of the traffic alternatives that have not yet been explored, such as traffic circles instead of traditional intersections. She also described specific design requirements CPO #7 requested through the planning process, such as parks being visible from the main streets instead of tucked behind housing developments.

Larry and Mary debated the merits of requiring the district to fund half-street improvements versus not providing parking or providing parking on existing parkland.

✓ Mary noted that the proposal before the board this evening is in the favor of the developer. Larry acknowledged Mary's comment, noting that it is to be expected that the developer would propose a plan that is in their favor, but that it is the district's job to attempt to balance their plan and take into consideration what is best for the public.

- ✓ Kevin commented that the district's Parks Advisory Committee unanimously expressed the desire for more parkland for the West Community Park. Similarly, the district's Trails Advisory Committee unanimously expressed the desire for a straight trail crossing at Kaiser Road. He requested again that the board delay their vote this evening in order for more details to be worked through the process or to stay firm in the original requirements described in the North Bethany Subarea plan.

Larry noted the benefit of the district being invited to share input prior to the ordinance being filed.

- ✓ Kevin reiterated his concern that the board's motion this evening will be construed as approval by the district as to all of the elements of the proposed amendments, including street layouts.

President Joe Blowers reminded those in attendance that the discussion this evening is not regarding what will ultimately be constructed, as the district ultimately has little control over that aspect, but what the board will be asking staff to advise Washington County.

Jeff Petrillo, 16965 NW Bernietta Ct., Portland, is before the board of directors this evening as a member of CPO #7 and the Washington County Planning Commission, although he is not representing either entity tonight. Jeff stated that he believes West Hills has made a concerted effort to work with the district. Although it may be more difficult for the district to make adjustments once the ordinance is in process, he would like to request that the board defer its decision this evening to the August 11, 2014, regular board meeting in order to allow for additional fact finding. He would especially like to see a traffic impact study completed before the district agrees to the proposed removal of a portion of Rosetta Street.

President Joe Blowers clarified that district staff has suggested the board not take a position regarding the removal of the portion of Rosetta Street.

- ✓ Jeff replied that the district's endorsement of the proposed changes could be construed to mean endorsement of the removal of the portion of Rosetta Street.

Jerry Jones Jr. asked Jeff, in regard to his experience as a planning commissioner, whether the planning commission takes into consideration specific conditions or parameters suggested by other agencies, such as what is being proposed in the motion under consideration this evening.

- ✓ Jeff replied that he would take it into consideration, although the planning commission only makes recommendations to the board of commissioners, not final decisions. He reiterated the perception that this has been a rushed process and described the benefit of having more focused parameters as more work is done over the next few weeks. He does not see a downside to the board deferring its decision until the August 11, 2014, regular board meeting.

Don Hanson, 808 SW 3<sup>rd</sup> Ave., Portland, and Dan Grimberg, 7441 SW Hunt Club Dr., Portland, are before the board of directors this evening representing West Hills Development. Don stated that the district requested that West Hills expand the acreage for the West Community Park to 2.72 acres, which they have done. The district further requested that West Hills align the regional trail to cross Kaiser Road without going out of direction, which they have also done. He explained why traffic circles would not work in the locations described in previous testimony this evening. Don noted that the motion before the board this evening is well structured regarding the park elements of the proposed plan and that West Hills is in agreement with the points contained within. Dan described the process that has taken place for this development since West Hills has owned the property in 2004, noting that he does not feel that it has been a rushed process. Dan provided a detailed overview of why the initial plan for this particular area around the West Community Park could never have been built as originally detailed due to the discovery of the wetland. He believes that the current proposed plan for the West Community Park area is ultimately a better plan than the original.

President Joe Blowers inquired whether West Hills will be accommodating the same level of development in the newly proposed plan as compared to before the wetland was discovered.

✓ Don replied no, that there will be approximately 150 less lots than originally anticipated. Larry stated that the board's role is to look out for the best interests of the public who will be residing in that area and nearby in terms of open space and areas to recreate.

✓ Dan repeated his earlier comments that the current proposal in terms of parkland is a much better proposal than the original.

✓ Don agreed, noting that the active space proposed for the West Community Park is more usable than what was originally proposed, which was surrounded by streets.

Damon Reische, 2550 SW Hillsboro Hwy., Hillsboro, is before the board of directors this evening representing Clean Water Services (CWS). Damon noted that the district's mission dovetails well with that of CWS' to improve water quality through the protection and improvement of natural areas. He stated that CWS encourages avoiding wetland impacts when possible and that the amendments proposed by West Hills for the West Community Park result in fewer wetland and wetland buffer impacts than what is shown in the current North Bethany Subarea plan. CWS staff is in the feasibility stages of designing a riparian corridor enhancement project along Bethany Creek east of Kaiser Road and, as part of those enhancement efforts, CWS staff is looking at the possibility of proposing an amendment to the North Bethany Subarea plan that would eliminate the segment of Rosetta Street immediately east of Kaiser Road, roughly mirroring West Hills' proposal for the west side of Kaiser Road. No change to the path alignment shown in the adopted subarea plan would be proposed if CWS were to pursue this amendment. CWS believes that eliminating the road on both the west and east sides of Kaiser Road would increase pedestrian safety, while providing for a larger and more intact riparian corridor. If the Bethany Creek enhancement project east of Kaiser Road moves forward, CWS would welcome the district's expertise in incorporating a trail into the project.

Rod Coles, 17070 SW Augusta Ln., Beaverton, is before the board of directors this evening representing the district's Natural Resources Advisory Committee. Rod stated that the committee supports protecting the wetland area contiguous to the West Community Park, as well as the increase in active-use parkland acreage to 2.72 acres. Although the committee has had limited review of the original North Bethany Subarea plan, it is pleased to see the improvements to the proposed amendments from what was presented to the board at the June 2, 2014, regular board meeting. Rod noted that the committee is currently struggling to reclaim streams and wetlands from already developed areas and he hopes that the district and county make the right decisions now in developing the North Bethany area so as not to have to revisit costly improvements later that should have been done initially.

Tom Hjort, 15715 SW Division St., Beaverton, is before the board of directors this evening as chair of the district's Trails Advisory Committee, although his testimony this evening is his personal opinion. Tom expressed support for the revised proposal, including the possibility of boardwalks around and into the wetland, and a trail through the powerline corridor near the West Community Park. In addition, he expressed support for the current proposal for a mid-block crossing or underpass for the regional trail crossing at Kaiser Road.

President Joe Blowers called for a brief break and upon return, opened the floor for board discussion.

Jerry Jones Jr. expressed appreciation to the county for providing the district a proactive look at the changes being proposed to the North Bethany Subarea plan prior to moving forward with the ordinance process and he encouraged the board to take advantage of that opportunity. He largely supports the motion under consideration this evening, especially since it addresses areas that are

within the purview of the district versus transportation issues. However, he is somewhat uncomfortable with the proposed motion language regarding removal of the fixed park. He understands the reason behind this recommendation, but questions whether there is a more vague term that could be used rather than removal.

- ✓ Larry explained the reason behind the recommendation as a method of avoiding half-street improvements and described the limited use that such a configuration of land would have as a park.

Jerry referenced a similar park along the Waterhouse Trail, which is only accessible by trail, but provides play equipment. He questioned why the district would specifically request removal of parkland if there could be a future opportunity for a similar use to be accommodated.

- ✓ Hal clarified that there is also a potential neighborhood park site across the street from the proposed fixed park location.

Jerry replied that this does not change the fact that the land is available for the district along the regional trail and he is asking whether the district could take advantage of that land.

- ✓ Joe inquired whether half-street improvements would still be required if the terminology for the park was changed from a fixed park to a linear park.

Hal confirmed that half-street improvements would still be required by the county for a linear park. This is why district staff is proposing that the area be viewed as a trail corridor, which would still retain a significant portion of the land, but without necessitating the half-street improvements.

- ✓ Larry commented that he does not believe that the recommendation is to give away the land, but rather to re-designate.

Jerry asked what would become of the land between the trail and riparian corridor.

- ✓ Hal replied that the plan indicates that the trail should be as close to the edge of the riparian corridor as possible and the remainder land would be upland open space.

Bob Scott expressed agreement with Jerry's comments in appreciation of the county for providing the district a proactive look at the proposal and that the motion under consideration this evening does a good job of addressing areas within the district's purview. He is in support of the proposed mid-block crossing or underpass of the regional trail at Kaiser Road, as well as the increased acreage for the West Community Park. He described how the current proposal eliminates many roadways that a park user would have had to cross under the original proposal and makes the site much more contiguous. He also supports the recommendation to explore the feasibility of acquiring the wetland west of the community park, noting that he appreciates that it is phrased as an opportunity, but does not bind the district to doing so.

John Griffiths expressed agreement with Jerry and Bob's comments. He expressed support for the district obtaining the wetland near the West Community Park, noting that this would help balance the reduction in size of the active use land, which is not attainable at this point due to the existence of that same wetland. He described the need to convey to the county that although the district is supportive of the proposed amendments with the specified conditions, that this support is also based on the fulfillment of the North Bethany Subarea plan vision in regards to the East Community Park. If the county is considering an ordinance, it should reinforce what the concept originally was for the East Community Park.

President Joe Blowers expressed agreement with the previous board comments and restated that these are only proposed amendments at this time and that the district is not endorsing a plan, but is commenting on what would be acceptable to the district. Although he understands the comments from CPO #7 in regard to the transportation needs for the area, this issue is not in the district's mission. In addition, he believes that the preplanned road system must defer to wetlands that are discovered, which is another reason he supports the current proposal. He is excited by the opportunity for the wetland to become an enhancement to the West Community Park, similar to Schiffler Park.

Discussion occurred regarding Jerry's concern relating to the removal of the fixed park. The board reiterated that the desire is not to remove the parkland itself, but rather to remove the requirement for a park in that location. The board determined, and district staff agreed, that adding the term "fixed park designation" to the motion would accomplish this.

Larry Pelatt expressed appreciation for West Hills' efforts in presenting the new proposal as reviewed this evening. He also appreciates the opportunity being granted by the county to comment, although he questions what effect it will have on the end result. Ultimately, he is disappointed that the high-level view he was so involved in through the North Bethany Subarea planning process does not look as good as the street-level view.

**Jerry Jones Jr. moved that the board of directors ask Washington County to file and approve ordinances that would amend the North Bethany Subarea Plan so as to:**

- a. Add text explaining that the trail crossing of Kaiser Road south of Brugger Road shown on the Park, Trails and Pedestrian Connections Map may be at-grade or under the road, allowing for realignment to a crossing at the Brugger/Kaiser intersection only if neither of these options is determined to be feasible and safe by THPRD and the county engineer;**
- b. Remove the fixed park designation shown along the south side of Primary Street P2 (Rosetta Street) on the Park, Trails and Pedestrian Connections Map from the map but include text stating that locations shall be provided along the trail for users to stop and observe the stream corridor to the south;**
- c. Show the active part of the West Community Park on the Park, Trails and Pedestrian Connections Map with a minimum active area of 2.72 acres;**
- d. Show a local street along the east edge of the powerline/trail corridor which is contiguous to the West Community Park;**
- e. Include text in the plan stating that THPRD will explore the feasibility of acquiring the wetland west of the community park and constructing trails/boardwalks through or around the wetland to improve neighborhood connectivity and allow public viewing of the wetland; and**

**direct the general manager to have district staff work with county staff and other interested parties through the ordinance adoption process to attain district objectives.**

**Bob Scott seconded the motion.**

Larry asked for clarification regarding whether half-street improvements will be required for the street running parallel to a portion of the powerline corridor next to the West Community Park as reflected in the proposed amendments.

- ✓ Hal confirmed this, noting that this on-street parking would act as the parking for the West Community Park. In addition, the streets surrounding the park blocks will also require half-street improvements funded by the district.

Larry asked if half-street improvements would have been required with the original configuration of the street circling the active use portion of the West Community Park.

- ✓ Hal replied that those would have been full-street improvements required from the district as the street is surrounded by parkland on both sides.

Joe asked for confirmation that the reason the street was located along the powerline corridor was in order to provide some level of parking for the site.

- ✓ Hal confirmed this, noting that whether any additional parking will be required will depend on how the site is programmed, but that it is possible that additional parking will be needed.

**Roll call proceeded as follows:**

**John Griffiths      Yes**

**Larry Pelatt        No**

**Bob Scott            Yes**

**Jerry Jones Jr.     Yes**

**Joe Blowers         Yes**

**The motion PASSED by MAJORITY vote.**

**Agenda Item #9 – Adjourn**

There being no further business, the meeting was adjourned at 9:25 p.m.

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Joe Blowers, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
281953	05/05/2014	Frank's Garage LLC	2,094.00
281958	05/05/2014	The Lamar Companies <b>Advertising</b>	18,325.00
			<b>\$ 20,419.00</b>
282062	05/15/2014	AKS Engineering & Forestry, LLC <b>Bond - Capital Outlay - Facility Expansion &amp; Improvements</b>	13,829.22
			<b>\$ 13,829.22</b>
281910	05/05/2014	Hahn & Associates, Inc.	1,200.00
282065	05/15/2014	Assessment Associates, Inc.	1,250.00
282132	05/22/2014	Lawyers Title Insurance Corporation	1,000.00
282220	05/28/2014	Marx Associates <b>Bond - Capital Outlay - Land Acquisition</b>	4,700.00
			<b>\$ 8,150.00</b>
282221	05/28/2014	Native Ecosystems NW, LLC <b>Bond - Capital Outlay - Natural Resources Projects</b>	6,098.50
			<b>\$ 6,098.50</b>
282219	05/28/2014	MacKay & Sposito, Inc. <b>Bond - Capital Outlay - New/Redeveloped Community Parks</b>	5,558.30
			<b>\$ 5,558.30</b>
282068	05/15/2014	GreenWorks, PC <b>Bond - Capital Outlay - New/Redeveloped Neighborhood Parks</b>	3,305.00
			<b>\$ 3,305.00</b>
282071	05/15/2014	MacKay & Sposito, Inc.	2,146.75
282219	05/28/2014	MacKay & Sposito, Inc.	5,852.00
282221	05/28/2014	Native Ecosystems NW, LLC	2,659.00
282227	05/28/2014	Washington County	22,069.31
282228	05/28/2014	Washington County	1,540.25
282229	05/28/2014	Washington County <b>Bond - Capital Outlay - Trails/Linear Parks</b>	3,253.28
			<b>\$ 37,520.59</b>
282217	05/28/2014	G.R. Morgan Construction <b>Capital Outlay - ADA Projects</b>	13,200.00
			<b>\$ 13,200.00</b>
282224	05/28/2014	Scott Edwards Architecture LLP	1,274.64
PCard 4222	05/14/2014	Metro Overhead Door, Inc. <b>Capital Outlay - Building Improvements</b>	1,964.00
			<b>\$ 3,238.64</b>
282064	05/15/2014	Arizon Structures WorldWide, LLC	7,625.00
282074	05/15/2014	Treecology, Inc. <b>Capital Outlay - Carryover Projects</b>	11,701.00
			<b>\$ 19,326.00</b>
281908	05/05/2014	99 West Trailers	4,900.00
282089	05/15/2014	Grey Street Interior Design	2,729.50
282210	05/28/2014	99 West Trailers	4,900.00
PCard 4166	05/14/2014	California Closets	4,353.50
PCard 4174	05/14/2014	Reconyx, Inc. <b>Capital Outlay - Facility Challenge Grants</b>	1,320.11
			<b>\$ 18,203.11</b>
282067	05/15/2014	Dell Marketing L.P. <b>Capital Outlay - Information Technology Replacement</b>	7,660.17
			<b>\$ 7,660.17</b>
281911	05/05/2014	Northwest Playground Equipment, Inc.	1,215.00
281912	05/05/2014	Step Forward Activities, Inc. <b>Capital Outlay - Park &amp; Trail Improvements</b>	4,900.00
			<b>\$ 6,115.00</b>
282060	05/15/2014	3J Consulting, Inc.	6,656.20
282214	05/28/2014	Brix Paving Company	67,062.78
282217	05/28/2014	G.R. Morgan Construction	11,880.95
282218	05/28/2014	Lacey Construction <b>Capital Outlay - Park &amp; Trail Replacements</b>	3,000.00
			<b>\$ 88,599.93</b>

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
282061	05/15/2014	3J Consulting, Inc.	1,959.55
282069	05/15/2014	Kodiak Pacific Construction	8,116.75
282070	05/15/2014	Lawyers Title Insurance Corporation	10,000.00
282072	05/15/2014	Pacific Habitat Services, Inc.	2,302.44
282216	05/28/2014	Clean Water Services	1,183.20
		<b>Capital Outlay - SDC - Park Development/Improvement</b>	<b>\$ 23,561.94</b>
ACH	05/28/2014	Keith Hobson	1,039.73
282122	05/19/2014	Jerry Jones Jr	3,154.75
		<b>Conferences</b>	<b>\$ 4,194.48</b>
281904	05/05/2014	PGE	23,174.60
282055	05/15/2014	PGE	11,111.45
282159	05/23/2014	PGE	5,739.93
		<b>Electricity</b>	<b>\$ 40,025.98</b>
282101	05/15/2014	Standard Insurance Company	209,608.75
282232	05/30/2014	Kaiser Foundation Health Plan	219,440.36
282233	05/30/2014	Moda Health Plan, Inc.	29,947.80
282237	05/30/2014	Standard Insurance Co.	13,219.29
282243	05/30/2014	UNUM Life Insurance-LTC	1,277.40
		<b>Employee Benefits</b>	<b>\$ 473,493.60</b>
282096	05/15/2014	Aetna/ING Life Insurance and Annuity Company	8,874.96
282099	05/15/2014	PacificSource Administrators, Inc.	8,794.05
282102	05/15/2014	Standard Insurance Company	31,662.36
282104	05/15/2014	Standard Insurance Company	3,126.64
282230	05/30/2014	Aetna/ING Life Insurance and Annuity Company	11,416.64
282235	05/30/2014	PacificSource Administrators, Inc.	9,726.05
282238	05/30/2014	Standard Insurance Company	33,691.57
282239	05/30/2014	Standard Insurance Company	21,526.64
282242	05/30/2014	THPRD - Employee Assn.	8,357.39
		<b>Employee Deductions</b>	<b>\$ 137,176.30</b>
281925	05/05/2014	Marc Nelson Oil Products, Inc.	3,266.35
282179	05/27/2014	Marc Nelson Oil Products, Inc.	3,175.72
282189	05/27/2014	Tualatin Valley Water District	12,067.04
		<b>Gas &amp; Oil (Vehicles)</b>	<b>\$ 18,509.11</b>
281903	05/05/2014	NW Natural	24,027.95
282158	05/23/2014	NW Natural	10,084.05
		<b>Heat</b>	<b>\$ 34,112.00</b>
281939	05/05/2014	Universal Whistles, LLC	2,640.00
282182	05/27/2014	National Softball Assoc of Oregon Umpire Assoc	2,449.25
282190	05/27/2014	Universal Whistles, LLC	2,695.00
		<b>Instructional Services</b>	<b>\$ 7,784.25</b>
281956	05/05/2014	Hughes Electrical Contractors	2,402.33
282092	05/15/2014	Interlocked Filtration Systems, LLC.	3,761.48
282162	05/27/2014	Arizon Structures WorldWide, LLC	5,493.35
282170	05/27/2014	Engineered Control Products, Inc.	2,753.18
PCard 3763	05/14/2014	Guaranteed Pest Control Service Co, Inc.	1,404.00
PCard 3771	05/14/2014	Schulz-Clearwater Sanitation, Inc.	6,996.34
PCard 3932	05/14/2014	Christenson Electric, Inc.	1,499.00
PCard 3979	05/14/2014	Christenson Electric, Inc.	4,537.36
PCard 3998	05/14/2014	ORPA	1,875.00
PCard 4080	05/14/2014	Speedy Septic Service	2,665.52
PCard 4239	05/14/2014	Schulz-Clearwater Sanitation, Inc.	7,089.85
PCard 4272	05/14/2014	Paragon Tile & Stone, Inc.	1,157.00
		<b>Maintenance Services</b>	<b>\$ 41,634.41</b>



<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
281951	05/05/2014	Ewing Irrigation Products, Inc.	2,207.52
281957	05/05/2014	J.F. Shelton Company	1,666.00
282183	05/27/2014	ORCA Pacific, Inc.	3,020.50
282222	05/28/2014	Native Ecosystems NW, LLC	1,636.75
PCard 3880	05/14/2014	Target Specialty Products	6,766.40
PCard 3883	05/14/2014	Walter E. Nelson Company	4,055.52
PCard 3909	05/14/2014	Screen Magic	3,246.15
PCard 3922	05/14/2014	Pioneer Manufacturing Co.	1,648.50
PCard 4057	05/14/2014	Screen Magic	2,744.85
PCard 4198	05/14/2014	Target Specialty Products	1,920.00
PCard 4268	05/14/2014	Wilbur-Ellis Company	4,413.02
PCard 4339	05/14/2014	Coastwide Laboratories	2,421.60
		<b>Maintenance Supplies</b>	<b>\$ 35,746.81</b>
PCard 3741	05/14/2014	OfficeMax Incorporated	2,547.89
		<b>Office Supplies</b>	<b>\$ 2,547.89</b>
282045	05/14/2014	US Postal Service CMRS-PB	3,000.00
PCard 4245	05/14/2014	Pitney Bowes	1,167.00
		<b>Postage</b>	<b>\$ 4,167.00</b>
PCard 4326	05/14/2014	GISI Marketing Group	1,493.00
		<b>Printing &amp; Publication</b>	<b>\$ 1,493.00</b>
ACH	05/27/2014	Beery, Elsnor & Hammond, LLP	5,977.00
281953	05/05/2014	Frank's Garage LLC	5,000.00
282036	05/14/2014	PixelSpoke	5,000.00
282176	05/27/2014	Linda G. Laviolette	4,375.00
282187	05/27/2014	Smith Dawson & Andrews	3,000.00
		<b>Professional Services</b>	<b>\$ 23,352.00</b>
281932	05/05/2014	Pepsi-Cola Company	2,737.40
281949	05/05/2014	Capital One Commercial	1,701.95
282032	05/14/2014	NSA Oregon	2,224.00
282080	05/15/2014	Beaverton School District #48	1,928.25
282184	05/27/2014	Oregon Department of Administrative Service OPS	1,120.48
PCard 3751	05/14/2014	Kore Group	2,915.20
PCard 3804	05/14/2014	FastSigns of Beaverton	2,000.00
PCard 3961	05/14/2014	OfficeMax Incorporated	2,101.71
PCard 4269	05/14/2014	U.G. Cash & Carry	2,853.97
		<b>Program Supplies</b>	<b>\$ 19,582.96</b>
282059	05/15/2014	Waste Management of Oregon	5,924.97
		<b>Refuse Services</b>	<b>\$ 5,924.97</b>
PCard 4011	05/14/2014	Ricoh Americas Corporation	3,161.43
PCard 4259	05/14/2014	Ricoh Americas Corporation	2,936.50
		<b>Rental Equipment</b>	<b>\$ 6,097.93</b>
281946	05/05/2014	Beaverton School District #48	8,798.72
		<b>Rental Facility</b>	<b>\$ 8,798.72</b>
282036	05/14/2014	PixelSpoke	2,260.00
PCard 3788	05/14/2014	Reitmeier Mechanical	1,647.00
PCard 3925	05/14/2014	Sound Security, Inc.	11,430.00
		<b>Technical Services</b>	<b>\$ 15,337.00</b>
281952	05/05/2014	Executive Forum	2,650.00
282035	05/14/2014	Paul Spindel, LLC	1,500.00
		<b>Technical Training</b>	<b>\$ 4,150.00</b>

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
282048	05/15/2014	AT&T Mobility	6,240.73
282156	05/23/2014	Integra Telecom	4,311.92
		<b>Telecommunications</b>	<b>\$ 10,552.65</b>
282043	05/14/2014	THP Foundation	7,401.93
282188	05/27/2014	THP Foundation	1,007.25
		<b>THPF Reimbursed Concessions/Sales</b>	<b>\$ 8,409.18</b>
281901	05/05/2014	City of Beaverton	2,430.13
282049	05/15/2014	City of Beaverton	6,026.52
282057	05/15/2014	Tualatin Valley Water District	11,671.80
		<b>Water &amp; Sewer</b>	<b>\$ 20,128.45</b>
		<b>Report Total:</b>	<b><u><u>\$ 1,198,004.09</u></u></b>

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
TXN00004341	06/15/2014	Oregonian Publishing Company <b>Advertising</b>	1,022.95 <b>\$ 1,022.95</b>
282298	06/05/2014	AKS Engineering & Forestry, LLC	11,812.23
282300	06/05/2014	BBL Architects	12,769.08
TXN00004634	06/15/2014	SimplexGrinnell LP	2,873.56
282536	06/18/2014	AKS Engineering & Forestry, LLC	2,287.50
282666	06/27/2014	Experienced Materials	2,807.00
		<b>Capital Outlay - Bond - Facility Expansion &amp; Improvement</b>	<b>\$ 32,549.37</b>
282298	06/05/2014	AKS Engineering & Forestry, LLC	13,860.00
282542	06/18/2014	Caswell/Hertel Surveyors, Inc.	1,575.00
282557	06/18/2014	Lawyers Title Insurance Corporation	1,000.00
		<b>Capital Outlay - Bond - Land Acquisition</b>	<b>\$ 16,435.00</b>
282312	06/05/2014	Native Ecosystems NW, LLC	3,091.50
282548	06/18/2014	Native Ecosystems NW, LLC	6,406.00
282604	06/25/2014	Adam Kuby	24,067.00
282605	06/25/2014	Native Ecosystems NW, LLC	13,804.00
		<b>Capital Outlay - Bond - Natural Resources Projects</b>	<b>\$ 47,368.50</b>
282304	06/05/2014	David Evans & Associates, Inc.	33,550.94
282602	06/25/2014	David Evans & Associates, Inc.	32,543.89
		<b>Capital Outlay - Bond - New/Redeveloped Community Parks</b>	<b>\$ 66,094.83</b>
282283	06/02/2014	Clean Water Services	9,154.65
282284	06/02/2014	Washington County	5,500.00
282303	06/05/2014	Bureau of Labor & Industries	1,121.92
282305	06/05/2014	Earthworks Excavation and Construction, Inc.	2,000.00
282311	06/05/2014	Milroy Golf Systems, Inc.	3,000.80
282312	06/05/2014	Native Ecosystems NW, LLC	1,276.00
282539	06/18/2014	Beynon Sports Surfaces, Inc.	5,047.82
282544	06/18/2014	GreenWorks, PC	6,688.60
282554	06/18/2014	Vigil-Agrimis, Inc.	1,053.50
282605	06/25/2014	Native Ecosystems NW, LLC	2,025.00
282606	06/25/2014	Vigil-Agrimis, Inc.	2,406.00
		<b>Capital Outlay - Bond - New/Redeveloped Neighborhood Parks</b>	<b>\$ 39,274.29</b>
282312	06/05/2014	Native Ecosystems NW, LLC	555.00
		<b>Capital Outlay - Bond - Trails/Linear Parks</b>	<b>\$ 555.00</b>
282537	06/18/2014	Andy Medcalf Construction Company	32,824.40
		<b>Capital Outlay - Building Improvements</b>	<b>\$ 32,824.40</b>
282414	06/11/2014	Building Material Specialties, Inc.	1,072.00
TXN00005016	06/15/2014	Rose's Equipment & Supply Inc.	1,350.00
		<b>Capital Outlay - Building Replacements</b>	<b>\$ 2,422.00</b>
282316	06/05/2014	Western Bus Sales, Inc.	20,000.00
		<b>Capital Outlay - Carryover Projects - Challenge Grant Competitive Fund</b>	<b>\$ 20,000.00</b>
282538	06/18/2014	Beaverlake Nursery	2,705.00
		<b>Capital Outlay - Carryover Projects - Fanno Creek Trail Management</b>	<b>\$ 2,705.00</b>
282601	06/25/2014	Compel Media, LLC	2,750.00
		<b>Capital Outlay - Carryover Projects - Orientation Video</b>	<b>\$ 2,750.00</b>
282309	06/05/2014	KlassTech, LLC	2,249.00
282449	06/13/2014	Lawyers Title Insurance Corporation	1,000.00
TXN00004580	06/15/2014	California Closets	4,353.50
282475	06/16/2014	Budd Wentz Productions	4,128.30

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
282657	06/25/2014	R.C. Anderson Company, LLC	8,400.00
282658	06/25/2014	Traffic Safety Supply Co Inc.	1,012.71
		<b>Capital Outlay - Facility Challenge Grants</b>	<b>\$ 21,143.51</b>
282314	06/05/2014	Suburban Ford, Inc.	19,744.00
		<b>Capital Outlay - Fleet Capital Replacement</b>	<b>\$ 19,744.00</b>
TXN00004910	06/15/2014	Computech International, Inc.	4,520.02
		<b>Capital Outlay - Information Technology Replacement</b>	<b>\$ 4,520.02</b>
282546	06/18/2014	Henderson Environmental	8,122.50
		<b>Capital Outlay - Park &amp; Trail Improvements</b>	<b>\$ 8,122.50</b>
282310	06/05/2014	Lacey Construction	6,300.00
282313	06/05/2014	Northwest Playground Equipment, Inc.	67,625.00
282424	06/11/2014	Lacey Construction	7,800.00
282540	06/18/2014	Brix Paving Company	4,183.20
282547	06/18/2014	Lacey Construction	7,375.00
282550	06/18/2014	Pacific Asphalt Surface Sealing LLC	3,792.00
282603	06/25/2014	G.R. Morgan Construction	10,073.80
		<b>Capital Outlay - Park &amp; Trail Replacements</b>	<b>\$ 107,149.00</b>
282299	06/05/2014	Appraisal & Consulting Group, LLC	3,300.00
282306	06/05/2014	Fidelity National Title Company of Oregon	1,000.00
4822	06/12/2014	Tualatin Valley Water District	3,406.23
282545	06/18/2014	Hahn & Associates, Inc.	1,150.00
282549	06/18/2014	Native Ecosystems NW, LLC	3,508.00
282607	06/25/2014	Washington County	1,354.08
		<b>Capital Outlay - SDC - Park Development/Improvement</b>	<b>\$ 13,718.31</b>
282346	06/05/2014	PGE	36,935.83
282497	06/16/2014	PGE	22,494.60
282598	06/24/2014	PGE	5,372.86
		<b>Electricity</b>	<b>\$ 64,803.29</b>
282506	06/16/2014	Standard Insurance Company	209,608.75
		<b>Employee Benefits</b>	<b>\$ 209,608.75</b>
282502	06/16/2014	Aetna/ING Life Insurance & Annuity	7,791.64
282505	06/16/2014	PacificSource Administrators, Inc.	8,584.05
282507	06/16/2014	Standard Insurance Company	31,072.45
282509	06/16/2014	Standard Insurance Company	3,026.64
282702	06/30/2014	Aetna/ING Life Insurance & Annuity	7,791.64
282705	06/30/2014	PacificSource Administrators, Inc.	9,476.05
282707	06/30/2014	Standard Insurance Company	32,833.75
282709	06/30/2014	Standard Insurance Company	3,026.64
282711	06/30/2014	THPRD - Employee Assn.	8,223.94
		<b>Employee Deductions</b>	<b>\$ 111,826.80</b>
282334	06/05/2014	Marc Nelson Oil Products, Inc.	4,044.31
282485	06/16/2014	Marc Nelson Oil Products, Inc.	5,232.07
282619	06/25/2014	Marc Nelson Oil Products, Inc.	4,724.65
282635	06/25/2014	Tualatin Valley Water District	12,147.48
		<b>Gas &amp; Oil (Vehicles)</b>	<b>\$ 26,148.51</b>
282345	06/05/2014	NW Natural	19,124.95
TXN00005001	06/15/2014	NW Natural	1,002.12
TXN00005009	06/15/2014	NW Natural	1,862.02
282597	06/24/2014	NW Natural	4,853.54
		<b>Heat</b>	<b>\$ 26,842.63</b>

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
282621	06/25/2014	National Softball Assoc of Oregon Umpire Assoc	6,183.75
		<b>Instructional Services</b>	<b>\$ 6,183.75</b>
TXN00004459	06/15/2014	Guaranteed Pest Control Service Co, Inc.	1,569.00
TXN00005020	06/15/2014	Guaranteed Pest Control Service Co, Inc.	1,569.00
TXN00005037	06/15/2014	Schulz-Clearwater Sanitation, Inc.	7,312.42
282629	06/25/2014	Renegade Sports Surfacing, Inc.	3,500.00
282648	06/25/2014	Engineered Control Products, Inc.	2,756.74
282649	06/25/2014	Farley Manufacturing, Inc.	6,986.66
		<b>Maintenance Services</b>	<b>\$ 23,693.82</b>
282335	06/05/2014	ORCA Pacific, Inc.	3,167.68
TXN00004352	06/15/2014	Target Specialty Products	2,913.20
TXN00004448	06/15/2014	Pioneer Manufacturing Co.	1,240.00
TXN00004474	06/15/2014	Coastwide Laboratories	8,364.56
TXN00004478	06/15/2014	BSN Sports	2,220.90
TXN00004493	06/15/2014	Screen Magic	1,038.10
TXN00004519	06/15/2014	Pioneer Manufacturing Co.	1,648.50
TXN00004667	06/15/2014	Screen Magic	6,092.10
TXN00004701	06/15/2014	Coastwide Laboratories	2,443.63
TXN00004754	06/15/2014	Airgas Nor Pac, Inc.	3,212.25
TXN00004850	06/15/2014	Coastwide Laboratories	1,213.51
TXN00004958	06/15/2014	Target Specialty Products	2,616.00
TXN00004974	06/15/2014	Coastwide Laboratories	2,311.99
TXN00004979	06/15/2014	Target Specialty Products	3,758.00
TXN00005014	06/15/2014	Pioneer Manufacturing Co.	2,950.50
282650	06/25/2014	Fazio Brothers Sand & Gravel	2,112.35
		<b>Maintenance Supplies</b>	<b>\$ 47,303.27</b>
282317	06/05/2014	A & E Imaging	1,107.00
TXN00004383	06/15/2014	OfficeMax Incorporated	3,538.62
TXN00004727	06/15/2014	OfficeMax Incorporated	3,316.70
		<b>Office Supplies</b>	<b>\$ 7,962.32</b>
282636	06/25/2014	US Postal Service CMRS-PB	3,000.00
		<b>Postage</b>	<b>\$ 3,000.00</b>
TXN00004410	06/15/2014	GISI Marketing Group	1,337.30
TXN00004463	06/15/2014	Print Graphics	2,155.00
TXN00004527	06/15/2014	Print Graphics	1,345.00
282626	06/25/2014	Prodotto LLC	4,886.75
		<b>Printing &amp; Publication</b>	<b>\$ 9,724.05</b>
282301	06/05/2014	BBL Architects	3,599.38
282330	06/05/2014	Linda G. Laviolette	4,375.00
TXN00004465	06/15/2014	Portland State University - CPS	7,288.00
TXN00004627	06/15/2014	Providence Health & Services	1,650.00
282487	06/16/2014	Northwest Techrep, Inc.	1,890.00
282561	06/20/2014	City of Beaverton	2,444.65
282633	06/25/2014	Smith Dawson & Andrews	3,000.00
ACH	06/25/2014	Beery, Elsnor & Hammond, LLP	8,271.17
		<b>Professional Services</b>	<b>\$ 32,518.20</b>
282321	06/05/2014	Capital One Commercial	2,143.04
282336	06/05/2014	Pepsi-Cola Company	1,300.90
TXN00004356	06/15/2014	U.G. Cash & Carry	3,158.99
TXN00004585	06/15/2014	Kore Group	2,805.40
TXN00004708	06/15/2014	U.G. Cash & Carry	1,648.01
TXN00004817	06/15/2014	Ipromoteu	1,150.00
TXN00004833	06/15/2014	American Red Cross Health & Safety Services	1,050.00
TXN00004963	06/15/2014	OfficeMax Incorporated	3,021.72

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
TXN00004973	06/15/2014	Ipromoteu	1,218.91
TXN00005015	06/15/2014	U.G. Cash & Carry	3,245.72
282476	06/16/2014	Flying M Ranch	2,600.00
		<b>Program Supplies</b>	<b>\$ 23,342.69</b>
282371	06/06/2014	Carol Sampson	1,750.00
		<b>Refund Donation - Memorial Bench</b>	<b>\$ 1,750.00</b>
282501	06/16/2014	Waste Management of Oregon	7,991.11
		<b>Refuse Services</b>	<b>\$ 7,991.11</b>
TXN00004941	06/15/2014	Ricoh Americas Corporation	2,853.31
TXN00004950	06/15/2014	Ricoh Americas Corporation	3,161.43
		<b>Rental Equipment</b>	<b>\$ 6,014.74</b>
282316	06/05/2014	Western Bus Sales, Inc.	4,000.00
282655	06/25/2014	Harris Work Systems	2,259.79
		<b>Small Furniture &amp; Equipment</b>	<b>\$ 6,259.79</b>
282324	06/05/2014	Edwards Enterprises	1,477.00
282480	06/16/2014	Herling Engineering Services, Inc.	3,941.58
282622	06/25/2014	Northwest Techrep, Inc.	2,008.10
282640	06/25/2014	Bear Concerts	2,500.00
282647	06/25/2014	Edwards Enterprises	1,688.00
		<b>Technical Services</b>	<b>\$ 11,614.68</b>
282325	06/05/2014	Executive Forum	2,850.00
282626	06/25/2014	Prodotto LLC	2,489.10
		<b>Technical Training</b>	<b>\$ 5,339.10</b>
282494	06/16/2014	AT&T Mobility	3,445.22
282609	06/25/2014	AT&T Mobility	5,169.04
		<b>Telecommunications</b>	<b>\$ 8,614.26</b>
282492	06/16/2014	THP Foundation	1,385.27
		<b>THPF Reimbursed Concessions/Sales</b>	<b>\$ 1,385.27</b>
3816	06/05/2014	Tualatin Valley Water District	4,458.68
282347	06/05/2014	Tualatin Valley Water District	5,023.14
3817	06/06/2014	Beaverton, City of	10,435.51
4819	06/23/2014	Beaverton, City of	6,841.27
4820	06/24/2014	Clean Water Services	2,273.03
282599	06/24/2014	Tualatin Valley Water District	1,163.62
		<b>Water &amp; Sewer</b>	<b>\$ 30,195.25</b>
<b>Report Total:</b>			<b><u><u>\$ 1,110,520.96</u></u></b>



## Tualatin Hills Park & Recreation District

### General Fund Financial Summary

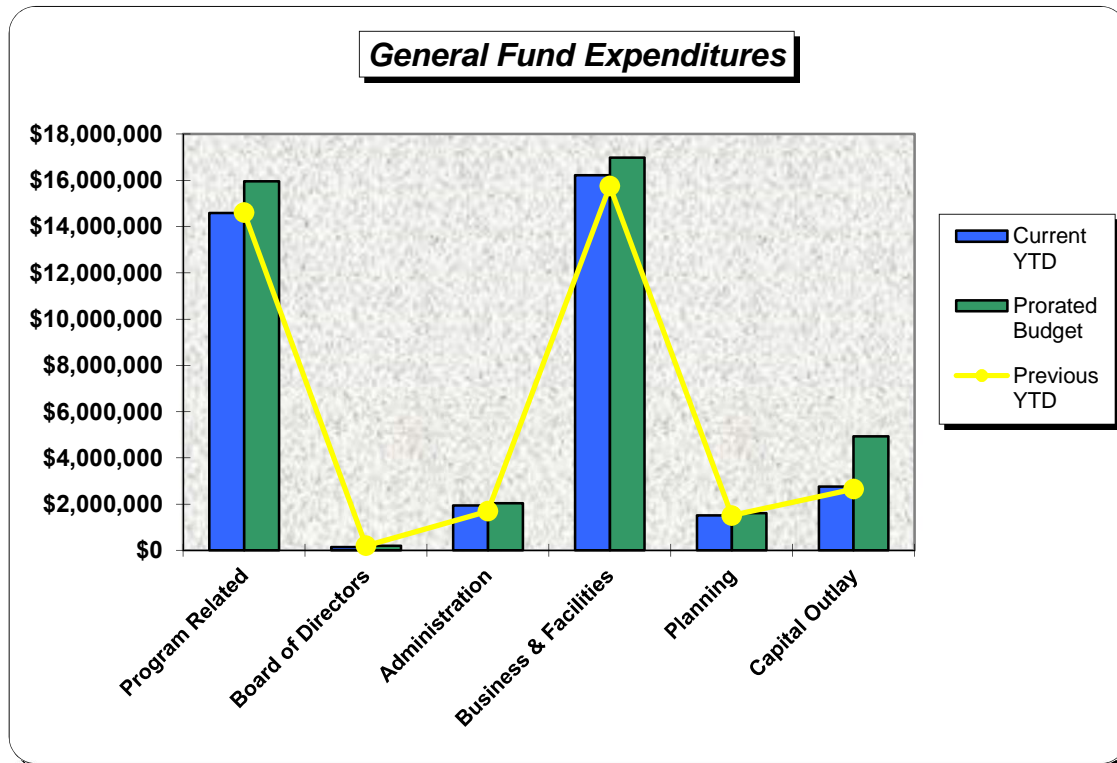
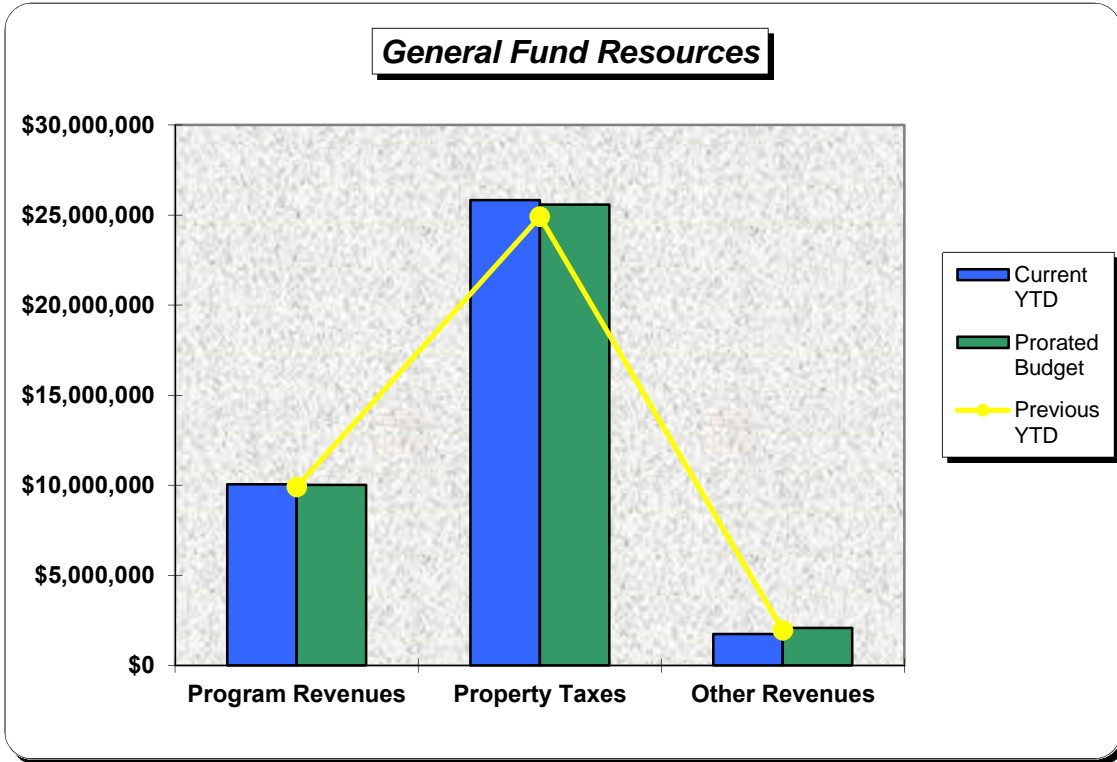
June, 2014 Preliminary Report

	<b>Current Month</b>	<b>Year to Date</b>	<b>Prorated Budget</b>	<b>% YTD to Prorated Budget</b>	<b>Full Fiscal Year Budget</b>
<b>Program Resources:</b>					
Aquatic Centers	\$ 195,980	\$ 2,552,559	\$ 2,523,977	101.1%	\$ 2,523,977
Tennis Center	53,037	956,245	938,238	101.9%	938,238
Recreation Centers & Programs	443,370	4,792,741	5,093,856	94.1%	5,093,856
Sports Programs & Field Rentals	242,214	1,390,552	1,171,202	118.7%	1,171,202
Natural Resources	40,594	370,741	290,394	127.7%	290,394
<b>Total Program Resources</b>	<b>975,195</b>	<b>10,062,838</b>	<b>10,017,667</b>	<b>100.5%</b>	<b>10,017,667</b>
<b>Other Resources:</b>					
Property Taxes	140,621	25,829,796	25,590,272	100.9%	25,590,272
Interest Income	53,550	105,128	120,000	87.6%	120,000
Facility Rentals/Sponsorships	41,468	365,318	422,000	86.6%	422,000
Grants	208,781	539,504	539,504	100.0%	1,045,694
Miscellaneous Income	50,895	742,267	1,002,518	74.0%	1,002,518
<b>Total Other Resources</b>	<b>495,315</b>	<b>27,582,013</b>	<b>27,674,294</b>	<b>99.7%</b>	<b>28,180,484</b>
<b>Total Resources</b>	<b>\$ 1,470,510</b>	<b>\$ 37,644,851</b>	<b>\$37,691,961</b>	<b>99.9%</b>	<b>\$38,198,151</b>
<b>Program Related Expenditures:</b>					
Parks & Recreation Administration	52,220	612,977	703,357	87.2%	703,357
Aquatic Centers	296,324	3,696,342	3,948,786	93.6%	3,948,786
Tennis Center	85,601	999,957	1,040,387	96.1%	1,040,387
Recreation Centers	400,331	4,539,484	4,908,184	92.5%	4,908,184
Programs & Special Activities	170,289	1,635,799	1,947,951	84.0%	1,947,951
Athletic Center & Sports Programs	150,731	1,586,148	1,747,209	90.8%	1,747,209
Natural Resources & Trails	146,604	1,514,547	1,664,766	91.0%	1,664,766
<b>Total Program Related Expenditures</b>	<b>1,302,100</b>	<b>14,585,254</b>	<b>15,960,640</b>	<b>91.4%</b>	<b>15,960,640</b>
<b>General Government Expenditures:</b>					
Board of Directors	10,010	137,188	201,620	68.0%	2,301,620
Administration	163,241	1,938,769	2,036,386	95.2%	2,036,386
Business & Facilities	1,266,767	16,219,404	16,987,628	95.5%	16,987,628
Planning	142,666	1,506,644	1,611,240	93.5%	1,611,240
Capital Outlay	267,421	2,756,578	4,934,365	55.9%	4,934,365
<b>Total Other Expenditures:</b>	<b>1,850,105</b>	<b>22,558,583</b>	<b>25,771,239</b>	<b>87.5%</b>	<b>27,871,239</b>
<b>Total Expenditures</b>	<b>\$ 3,152,205</b>	<b>\$ 37,143,837</b>	<b>\$41,731,879</b>	<b>89.0%</b>	<b>\$43,831,879</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (1,681,695)</b>	<b>\$ 501,014</b>	<b>\$ (4,039,918)</b>	<b>-12.4%</b>	<b>\$ (5,633,728)</b>
<b>Beginning Cash on Hand</b>		<b>6,040,520</b>	<b>5,633,728</b>	<b>107.2%</b>	<b>5,633,728</b>
<b>Ending Cash on Hand</b>		<b>\$ 6,541,534</b>	<b>\$ 1,593,810</b>	<b>410.4%</b>	<b>\$ -</b>

# Tualatin Hills Park and Recreation District

## General Fund Financial Summary

June, 2014







## MEMO

**DATE:** July 29, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Willits, Director of Planning

**RE:** **Resolution Acknowledging Recent Property Acquisitions and Describing Funding Source(s) and Purpose**

### **Introduction**

The board of directors always approves of an acquisition at a public meeting prior to its closing, but to retain confidentiality until the acquisition is completed, does not disclose details about it at the time of approval. To increase public knowledge and establish a record of the details and purpose of each completed acquisition, in 2011, the board began a practice of approving a resolution acknowledging completed acquisitions for the previous fiscal year. This memo seeks to gain board approval of a resolution providing the details and purpose of acquisitions made during between February 2013, which was when the last acquisition resolution was passed and June 30, 2014, the end of FY 2013/14. The proposed resolution also provides findings to support one recent acquisition that was for an amount of money that exceeded its appraised value.

### **Background**

Fourteen fee simple acquisitions and one easement acquisition were completed as of the date of this memo. It should be noted that not all "closed" acquisitions are "completed" acquisitions. In some cases, a property may have been acquired, but an additional property needs to be acquired to have a site that will function as intended. If a property closing was part of an acquisition effort that has not been completed, and publicizing the closing may jeopardize the confidentiality of an ongoing acquisition negotiation, it is not listed within the proposed resolution.

The acquisition of the Whitcomb property, completed on September 19, 2013, was for a price that exceeded the appraised value. Acquisition parameters approved by the board in 2009 state that the negotiated purchase price for a property can be:

*Above such fair market value if the Board of Directors has authorized acquisition of the property at such price after finding that acquisition of the property at the negotiated purchase price is in the "public interest." In order to conclude that such a purchase is in the public interest, the Board of Directors must conclude that:*

- *The failure to acquire the property will significantly compromise THPRD's ability to achieve the goals described in the Bond Measure; and*
- *The purchase will not reduce the amount of funds available to purchase other critical, high priority properties targeted for acquisition using bond funds.*

*In addition, the Board of Directors shall also consider the following factors before concluding that such a purchase is in the public interest:*

- *Whether there are immediate and known competing offers or other market pressures that put THPRD at risk of permanently losing the opportunity to purchase and preserve the property unless THPRD agrees to pay the negotiated purchase price; and*
- *Whether any other parties are making financial contributions toward the purchase price.*

The proposed resolution includes an exhibit containing findings addressing the above.

**Proposal Request**

Staff is seeking the board's approval of the attached resolution.

**Benefits of Proposal**

The benefit of this proposal is that by approving the resolution, confusion about when, how and why a property was acquired and how it should be used in the future can be avoided by establishing a clear, board-acknowledged record of the acquisition.

**Potential Downside of Proposal**

There is no potential downside to this proposal.

**Action Requested**

Board of directors' approval of Resolution No. 2014-17, Acknowledging Recent Property Acquisitions and Describing Funding Source(s) and Purpose.

**RESOLUTION NO. 2014-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TUALATIN HILLS PARK & RECREATION DISTRICT  
ACKNOWLEDGING RECENT PROPERTY ACQUISITIONS  
AND DESCRIBING FUNDING SOURCE(S) AND PURPOSE**

**WHEREAS**, the Tualatin Hills Park & Recreation District has recently completed several property acquisitions for a variety of purposes using multiple funding sources; and

**WHEREAS**, a completed acquisition is hereby defined as one where all properties needed to create a functional site have been acquired or are likely to be acquired; and

**WHEREAS**, the board of directors always approves of an acquisition at a public meeting prior to its closing but to retain confidentiality until the acquisition is completed does not disclose details about it at the time of approval; and

**WHEREAS**, to increase public knowledge and establish a record of the details and purpose of each completed acquisition the board of directors deems that it should be their practice to regularly disclose such information through approval of a resolution; and

**WHEREAS**, Exhibit A to this resolution lists acquisitions completed between February 1, 2013 and June 30, 2014, Exhibit B maps the locations of those acquisitions and Exhibit C contains findings addressing provisions from the district's acquisition parameters for the bond measure program (approved December 2009) relating to acquisition of property for a price above fair market value.

**LET IT HEREBY BE RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK & RECREATION DISTRICT IN BEAVERTON, OREGON, that:**

Exhibits A, B and C to this resolution shall be made available to interested members of the public including THPRD Advisory Committees, the Beaverton City Council, the Washington County Board of Commissioners, Washington County Citizen Participation Organizations within THPRD boundaries, Beaverton Neighborhood Advisory Committees, and the Washington County office of the Oregon State University Extension Service.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 11<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
John Griffiths, President

\_\_\_\_\_  
Bob Scott, Secretary

ATTEST:

\_\_\_\_\_  
Jessica Collins, Recording Secretary

**Completed THPRD Land Acquisitions  
February 1, 2013 to June 30, 2014**

Previous Owner(s) Last Name(s)	Location	Total Size	Acquisition Date	Property Cost <sup>1</sup>	Property Interest Acquired	Tax Lot(s)	Purpose	Map Classification	Funding Source(s)
Sequoia Equities	West side of 152 <sup>nd</sup> , north of TV Hwy.	5.24 acres	3/18/13	\$17,030	Fee Simple	1S108DC00100	Acquisition of remainder of Beaverton Creek wetlands pond	Natural Area	2008 Bond Measure funds
Beaverton School District	Southwest corner of Mountain View Middle School campus	3.40 acres	7/25/13	\$439,500	Fee Simple	Part of tax lot 1S118DC00100	To assemble land for a new community park	Park	2008 Bond Measure funds
Wenzel/Wall	East of 185 <sup>th</sup> Ave. at Pike St.	6.67 acres	10/25/10 (Wall) and 8/15/13 (Wenzel)	\$2,470,000	Fee Simple	1S118BB tax lots 900, 1000 & 1102; 1S107CC tax lot 3300	Possible community center site	TBD	2008 Bond Measure funds
Singh	South of NW Blackhawk Dr. at end of 117 <sup>th</sup>	1.82 acres	8/23/13	\$400,000	Fee Simple	1N127CA00200 (part)	Expansion of the Bluffs Park and trail connection from the end of 117 <sup>th</sup> to the Bonny Slope Elementary School	Natural Area	2008 Bond Measure funds
Whitcomb	15645 SW Division St.	0.77 acre	9/19/13	\$220,000	Fee Simple	1S117CA00401	Extension of Lilly K. Johnson Woods Natural Area	Natural Area	2008 Bond Measure funds supplemented by funds from a Metro Nature in the Neighborhoods capital grant

<sup>1</sup> Does not include soft costs associated with the acquisition such as staff time, title reports, appraisals, environmental site assessments, legal review, closing costs and in some cases, property line adjustments or partitions and site clean-up.

Stensland	South side of NW Skycrest Pkwy., north of Stoller Middle School	0.76 acre	11/8/13	\$219,000	Fee Simple	1N121BC09100 (part)	Expansion of Quarry Woods Natural Area	Natural Area	2008 Bond Measure funds
PGE	East side of NW Kaiser Road at 147 <sup>th</sup>	0.26 acre	11/14/13	\$65,000	Fee Simple	Vacated public right-of-way	Addition to Hansen Ridge Neighborhood Park	Park	2008 Bond Measure funds
Church of the Nazarene	North side of 22 <sup>nd</sup> , west of Hall Blvd.	2.23 acres	11/21/13	\$480,000	Fee Simple	1S121AD12300	Protection of existing natural area	Natural Area	2008 Bond Measure funds
Living Hope Fellowship	North side of SW Alexander, east of 182 <sup>nd</sup>	2.74 acres	11/22/13	\$1,023,000	Fee Simple	1S107CB02000	Future neighborhood park site	Park	2008 Bond Measure funds
K&R Holdings	North of Brugger Rd. in North Bethany	0.7 acre	1/21/14	\$123,702	Easement	part of 1N118A0300 & 400	Acquisition of land for a future trail segment	Community Trail	SDC funds
Parson	East of Bannister Creek Greenway in Multnomah Co.	3.00 acres	4/25/14	\$124,309	Fee Simple	1N122BB 00200	Acquisition of land for a natural area	Natural Area	2008 Bond Measure funds
North Bethany Creek LLC	East and west sides of NW 160 <sup>th</sup> Ave., North of Springville Rd. in North Bethany	1.24 acres	5/8/14	\$620,000	Fee Simple	1N117CA27400 and 1N117CA27600	Acquisition of land for a future trail segment and for a regional stormwater facility sold to CWS	Community Trail	SDC funds
Duncan	East side of SW Pheasant Lane	1.45 acres	5/12/14	\$482,000	Fee Simple	1S106CD01000	Expansion of Crowell Woods Natural Area	Natural Area	2008 Bond Measure funds
Minshall	East of Bannister Creek Greenway in Multnomah Co.	1.54 acres	6/13/14	\$63,812	Fee Simple	1N122BB 00300	Acquisition of land for a natural area	Natural Area	2008 Bond Measure funds
Beaverton School District	East side of Cedar Hills Park	1.6 acres	6/23/14	\$346,000	Fee Simple	TBD	To enlarge Cedar Hills Park	Park	2008 Bond Measure funds

RECENT PROPERTY ACQUISITIONS  
February 2013 - June 2014

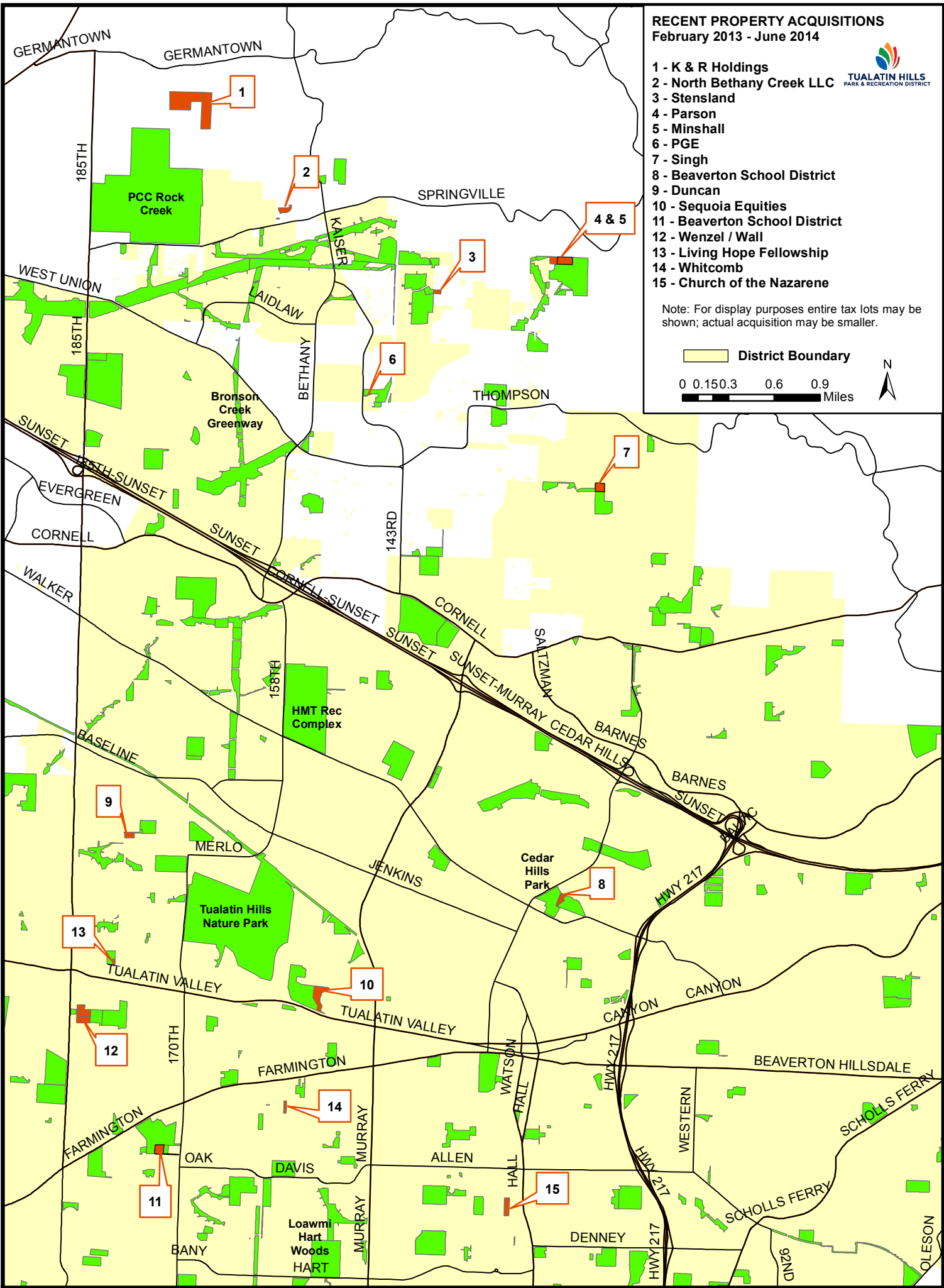


- 1 - K & R Holdings
- 2 - North Bethany Creek LLC
- 3 - Stensland
- 4 - Parson
- 5 - Minshall
- 6 - PGE
- 7 - Singh
- 8 - Beaverton School District
- 9 - Duncan
- 10 - Sequoia Equities
- 11 - Beaverton School District
- 12 - Wenzel / Wall
- 13 - Living Hope Fellowship
- 14 - Whitcomb
- 15 - Church of the Nazarene

Note: For display purposes entire tax lots may be shown; actual acquisition may be smaller.

District Boundary

0 0.150.3 0.6 0.9 Miles



## EXHIBIT C

### Findings Explaining Acquisition of the Whitcomb Property for More Than Appraised Value

At their August 2013 meeting, the THPRD Board of Directors approved acquisition of the Whitcomb property listed in Exhibit A to the resolution. However, because it is not the board's practice to disclose details of a property to be acquired until the acquisition closes, additional information about the property was not provided at the time. Now that the acquisition has closed, it is appropriate to explain why the board agreed to pay more for the property than its appraised value.

The price paid for the property was \$220,000. This is 10% higher than the review appraisal value of \$200,000. District staff believe the appraiser set a low value for the property and the contract price is more reflective of the present market. Nevertheless, in such a situation pursuant to the Bond Measure Land Acquisition Parameters, findings must be adopted by the board explaining why more than the appraised value was paid for the property. The relevant provisions from the Acquisition Parameters state that the negotiated purchase price for a property can be:

*Above such fair market value if the Board of Directors has authorized acquisition of the property at such price after finding that acquisition of the property at the negotiated purchase price is in the "public interest." In order to conclude that such a purchase is in the public interest, the Board of Directors must conclude that:*

- *The failure to acquire the property will significantly compromise THPRD's ability to achieve the goals described in the Bond Measure; and*
- *The purchase will not reduce the amount of funds available to purchase other critical, high priority properties targeted for acquisition using bond funds.*

*In addition, the Board of Directors shall also consider the following factors before concluding that such a purchase is in the public interest:*

- *Whether there are immediate and known competing offers or other market pressures that put THPRD at risk of permanently losing the opportunity to purchase and preserve the property unless THPRD agrees to pay the negotiated purchase price; and*
- *Whether any other parties are making financial contributions toward the purchase price.*

#### Findings:

1. To be able to expand the existing Lilly K. Johnson Woods site, THPRD would need to acquire the Whitcomb property.
2. Without the Whitcomb property, the concept of a contiguous wooded natural area providing a connection to the Westside Trail in that location would not be feasible.

3. The seller signed a purchase and sale agreement specifying a purchase price of \$250,000. After an appraisal was completed, the seller agreed to lower the price to \$220,000. This price is 10% over appraised value. However, the real estate market during the negotiation period continued to improve.
4. District staff has determined that all natural area land acquisitions under the bond program have been or can be met despite having to pay more than appraised value for the Whitcomb property.
5. Under the terms of an intergovernmental agreement between Metro and THPRD for Nature in Neighborhoods Capital Grant funding, Metro will contribute \$52,370 toward the cost of acquisition of this property, or 23.3% of the asking price.





## MEMO

**DATE:** July 30, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Willits, Director of Planning

**RE:** Jackie Husen Park Expansion Master Plan

### Introduction

With the approval of the FY 2014/15 budget, staff has moved forward with the master planning phase for the Jackie Husen Park expansion. A master plan with a phase I & II development scenario, along with a phase I construction cost estimate, has been completed. Staff is seeking board of directors' approval of the Jackie Husen Park expansion master plan.

### Background

The Dutton property, east of and adjacent to Jackie Husen Park, was purchased by the district for use as a staging area for the Jordan Woods Natural Area bond trail project. When the trail project was completed, neighborhood constituents presented a petition to the board of directors on September 9, 2013, that included their desire for the district to retain the property and to incorporate it into Jackie Husen Park. Some of their ideas for the new property included: a community garden, a covered sport court, additional play equipment, open space and additional natural areas. The board agreed to keep the property, and subsequently approved a project budget of \$83,500 (as part of the FY 2014/15 budget) at the June 16, 2014, board meeting. The approved project budget included funding for project management, in-house master planning, removal of existing structures, and construction of a community garden.

Staff has met with the Parks Advisory Committee and has held two neighborhood meetings. The first neighborhood meeting was held on May 22, 2014, with seven neighbors in attendance. Staff presented an existing conditions/site analysis exhibit and a conceptual master plan that proposed the location of site amenities on the property. Staff asked the neighbors to provide input for the conceptual master plan and believes the preferred master plan presented for approval incorporates the information gathered. A second neighborhood meeting was held July 16, 2014, with nine neighbors in attendance. Staff presented the preferred master plan and, overall, there was general community support and approval of the presented master plan.

### Proposal Request

Staff is seeking board of directors' approval of the attached Jackie Husen Park expansion master plan.

### Benefits of Proposal

Staff has created a master plan that meets the district's needs as well as the needs and desires of the community. Phase I implementation of the master plan is achievable within the approved budget for this project.

**Potential Downside of Proposal**

There appears to be no downside to the proposal.

**Maintenance Impact**

The phase I park improvements will create additional park maintenance responsibilities, such as maintenance of the community garden, the existing trees, mowed lawn, natural area and existing driveways. The estimated impact costs for these improvements will be \$3077.50 annually. The phase II improvements, which include additional play equipment, sport court and pathways, will increase the annual maintenance costs by \$164.50. The total estimated maintenance costs for phase I and II will be \$3242 annually.

**Action Requested**

Board of directors' approval of the Jackie Husen Park Expansion Master Plan.



NW DAMASCUS ST NW LOST PARK DR

NW JERICO CT

Jordan Woods Natural Area

NW MORGAN LN

NW VALROS LN

NW HARTWELL PL

NW JOLIE PL

NW ANDREW PL

NW JENNIFER PL

NW ANDERSON ST

NW LOST PARK DR

NW ARCADIAN LN

NW BROOKSTONE CT

Jordan Woods Natural Area

Cedar Mill Woods Natural Area

NW 114TH AVE

NW KENZIE LN

NW REX CT

NW KEARNEY ST

NW ROYAL ROSE CT

NW 102ND AVE

NW 114TH AVE

NW RIESLING CT

Jackie Husen Park

NW JORDAN LN

NW 106TH TER

NW PRISCILLA CT

NW REEVES ST

NW REEVES ST

NW 107TH AVE

NW GREEN VIEW LN

NW BRADY LN

Cedar Mill Park

Timberland

NW CORNELL RD

Foege Park

NW 114TH AVE

NW CEDAR HILLS BLVD

NW 112TH AVE

NW 110TH AVE

NW 109TH AVE

NW COPELAND ST

NW WALTERS LN

NW ASH ST

NW LEAHY RD

NW LEAHY RD

NW LEAHY RD

NW LAURINDA CT

NW PUMPKIN CT

Foege Park

NW ZERMATT CT

NW EGGERS CT

NW LUSANNE CT

NW MONTREUX LN



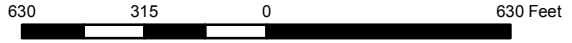
NW LUCERNE CT

Foege Park

Timberland

SW ADELE DR

Jackie Husen Park Expansion  
 10875 NW Reeves Street  
 1N34AD02200  
 0.96 ACRE

SW 1

SW TODD ST

Jordan Woods Natural Area

Jackie Husen  
Park

NW JORDAN LN

NW 107TH AVE

NW REEVES ST

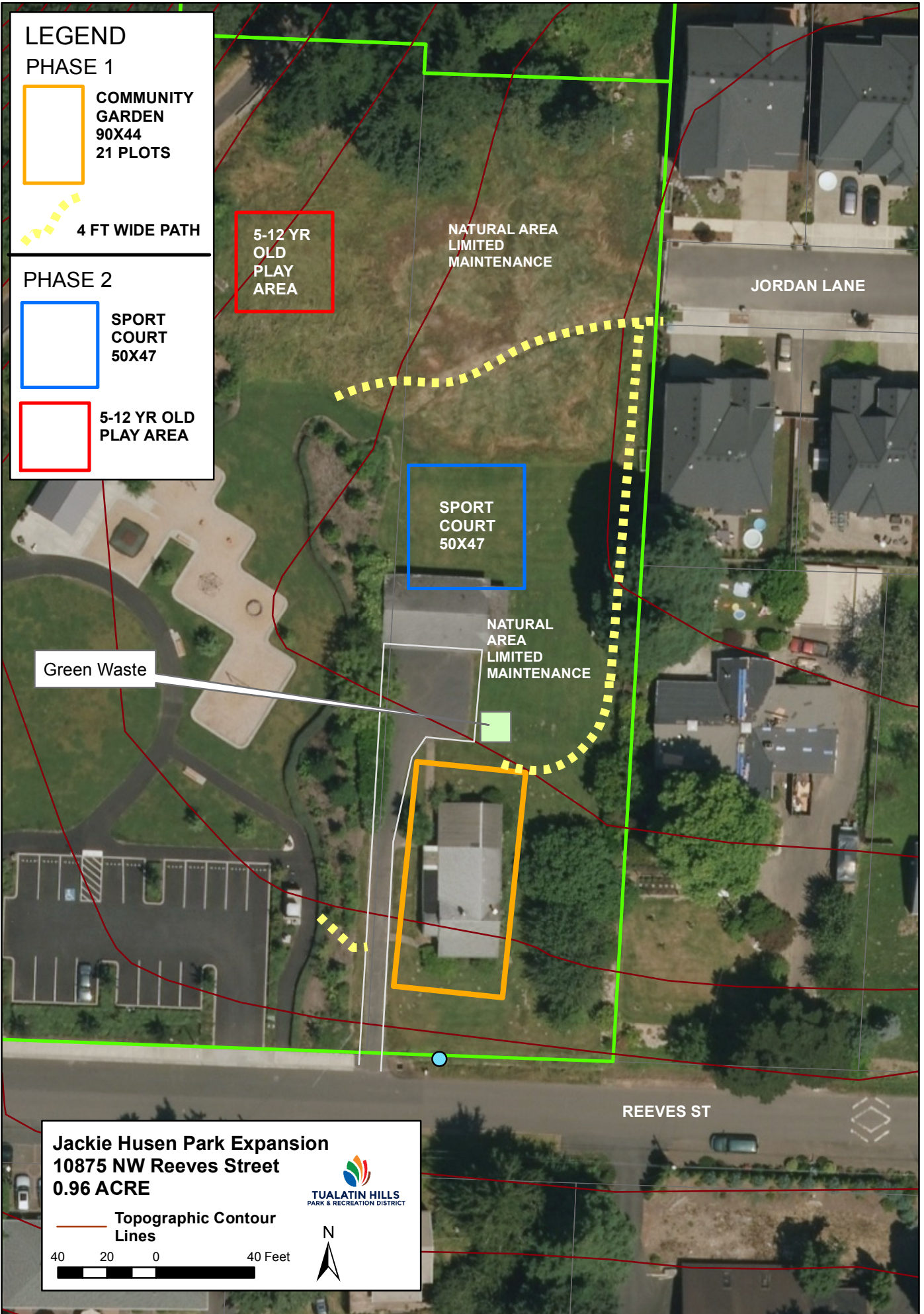
Jackie Husen Park Expansion  
10875 NW Reeves Street  
1N34AD02200  
0.96 Acre



150 75 0 150 Feet



# JACKIE HUSEN PARK EXPANSION - PREFERRED MASTER PLAN





**MEMO**

**DATE:** August 6, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Willits, Director of Planning  
 Keith Hobson, Director of Business & Facilities

**RE: Bond Program Update**

**Introduction**

The information and discussion in this memo adds to that which has been provided to the board at previous meetings relating to implementation of the bond program.

**Capital Projects Construction Update**

Since the April 2014 bond program update, Planning & Development staff have completed construction on Waterhouse Trail Segments 1, 5 and the West Spur and have begun construction at Cedar Mill Park and Roger Tilbury Park. Several park dedications have been held this summer, including celebrations at Vista Brook Park, Pioneer Park, Roy Dancer Park, Lowami Hart Woods and A.M. Kennedy Park. Upcoming dedications will be held at Barsotti Park on August 12, Hansen Ridge Park on August 26 and the Westside Trail will host this year's Sunday Trailways event on September 21.

At the August board meeting, you will receive a PowerPoint presentation on the continuing and upcoming projects as part of the Bond Program Update agenda item. Information regarding the projects, their status and projected substantial completion dates is provided below.

<b>Project Name</b>	<b>Status</b>
Waterhouse Trail Segments 1, 5 and the West Spur	All segments of the Waterhouse Trail and West Spur project have been constructed and are open to the public. Street lights and signals were energized in June 2014. Staff are in the process of closing out permits and the construction contract.
Roger Tilbury Memorial Park Redevelopment	Mobilization began in July. T Edge Construction has cleared vegetation to the limits of work and will start preliminary grading at the beginning of August. The project is on schedule to be completed this fall.
Cedar Mill Park Redevelopment	Construction started in late June with the demolition of tennis court area, backstop and minor clearing. Milroy Golf Systems is midway through grading the sports fields and tennis court area, and will start utility work in August. The project is on schedule to be completed this fall.

Cedar Hills and Garden Home Recreation Center Seismic Upgrades	The Tier 2 seismic analysis at both sites has been completed. The additional analysis found Cedar Hills to be in better condition than initially presumed, so some upgrades will be less extensive. Staff propose to add one project for Garden Home Recreation Center: the modification and reinforcement of a covered play area on the northwest side of the building. See the section below titled “Structural Upgrade Category Savings” for additional information.
Somerset West Neighborhood Park Redevelopment	The master planning process for Somerset West is underway. Initial cost estimates for the project came in substantially higher than the estimated project budget. As a result, staff have asked the design team to remove the baseball field from the design in order to minimize the impacts to the wetland on the site, which will save approximately \$350,000 in wetland mitigation fees. Other amenities have been scaled back to reduce the overall project costs. The master plan will be brought to the board for approval at the September 2014 meeting.
Cedar Hills Community Park Redevelopment	The project is currently in the master planning phase. The property acquisition from Beaverton School District closed in June 2014. The proposed master plan will likely be brought to the board for approval in November 2014. A joint advisory committee meeting was held to discuss the proposed concepts on July 8. A two-season construction schedule is anticipated for this project.
Southwest Quadrant Community Park Development	Staff have been coordinating the master plan development phase of the project. A design charrette was held with THPRD project staff and the design consultant team. The concepts developed at this charrette were shared with the design team on August 1, 2014; review by the public task force will follow. The proposed master plan will likely be brought to the board for approval in November 2014. A two-season construction schedule is anticipated for this project.
HMT ADA Parking Improvements	The parking lot north of the Aquatic Center is being redesigned to accommodate more ADA parking and improve traffic flow. ADA and pedestrian access will be improved as well. This project kicked off on July 28, 2014 following the district’s Party in the Park event. Staff are monitoring auto trips onto the campus and providing directional signage to ease the construction impacts for district patrons while on the HMT Complex.

**Structural Upgrade Category Savings**

As the board of directors will recall, a level 1 assessment was completed in 2009, and this assessment identified potential structural and seismic improvements with a total estimated cost of more than double the funds available through the bond measure. Based on the total cost, staff worked with a structural engineer to develop a prioritization methodology to identify the highest priority projects for funding with the bond funds. In August 2009, the board approved the resulting project list.

As shown on the Monthly Bond Capital Projects report dated June 30, 2014, the Facility Rehabilitation (structural upgrades) category has projected savings of approximately \$2 million. This savings is based on cost savings on completed projects as well as anticipated savings on projects in process. The savings resulted from identification within the design phase of items that did not require the level of work originally anticipated and from favorable bids on completed projects. None of the savings are the result of scope reductions or elimination of items in the approved project list.

The following table summarizes the budget and actual cost status of structural and seismic improvements at each of the facilities based on the approved project list:

<b>Bond Structural Upgrade Project Summary</b>				
<b>Completed Projects (source 6/30/14 Qtrly Bond Capital Report)</b>				
<b>Facility</b>	<b>Budget</b>	<b>Project cost</b>	<b>(Over) Under</b>	<b>Comments</b>
Aloha Swim Center	\$ 414,711	\$ 518,302	\$ (103,591)	Completed all funded components
Beaverton Swim Center	\$ 1,478,294	\$ 788,528	\$ 689,766	Completed all funded components
Conestoga Rec Center	\$ 45,643	\$ 66,762	\$ (21,119)	Completed all funded components
Harmon Swim Center	\$ 182,766	\$ 73,115	\$ 109,651	Completed all funded components
HMT Aquatic Center	\$ 316,868	\$ 233,369	\$ 83,499	Completed all funded components
HMT Admin	\$ 403,395	\$ 299,599	\$ 103,796	Completed all funded components
HMT Athletic Center	\$ 65,806	\$ 66,000	\$ (194)	Completed all funded components
HMT Dryland Center	\$ 118,607	\$ 75,686	\$ 42,921	Completed all funded components
HMT Tennis center	\$ 273,809	\$ 74,804	\$ 199,005	Completed all funded components
Raleigh Swim Center	\$ 4,487	\$ 5,703	\$ (1,216)	Completed all funded components
Summerset Swim Center	\$ 8,974	\$ 9,333	\$ (359)	Completed all funded components
Sunset Swim Center	\$ 1,044,445	\$ 626,419	\$ 418,026	Completed all funded components
Sunset Swim Center - Pool Tank	\$ 514,375	\$ 308,574	\$ 205,801	Completed all funded components
Facility unassigned	\$ 121,727	\$ 110,550	\$ 11,177	Completed
<b>Totals</b>	<b>\$ 4,993,907</b>	<b>\$ 3,256,744</b>	<b>\$ 1,737,163</b>	
<b>Project in Progress</b>				
<b>Facility</b>	<b>Budget</b>	<b>Project Est. C</b>	<b>(Over) Under</b>	<b>Comments</b>
Cedar Hill Recreation Center	\$ 641,484	\$ 310,000	\$ 331,484	Tier II analysis complete, under redesign w/ savings
Garden Home Recreation Center	\$ 497,388	\$ 497,388	\$ -	Tier II analysis complete. One component added not on approved list- NW covered playground roof
HMT Aquatic Center Roof Replacement	\$ 200,000	\$ 200,000	\$ -	To fund structural portion of roof replacement
<b>Totals</b>	<b>\$ 1,338,872</b>	<b>\$ 1,007,388</b>	<b>\$ 331,484</b>	
<b>Proposed Project Additions - to be funded from existing savings</b>				
Beaverton Swim Center	\$ -	\$ 87,000	\$ (87,000)	New shear wall for existing canopy to connect to
Garden Home Recreation Center	\$ -	\$ 108,000	\$ (108,000)	Modification and reinforcement of covered play area on NW side of building
Auto gas meter shut off valves	\$ -	\$ 15,000	\$ (15,000)	Auto shut-off valves at all district facilities
<b>Totals</b>	<b>\$ -</b>	<b>\$ 210,000</b>	<b>\$ (210,000)</b>	

To this point, these savings have not been considered for transfer to a different category since the approved project list was a subset of the complete project list identified by the structural engineer. However, given the savings in this category, even after the addition of the three



proposed additional projects, staff are exploring the potential of using savings in this category to cover budget shortfalls in other bond fund categories. If the savings shown above were transferred to another category, the district would still have met, or exceeded, all the commitments identified in the original project list approved in August 2009. While this potential transfer has not been discussed with the Bond Oversight Committee, the previous decision to not transfer them was a staff assumption rather than direction from the committee. If the board of directors is open to considering this transfer, staff will bring a final recommendation to the board at the September 22 meeting.



## MEMO

**DATE:** August 1, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Jim McElhinny, Director of Park & Recreation Services

**RE:** **Out of District Fees Procedures**

### Introduction

THPRD's 2013 Strategic Plan and Service and Financial Sustainability Plan were adopted by the board of directors in December 2013. The Strategic Plan set forth the overarching goals, objectives and action steps to guide the district's operations over the next 10 years, while the Service and Financial Sustainability Plan outlined targets and strategies to move the district forward with an appropriate resource allocation strategy and establish a new cost recovery philosophy. Recommendations in the Service and Financial Sustainability Plan included a review of the district's out-of-district fees (formally referred to as non-resident fees).

### Background

The 2013 Comprehensive Plan Update recommended that the district encourage out-of-district usage to help ensure that classes, workshops, and clinics reach minimum enrollment or fill to capacity (meeting the class/program minimums increases the participation opportunities for in-district patrons). Therefore, setting appropriate, but non-restrictive, out-of-district user fees and service rates preserves the benefit to the in-district resident and property owner for their property tax investment, while encouraging participation by others. However, THPRD residents would still retain priority use and registration benefits such as early registration.

The Comprehensive Plan Update recommended that the district consider several steps identified in the Service and Financial Sustainability Plan, specifically:

- **Target 7** - Revise current Non-Resident Fee policy.
- **Strategy 17.h** - THPRD will encourage non-resident participation to add to cost recovery.

As outlined at the May 5, 2014 regular board meeting, a team of staff was charged with investigating and developing cost effective options to increase out-of-district participation. Staff investigated many ideas and settled on three primary options to address the "fair and equitable fees for participation in district programs and for use of district facilities by district residents and non-resident users," as noted in THPRD's District Compiled Policies, Finance Chapter 6.01.

**Option A:** A flat-rate assessment that provides the entire household with in-district pricing for all programs and activities (current practice).

**Option B:** An additional 20-30% premium is charged, with no flat-rate assessment, for each program and/or activity.

**Option C:** Allow the out-of-district patron to choose either Option A or Option B, depending on their level of activity.

Additionally, staff investigated the timing of out-of-district registration (relative to in-district registration), fees for the affiliated sports groups, and drop-in programs. At the conclusion of the investigation phase, all options were applied to each area of focus to assure that the goal was being met and assuring that in-district benefits were retained.

A survey was posted on the district's website, included in all social media communication, copies made available at all centers, and staff actively engaged with patrons to ask for feedback. More than 900 surveys were returned and 63% of respondents were in-district. Of the three options presented 75% supported Option C (choice of either an annual or quarterly assessment or a 25% premium). The survey results for out-of district registration timing were 30% 24 hours, 30% 48 hours and 40% 72 hours (Exhibit A).

Staff held two joint advisory committees meetings to outline the process and options - April 23 at the Elsie Stuhr Center and April 24 at the Howard M. Terpenning Recreation Complex. The predominance of feedback on the topic supported Option C while the preference of the out-of-district registration timing was inconclusive.

Through the investigation it was determined that out-of-district participation in registered programs has changed +1.4% (FY 10/11), -1.3% (FY 11/12), -.7% (FY 12/13) and -3.3% (FY 13/14) over the past four fiscal years. Assessment purchases have changed -5.5% (FY 10/11), -5.1% (FY 11/12), -3.4% (FY 12/13) and +.2% (FY 12/14) over the past four fiscal years (Exhibit B) and 98% of current assessment purchases are in quarterly units. Out-of-district participation accounted for 17% of revenue in registration based programs during FY 2013/14 (Exhibit C).

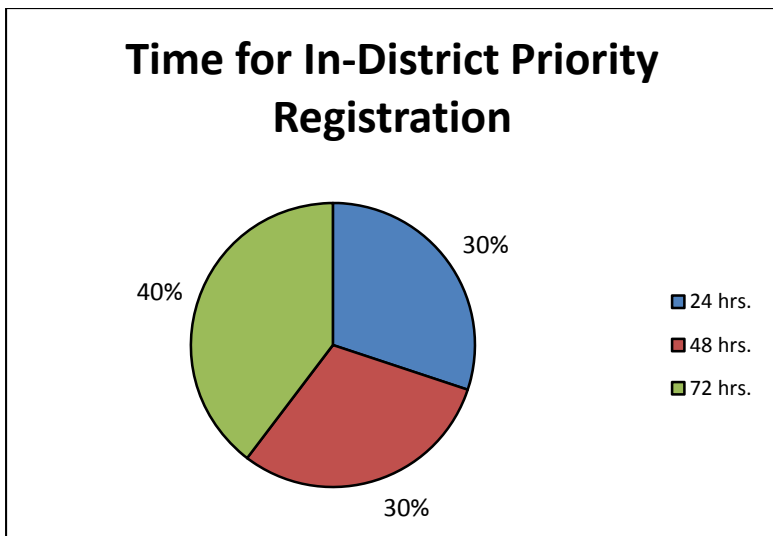
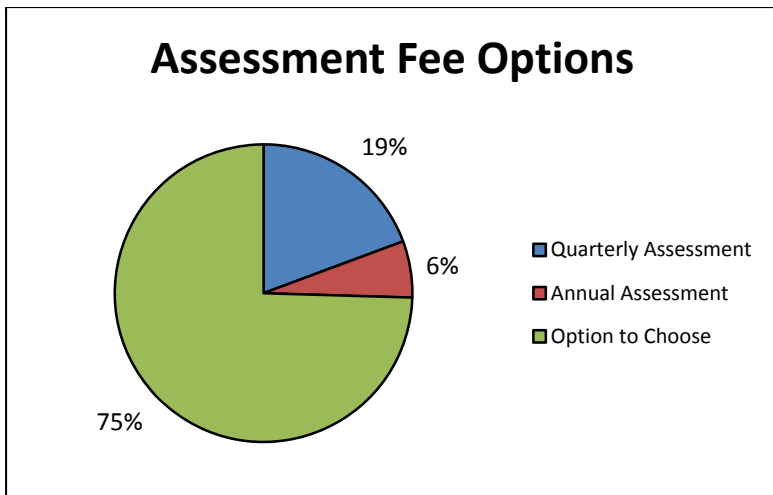
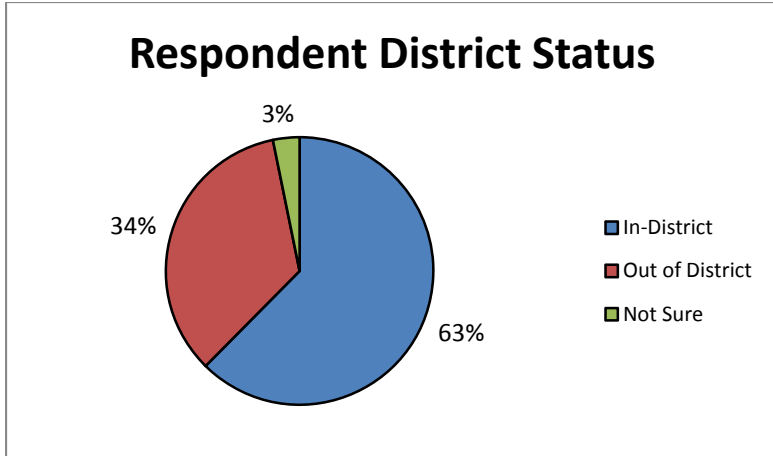
### **Recommendations**

Staff is recommending the following changes to the current out-of-district pricing and registration practice.

1. Retain the current out-of-district assessment fee pricing and continue offering both the annual assessment and the quarterly assessment.
2. Offer out-of-district patrons the option to purchase all district-offered services at a 25% premium in lieu of a paid assessment (registration-based programs, passes and drop-in programs).
3. Adjust the out-of-district registration to a 48-hour delay (Monday 8:00 am) for on-line and phone-in registration.
4. Adjust the out-of-district walk-in registration from Friday 8:00 am to Tuesday 8:00 am, 24-hours after in-district walk-in begins.

### **Action Requested**

Staff is requesting board acceptance of all recommended procedural changes for out-of-district fees as presented for implementation beginning January 1, 2015.



**Exhibit B**

**Out of District Participation and Revenue Summary**

	Total Asmnts Sold	Asmnt Revenue	% change count	% change revenue	Total Patrons Registered	% OD Registered	OD Revenue	% change enrolled	% change revenue	OD Passes Sold	Revenue	% change sold	% change revenue
<b>FY 9/10</b>	6872	\$489,999	YOY	YOY	93,028		\$714,220	YOY	YOY	1143	\$94,526	YOY	YOY
<b>FY 10/11</b>	6176	\$463,138	-10.1%	-5.5%	94,365	11.0%	\$685,992	1.4%	-4.0%	1061	\$86,794	-7.2%	-8.2%
Summer 2011					35,289	13.0%	\$396,500						
Fall 2011					22,213	11.0%	\$139,040						
Winter 2012					18,177	10.0%	\$113,414						
Spring 2012					17,415	10.0%	\$96,260						
<b>FY 11/12</b>	5698	\$439,314	-7.7%	-5.1%	93,094	11.0%	\$745,214	-1.3%	8.6%	1027	\$93,803	-3.2%	8.1%
Summer 2012					35,289	13.0%	\$399,463						
Fall 2012					21,503	10.0%	\$133,488						
Winter 2013					18,965	9.0%	\$107,352						
Spring 2013					16,689	9.0%	\$93,101						
<b>FY 12/13</b>	5339	\$424,384	-6.3%	-3.4%	92,446	11.0%	\$733,404	-0.7%	-1.6%	1029	\$99,703	0.2%	6.3%
Summer 2013					33,712	13.0%	\$411,717						
Fall 2013					20,939	10.0%	\$148,879						
Winter 2014					16,686	10.0%	\$112,007						
Spring 2014					18,056	9.0%	\$111,992						
<b>FY 13/14 <sup>1)</sup></b>	5205	\$425,293	-2.5%	0.2%	89,393	11.0%	\$784,595	-3.3%	7.0%	690	\$69,074	-32.9%	-30.7%

<sup>1)</sup> FY 13/14 Aquatic OD Pass Revenues of \$19,056 were diverted to lane rental fees

**Exhibit C, OD Class Registration Detail**

**FISCAL YEAR 2010-2011**

<b>Registration Figures</b>																								
	<b>Summer 2010</b>						<b>Fall 2010</b>						<b>Winter/ Spring 2011</b>						<b>10/11 Fiscal Year Totals</b>					
<b>Aquatics</b>	Attend Total	Attend OD	%	Rev Total	Rev OD	%	Attend Total	Attend OD	%	Rev Total	Rev OD	%	Attend Total	Attend OD	%	Rev Total	Rev OD	%	Attend Total	Attend OD	%	Rev Total	Rev OD	%
Aloha	1,294	167	13%	\$64,690	\$8,389	13%	907	126	14%	\$42,573	\$6,127	14%	1,581	212	13%	\$78,714	\$10,973	14%	3,782	505	13%	\$185,977	\$25,489	14%
Aquatic Center	1,717	173	10%	\$104,129	\$11,564	11%	669	22	3%	\$29,059	\$969	3%	1,624	91	6%	\$79,363	\$4,397	6%	4,010	286	7%	\$212,550	\$16,930	8%
Beaverton	2,667	446	17%	\$120,556	\$20,963	17%	1,862	294	16%	\$81,934	\$2,736	3%	3,218	437	14%	\$158,767	\$22,406	14%	7,747	1,177	15%	\$361,257	\$46,105	13%
Conestoga AQ	2,001	416	21%	\$98,625	\$20,342	21%	1,470	222	15%	\$92,580	\$15,160	16%	2,059	367	18%	\$100,014	\$18,059	18%	5,530	1,005	18%	\$291,219	\$53,561	18%
Harman	1,005	137	14%	\$34,854	\$4,854	14%	794	109	14%	\$32,141	\$4,024	13%	1,507	206	14%	\$68,477	\$9,781	14%	3,306	452	14%	\$135,471	\$18,660	14%
Raleigh	257	19	7%	\$17,133	\$992	6%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	257	19	7%	\$17,133	\$992	6%
Somerset	589	47	8%	\$28,888	\$2,049	7%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	589	47	8%	\$28,888	\$2,049	7%
Sunset	870	102	12%	\$46,154	\$5,222	11%	736	67	9%	\$28,389	\$2,738	10%	952	69	7%	\$45,429	\$3,350	7%	2,558	238	9%	\$119,971	\$11,310	9%
<b>Sub Total</b>	<b>10,400</b>	<b>1,507</b>	<b>14%</b>	<b>\$515,027</b>	<b>\$74,375</b>	<b>14%</b>	<b>6,438</b>	<b>840</b>	<b>13%</b>	<b>\$306,675</b>	<b>\$31,755</b>	<b>10%</b>	<b>10,941</b>	<b>1,382</b>	<b>13%</b>	<b>\$530,763</b>	<b>\$68,966</b>	<b>13%</b>	<b>27,779</b>	<b>3,729</b>	<b>13%</b>	<b>\$1,352,465</b>	<b>\$175,096</b>	<b>13%</b>
<b>Recreation</b>																								
Athletic Center	1,962	210	11%	\$103,527	\$14,152	14%	1,467	105	7%	\$40,229	\$2,736	7%	1,663	106	6%	\$72,393	\$4,365	6%	5,092	421	8%	\$216,149	\$21,253	10%
Tennis	2,306	259	11%	\$88,076	\$9,379	11%	2,963	418	14%	\$102,605	\$12,275	12%	4,241	567	13%	\$163,760	\$17,666	11%	9,510	1,244	13%	\$354,440	\$39,320	11%
Stuhr	1,704	58	3%	\$55,664	\$2,708	5%	1,695	48	3%	\$94,921	\$4,139	4%	2,841	117	4%	\$143,035	\$8,106	6%	6,240	223	4%	\$293,619	\$14,953	5%
NPIC	1,137	103	9%	\$116,641	\$13,171	11%	473	55	12%	\$30,100	\$5,412	18%	661	73	11%	\$36,990	\$5,306	14%	2,271	231	10%	\$183,731	\$23,889	13%
Cooper Mountain	165	42	25%	\$10,762	\$2,936	27%	86	28	33%	\$1,553	\$575	37%	173	57	33%	\$5,236	\$1,289	25%	424	127	30%	\$17,551	\$4,800	27%
Jenkins Estate	468	131	28%	\$83,272	\$37,082	45%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	468	131	28%	\$83,272	\$37,082	45%
Community Schools	0	0	0%	\$0	\$0	0%	33	3	9%	\$816	\$71	9%	0	0	0%	\$0	\$0	0%	33	3	9%	\$816	\$71	9%
Cedar Hills	5,404	468	9%	\$482,787	\$42,757	9%	3,598	208	6%	\$276,054	\$14,509	5%	6,873	400	6%	\$444,838	\$26,059	6%	15,875	1,076	7%	\$1,203,679	\$83,326	7%
Conestoga REC	7,024	1,257	18%	\$624,248	\$116,502	19%	2,776	363	13%	\$124,888	\$16,848	13%	5,017	743	15%	\$288,094	\$46,415	16%	14,817	2,363	16%	\$1,037,230	\$179,765	17%
Garden Home	4,270	564	13%	\$392,949	\$59,340	15%	3,123	319	10%	\$221,465	\$21,323	10%	4,095	370	9%	\$307,372	\$25,772	8%	11,488	1,253	11%	\$921,787	\$106,436	12%
<b>Sub Total</b>	<b>24,440</b>	<b>3,092</b>	<b>13%</b>	<b>\$1,957,925</b>	<b>\$298,028</b>	<b>15%</b>	<b>16,214</b>	<b>1,547</b>	<b>10%</b>	<b>\$892,631</b>	<b>\$77,888</b>	<b>9%</b>	<b>25,564</b>	<b>2,433</b>	<b>10%</b>	<b>\$1,461,718</b>	<b>\$134,980</b>	<b>9%</b>	<b>66,218</b>	<b>7,072</b>	<b>11%</b>	<b>\$4,312,274</b>	<b>\$510,895</b>	<b>12%</b>
<b>Term/Yr End Totals</b>	<b>34,840</b>	<b>4,599</b>	<b>13%</b>	<b>\$2,472,952</b>	<b>\$372,403</b>	<b>15%</b>	<b>22,652</b>	<b>2,387</b>	<b>11%</b>	<b>\$1,199,306</b>	<b>\$109,643</b>	<b>9%</b>	<b>36,505</b>	<b>3,815</b>	<b>10%</b>	<b>\$1,992,481</b>	<b>\$203,946</b>	<b>10%</b>	<b>93,997</b>	<b>10,801</b>	<b>11%</b>	<b>\$5,664,739</b>	<b>\$685,992</b>	<b>12%</b>

**FISCAL YEAR 2011-2012**

<b>Registration Figures</b>																														
	<b>Summer 2011</b>						<b>Fall 2011</b>						<b>Winter 2012</b>						<b>Spring 2012</b>						<b>11/12 Fiscal Year Totals</b>					
<b>Aquatics</b>	Attend Total	Attend OD	%	Rev Total	Rev OD	%	Attend Total	Attend OD	%	Rev Total	Rev OD	%	Attend Total	Attend OD	%	Rev Total	Rev OD	%	Attend Total	Attend OD	%	Rev Total	Rev OD	%	Attend Total	Attend OD	%	Rev Total	Rev OD	%
Aloha	1,433	211	15%	\$77,941	\$12,022	15%	1,042	147	14%	\$54,007	\$8,194	15%	626	94	15%	\$39,621	\$6,252	16%	930	117	13%	\$53,548	\$6,967	13%	4,031	569	14%	\$225,117	\$33,434	15%
Aquatic Center	1,334	68	5%	\$95,207	\$5,648	6%	1,125	81	7%	\$59,046	\$4,149	7%	783	44	6%	\$46,666	\$2,618	6%	905	27	3%	\$49,566	\$1,548	3%	4,147	220	5%	\$250,485	\$13,963	6%
Beaverton	2,543	357	14%	\$132,427	\$19,778	15%	1,923	340	18%	\$109,236	\$18,783	17%	1,466	217	15%	\$87,927	\$13,847	16%	2,034	273	13%	\$108,678	\$15,325	14%	7,966	1,187	15%	\$438,268	\$67,733	15%
Conestoga AQ	1,893	371	0%	\$99,717	\$20,497	21%	1,214	201	17%	\$54,002	\$8,688	16%	974	183	19%	\$58,256	\$11,103	19%	1,171	189	0%	\$58,190	\$9,689	17%	5,252	944	18%	\$270,164	\$49,976	18%
Harman	800	109	14%	\$39,188	\$5,488	14%	832	106	13%	\$40,394	\$5,106	13%	481	56	12%	\$29,877	\$3,152	11%	607	65	11%	\$36,650	\$3,565	10%	2,720	336	12%	\$146,109	\$17,311	12%
Raleigh	158	9	6%	\$9,257	\$590	6%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	158	9	6%	\$9,257	\$590	6%
Somerset	731	42	6%	\$39,386	\$2,151	5%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	731	42	6%	\$39,386	\$2,151	5%
Sunset	867	92	11%	\$48,395	\$5,908	12%	808	74	9%	\$38,216	\$3,812	10%	517	45	9%	\$23,130	\$2,077	9%	0	0	0%	\$0	\$0	0%	2,192	211	10%	\$109,741	\$11,797	11%
<b>Sub Total</b>	<b>9,759</b>	<b>1,259</b>	<b>70%</b>	<b>\$541,518</b>	<b>\$72,082</b>	<b>13%</b>	<b>6,944</b>	<b>949</b>	<b>14%</b>	<b>\$354,901</b>	<b>\$48,731</b>	<b>14%</b>	<b>4,847</b>	<b>639</b>	<b>13%</b>	<b>\$285,478</b>	<b>\$39,048</b>	<b>14%</b>	<b>5,647</b>	<b>671</b>	<b>12%</b>	<b>\$306,632</b>	<b>\$37,095</b>	<b>12%</b>	<b>27,197</b>	<b>3,518</b>	<b>13%</b>	<b>\$1,488,528</b>	<b>\$196,956</b>	<b>13%</b>
<b>Recreation</b>																														
Athletic Center	2,773	313	11%	\$162,588	\$20,361	13%	1,555	133	9%	\$49,977	\$3,910	8%	785	83	11%	\$45,948	\$4,761	10%	809	55	7%	\$36,979	\$2,680	7%	5,922	584	10%	\$295,491	\$31,712	11%
Tennis	2,238	269	12%	\$87,402	\$11,282	13%	3,204	493	15%	\$109,871	\$14,211	13%	2,843	355	12%	\$96,833	\$10,614	11%	1,899	284	15%	\$73,568	\$10,111	14%	10,184	1,401	14%	\$367,673	\$46,217	13%
Stuhr	1,427	46	3%	\$49,525	\$2,165	4%	1,510	58	4%	\$80,701	\$4,397	5%	1,391	61	4%	\$73,883	\$4,255	6%	1,420	41	3%	\$74,122	\$3,113	4%	5,748	206	4%	\$278,231	\$13,930	5%
NPIC	1,469	190	13%	\$168,808	\$25,527	15%	441	32	7%	\$33,079	\$2,662	8%	368	26	7%	\$32,365	\$3,478	11%	265	9	3%	\$8,231	\$395	5%	2,543	257	10%	\$242,483	\$32,062	13%
Cooper Mountain	256	71	28%	\$18,284	\$3,838	21%	58	16	28%	\$902	\$239	26%	48	6	13%	\$2,240	\$201	9%	65	25	38%	\$1,345	\$342	25%	427	118	28%	\$22,771	\$4,619	20%
Jenkins Estate	404	110	27%	\$66,219	\$27,286	41%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	0	0	0%	\$0	\$0	0%	404	110	27%	\$66,219	\$27,286	41%
Cedar Hills	6,167	540	9%	\$577,443	\$56,960	10%	3,753	240	6%	\$305,667	\$17,279	6%	3,687	182	5%	\$268,057	\$12,592	5%	3,628	225	6%	\$219,481	\$16,353	7%	17,235	1,187	7%	\$1,370,648	\$103,184	8%
Conestoga REC	7,011	1,229	18%	\$635,630	\$117,988	19%	2,804	409	15%	\$184,134	\$30,737	17%	2,356	300	13%	\$152,912	\$22,492	15%	2,035	241	12%	\$122,228	\$16,383	13%	14,206	2,179	15%	\$1,094,905	\$187,600	17%
Garden Home	3,665	484	13%	\$370,387	\$59,013	16%	1,834	188	10%	\$166,180	\$16,874	10%	1,803	182	10%	\$143,494	\$15,972	11%	1,606	189	12%	\$99,491	\$9,790	10%	8,908	1,043	12%	\$779,552	\$101,648	13%
<b>Sub Total</b>	<b>25,410</b>	<b>3,252</b>	<b>13%</b>	<b>\$2,136,287</b>	<b>\$324,418</b>	<b>15%</b>	<b>15,159</b>	<b>1,569</b>	<b>10%</b>	<b>\$930,511</b>	<b>\$90,308</b>	<b>10%</b>	<b>13,281</b>	<b>1,195</b>	<b>9%</b>	<b>\$815,731</b>	<b>\$74,366</b>	<b>9%</b>	<b>11,727</b>	<b>1,069</b>	<b>9%</b>	<b>\$635,444</b>	<b>\$59,166</b>	<b>9%</b>	<b>65,577</b>	<b>7,085</b>	<b>11%</b>	<b>\$4,517,973</b>	<b>\$548,258</b>	<b>12%</b>
<b>Term/Yr End Totals</b>	<b>35,169</b>	<b>4,511</b>	<b>13%</b>	<b>\$2,677,806</b>	<b>\$396,500</b>	<b>15%</b>	<b>22,103</b>	<b>2,518</b>	<b>11%</b>	<b>\$1,285,411</b>	<b>\$139,040</b>	<b>11%</b>	<b>18,128</b>	<b>1,834</b>	<b>10%</b>	<b>\$1,101,209</b>	<b>\$113,414</b>	<b>10%</b>	<b>17,374</b>	<b>1,740</b>	<b>10%</b>	<b>\$942,076</b>	<b>\$96,260</b>	<b>10%</b>	<b>92,774</b>	<b>10,603</b>	<b>11%</b>	<b>\$6,006,501</b>	<b>\$745,214</b>	<b>12%</b>





## MEMO

**DATE:** August 1, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Jim McElhinny, Director of Park & Recreation Services

**RE:** Patron Discounts Procedures

### Introduction

THPRD's 2013 Strategic Plan and Service and Financial Sustainability Plan were adopted by the board of directors in December 2013. The Strategic Plan set forth the overarching goals, objectives and action steps to guide the district's operations over the next 10 years, while the Service and Financial Sustainability Plan outlined targets and strategies to move the district forward with an appropriate resource allocation strategy and establish a new cost recovery philosophy. Recommendations in the Service and Financial Sustainability Plan included a review of the district's patron discounts.

### Background

THPRD currently offers the following program discounts:

- Seniors: All seniors, 55 years and above, receive a 25% discount on drop-in programs, classes requiring pre-registration and passes. However, the current senior discount level at the Elsie Stuhr Center is 30%. This discount will decrease to 25% on January 1, 2015.
- Special Needs: For registered classes/programs designed specifically for patrons with disabilities, the class fee is calculated to include a 40% discount.
- Military: The district does not currently offer a discount for military personnel.

THPRD's 2013 Comprehensive Plan Update recommended that the district consider several implementation strategies identified in the Service and Financial Sustainability Plan. The specific strategy addressing patron discounts stated:

- **Strategy 17.G** – THPRD will consider phasing out discounted fees for select groups, and/or raising the age for senior discounts.

As presented at the May 5, 2014 board of directors meeting, an in-house policy review team was formed to research the patron discount topic and gather information through surveying other agencies as well as THPRD users in order to develop a patron discounts recommendation for seniors, military personnel and patrons with special needs. The review included eligibility and level of discount.

The survey of park and recreation organizations (106 respondents) revealed a wide range of discounts offered for the three categories under review.

- 88.7% of respondents offer senior discounts (ranging from 5%-50% discounts on fees)
- 26.4% of respondents offer military discounts
- 37.7% of respondents offer discounts for guests with special needs



The survey conducted of park district users, online or distributed through park district facilities revealed a split in opinion, mostly regarding the senior discount topic. The survey revealed that 39% of the respondents wanted to maintain the senior age at 55 years. However, the second highest percentage of respondents (30%) support the Social Security/Medicare age of 65 years, as recommended in the 2013 Comprehensive Plan Update. The opinions on level of discount reflected a similar split in opinion: 59% of the respondents supported a 20% discount while second highest percentage of 25% supported a 10% discount.

Staff held two joint advisory committee meetings to outline the process and options regarding discounts: May 23 at the Elsie Stuhr Center and May 24 at the Howard M. Terpenning Complex. At the May 23 meeting held at the Elsie Stuhr Center, the majority of those in attendance were Elsie Stuhr Center patrons. After much discussion those in attendance agreed that 65 years of age and 10% discount is reasonable and in-line with other discounts offered to seniors in the community.

**Recommendations**

Staff is recommending the following changes to the current patron discounts offered to select groups:

1. Offer discounts of 10% to select groups including seniors, special needs, and military personnel\* and their dependents (anyone with a government-issued military ID).
2. Adjust the senior age to the Social Security/Medicare eligibility age, which is currently 65 years and allow for automatic adjustments as the age changes.
3. Offer a 10% discount on programs specifically designed for individuals with special needs (i.e. Camp Rivendale, Therapeutic Recreation, Specialized Aquatics, etc.)
4. Ensure no double discounts are afforded to any one individual.

\* Military includes active duty, current guard/reserve, retirees, veterans and military dependents.

**Implementation**

Due to the impact these changes represent, a phased-in process is recommended in order to minimize the impact on individuals within these select groups. The policy review team recommends the following phase-in schedule:

Senior age (all changes to be initiated January 1 of the noted year):

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
56yrs	57yrs	58yrs	59yrs	60yrs	61yrs	62yrs	63yrs	64yrs	65yrs

This schedule ensures that those who currently qualify for senior discounts will not be harmed due to the implementation of the discounts criteria.

Level of discount for seniors and programs for those with special needs

(All changes to be initiated for summer registration of the noted year):

2015	2016	2017
20%	15%	10%

The new discount for military personnel and their dependents will begin at the recommended level of 10%.

**Action Requested**

Staff is asking the board to accept all recommended procedural changes for patron discounts as presented for implementation beginning January 1, 2015, and as noted.



## MEMO

**DATE:** August 1, 2014  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** General Manager's Report for August 11, 2014

### **Washington County Master Gardeners Project at Jenkins Estate**

District staff have been working with the Oregon State University Extension Service and Washington County Master Gardeners to establish a Learning Garden at the Jenkins Estate. The garden will be open to the public and will provide educational opportunities for all ages, such as educating school children and adults in gardening techniques, producing food for donations, and a showplace for landscaping ideas. A slideshow of the new garden will be presented at the August board meeting.

### **Sunday Trailways**

The district's third annual Sunday Trailways event is set for Sunday, September 21, from 11 am to 3 pm. This year's event will celebrate the completed Westside Regional Trail. A variety of fun and educational activities are planned along the route for bicyclists, walkers and runners. Entertainment, grand opening, and other activities are planned in the Hart Meadows Park area.

### **First Fridays in Beaverton**

The district was represented at downtown Beaverton's First Friday event on August 2. Staff hosted THPRD tables at the event to promote the upcoming fall program registration and other activities. Over 100 attendees approached the THPRD table to ask questions and pick up activity guides, fliers, and promotional materials. Questions were varied and ranged from patrons requesting information on park rentals to the upcoming Groovin' on the Grass concert. Staff followed up with information with 12 patrons who completed information request cards for specific areas of interest. Staff will also be attending the September 5 First Friday event to promote our dog parks.

### **Board of Directors Meeting Schedule**

The following dates have been proposed for the board of directors meeting schedule over the next few months:

- September Regular Board Meeting – Monday, September 22, 2014
- October Regular Board Meeting – No Meeting Scheduled
- November Regular Board Meeting – Monday, November 3, 2014



## MEMO

**DATE:** July 31, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** **HMT Tennis and Aquatic Centers Roofing Projects**

### Introduction

The Tennis and Aquatic centers are funded to be reroofed in the summer of 2015. Staff is currently negotiating with a consultant team to oversee the reroofing design and to further investigate the deterioration of the pool roof structure. The consultant will consider the interrelationship of the many pool maintenance projects and propose additional opportunities that could enhance the longevity, energy performance, functionality, sustainability and aesthetic of the two centers.

### Background

The roofs of both buildings have reached the end of their useful lives and have started to experience problems with leaking. In 2009, the district engaged a structural engineer to assess the remaining life expectancy. Based on their assessment, the district engaged a potential roofing system manufacturer to prepare a design and cost estimate. This cost estimate enabled the projects to be included for funding in the FY 2013/14 and FY 2014/15 budgets.

The assessment by the structural engineer determined that the corrosion in the pool roof system would likely require complete removal and replacement of the structural ceiling panels and the steel joists would need cleaning, repair and recoating. They also determined the existing tennis and pool structures were not capable of any additional roof loads, such as solar panels, and are considered substandard for heavy snow loads.

### Proposal Request

The Tennis and Aquatic Centers are scheduled to be reroofed in the same time frame as a single project to enable economy of scale. The Tennis Center will be a fairly straight forward design and reroofing process. The pool will be much more complicated due to its structural degradation and the interrelated projects the Maintenance Department is scheduled to complete during the same closure.

The district has considered alternate contracting methods (design-build or Construction Manager/General Contractor [CMGC]), but has ultimately decided that the traditional design-bid-build process provided the greatest opportunity to consider all elements related to design. A new consultant team will be contracted to specify the roof design, integrate the multiple projects and propose other potential options including daylight, storm water detention, ventilation, solar energy, pool deck enlargement, etc.

The consultant team's tasks, listed below, can have a substantial impact on the future of both centers. The consultant's tasks will also include additional structural investigation to minimize risk exposure from structural damage.

Basic Scope for Consultants:

1. Roof system design
  - a. Roof color selection - impact on outdoor tennis court for ball visibility
2. HVAC commissioning/Pool
  - a. Atmospheric factors, condensation (roof system)
3. HVAC controls, design parameters/Pool
4. Existing louver repair/Pool
  - a. Impact to dive program and manual override of control
5. Structural capacity/Tennis and Pool
  - a. Existing capacity and snow loads
6. Structural damage and repair/Pool
  - a. Risk management - prepare for worst case scenario
7. Cost estimating

With the impact to the buildings as a whole and a lengthy closure, the consultant will also brainstorm ideas and develop optional concepts that may be implemented during the construction and/or prepare for future projects.

Optional Design Concepts

1. Daylighting/Pool
2. Photovoltaic energy options
3. Solar hot water options
4. Pool deck enlargement
  - a. Interior berm removal on west side
5. Passive or active ventilation/Pool
6. Storm water retention/treatment
7. Structural upgrade/code implications
8. Other optional designs yet to be determined
9. Cost estimating

Once a design is finalized, options developed and costs estimated, staff will return to the board to present the findings and seek direction. We anticipate that the project will go to bid in February 2015.

Project Budget and Cost Estimate

<b>Budget Item</b>	<b>Pool Estimate</b>	<b>Tennis Estimate</b>
<b>Project Budget</b>	<b>\$1,000,000</b> (\$800,000 from the General Fund Capital Replacements and \$200,000 from Bond Structural/Seismic Upgrades.	<b>\$868,000</b>
Estimated Soft Costs (including design)	\$120,000 (80%)	\$30,000 (20%)
Estimated Direct Construction Cost	\$705,000 (including \$225,000 estimated for ceiling pan replacement)	\$721,500
Contingency at 15%	\$150,000	\$130,200
<b>Total Projected Cost</b>	<b>\$975,000</b>	<b>\$881,700</b>
Estimated Cost (Over) Under Budget	\$25,000	(\$13,700)

**Benefits of Proposal**

Proceeding with the design for these replacements provides the best opportunity to evaluate design alternatives given the significant investment being made in these roof replacements. This work will keep the project on schedule for replacement of the roofs in summer 2015, which will ensure that these critical facilities remain functional for many years to come.

**Potential Downside of Proposal**

There is no apparent downside of this proposal.

**Action Requested**

No action is requested at this time. Staff has provided this information as a status report and will return to the board with design updates as they are available, and for contract approvals as required by purchasing rules.



## Management Report to the Board August 11, 2014

### **Communications & Outreach**

*Bob Wayt, Director of Communications & Outreach*

1. The consensus among district staff who coordinated the 2014 Party in the Park was that it was the best ever. Encouraged by plentiful sunshine and temperatures in the low 80s, a crowd estimated at 9,500 swarmed onto the HMT Complex on July 26 to enjoy a wide range of free activities. Despite the record number of attendees, parking was not a problem. Everything ran smoothly and any challenges were dealt with quickly. Vendors, sponsors and exhibitors were thrilled with the turnout and execution. District staff are already looking forward to celebrating a milestone in 2015: the 10<sup>th</sup> annual Party in the Park.
2. August will feature two more bond-related special events. On Aug. 12, the district will celebrate the grand opening of Barsotti Park in Aloha. And on Aug. 26, a similar event will be held at Hansen Ridge Park in the Bethany area. THPRD has already staged six special events since May to celebrate bond projects completed in late 2013 or early 2014.
3. The Concerts & Theater in the Park season is winding to a close after another successful run. The final event, a concert at Raleigh Park, will be Aug. 14. The Groovin' on the Grass concert with Robert Cray is Aug. 9 at HMT. It will mark the first time THPRD has charged for a concert. The \$5 admission fee is actually a great bargain for a mini-blues festival featuring Cray, a five-time Grammy Award winner and Blues Hall of Famer.

### **Community Partnerships**

*Geoff Roach, Director of Community Partnerships*

1. Overview: Access for All Initiative, SW Quadrant Community Park and Champions Too Field progressed. Champions Council, Tualatin Hills Park Foundation, and THPRD are aligning well. Fundraising is underway. Developments during July to Aug. 2014 include:
  - Campaign developments:
    - Nearing 100% gift pledging by Champions Council.
    - Foundations:
      - Applications being submitted starting Aug. 1, 2014.
      - Application submittal schedule for the coming year is understood.
      - Pre-submittal meetings and communication with priority foundations are being held.
  - Individual donor prospects:
    - Champions Council has identified donor prospects from their networks.
    - Scheduling donor calls now.

### **Aquatics**

*Sharon Hoffmeister, Superintendent of Aquatic Program Services*

1. Summer programs are going very well. The wonderful weather has been great for the outdoor pools. The lesson program and open swims are busy. Fitness class attendance is strong as well. Fall program registration begins Saturday, Aug. 16.

2. Portland Area Aquatic Council hosted the 2014 Lifeguard Games at Portland State University on July 19. This event has not taken place in the Portland area for over 20 years. The Aquatics Department sent a strong team of seven staff to represent THPRD at this year's competition. The events tested lifeguard skills as well as speed. We tied for first with the team from Multnomah Athletic Club.
3. The Aquatic Center will be closed Aug. 31 to Sept. 14 for replacement of the expansion joint at the break line in the pool tank. Raleigh and Somerset will be open on a limited schedule during this time.

### **Maintenance**

*Jon Campbell, Superintendent of Maintenance Operations*

1. Maintenance staff has been conducting site tours to enhance connections between Maintenance department staff, as well as staff from other departments in the district. Since this past April the Maintenance and Natural Resources staff has been giving bi-weekly field presentations to as many as 20 staff from various departments. The presentations allow field staff the opportunity to talk about primary and secondary ownership and the services they provide on a daily basis. It is also a good opportunity for office staff to learn and see what is happening in our parks and facilities.
2. The district has purchased a 2014 Subaru XV Crosstrek Hybrid to replace the Ford Escape as the new vehicle for Park Patrol. The Subaru was compared in both price and fuel efficiency to the Toyota Highlander and the Nissan Pathfinder; the Subaru had the lowest price and highest efficiency. The Crosstek replaces the 2009 Ford Escape Hybrid which accumulated approximately 130,000 miles over the past five years. The Ford Escape is no longer available in a hybrid model.

### **Natural Resources & Trails Management**

*Bruce Barbarasch, Superintendent of Natural Resources & Trails Management*

1. Fanno Creek Trail Bank Stabilization. Crews have started reshaping and rebuilding the banks of the creek north of Hall Blvd. to protect the trail and improve habitat. The project is expected to be completed by mid-August.
2. Camp Enrollment. Interpretive Programs are having the highest summer enrollment numbers on record. Things are going well and patrons are excited about the programs.
3. Nature Revealed. The bond-funded interpretive art project is making positive progress. All artists are in the construction phase with the first art scheduled to be installed in Jordan Woods in early August.
4. Plant Kaleidoscope. The Friends of the Tualatin Hills Nature Park used challenge grant funds to purchase and install a large, outdoor kaleidoscope which uses living plants.

### **Planning & Development**

*Steve Gulgren, Superintendent of Planning & Development*

1. Ben Graf Trail: All project permits have been received and construction is underway. The contractor, Green Thumb Landscape, began mobilizing in early July, and is currently dewatering the creek to install the boardwalk pier foundations. The boardwalk is being fabricated by Western Wood Structures and will be delivered in mid-August for installation

by Green Thumb. Installation of the boardwalk will be completed prior to the Sept. 30 in-water work period deadline. Also related to permit conditions, the trail will be paved with porous concrete. Construction is expected to be completed in mid-October and the trail should be opened to the public by the end of the year.

2. Veterans Memorial Park: The board-approved master plan for the park received City of Beaverton land use approval in July 2013. Since then, staff has continued to work with American Legion Post #124 on the planning of two additional memorials at the park pursuant to the master plan. The Revolutionary War memorial proposed by the Sons of the American Revolution and approved by the board is still pending funding by the SAR and final design approval by staff. A Vietnam memorial wall owned by the Beaverton Elks Lodge was also considered during the park's master planning phase. Staff is currently working with stakeholders to determine the feasibility of relocating this memorial from the Elks Lodge to the park. The memorial commemorates Oregon soldiers lost during the Vietnam conflict and is the first memorial erected in the United States that commemorates all of the soldiers from a single state. It was officially dedicated by Governor Tom McCall in 1968.

### **Programs & Special Activities**

*Lisa Novak, Superintendent of Programs & Special Activities*

1. The Elsie Stuhr Center August day trips include Geology of the Columbia River Gorge, Discovery Willamette River Cruise, and Heceta Head Lighthouse and the Sea Lion Caves.
2. Elsie Stuhr Center staff and volunteers are gearing up for the Harvest Bazaar on September 5. They began accepting donations on August 4.

### **Recreation**

*Eric Owens, Superintendent of Recreation*

1. Cedar Hills Recreation Center's new archery program is off to a good start with 120 children participating in the first camps. Additionally, each all-day camp has had an archery session each week. Adult and youth archery classes are scheduled for fall term as well as an archery tournament to be held during fall festival.
2. The first two Cedar Hills Recreation Center Hot Dog Wednesdays have been a great success. With the support of the Cedar Hills Friends group, staff has scheduled five Wednesdays this summer to provide hot dogs and Rec Mobile activities including the bounce house, arts & crafts and field games. Close to 250 families have participated in the first three events. The next events will be Aug. 6 and Aug. 20.
3. Garden Home Recreation Center's ADA parking lot walkway improvements are scheduled to take place Aug. 4 to 15. The project will add concrete paths connecting the upper (north) parking lot with the main entrance. A raised sidewalk in the front of the building will improve the appearance of the building while greatly increasing the safety of our patrons. The project is being funded by both the Garden Home Friends group and capital funds.
4. The Conestoga Recreation & Aquatic Center's Big Truck Day event will be held Saturday, Aug. 16 from 10 am until noon. We are expecting another big event!



## **Security Operations**

*Mike Janin, Superintendent of Security Operations*

1. Park Patrol Officer John Townsend received an outstanding letter of appreciation from the daughter of a woman that John rescued while on patrol, Wednesday night, July 23. John witnessed the 75 year old woman lying on a county road, apparently after taking a spill from her bicycle. John activated the emergency lights on the Park Patrol vehicle and positioned it on the roadway to protect the woman. John then insisted that she not move and summoned paramedics. The woman was transported to an area hospital where it was discovered she had broken her hip. In the thank you letter the daughter writes, "I have always enjoyed the parks in my area. Now I have one more reason to love the parks and keep supporting them in any way."

## **Sports**

*Scott Brucker, Superintendent of Sports*

1. MLS All-Star Events: The Portland Timbers hosted the 2014 MLS All-Star week July 30 through Aug. 6. Thirteen games and practices with FC Bayern from Munich, Germany, were held on the HMT Complex.
2. Wounded Warrior/NIKE: NIKE sponsored Navy veterans with Wounded Warrior Project for a week-long track and field camp. Cycling events were held on the HMT Complex and the shot put/discus was held at Sunset High School. THPRD staff assisted with venue logistics.

## **Business Services**

*Cathy Brucker, Finance Manager*

*Nancy Hartman Noye, Human Resources Manager*

*Mark Hokkanen, Risk & Contract Manager*

*Seth Reeser, Operations Analysis Manager*

*Phil Young, Information Services Manager*

1. The Risk & Contract Management Department has received a request from AT&T Wireless to co-locate telecommunication equipment within an existing PGE transmission tower located on the Waterhouse Linear Park north of Walker Road. Staff will begin completing the procedures within Operational Policy 2.05.02, Telecommunication Equipment on District Property, which will include a public meeting conducted by the provider. A final recommendation will be presented to the board at a future date. To date, THPRD has 26 lease agreements with telecommunication carriers, with annual revenues of \$253,000.
2. The Information Services Department has completed the public Wi-Fi installation at the Aloha Swim Center. This brings us to a total of nine facilities offering free public Wi-Fi to our patrons, including: HMT Recreation Complex (Aquatic Center, Athletic Center, Tennis Center and Dryland conference room), Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Garden Home Recreation Center, Nature Park Interpretive Center, Harman Swim Center, Fanno Creek Service Center and Sunset Swim Center. District-wide, about 1,950 patrons per week are using the public Wi-Fi this summer.
3. Bill Leong, United States Tennis Association Director, Diversity & Inclusion, presented the onsite training session *Teamwork & Innovation through Cross-Cultural Inclusion* during the month of June. Through a mix of exercises and lecture, Bill encouraged THPRD employees to think critically about diversity and inclusion personally as well as at an organizational level. Attendees were encouraged to examine their own cultural norms and compare their norms to those of the district. As a group, employees explored the idea of a "diversity

mission statement” and agreed that THPRD would benefit from developing such a statement. Many employees left the training discussing how to improve diversity and inclusion at THPRD. The training was voluntary and approximately 25 employees, from a variety of departments, attended.

4. Staff is currently working on the goal outcome development for FY 2015/16, which will incorporate both the Strategic Plan goal framework and the Service and Financial Sustainability Analysis themes and goals into the goal outcomes. The revised goal outcome recommendations will be presented for board approval at the September board meeting.
5. Staff is investigating the use of Square technology for debit/credit acceptance using mobile devices at special events. The first use will be at Groovin’ on the Grass, with five stations staffed with Square-equipped iPads to process admission fees. The technology provides a low-cost, convenient method to accommodate patron needs, and is easily adapted to different venues and events.

**Quarterly Grant Report  
FY 2013/14 & FY 2014/15**

Potential Funding Source	Coordinator	Amount Requested	Purpose	Date Submitted	Due Date	Decision Date	Outcome	Comments
<b>OPRD Recreation Trails Program</b>	<b>Brad Hauschild</b>	<b>\$109,200</b>	<b>Waterhouse Trail Improvements at John Marty Park</b>		<b>7/25/2014</b>	<b>December 2014/January 2015</b>		
Oregon Parks & Rec Dept Local Government Grant	Brad Hauschild	\$40,000	Terra Linda Park picnic pavilion	4/4/2014	4/4/2014	<b>September, 2014</b>		
Oregon Parks & Rec Dept Local Government Grant	Brad Hauschild	\$212,500	Roger Tilbury Memorial Park Phase 2	4/4/2014	4/4/2014		<b>Denied</b>	
Oregon Parks & Rec Dept Land & Water Conservation Fund	Brad Hauschild	\$50,000	Raleigh Park picnic pavilion	3/28/2014	3/28/2014		Denied	
Metro Nature in Neighborhoods Capital Grant	Nancy Chase/Aisha Willits	\$136,435	Assistance in property acquisition to expand Lilly K. Johnson Woods Natural Area	1/24/2014	1/24/2014	June, 2014	<b>Awarded</b>	Would add to a previous grant awarded for the same purpose
ArtPlace America	Bruce Barbarasch	\$198,000	Art & artist workshops for Nature Revealed Project	12/13/2013	12/13/2013	2/14/2014	Denied	
ODOT ConnectOregon V	Brad Hauschild	\$600,000	Waterhouse Trail #4 - construction	11/22/2013	11/25/2013	August, 2014	Denied	
WCVA Tourism Grant	Bruce Barbarasch	\$45,000	Discovering Nature through Art	8/26/2013		Spring, 2014		Asked to revise, will wait to resubmit

\* New information is highlighted.

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Groovin' on the Grass @ HMT Recreation Complex
<b>10</b>	<b>11</b> Board Meeting 7pm @ Dryland/HMT Stuhr Center Advisory Committee 10am	<b>12</b> Parks Advisory Committee 6pm	<b>13</b> Recreation Advisory Committee 7pm	<b>14</b> Summer Concert in the Park @ Raleigh Swim Center/Park	<b>15</b>	<b>16</b> Big Truck Day @ Conestoga
<b>17</b>	<b>18</b>	<b>19</b> Trails Advisory Committee 6:30pm Natural Resources Advisory Committee 6:30pm	<b>20</b>	<b>21</b> Sports Advisory Committee 1pm	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

2014

# September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> HOLIDAY	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Stuhr Center Advisory Committee 10am	<b>9</b> Parks Advisory Committee 6pm	<b>10</b> Aquatics Advisory Committee 7pm	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Trails Advisory Committee 7pm	<b>17</b>	<b>18</b> Sports Advisory Committee 1pm  Recreation Advisory Committee 7pm	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> Board Meeting 7pm @ Dryland/HMT	<b>23</b> Natural Resources Advisory Committee 6:30pm	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

2014

# October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> Stuhr Center Advisory Committee 10am	<b>14</b> Parks Advisory Committee 6pm	<b>15</b> Aquatics Advisory Committee 7pm	<b>16</b> Sports Advisory Committee 1pm  Recreation Advisory Committee 7pm	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> Trails Advisory Committee 7pm	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b> Natural Resources Advisory Committee 6:30pm	<b>29</b>	<b>30</b>	<b>31</b>	

2014

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 6/30/2014**

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>GENERAL FUND</b>													
<b>CAPITAL OUTLAY DIVISION</b>													
<b>CARRY FORWARD PROJECTS</b>													
JQAY House Renovation	100,000	1,800		100,000	1,800	87,371	-	1,800	Budget	89,171	1,800	10,829	-
Challenge Grant Competitive Fund	30,000	30,000		30,000	30,000	-	29,500	-	Complete	29,500	29,500	500	500
Signage Master Plan	75,000	53,000		75,000	53,000	31,567	37,264	20,381	Award	89,212	57,645	(14,212)	(4,645)
East Tennis Air Structure	255,700	255,700	170,250	425,950	425,950	148,641	238,756	-	Complete	387,397	238,756	38,553	187,194
Fanno Creek Trail Management	62,000	59,000		62,000	59,000	2,720	36,689	22,311	Budget	61,720	59,000	280	-
GHRC Exterior Siding	69,183	61,470		69,183	61,470	12,548	65,307	-	Complete	77,855	65,307	(8,672)	(3,837)
GHRC Exterior Painting	12,600	12,600		12,600	12,600	-	13,338	-	Complete	13,338	13,338	(738)	(738)
Energy Savings Performance Contract Phase 2	674,736	304,604		674,736	304,604	156,700	220,087	80,325	Award	457,112	300,412	217,624	4,192
Pedestrian Pathways (18 sites)	145,891	145,087		145,891	145,087	64,719	49,601	-	Complete	114,320	49,601	31,571	95,486
Greenway Playground	55,543	55,543		55,543	55,543	55,323	-	-	Complete	55,323	-	220	55,543
Concrete Sidewalks (8 sites)	35,343	35,343		35,343	35,343	26,129	1,628	-	Complete	27,757	1,628	7,586	33,715
Brookhaven Park - Bridge & Boardwalk Replacement	35,000	19,211		35,000	19,211	50,667	250	-	Complete	50,917	250	(15,917)	18,961
Summercrest Tennis	14,720	14,720		14,720	14,720	-	14,720	-	Complete	14,720	14,720	-	-
Lost Park Tennis Court Resurfacing	14,000	14,000		14,000	14,000	-	11,200	-	Complete	11,200	11,200	2,800	2,800
HSC Pool Circulation Pump Pad	8,750	5,250	4,000	12,750	9,250	3,500	14,839	-	Complete	18,339	14,839	(5,589)	(5,589)
Orientation Video	20,000	20,000		20,000	20,000	-	13,800	-	Complete	13,800	13,800	6,200	6,200
Parking Lots	6,400	6,400		6,400	6,400	6,100	-	-	Complete	6,100	-	300	6,400
FCSC Gas Line Replacement	40,000	40,000		40,000	40,000	-	15,008	-	Complete	15,008	15,008	24,992	24,992
<b>TOTAL CARRYOVER PROJECTS</b>	<b>1,654,866</b>	<b>1,133,728</b>	<b>174,250</b>	<b>1,829,116</b>	<b>1,307,978</b>	<b>645,985</b>	<b>761,987</b>	<b>124,817</b>		<b>1,532,789</b>	<b>886,804</b>	<b>296,327</b>	<b>421,174</b>
<b>ATHLETIC FACILITY REPLACEMENT</b>													
Synthetic Turf Beaverton High School			400,000	400,000	400,000	-	485,658	-	Complete	485,658	485,658	(85,658)	(85,658)
Tennis Court Crack Repairs - 2 sites			6,000	6,000	6,000	-	2,600	-	Complete	2,600	2,600	3,400	3,400
Basketball Court Lifts - Cooper Mountain Park			8,000	8,000	8,000	-	9,400	-	Complete	9,400	9,400	(1,400)	(1,400)
Tennis Court Resurfacing - 2 sites			66,800	66,800	66,800	-	66,170	-	Complete	66,170	66,170	630	630
CRA Basketball Backboards / Frames			26,680	26,680	26,680	-	14,270	19,682	Award	33,952	33,952	(7,272)	(7,272)
CHRC Support Basketball Backboards			2,000	2,000	2,000	-	2,295	-	Complete	2,295	2,295	(295)	(295)
<b>TOTAL ATHLETIC FACILITY REPLACEMENT</b>			<b>509,480</b>	<b>509,480</b>	<b>509,480</b>	<b>-</b>	<b>580,393</b>	<b>19,682</b>		<b>600,075</b>	<b>600,075</b>	<b>(90,595)</b>	<b>(90,595)</b>
<b>ATHLETIC FACILITY IMPROVEMENT</b>													
Shock Absorbency (Gmax) Testing Unit			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
<b>TOTAL ATHLETIC FACILITY IMPROVEMENT</b>			<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>	<b>-</b>	<b>14,000</b>		<b>14,000</b>	<b>14,000</b>	<b>-</b>	<b>-</b>
<b>PARK AND TRAIL REPLACEMENTS</b>													
Play Equipment (3 sites)			168,000	168,000	168,000	-	158,206	6,248	Award	164,454	164,454	3,546	3,546
Irrigation & Drainage System Repairs			20,430	20,430	20,430	-	20,155	-	Complete	20,155	20,155	275	275
Commonwealth Lake Park - Picnic Tables and Benches			13,680	13,680	13,680	-	10,425	2,395	Award	12,820	12,820	860	860
Fences (3 sites)			5,900	5,900	5,900	-	10,159	-	Complete	10,159	10,159	(4,259)	(4,259)
Hazeldale Park Pervious Paving			40,000	40,000	40,000	-	37,741	-	Complete	37,741	37,741	2,259	2,259
Asphalt Path Replacement & Repairs			156,380	156,380	156,380	-	155,171	1,209	Award	156,380	156,380	-	-
Concrete Sidewalks			146,242	146,242	146,242	-	107,460	10,436	Award	117,896	117,896	28,346	28,346
Brookhaven Boardwalk Installation			120,000	120,000	120,000	-	82,490	-	Complete	82,490	82,490	37,510	37,510
Center Street Boardwalk Repair			1,500	1,500	1,500	-	712	-	Complete	712	712	788	788
Fanno Creek Bridge Repair			-	-	-	-	1,500	-	Complete	1,500	1,500	(1,500)	(1,500)
Jenkins Estate Irrigation			-	-	-	-	1,778	-	Complete	1,778	1,778	(1,778)	(1,778)
<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>			<b>672,132</b>	<b>672,132</b>	<b>672,132</b>	<b>-</b>	<b>585,797</b>	<b>20,288</b>		<b>606,085</b>	<b>606,085</b>	<b>66,047</b>	<b>66,047</b>
<b>PARK AND TRAIL IMPROVEMENTS</b>													
Memorial Benches			8,000	8,000	8,000	-	6,803	1,158	Award	7,961	7,961	39	39
ODOT Grant-Westside Trail #18 easement			141,750	141,750	141,750	-	34,231	107,519	Budget	141,750	141,750	-	-
Trash Cans in Parks			10,000	10,000	10,000	-	9,800	-	Complete	9,800	9,800	200	200
Fanno Creek Trail Greenway Erosion Solution			75,000	75,000	75,000	18,730	23,242	50,295	Award	92,267	73,537	(17,267)	1,463
Equipment for Green Waste On-site Recycling			59,500	59,500	59,500	-	59,094	-	Complete	59,094	59,094	406	406
Irrigation Equipment Efficiency Upgrades			10,175	10,175	10,175	-	10,039	-	Complete	10,039	10,039	136	136
Equipment for Pathway Repair			10,000	10,000	10,000	-	5,189	-	Complete	5,189	5,189	4,811	4,811
Wanda Peck Park Retaining / Sitting Wall Footing			7,000	7,000	7,000	-	20,400	-	Complete	20,400	20,400	(13,400)	(13,400)
FCSC Trash Compactor Hydraulic Arm			6,500	6,500	6,500	-	6,275	-	Complete	6,275	6,275	225	225
QR Fit Trail Signage			4,645	4,645	4,645	-	-	3,195	Award	3,195	3,195	1,450	1,450
Art Installation Grant			365,000	365,000	365,000	-	-	-	Cancelled	-	-	365,000	365,000
N. Bethany Trail 2 RTP Grant			100,000	100,000	100,000	-	-	-	Cancelled	-	-	100,000	100,000
Vista Brook Park LGGP Grant			25,000	25,000	25,000	-	25,000	-	Complete	25,000	25,000	-	-
<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>			<b>822,570</b>	<b>822,570</b>	<b>822,570</b>	<b>18,730</b>	<b>200,073</b>	<b>162,167</b>		<b>380,970</b>	<b>362,240</b>	<b>441,600</b>	<b>460,330</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 6/30/2014**

Description	Project Budget				Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>CHALLENGE GRANTS</b>													
Challenge Grants			97,500	97,500	97,500	-	47,812	49,688	Budget	97,500	97,500	-	-
TOTAL CHALLENGE GRANTS			97,500	97,500	97,500	-	47,812	49,688		97,500	97,500	-	-
<b>BUILDING REPLACEMENTS</b>													
HMT Tennis Center Roof			868,000	868,000	868,000	-	1,723	866,277	Budget	868,000	868,000	-	-
Raleigh Pool Deck Design			30,000	30,000	30,000	-	4,569	3,931	Award	8,500	8,500	21,500	21,500
Weight Rm Equipment Replacement - 2 sites			21,000	21,000	21,000	-	20,597	-	Complete	20,597	20,597	403	403
Generator for Special Events			1,850	1,850	1,850	-	1,792	-	Complete	1,792	1,792	58	58
BSC Tank Resurface			61,000	61,000	61,000	-	58,480	-	Complete	58,480	58,480	2,520	2,520
Chlorine Booster Pump - 4 sites			6,180	6,180	6,180	-	2,892	-	Complete	2,892	2,892	3,288	3,288
HSC Dive Board			4,110	4,110	4,110	-	4,810	-	Complete	4,810	4,810	(700)	(700)
CRA Leisure Pool Fountains			18,000	18,000	18,000	-	700	-	Complete	700	700	17,300	17,300
BSC Domestic Water Heater			7,000	7,000	7,000	-	14,100	-	Complete	14,100	14,100	(7,100)	(7,100)
Resurface Floors @ 2 sites			27,055	27,055	27,055	-	16,385	-	Complete	16,385	16,385	10,670	10,670
Refinish Wood Floors/Courts @ 4 sites			20,300	20,300	20,300	-	18,922	-	Complete	18,922	18,922	1,378	1,378
Replace Tile Floors @ 2 sites			29,500	29,500	29,500	-	26,768	-	Complete	26,768	26,768	2,732	2,732
Carpet @ Cedar Hills Rec Ctr			12,000	12,000	12,000	-	10,098	-	Complete	10,098	10,098	1,902	1,902
Cooper Mountain - Reseal Concrete Floor			6,250	6,250	6,250	-	3,900	-	Complete	3,900	3,900	2,350	2,350
AC Metal Transition Plates			5,000	5,000	5,000	-	4,807	-	Complete	4,807	4,807	193	193
Jenkins Interior Doors Paint			9,000	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
SSC Doors & Sidelights SW Store Front			8,630	8,630	8,630	-	7,737	-	Complete	7,737	7,737	893	893
NPIC Transom Window Openers			7,500	7,500	7,500	-	8,151	-	Complete	8,151	8,151	(651)	(651)
GHRC Fire Door Replacement			6,000	6,000	6,000	-	5,012	-	Complete	5,012	5,012	988	988
Door Replacements @ 2 sites			6,000	6,000	6,000	-	4,836	-	Complete	4,836	4,836	1,164	1,164
CRA Classroom & Pool Deck Blinds			4,673	4,673	4,673	-	3,622	-	Complete	3,622	3,622	1,051	1,051
Jenkins Elevator Guide Shoes			2,200	2,200	2,200	-	1,380	-	Complete	1,380	1,380	820	820
Ductwork Cleaning @ 2 sites			18,911	18,911	18,911	-	12,950	-	Complete	12,950	12,950	5,961	5,961
50M Dive Tower Louvers			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
BSC Condensation Piping for Boilers			3,000	3,000	3,000	-	3,500	-	Complete	3,500	3,500	(500)	(500)
GHRC Exterior Siding (Phase 3)			40,000	40,000	40,000	-	34,660	-	Complete	34,660	34,660	5,340	5,340
FCSC Skylights			12,000	12,000	12,000	-	11,400	-	Complete	11,400	11,400	600	600
CRA Parking Lot Drain Line			8,000	8,000	8,000	-	6,497	-	Complete	6,497	6,497	1,503	1,503
NPIC Roof Gutter Downspouts			5,500	5,500	5,500	-	9,249	-	Complete	9,249	9,249	(3,749)	(3,749)
GHRC Fire Escape Stairs			5,000	5,000	5,000	-	3,850	-	Complete	3,850	3,850	1,150	1,150
HMT South Fields Playground Canopies			8,000	8,000	8,000	-	10,900	-	Complete	10,900	10,900	(2,900)	(2,900)
Stuhr Center Parking Lot			26,666	26,666	26,666	-	10,500	16,166	Award	26,666	26,666	-	-
CHRC Commercial Refrigerator & Ice Maker			-	-	-	-	3,240	-	Complete	3,240	3,240	(3,240)	(3,240)
HSC HVAC System			-	-	-	-	8,394	-	Complete	8,394	8,394	(8,394)	(8,394)
50Mtr Skylight Coating			-	-	-	-	4,500	-	Complete	4,500	4,500	(4,500)	(4,500)
50Mtr Pool Circulation Pump & Motor			-	-	-	-	29,596	-	Complete	29,596	29,596	(29,596)	(29,596)
Boiler Heat Pump at Harman Swim Center			-	-	-	-	1,305	-	Complete	1,305	1,305	(1,305)	(1,305)
South Concession Stand Fryer			-	-	-	-	1,350	-	Complete	1,350	1,350	(1,350)	(1,350)
NPIC Replacement Stove/Oven			-	-	-	-	738	-	Complete	738	738	(738)	(738)
Pool Pump & Motor at SSW			-	-	-	-	3,297	-	Complete	3,297	3,297	(3,297)	(3,297)
TOTAL BUILDING REPLACEMENTS			1,297,825	1,297,825	1,297,825	-	377,207	904,874		1,282,081	1,282,081	15,744	15,744
<b>BUILDING IMPROVEMENTS</b>													
Aqua Climb			9,180	9,180	9,180	-	-	9,180	Budget	9,180	9,180	-	-
Hand Dryer Pilot Study - PCC			3,700	3,700	3,700	-	3,883	-	Complete	3,883	3,883	(183)	(183)
FCSC Electrical Improvements Lease Space			-	-	-	-	48,989	-	Complete	48,989	48,989	(48,989)	(48,989)
FCSC Remodel			132,000	132,000	132,000	-	89,994	30,488	Award	120,482	120,482	11,518	11,518
TOTAL BUILDING IMPROVEMENTS			144,880	144,880	144,880	-	142,866	39,668		182,534	182,534	(37,654)	(37,654)



**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 6/30/2014**

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>ADA PROJECTS</b>													
Portable Stairs for Pools			34,800	34,800	34,800	-	24,049	-	Complete	24,049	24,049	10,751	10,751
Wonderland Park - Ramp, Curbing & Picnic Table			13,200	13,200	13,200	-	13,200	-	Complete	13,200	13,200	-	-
Ramp to Play Area (2 sites)			5,000	5,000	5,000	-	3,600	-	Complete	3,600	3,600	1,400	1,400
CHRC Ramp			9,500	9,500	9,500	-	14,094	-	Complete	14,094	14,094	(4,594)	(4,594)
Stuhr Center Asphalt Pathways			5,500	5,500	5,500	-	5,500	-	Complete	5,500	5,500	-	-
TOTAL ADA PROJECTS			68,000	68,000	68,000	-	60,443	-		60,443	60,443	7,557	7,557
<b>TOTAL CAPITAL OUTLAY DIVISION</b>	<b>1,654,866</b>	<b>1,133,728</b>	<b>3,800,637</b>	<b>5,455,503</b>	<b>4,934,365</b>	<b>664,715</b>	<b>2,756,578</b>	<b>1,335,184</b>		<b>4,756,477</b>	<b>4,091,762</b>	<b>699,026</b>	<b>842,603</b>
<b>INFORMATION SERVICES DEPARTMENT</b>													
Workstations / Notebooks			67,000	67,000	67,000	-	32,213	-	Complete	32,213	32,213	34,787	34,787
Server Replacements			35,000	35,000	35,000	-	28,547	-	Complete	28,547	28,547	6,453	6,453
LAN / WAN Replacement			5,000	5,000	5,000	-	4,520	-	Complete	4,520	4,520	480	480
Printers / Network Printers			5,000	5,000	5,000	-	1,435	-	Complete	1,435	1,435	3,565	3,565
Cisco Phone Servers			55,000	55,000	55,000	-	50,147	-	Complete	50,147	50,147	4,853	4,853
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			167,000	167,000	167,000	-	116,862	-		116,862	116,862	50,138	50,138
Misc. Application Software			10,000	10,000	10,000	-	10,458	-	Complete	10,458	10,458	(458)	(458)
Plotter / Scanner			8,200	8,200	8,200	-	8,110	-	Complete	8,110	8,110	90	90
FCSC Fire Suppression Backup			74,000	74,000	74,000	-	48,636	-	Complete	48,636	48,636	25,364	25,364
MACC Grant - Comcast Residential Lines			12,000	12,000	12,000	-	-	-	Cancelled	-	-	12,000	12,000
Workstation and Phone			1,500	1,500	1,500	-	-	-	Complete	-	-	1,500	1,500
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			105,700	105,700	105,700	-	67,204	-		67,204	67,204	38,496	38,496
<b>TOTAL INFORMATION SYSTEMS DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>272,700</b>	<b>272,700</b>	<b>272,700</b>	<b>-</b>	<b>184,066</b>	<b>-</b>		<b>184,066</b>	<b>184,066</b>	<b>88,634</b>	<b>88,634</b>
<b>MAINTENANCE DEPARTMENT</b>													
<b>FLEET REPLACEMENTS</b>													
Crew Cab Trucks w Landscape Box			130,000	130,000	130,000	-	130,164	-	Complete	130,164	130,164	(164)	(164)
SUV 4x4			35,000	35,000	35,000	-	27,082	-	Complete	27,082	27,082	7,918	7,918
Cargo Van			22,000	22,000	22,000	-	19,744	-	Complete	19,744	19,744	2,256	2,256
52" Mowers (2)			14,000	14,000	14,000	-	14,038	-	Complete	14,038	14,038	(38)	(38)
72" Mower			13,500	13,500	13,500	-	13,175	-	Complete	13,175	13,175	325	325
Electric Utility Vehicles			36,000	36,000	36,000	-	34,585	-	Complete	34,585	34,585	1,415	1,415
Field Tractor			45,000	45,000	45,000	-	41,390	-	Complete	41,390	41,390	3,610	3,610
Aerator Seeder			22,000	22,000	22,000	-	14,679	-	Complete	14,679	14,679	7,321	7,321
Field Aerators (2)			14,000	14,000	14,000	-	12,269	-	Complete	12,269	12,269	1,731	1,731
Tire Changer			12,000	12,000	12,000	-	10,501	-	Complete	10,501	10,501	1,499	1,499
TOTAL FLEET REPLACEMENTS			343,500	343,500	343,500	-	317,627	-		317,627	317,627	25,873	25,873
<b>TOTAL MAINTENANCE DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>343,500</b>	<b>343,500</b>	<b>343,500</b>	<b>-</b>	<b>317,627</b>	<b>-</b>		<b>317,627</b>	<b>317,627</b>	<b>25,873</b>	<b>25,873</b>
<b>GRAND TOTAL GENERAL FUND</b>	<b>1,654,866</b>	<b>1,133,728</b>	<b>4,416,837</b>	<b>6,071,703</b>	<b>5,550,565</b>	<b>664,715</b>	<b>3,258,271</b>	<b>1,335,184</b>		<b>5,258,170</b>	<b>4,593,455</b>	<b>813,533</b>	<b>957,110</b>

**Tualatin Hills Park and Recreation District**  
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**Through 6/30/2014**

Description	Project Budget				Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>SDC FUND</b>													
<u>LAND ACQUISITION</u>													
DEQ Mahmood Property Clean Up	-	-	-	-	-	-	756	-	Complete	756	756	(756)	(756)
Land Acquisition (FY 13)	1,100,000	1,100,000	(740,617)	359,383	359,383	9,400	24,910	334,473	Budget	368,783	359,383	(9,400)	-
North Bethany Creek Property Acquisition	-	-	614,575	614,575	614,575	-	614,575	-	Complete	614,575	614,575	-	-
Brugger Property Acquisition	-	-	126,042	126,042	126,042	-	126,042	-	Complete	126,042	126,042	-	-
Land Acquisition (FY 14)	-	-	500,000	500,000	500,000	-	6,847	493,153	Budget	500,000	500,000	-	-
<b>TOTAL LAND ACQUISITION</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>500,000</b>	<b>1,600,000</b>	<b>1,600,000</b>	<b>9,400</b>	<b>773,130</b>	<b>827,626</b>		<b>1,610,156</b>	<b>1,600,756</b>	<b>(10,156)</b>	<b>(756)</b>
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
Fanno Creek Trail	2,011,950	76,000	-	2,011,950	76,000	1,907,067	39,420	31,761	Award	1,978,248	71,181	33,702	4,819
MTIP Grant Match Westside Trail	82,205	20,000	-	82,205	20,000	69,587	3,679	16,321	Budget	89,587	20,000	(7,382)	-
Bonny Slope / BSD Trail Development	175,000	175,000	-	175,000	175,000	-	-	175,000	Budget	175,000	175,000	-	-
Graf Meadows Park - Trail Connection	300,000	180,500	-	300,000	180,500	67,296	75,948	104,552	Budget	247,796	180,500	52,204	-
Waterhouse Trail - Bronson St west of Bethany Blvd	250,000	204,000	-	250,000	204,000	50,000	87,863	-	Complete	137,863	87,863	112,137	116,137
PCC Rock Creek Complex - Dog Park Construction	144,000	25,000	3,500	147,500	28,500	16,078	134,693	-	Complete	150,771	134,693	(3,271)	(106,193)
Future Dog Park Construction - Site to be determined	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Fanno Creek Trail - Hall Blvd Crossing	-	-	384,250	384,250	384,250	-	176,753	207,497	Budget	384,250	384,250	-	-
Waterhouse Trail - Project Management	-	-	10,500	10,500	10,500	-	-	10,500	Budget	10,500	10,500	-	-
Timberland Park - Project Management	-	-	34,000	34,000	34,000	-	-	34,000	Budget	34,000	34,000	-	-
LGGP Grant Match - Vista Brook Park	-	-	28,500	28,500	28,500	-	28,500	-	Complete	28,500	28,500	-	-
Undesignated Projects	-	-	4,037,852	4,037,852	4,037,852	-	-	4,037,852	Budget	4,037,852	4,037,852	-	-
<b>TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS</b>	<b>3,013,155</b>	<b>730,500</b>	<b>4,498,602</b>	<b>7,511,757</b>	<b>5,229,102</b>	<b>2,110,028</b>	<b>546,856</b>	<b>4,667,483</b>		<b>7,324,367</b>	<b>5,214,339</b>	<b>187,390</b>	<b>14,763</b>
<b>Total - SDC Fund</b>	<b>4,113,155</b>	<b>1,830,500</b>	<b>4,998,602</b>	<b>9,111,757</b>	<b>6,829,102</b>	<b>2,119,428</b>	<b>1,319,986</b>	<b>5,495,109</b>		<b>8,934,523</b>	<b>6,815,095</b>	<b>177,234</b>	<b>14,007</b>

**KEY**  
Budget Estimate based on original budget - not started and/or no basis for change  
Deferred Some or all of Project has been eliminated to reduce overall capital costs for year.  
Award Estimate based on Contract Award amount or quote price estimates  
Complete Project completed - no additional estimated costs to complete.

**Tualatin Hills Park and Recreation District**  
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Quad-rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9) = (10)	(6)/(9)	
<b>BOND CAPITAL PROJECTS FUND</b>													
<b><u>New Neighborhood Parks Development</u></b>													
SE	91-901	AM Kennedy Park & Athletic Field	1,285,250	50,470	1,335,720	1,005,674	680,856	1,686,530	-	Complete	1,686,530	(350,810)	100.0%
SW	91-902	Barsotti Park & Athletic Field	1,285,250	27,134	1,312,384	307,254	950,851	1,258,105	-	Complete	1,258,105	54,279	100.0%
NW	91-903	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,035	787,185	177,492	576,251	753,743	-	Complete	753,743	33,442	100.0%
SW	91-904	Roy Dancer Park	771,150	16,308	787,458	110,984	540,288	651,272	-	Complete	651,272	136,186	100.0%
NE	91-905	Roger Tilbury Park	771,150	16,302	787,452	167,730	123,618	291,348	646,176	Bid Award	937,524	(150,072)	31.1%
<b>Total New Neighborhood Parks Development</b>			<b>4,883,950</b>	<b>126,249</b>	<b>5,010,199</b>	<b>1,769,134</b>	<b>2,871,864</b>	<b>4,640,998</b>	<b>646,176</b>		<b>5,287,174</b>	<b>(276,975)</b>	<b>87.8%</b>
Authorized Use of Savings from Bond Issuance Administration Category			-	276,975	276,975	-	-	-	-	N/A	-	276,975	n/a
<b>Total New Neighborhood Parks Development</b>			<b>4,883,950</b>	<b>403,224</b>	<b>5,287,174</b>	<b>1,769,134</b>	<b>2,871,864</b>	<b>4,640,998</b>	<b>646,176</b>		<b>5,287,174</b>	<b>-</b>	<b>87.8%</b>
<b><u>Renovate &amp; Redevelop Neighborhood Parks</u></b>													
NE	91-906	Cedar Mill Park, Trail & Athletic Fields	1,125,879	23,924	1,149,803	112,654	191,783	304,437	721,842	Bid Award	1,026,279	123,524	29.7%
SE	91-907	Camille Park	514,100	28,634	542,734	585,289	182	585,471	-	Complete	585,471	(42,737)	100.0%
NW	91-908	Somerset West Park	1,028,200	21,958	1,050,158	89,547	64,751	154,298	2,122,769	A&E	2,277,067	(1,226,909)	6.8%
NW	91-909	Pioneer Park and Bridge Replacement	544,934	21,059	565,993	218,219	315,139	533,358	-	Complete	533,358	32,635	100.0%
SE	91-910	Vista Brook Park	514,100	20,452	534,552	348,216	385,284	733,500	-	Complete	733,500	(198,948)	100.0%
<b>Total Renovate &amp; Redevelop Neighborhood Parks</b>			<b>3,727,213</b>	<b>116,027</b>	<b>3,843,240</b>	<b>1,353,925</b>	<b>957,139</b>	<b>2,311,064</b>	<b>2,844,611</b>		<b>5,155,675</b>	<b>(1,312,435)</b>	<b>44.8%</b>
<b><u>New Neighborhood Parks Land Acquisition</u></b>													
NW	98-880-a	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,467	1,528,467	1,041,404	-	1,041,404	-	Complete	1,041,404	487,063	100.0%
NW	98-880-b	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	27,558	1,033,377	1,060,935	-	Complete	1,060,935	(1,060,935)	100.0%
NW	98-880-c	New Neighborhood Park - NW Quadrant	-	-	-	-	36,849	36,849	688,316	Award	725,165	(725,165)	5.1%
NW	98-880-d	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	-	62,712	62,712	-	Complete	62,712	(62,712)	100.0%
NE	98-745-a	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,735	1,527,735	525,108	-	525,108	-	Complete	525,108	1,002,627	100.0%
NE	98-745-b	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	31,870	1,531,870	2,090,608	4,117	2,094,725	-	Complete	2,094,725	(562,855)	100.0%
SW	98-746-a	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,453	1,524,453	1,058,925	-	1,058,925	-	Complete	1,058,925	465,528	100.0%
SW	98-746-b	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	545,669	1,082	546,751	-	Complete	546,751	(546,751)	100.0%
SW	98-746-c	New Neighborhood Park - SW Quadrant (Hung easement for Roy Dancer Park)	-	-	-	60,006	-	60,006	-	Complete	60,006	(60,006)	100.0%
SE	98-747	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,558,347	883	2,559,230	-	Complete	2,559,230	(1,043,683)	100.0%
NW	98-748	New Neighborhood Park (North Bethany) (McGettigan)	1,500,000	23,667	1,523,667	1,629,690	-	1,629,690	-	Complete	1,629,690	(106,023)	100.0%
UND	98-749	New Neighborhood Park - Undesignated	-	-	-	-	-	-	-	Reallocated	-	-	0.0%
<b>Sub-total New Neighborhood Parks</b>			<b>9,000,000</b>	<b>151,739</b>	<b>9,151,739</b>	<b>9,537,315</b>	<b>1,139,020</b>	<b>10,676,335</b>	<b>688,316</b>		<b>11,364,651</b>	<b>(2,212,912)</b>	<b>93.9%</b>
Authorized Use of Savings from New Community Park Land Acquisition Category			-	1,656,103	1,656,103	-	-	-	-	N/A	-	1,656,103	n/a
Authorized Use of Savings from Community Center / Community Park Land Acquisition Category			-	556,809	556,809	-	-	-	-	N/A	-	556,809	n/a
<b>Total New Neighborhood Parks</b>			<b>9,000,000</b>	<b>2,364,651</b>	<b>11,364,651</b>	<b>9,537,315</b>	<b>1,139,020</b>	<b>10,676,335</b>	<b>688,316</b>		<b>11,364,651</b>	<b>-</b>	<b>93.9%</b>
<b><u>New Community Park Development</u></b>													
SW	92-915	SW Community Park & Athletic Field	7,711,500	165,512	7,877,012	5,340	162,034	167,374	8,093,889	Budget	8,261,263	(384,251)	2.0%
<b>Sub-total New Community Park Development</b>			<b>7,711,500</b>	<b>165,512</b>	<b>7,877,012</b>	<b>5,340</b>	<b>162,034</b>	<b>167,374</b>	<b>8,093,889</b>		<b>8,261,263</b>	<b>(384,251)</b>	<b>2.0%</b>
Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition			-	384,251	384,251	-	-	-	-	N/A	-	384,251	n/a
<b>Total New Community Park Development</b>			<b>7,711,500</b>	<b>549,763</b>	<b>8,261,263</b>	<b>5,340</b>	<b>162,034</b>	<b>167,374</b>	<b>8,093,889</b>		<b>8,261,263</b>	<b>-</b>	<b>2.0%</b>

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)
<b><u>New Community Park Land Acquisition</u></b>													
NE	98-881-a	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	100.0%
NE	98-881-b	Community Park Expansion - NE Quad (BSD/William Walker)	-	-	-	-	372,655	372,655	-	Complete	372,655	(372,655)	100.0%
<b>Sub-total New Community Park</b>			<b>10,000,000</b>	<b>132,657</b>	<b>10,132,657</b>	<b>8,103,899</b>	<b>372,655</b>	<b>8,476,554</b>	<b>-</b>		<b>8,476,554</b>	<b>1,656,103</b>	<b>100.0%</b>
Authorized Use of Savings for New Neighborhood Parks													
NE		Land Acquisition Category	-	(1,656,103)	(1,656,103)	-	-	-	-	N/A	-	(1,656,103)	n/a
<b>Total New Community Park</b>			<b>10,000,000</b>	<b>(1,523,446)</b>	<b>8,476,554</b>	<b>8,103,899</b>	<b>372,655</b>	<b>8,476,554</b>	<b>-</b>		<b>8,476,554</b>	<b>-</b>	<b>100.0%</b>
<b><u>Renovate and Redevelop Community Parks</u></b>													
NE	92-916	Cedar Hills Park & Athletic Field	6,194,905	131,937	6,326,842	112,311	61,644	173,955	7,677,271	A&E	7,851,226	(1,524,384)	2.2%
SE	92-917	Schiffler Park	3,598,700	72,672	3,671,372	2,647,176	-	2,647,176	-	Complete	2,647,176	1,024,196	100.0%
<b>Total Renovate and Redevelop Community Parks</b>			<b>9,793,605</b>	<b>204,609</b>	<b>9,998,214</b>	<b>2,759,487</b>	<b>61,644</b>	<b>2,821,131</b>	<b>7,677,271</b>		<b>10,498,402</b>	<b>(500,188)</b>	<b>26.9%</b>
<b><u>Natural Area Preservation - Restoration</u></b>													
NE	97-963	Roger Tilbury Memorial Park	30,846	661	31,507	1,067	243	1,310	30,190	Planning	31,500	7	4.2%
NE	97-964	Cedar Mill Park	30,846	662	31,508	160	33	193	29,963	Planning	30,156	1,352	0.6%
NE	97-965	Jordan/Jackie Husen Park	308,460	6,594	315,054	9,773	14,544	24,317	33,083	Preparation	57,400	257,654	42.4%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	5,297	252,065	-	-	-	252,065	Budget	252,065	-	0.0%
NW	97-967	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	212	10,494	2,970	5,216	8,186	2,261	Planning	10,447	47	78.4%
NW	97-968	Allenbach Acres Park	41,128	878	42,006	1,529	1,985	3,514	38,076	Planning	41,590	416	8.4%
NW	97-969	Crystal Creek Park	205,640	4,397	210,037	5,282	92	5,374	107,174	Preparation	112,548	97,489	4.8%
NE	97-970	Foothills Park	61,692	1,143	62,835	44,665	1,513	46,178	-	Complete	46,178	16,657	100.0%
NE	97-971	Commonwealth Lake Park	41,128	759	41,887	30,040	769	30,809	-	Complete	30,809	11,078	100.0%
NW	97-972	Tualatin Hills Nature Park	90,800	1,911	92,711	15,996	11,700	27,696	12,716	Preparation	40,412	52,299	68.5%
NE	97-973	Pioneer Park	10,282	216	10,498	7,370	120	7,490	2,957	Planning	10,447	51	71.7%
NW	97-974	Whispering Woods Park	51,410	878	52,288	48,871	-	48,871	6,748	Planting	55,619	(3,331)	87.9%
NW	97-975	Willow Creek Nature Park	20,564	388	20,952	19,551	2,326	21,877	2,211	Planting	24,088	(3,136)	90.8%
SE	97-976	AM Kennedy Park	30,846	624	31,470	22,848	1,847	24,695	8,005	Planting	32,700	(1,230)	75.5%
SE	97-977	Camille Park	77,115	1,526	78,641	55,093	4,155	59,248	13,105	Planting	72,353	6,288	81.9%
SE	97-978	Vista Brook Park	20,564	441	21,005	-	3,044	3,044	17,456	Preparation	20,500	505	14.8%
SE	97-979	Greenway Park/Koll Center	61,692	1,310	63,002	7,956	22,748	30,704	32,296	Planning	63,000	2	48.7%
SE	97-980	Bauman Park	82,256	1,671	83,927	24,100	4,598	28,698	54,634	Planting	83,332	595	34.4%
SE	97-981	Fanno Creek Park	162,456	3,477	165,933	4,348	674	5,022	160,908	Planning	165,930	3	3.0%
SE	97-982	Hideaway Park	41,128	848	41,976	15,431	15,518	30,949	11,008	Planting	41,957	19	73.8%
SW	97-983	Murrayhill Park	61,692	1,014	62,706	65,544	162	65,706	-	Complete	65,706	(3,000)	100.0%
SE	97-984	Hyland Forest Park	71,974	1,227	73,201	55,441	3,380	58,821	12,179	Planting	71,000	2,201	82.8%
SW	97-985	Cooper Mountain	205,640	4,414	210,054	14	-	14	210,040	Budget	210,054	-	0.0%
SW	97-986	Winkelman Park	10,282	211	10,493	4,145	1,749	5,894	3,459	Planting	9,353	1,140	63.0%
SW	97-987	Lowami Hart Woods	287,896	6,157	294,053	6,441	29,703	36,144	257,856	Planning	294,000	53	12.3%
SW	97-988	Rosa/Hazeldale Parks	28,790	603	29,393	7,921	3,642	11,563	17,687	Planting	29,250	143	39.5%
SW	97-989	Mt Williams Park	102,820	2,207	105,027	244	-	244	104,783	Budget	105,027	-	0.2%
SW	97-990	Jenkins Estate	154,230	3,131	157,361	121,006	7,909	128,915	(1,434)	Planting	127,481	29,880	101.1%
SW	97-991	Summercrest Park	10,282	188	10,470	7,972	15	7,987	-	Complete	7,987	2,483	100.0%
SW	97-992	Morrison Woods	61,692	1,323	63,015	1,077	(1,077)	0	63,015	Budget	63,015	-	0.0%
UND	97-993	Interpretive Sign Network	339,306	7,194	346,500	37,702	122,082	159,784	179,516	Sign Fabrication	339,300	7,200	47.1%
NW	97-994	Beaverton Creek Trail	61,692	1,324	63,016	-	-	-	63,016	Budget	63,016	-	0.0%
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	883	42,011	-	-	-	42,011	Budget	42,011	-	0.0%
NW	97-996	Bluegrass Downs Park	15,423	331	15,754	-	-	-	15,754	Budget	15,754	-	0.0%
NW	97-997	Crystal Creek	41,128	883	42,011	-	-	-	42,011	Budget	42,011	-	0.0%
UND	97-914	Restoration of new properties to be acquired	643,023	13,803	656,826	-	598	598	656,228	Budget	656,826	-	0.1%
<b>Total Natural Area Restoration</b>			<b>3,762,901</b>	<b>78,786</b>	<b>3,841,687</b>	<b>624,557</b>	<b>259,288</b>	<b>883,845</b>	<b>2,480,977</b>		<b>3,364,822</b>	<b>476,865</b>	<b>26.3%</b>

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)
<b><u>Natural Area Preservation - Land Acquisition</u></b>													
UND	98-882	Natural Area Acquisitions	8,400,000	174,266	8,574,266	2,113,332	1,848,900	3,962,232	4,612,034	Budget	8,574,266	-	46.2%
<b>Total Natural Area Preservation - Land Acquisition</b>			<b>8,400,000</b>	<b>174,266</b>	<b>8,574,266</b>	<b>2,113,332</b>	<b>1,848,900</b>	<b>3,962,232</b>	<b>4,612,034</b>		<b>8,574,266</b>	<b>-</b>	<b>46.2%</b>
<b><u>New Linear Park and Trail Development</u></b>													
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	83,702	4,350,732	2,476,936	1,918,285	4,395,221	-	Complete	4,395,221	(44,489)	100.0%
NE	93-920	Jordan/Husen Park Trail	1,645,120	45,644	1,690,764	1,227,076	420	1,227,496	-	Complete	1,227,496	463,268	100.0%
NW	93-924	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	77,258	3,881,598	947,114	3,308,735	4,255,849	263,680	Bid Award	4,519,529	(637,931)	94.2%
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	72,824	2,334,864	1,660,829	68,219	1,729,048	795,448	On Hold	2,524,496	(189,632)	68.5%
UND	93-923	Miscellaneous Natural Trails	100,000	2,078	102,078	21,401	8,053	29,454	72,624	Budget	102,078	-	28.9%
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	100.0%
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	14,714	271,764	414,817	-	414,817	-	Complete	414,817	(143,053)	100.0%
SW	93-921	Lowami Hart Woods	822,560	55,532	878,092	539,296	731,710	1,271,006	-	Complete	1,271,006	(392,914)	100.0%
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	32,640	1,574,940	165,409	32,501	197,910	604,854	Master Planning	802,764	772,176	24.7%
<b>Total New Linear Park and Trail Development</b>			<b>15,060,310</b>	<b>387,486</b>	<b>15,447,796</b>	<b>7,691,580</b>	<b>6,067,923</b>	<b>13,759,503</b>	<b>1,736,606</b>		<b>15,496,109</b>	<b>(48,313)</b>	<b>88.8%</b>
<b><u>New Linear Park and Trail Land Acquisition</u></b>													
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	22,858	1,222,858	1,085,139	108,175	1,193,314	29,544	Budget	1,222,858	-	97.6%
<b>Total New Linear Park and Trail Land Acquisition</b>			<b>1,200,000</b>	<b>22,858</b>	<b>1,222,858</b>	<b>1,085,139</b>	<b>108,175</b>	<b>1,193,314</b>	<b>29,544</b>		<b>1,222,858</b>	<b>-</b>	<b>97.6%</b>
<b><u>Multi-field/Multi-purpose Athletic Field Development</u></b>													
SW	94-925	Winkelman Athletic Field	514,100	34,434	548,534	937,400	4,443	941,843	-	Complete	941,843	(393,309)	100.0%
SE	94-926	Meadow Waye Park	514,100	4,791	518,891	407,331	9	407,340	-	Complete	407,340	111,551	100.0%
NW	94-927	New Fields in NW Quadrant	514,100	11,035	525,135	75	-	75	525,060	Budget	525,135	-	0.0%
NE	94-928	New Fields in NE Quadrant (Cedar Mill Park)	514,100	11,014	525,114	5,192	-	5,192	519,922	Bid Award	525,114	-	1.0%
SW	94-929	New Fields in SW Quadrant	514,100	11,029	525,129	669	-	669	524,460	Budget	525,129	-	0.1%
SE	94-930	New Fields in SE Quadrant	514,100	11,036	525,136	-	123	123	525,013	Budget	525,136	-	0.0%
<b>Total Multi-field/Multi-purpose Athletic Field Dev.</b>			<b>3,084,600</b>	<b>83,339</b>	<b>3,167,939</b>	<b>1,350,667</b>	<b>4,575</b>	<b>1,355,242</b>	<b>2,094,455</b>		<b>3,449,697</b>	<b>(281,758)</b>	<b>39.3%</b>
<b><u>Deferred Park Maintenance Replacements</u></b>													
UND	96-960	Play Structure Replacements at 11 sites	810,223	3,685	813,908	736,946	35,584	772,530	-	Complete	772,530	41,378	100.0%
NW	96-720	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	100.0%
SW	96-721	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	100.0%
SW	96-722	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	100.0%
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	100.0%
NE	96-998	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	100.0%
UND	96-999	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	100.0%
SW	96-946	Permeable Parking Lot at Aloha Swim Center	160,914	1,515	162,429	191,970	-	191,970	-	Complete	191,970	(29,541)	100.0%
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	3,401	164,315	113,202	399,553	512,755	-	Complete	512,755	(348,440)	100.0%
<b>Sub-total Deferred Park Maintenance Replacements</b>			<b>1,451,515</b>	<b>10,627</b>	<b>1,462,142</b>	<b>1,397,132</b>	<b>435,137</b>	<b>1,832,269</b>	<b>-</b>		<b>1,832,269</b>	<b>(370,127)</b>	<b>900.0%</b>
NE		Authorized Use of Savings from Facility Expansion & Improvements Category	-	176,920	176,920	-	-	-	-	N/A	-	176,920	n/a
NE		Authorized Use of Savings from Bond Issuance Administration Category	-	193,207	193,207	-	-	-	-	N/A	-	193,207	n/a
<b>Total Deferred Park Maintenance Replacements</b>			<b>1,451,515</b>	<b>380,754</b>	<b>1,832,269</b>	<b>1,397,132</b>	<b>435,137</b>	<b>1,832,269</b>	<b>-</b>		<b>1,832,269</b>	<b>-</b>	<b>100.0%</b>

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)
<b>Facility Rehabilitation</b>													
UND	95-931	Structural Upgrades at Several Facilities	317,950	(196,223)	121,727	105,332	5,218	110,550	-	Const Docs	110,550	11,177	100.0%
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	8,432	414,711	518,054	248	518,302	-	Complete	518,302	(103,591)	100.0%
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	30,931	1,478,294	68,326	705,610	773,936	14,592	Bid Award	788,528	689,766	98.1%
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	13,397	641,484	30,380	16,369	46,749	263,251	Design Dev	310,000	331,484	15.1%
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	833	45,643	66,762	-	66,762	-	Complete	66,762	(21,119)	100.0%
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	10,453	497,388	-	11,234	11,234	486,154	Master Planning	497,388	-	2.3%
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	100.0%
NW	95-939-a	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	233,369	-	233,369	-	Complete	233,369	83,499	100.0%
NW	95-939-b	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	-	200,000	200,000	-	-	-	200,000	Budget	200,000	-	0.0%
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	100.0%
NW	95-941	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	100.0%
NW	95-942	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,101	118,607	75,686	-	75,686	-	Complete	75,686	42,921	100.0%
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	4,949	273,809	74,804	-	74,804	-	Complete	74,804	199,005	100.0%
SE	95-944	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	100.0%
NW	95-945	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	100.0%
NE	95-950	Sunset Swim Center Structural Upgrades	1,028,200	16,245	1,044,445	626,419	-	626,419	-	Complete	626,419	418,026	100.0%
NE	95-951	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	100.0%
<b>Total Facility Rehabilitation</b>			<b>6,227,732</b>	<b>105,047</b>	<b>6,332,779</b>	<b>2,561,456</b>	<b>738,679</b>	<b>3,300,135</b>	<b>963,997</b>		<b>4,264,132</b>	<b>2,068,647</b>	<b>77.4%</b>
<b>Facility Expansion and Improvements</b>													
SE	95-952	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,038,289	1,078	2,039,367	-	Complete	2,039,367	(11,188)	100.0%
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	83,658	5,533,118	5,436,930	-	5,436,930	-	Complete	5,436,930	96,188	100.0%
SW	95-954	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	100.0%
NW	95-955	Aquatics Center ADA Dressing Rooms	133,666	1,083	134,749	180,540	-	180,540	-	Complete	180,540	(45,791)	100.0%
NE	95-956	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	100.0%
<b>Sub-total Facility Expansion and Improvements</b>			<b>8,218,478</b>	<b>115,864</b>	<b>8,334,342</b>	<b>8,156,344</b>	<b>1,078</b>	<b>8,157,422</b>	<b>-</b>		<b>8,157,422</b>	<b>176,920</b>	<b>100.0%</b>
NE		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(176,920)	(176,920)	-	-	-	-	N/A	-	(176,920)	n/a
<b>Total Facility Expansion and Improvements</b>			<b>8,218,478</b>	<b>(61,056)</b>	<b>8,157,422</b>	<b>8,156,344</b>	<b>1,078</b>	<b>8,157,422</b>	<b>-</b>		<b>8,157,422</b>	<b>-</b>	<b>100.0%</b>
<b>ADA/Access Improvements</b>													
NW	95-957	HMT ADA Parking & other site improvement	735,163	15,486	750,649	34,863	126,859	161,722	834,857	Bid Award	996,579	(245,930)	16.2%
UND	95-958	ADA Improvements - undesignated funds	116,184	2,407	118,591	72,245	-	72,245	-	Complete	72,245	46,346	100.0%
SW	95-730	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	100.0%
NW	95-731	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	100.0%
NE	95-732	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	100.0%
NE	95-733	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	100.0%
SE	95-734	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	0.0%
SW	95-735	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	100.0%
SW	95-736	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	100.0%

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			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)
NE	95-737	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	100.0%
NW	95-738	ADA Improvements - Rock Crk Pwrlne Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	100.0%
NW	95-739	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	100.0%
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	176	8,402	-	8,402	8,402	-	Complete	8,402	-	100.0%
NE	95-741	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	100.0%
SE	95-742	ADA Improvements - Wonderland Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	100.0%
<b>Total ADA/Access Improvements</b>			<b>1,028,196</b>	<b>20,091</b>	<b>1,048,287</b>	<b>249,237</b>	<b>135,261</b>	<b>384,498</b>	<b>834,857</b>		<b>1,219,355</b>	<b>(171,067)</b>	<b>31.5%</b>
Authorized Use of Savings from Bond Issuance Administration Category			-	171,067	171,067	-	-	-	-	N/A	-	171,067	n/a
<b>Total ADA/Access Improvements</b>			<b>1,028,196</b>	<b>191,158</b>	<b>1,219,354</b>	<b>249,237</b>	<b>135,261</b>	<b>384,498</b>	<b>834,857</b>		<b>1,219,355</b>	<b>-</b>	<b>31.5%</b>
<b>Community Center Land Acquisition</b>													
UND	98-884-a	Community Center / Community Park (SW Quadrant)	5,000,000	103,517	5,103,517	439,903	413,321	853,224	497,545	Award	1,350,769	3,752,748	63.2%
UND	98-884-b	Community Center / Community Park (SW Quadrant)	-	-	-	580,749	1,741,996	2,322,745	-	Complete	2,322,745	(2,322,745)	100.0%
<b>Sub-total Community Center Land Acquisition</b>			<b>5,000,000</b>	<b>103,517</b>	<b>5,103,517</b>	<b>1,020,652</b>	<b>2,155,317</b>	<b>3,175,969</b>	<b>497,545</b>		<b>3,673,514</b>	<b>1,430,003</b>	<b>86.5%</b>
UND		Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	n/a
UND		Outside Funding from Metro Transferred to New Community Park Development	-	(208,251)	(208,251)	-	-	-	-	N/A	-	(208,251)	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(556,809)	(556,809)	-	-	-	-	N/A	-	(556,809)	n/a
<b>Total Community Center Land Acquisition</b>			<b>5,000,000</b>	<b>(837,543)</b>	<b>4,162,457</b>	<b>1,020,652</b>	<b>2,155,317</b>	<b>3,175,969</b>	<b>497,545</b>		<b>3,673,514</b>	<b>488,943</b>	<b>86.5%</b>
<b>Bond Administration Costs</b>													
ADM		Debt Issuance Costs	1,393,000	(482,200)	910,800	24,772	-	24,772	-	Complete	24,772	886,028	100.0%
ADM		Bond Accountant Personnel Costs	-	241,090	241,090	117,677	79,653	197,330	123,562	Budget	320,892	(79,802)	61.5%
ADM		Deputy Director of Planning Personnel Costs	-	-	-	-	57,454	57,454	-	Complete	57,454	(57,454)	100.0%
ADM		Communications Support	-	50,000	50,000	8,800	3,875	12,675	37,325	Budget	50,000	-	25.4%
ADM		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	100.0%
ADM		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	100.0%
ADM		Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	100.0%
<b>Sub-total Bond Administration Costs</b>			<b>1,450,000</b>	<b>(191,110)</b>	<b>1,258,890</b>	<b>228,672</b>	<b>140,982</b>	<b>369,654</b>	<b>160,887</b>		<b>530,541</b>	<b>728,349</b>	<b>69.7%</b>
NE		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(193,207)	(193,207)	-	-	-	-	N/A	-	(193,207)	n/a
NE		Authorized Use of Savings for New Neighborhood Parks Development Category	-	(276,975)	(276,975)	-	-	-	-	N/A	-	(276,975)	n/a
NE		Authorized Use of Savings for ADA/Access Improvements Category	-	(171,067)	(171,067)	-	-	-	-	N/A	-	(171,067)	n/a
<b>Total Bond Administration Costs</b>			<b>1,450,000</b>	<b>(384,317)</b>	<b>617,641</b>	<b>228,672</b>	<b>140,982</b>	<b>369,654</b>	<b>160,887</b>		<b>530,541</b>	<b>87,100</b>	<b>69.7%</b>
<b>Grand Total</b>			<b>100,000,000</b>	<b>2,255,606</b>	<b>101,807,564</b>	<b>50,007,868</b>	<b>17,459,671</b>	<b>67,467,539</b>	<b>33,361,165</b>		<b>100,828,704</b>	<b>978,861</b>	<b>66.9%</b>

**THPRD Bond Capital Program**  
**Funds Reprogramming Analysis - Based on Category Transfer Eligibility**  
**As of 6/30/2014**

	Category (Over) Under Budget
Not Available for Reprogramming	
Facility Rehabilitation	2,068,647
ADA	-
	2,068,647
Limited Reprogramming	
Land: New Neighborhood Park	-
New Community Park	-
New Linear Park	-
New Community Center	488,943
	488,943
Nat Res: Restoration	476,865
Acquisition	-
	476,865
All Other	
New Neighborhood Park Dev	-
Neighborhood Park Renov	(1,312,435)
New Community Park Dev	-
Community Park Renov	(500,188)
New Linear Parks and Trails	(48,313)
Athletic Field Development	(281,758)
Deferred Park Maint Replace	-
Facility Expansion	-
Bond Admin Costs	87,100
	(2,055,594)
<b>Grand Total</b>	<b>978,861</b>





**MEMORANDUM**

Date: July 21, 2014

To: Board of Directors

From: Keith Hobson, Director of Business and Facilities

Re: **System Development Charge Report for May 2014**

The Board of Directors approved a resolution implementing the System Development Charge program on November 17, 1998. Below please find the various categories for SDC's, i.e., Single Family, Multiple Family and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through May 2014.

<b>Type of Dwelling Unit</b>	<b>Current SDC per Type of Dwelling Unit</b>
Single Family	\$5,524.00 with 1.6% discount = \$5,435.62
Multi-Family	\$4,131.00 with 1.6% discount = \$4,064.90
Non-residential	\$143.00 with 1.6% discount = \$140.71

<b><u>City of Beaverton Collection of SDCs</u></b>		<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
2,685	Single Family Units	\$7,439,731.06	\$209,129.58	\$7,648,860.64
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,455	Multi-family Units	\$2,843,199.80	\$85,436.50	\$2,928,636.30
0	Less Multi-family credits	(\$7,957.55)	(\$229.36)	(\$8,186.91)
233	Non-residential	\$539,375.62	\$16,023.77	\$555,399.39
<b>4,388</b>		<b>\$10,821,685.28</b>	<b>\$310,581.94</b>	<b>\$11,132,267.22</b>

<b><u>Washington County Collection of SDCs</u></b>		<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
7,179	Single Family Units	\$21,877,024.48	\$566,089.42	\$22,443,113.90
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
2,352	Multi-family Units	\$5,804,102.08	\$155,137.38	\$5,959,239.46
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
122	Non-residential	\$596,348.86	\$15,028.59	\$611,377.45
<b>9,329</b>		<b>\$27,606,603.20</b>	<b>\$715,506.76</b>	<b>\$28,322,109.96</b>

<b><u>Recap by Agency</u></b>		<b><u>Percent</u></b>	<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
4,388	City of Beaverton	28.22%	\$10,821,685.28	\$310,581.94	\$11,132,267.22
9,329	Washington County	71.78%	\$27,606,603.20	\$715,506.76	\$28,322,109.96
<b>13,717</b>		<b>100.00%</b>	<b>\$38,428,288.48</b>	<b>\$1,026,088.70</b>	<b>\$39,454,377.18</b>

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,700	1,455	233	4,388
Washington County	<u>6,879</u>	<u>2,328</u>	<u>122</u>	<u>9,329</u>
	<u>9,579</u>	<u>3,783</u>	<u>355</u>	<u>13,717</u>

**Total Receipts to Date** **\$39,167,248.42**

**Total Payments to Date**

Refunds	(\$2,066,073.93)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$21,804,646.03)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$9,332,056.96)</u>	<u>(\$33,202,795.57)</u>
		<u><u>\$5,964,452.85</u></u>

<u>Recap by Month, FY 2013/14</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2013	\$35,543,437.48	(\$32,518,849.04)	\$2,049,469.54	\$5,074,057.98
July	\$310,298.75	(\$8,761.25)	\$2,089.64	\$303,627.14
August	\$186,994.31	(\$136,813.92)	\$2,166.47	\$52,346.86
September	\$361,458.64	(\$40,224.58)	\$2,207.98	\$323,442.04
October	\$261,326.50	(\$20,934.21)	\$2,564.73	\$242,957.02
November	\$241,053.74	(\$85,305.17)	\$2,421.44	\$158,170.01
December	\$277,999.76	(\$38,811.37)	\$2,489.92	\$241,678.31
January	\$278,794.04	(\$168,853.25)	\$2,719.41	\$112,660.20
February	\$198,344.70	(\$45,637.07)	\$2,528.83	\$155,236.46
March	\$403,401.38	(\$94,791.56)	\$3,029.47	\$311,639.29
April	\$321,092.50	(\$7,382.93)	\$2,877.20	\$316,586.77
May	\$783,046.62	(\$36,431.22)	\$2,881.13	\$749,496.53
June	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$39,167,248.42</u>	<u>(\$33,202,795.57)</u>	<u>\$2,077,445.76</u>	<u>\$8,041,898.61</u>

<u>Recap by Month, by Unit</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Residential</u>	<u>Total Units</u>
through June 2013	9,294	3,437	326	13,057
July	31	38	3	72
August	25	15	0	40
September	48	27	2	77
October	38	16	4	58
November	41	0	3	44
December	26	36	1	63
January	31	18	8	57
February	10	0	0	10
March	13	40	3	56
April	8	18	1	27
May	14	138	4	156
June	0	0	0	0
	<u>9,579</u>	<u>3,783</u>	<u>355</u>	<u>13,717</u>

Projected SDC balance as of June 30, 2013 per the budget was \$4,000,544. Actual balance was \$5,074,058. This fiscal year's projected total receipts per the budget are \$2,828,558.

# Park district puts brakes on plans

By Kari Bray  
kbray@oregonian.com

The Tualatin Hills Park & Recreation District Board of Directors opted to postpone what they and others called a rushed decision on changes to plans for North Bethany parks, trails and streets.

West Hills Development Company is seeking to change the planned street layout in North Bethany, which would impact designs for two parks and a segment of public trail.

Under West Hills' proposal, a street near the future West Community Park off Brugger Road would be cut from the plans because it runs over a wetland. With the corresponding street adjustments, usable community park space would decrease from 2.72 acres to 1.88 acres, though THPRD would gain possession of the wetland area and could potentially plan for preservation and trail access, according to district staff.

The second proposed change would eliminate a direct connection of Rossetta Street to Kaiser Road, which means a planned trail would cross Kaiser Road at the Brugger Road intersection rather than at a straight-shot mid-block crossing, according to the district. This would require bikers or pedestrians to veer from a direct line to reach the crossing.

The road realignments would also open new space for developable lots.

Along with proposed adjustment in the trail route, THPRD plans to remove a future .6-acre park from the district's plans for North Bethany.

The proposed North Bethany plan amendments will go before the Washington County Planning Commission and Board of Commissioners for public hearings and a final vote this summer or fall. West Hills must submit a final request to the county by June 17.

See **Parks**, A6

## Parks

*Continued from A1*

But with the issue coming to THPRD for the first time on June 2, the tight timeline quickly became a concern for both the directors and district residents.

"One of the problems with the timing of this process is that we have not had the opportunity to go to the advisory committees to get their input on this," THPRD Director of Planning Hal Bergsma said.

Kevin O'Donnell and Mary Manseau, members of Citizen Participation Organization 7, spoke at the meeting and asked the board to wait until citizens have a chance to comment.

"It feels like we're rushing all of this important stuff in order to meet Washington County's

timelines, and it's not being vetted through your advisory committees," O'Donnell said. "We also know that any land you give up for development now will never, ever, ever be parkland in the future."

THPRD directors overall supported eliminating any roads that were planned on top of wetlands, but were hesitant to cut back on active park space or change the trail without first vetting it through advisory committees and Citizen Participation Organization 7.

They decided to revisit the issue and vote on supporting or opposing the changes on Monday. In the meantime, the idea will be routed through key THPRD citizen advisory committees for parks, trails and natural areas, along with CPO 7.

"We haven't heard from our people, I guess is what I'm

saying, and I think that we should," said THPRD Director Larry Pelatt.

Don Hanson with Otak, a planning and design firm working with West Hills, said he is open to continuing dialogue.

"We need to make two amendments that we consider refinements to the plan," he said. "I don't think that the plan is compromised."

Dan Grimberg with Arbor Homes said the wetlands were going to be developed with nearly 170 houses, but will now be available for the park district to preserve.

"It's hard for me to listen that this is a rushed process. We've been waiting since 2002 to develop this property," Grimberg said. "The last thing we want to do is come in and amend the plan, but we need to build something, and this plan is flawed."

# Picnic in the Park summer series begins Monday

*Food, visioning survey, police K-9s, music part of school-based events*

*Beaverton Valley Times*

Community members are invited to kick-off the summer at the 12th annual Picnic in the Park series beginning Monday at 6 p.m. at Sexton Mountain Elementary, 15645 S.W. Sexton Mountain Drive. Residents are invited to join their neighborhood association committees to enjoy an evening of fun and socializing.

Picnic goers can enjoy a free dinner from Qdoba or Garlic Jim's between 6 to 7 p.m. Family-friendly activities include the Tualatin Hills Park and Recreation District's Nature Mobile, a dress-up photo booth, the Beaverton Community Band and Tim Alexander, "The Strolling Magician."

Volunteers from the city of Beaverton's Visioning Advisory Committee will gather ideas for planning the city's future, with

attendees filling out a visioning survey for a chance to win a laptop courtesy of Ecobinary Electronic Recycler.

Beaverton police officers and dogs from the K-9 Unit will also be at the event to provide information about repurposing the City Hall building at 4755 S.W. Griffith Drive into a Public Safety Center. Attendees can sign-up for a free tour of the current Beaverton police facility.

"Picnics bring our community together in a safe and welcoming setting," said Mayor Denny Doyle. "This is a great occasion to have face-to-face conversations with local leaders and meet your neighbors at one of Beaverton's beautiful schools."

For the first time, the city will hold the picnic series at Beaverton School District facilities.

"We value our collaboration with the city of Beaverton on so many levels," said Maureen Wheeler, public communication officer for the Beaverton School District. "Our schools belong to the community, and we welcome our neighbors to our campuses as we start the summer season off with these wonderful city-sponsored picnics."

This is the first of four summer picnics.

In case of inclement weather, call the Community Events Information Line after noon on the day of the picnic at 503-526-2559 for location updates.

For more information, visit [BeavertonOregon.gov/Picnic](http://BeavertonOregon.gov/Picnic).

# Longtime park district leaders retire

*Linda Jo Enger and Dave Chrisman step down after decades of service*

*Beaverton Valley Times*

Two employees with a combined 72-plus years of experience with the Tualatin Hills Park and Recreation District have retired. Linda Jo Enger, supervisor

of the Elise Stuhr Center, bid farewell after 36 years, three months of service. And Dave Chrisman, superintendent of maintenance operations, completed a career with the park district that spanned 35 years, 10 months.

They both retired on the same day, May 30.

For both employees, their last position with THPRD was the one they occupied the longest. Chrisman was maintenance operations superintendent for more than 22 years,

and Enger supervised the Stuhr Center for more than 18.

"We thank Linda Jo and Dave for their hard work, dedication and creativity throughout their careers with us,"

said Doug Menke, general manager of the park district. "They certainly served our public well."

The Stuhr Center, named for Tualatin Hills Park and Recreation District co-founder Elsie Stuhr, is a recreation facility owned and operated by the district for patrons ages 55

and older. In 2013, Enger and her staff received a Service to Beaverton award from the city for longtime service to the community.

Chrisman is credited with implementing a variety of changes in the maintenance department to improve customer service. Beaverton American Legion Post 124 recently honored him and his staff on Memorial Day for

their ongoing efforts to beautify Veterans Memorial Park.

Jon Campbell, a 25-year veteran of the park district, was appointed to succeed Chrisman. He is based at the district's Fanno Creek Service Center near Allen Boulevard and Highway 217. Enger's responsibilities have been absorbed by Lisa Novak, superintendent of programs and special activities.

# THPRD directors adopt \$44.4 million general fund budget for 2014-2015



BETHANY, OREGON -- APRIL 28, 2014 -- Tualatin Hills Park & Recreation District recently completed additions to the Waterhouse Trail. The longest new piece is about a mile long and stretches from Bronson Road to Joscelyn Street north of U.S. 26, and features a boardwalk across the Bronson Creek Greenway wetland area. Anna Marum/Beaverton Leader (*Anna Marum/Beaverton Leader*)  
[Print](#)



By [Laura Frazier](#) | [lfrazier@oregonian.com](mailto:lfrazier@oregonian.com)  
Email the author | [Follow on Twitter](#)

on June 16, 2014 at 11:01 PM, updated June 17, 2014 at 9:57 AM

*Correction appended*

The [Tualatin Hills Park & Recreation District](#) directors voted to adopt the 2014-15 budget at the June 16 meeting.

The total budget hits \$100 million with a [\\$44.4 million general fund](#). The board also set the district's permanent tax rate of \$1.31 per \$1,000 assessed property value.

The budget committee [approved the budget at the May 12 meeting](#).

The budget includes funding for new positions, including a marketing specialist, inclusion coordinator and a Portland State University Fellowship intern. Money has also been budgeted for repair and expansion projects and to improve access for those with disabilities.

No one spoke during the budget hearing portion of the meeting, and each director voted in support of adopting the budget.

In other news:

- The board authorized THPRD to receive a Natural Areas Bond Measure Capital Grant award from the Metro Council to expand the [Lilly K. Johnson Woods Natural Area](#).
- The board authorized the district to purchase a small property in the northwest section of the district for trail reconstruction and another small property in the northeast section of the district to fix a trail encroachment issue.
- The board elected new officers for the 2014-2015 fiscal year. Director John Griffiths was selected as president, Director Bob Scott as secretary and Director Jerry Jones, Jr. as secretary pro-tempore.
- The board approved the appointment of Samuel Scheerens and Gerri Scheerens to the [Trails Advisory Committee](#).

--Laura Frazier | [Facebook](#) and [Twitter](#)



# FREE! CONCERTS & THEATER IN THE PARK 2014

All shows 6-8 pm  
Activities for kids 5:30-7:30 pm  
For more info:  
[www.thprd.org](http://www.thprd.org)



GROOVIN' ON THE GRASS 2014

## THE ROBERT CRAY BAND

and  
**SHEMOKIA COPELAND**

### SATURDAY, AUGUST 9

**5-8:30 pm** \$5 entrance fee  
(gates open at 4 pm) (Children under 5 yrs. free)  
Food, beer and wine sales

HMT Recreation Complex, 15707 SW Walker Road, Beaverton

- July 3**  
**"The Taming of the Shrew"**  
**Original Practice Shakespeare Festival**  
 Arnold Park  
 17770 SW Blanton St., Aloha
- July 10**  
**5 Guys Named Moe**  
 Garden Home Park  
 8020 SW 83rd Ave., Portland
- July 13**  
**"Side By Side By Sondheim"**  
**Beaverton Civic Theatre**  
 Evelyn M. Schiffler Memorial Park  
 5475 SW Erickson Ave., Beaverton
- July 17**  
**Picante Latin Jazz**  
 Center Street Park  
 SW Denfield St. & SW Mercer Terrace, Beaverton
- July 31**  
**The Blackberry Bushes**  
 Greenway Park  
 SW Pearson Ct. & SW Parkview Loop, Beaverton  
 (see [www.thprd.org](http://www.thprd.org) for detailed map)
- August 14**  
**Coolade**  
 Raleigh Park  
 3500 SW 78th Ave., Portland

Thanks to our sponsors:



# Park district planning chief Bergsma to retire

*Aisha Willits,  
THPRD deputy  
director of planning,  
to succeed him*

*Beaverton Valley Times*

**Hal Bergsma, the Tualatin Hills Park and Recreation District's planning director for the past six years, will retire from his position on Friday.**

Aisha Willits, the district's deputy director of planning, will succeed Bergsma. She served for 14 years in Washington County's Planning Division, including a role as principal planner.

Bergsma came to the district in May 2008 after serving long-running planning-oriented roles with Washington County and the city of Beaverton. He also served in similar roles with the cities of Garden Grove and Monrovia, Calif.

Bergsma's primary park district focus was leading the implementation of a \$100 million bond measure voters approved in November 2008. His key functions included establishing

land acquisition procedures and identifying properties to acquire for parks, trails and natural areas.

"Hal's experience made him uniquely qualified to come on board during a very critical time with the bond measure," said THPRD General Manager Doug Menke.

"The ability to send Hal to a meeting ensured that the district would have a significant voice at the table. He had relationships and thoroughly understood land use."

Formed in 1955, THPRD is the largest special park district in Oregon, spanning about 50 square miles and serving 230,000 residents in the greater Beaverton area.

For more information, visit [thprd.org](http://thprd.org) or call 503-645-6433.



**BERGSMA**



**WILLITS**

## THPRD, Beaverton School District finalize land purchase to expand Cedar Hills Park



THPRD recently finalized the purchase of 1.7 acres of land next to William Walker Elementary School. (Beaverton School District)

[Print](#)



By [Laura Frazier](#) | [lfrazier@oregonian.com](mailto:lfrazier@oregonian.com)

Email the author | [Follow on Twitter](#)

on July 02, 2014 at 12:44 PM, updated July 02, 2014 at 12:49 PM

The [Tualatin Hills Park & Recreation District](#) has finalized its purchase of about 1.7 acres of land next to William Walker Elementary.

[The property is adjacent THPRD's 10.3 acre Cedar Hills Park](#) and to the west of the school, located at 11940 SW Lynnfield Lane. The land will be used to expand and improve the Cedar Hills Park, according to a press release from the district.

"This acquisition means we'll be able to make Cedar Hills Park even better for the community," Doug Menke, THPRD general manager, said in the press release. "We want to thank our longtime partners at the school district."

The land [was purchased from the Beaverton School District](#) for \$346,000, according to THPRD spokesman Bob Wayt. Last year, the two districts signed off on an agreement for shared parking and access, and the purchase was finalized last week.

The park expansion will include two synthetic turf fields with lights, play equipment, restrooms, a picnic area, community garden and splash pad water play area, according to THPRD.

THPRD has budgeted \$6.3 million for the park expansion, Wayt said in an email.

The project is funded by [THPRD's 2008 bond measure](#). Construction could start in early 2016 and finish by spring 2017.

--Laura Frazier | [Facebook](#) and [Twitter](#)



# Wright succeeds retiring Conlin as Harman Swim Center supervisor

Beaverton Valley Times

The Tualatin Park and Recreation District has promoted Heath Wright, a district employee since 2000, to supervisor of the district's Harman Swim Center. He succeeds Laurie Conlin, who retired at the end of June after 25 years with the district.

Wright, 29, steps into his new role at Harman, 7300 S.W. Scholls Ferry Road, with previous supervisory experience, serving as an interim supervisor at the Sunset Swim Center for nearly two years between 2010 and 2012. His experience with THPRD includes eight years at the Conestoga Recreation and Aquatic Center and the past six years at Sunset, where he most recently served as a program coordinator.

"I'm honored and excited," said Wright of his appointment to Harman, a pool frequented primarily by senior patrons who enjoy the pool's 89-degree temperature. "I love working with our seniors. They value community strongly, and I really like that. At our other pools, people tend to come and go. At Harman, they feel like they're at home, and I want to help foster that sense of community."

Wright transferred to Harman on June 9 for a three-week transi-

tional period to conclude Conlin's career with the district. She will retire on June 30 after more than four decades in aquatics.

Before her role at Harman, she supervised Sunset Swim Center and Tualatin Hills Aquatic Center for THPRD, and also worked at Aloha Swim Center. Before joining the district, she worked with the American Red Cross and Portland Parks & Recreation.

Her legacy at the district includes what General Manager Doug Menke calls exceptional customer service and mentoring skills.

"Laurie has excelled in teaching her staff the service and leadership skills that are so critical to what we do every day," he said. "Even though she won't be here, she will have left her mark for many, many years to come."

For more information, visit [thprd.org](http://thprd.org) or call 503-645-6433.



WRIGHT



CONLIN

## Out&About

### "THE TAMING OF THE SHREW"

— Shakespeare's "The Taming of the Shrew," will be performed by the Original Practice Shakespeare Festival today (Thursday) from 6 to 8 p.m. at Arnold Park, 17770 S.W. Blanton St., in Aloha. You can buy food and beverages from a vendor, or bring your own picnic. The Tualatin Hills Park and Recreation District Rec Mobile will be on hand to engage kids with fun activities. Bring your lawn chairs or blankets and stake your favorite spot on the grass. Close-in, stage-front area is restricted to blankets and low-profile chairs (seats no higher than 8 inches from the ground and highest point not exceeding 30 inches from the ground). No alcohol allowed at this free event. Leashed dogs are welcome.

# Two projects dominate park bond summer work

*Cedar Mill, Tilbury renovations to be mostly done by fall*

By SHANNON O. WELLS  
The Times

As far as having multiple bond measure-funded projects going at once, it would be tough for the Tualatin Hills Park and Recreation District to top the action-packed summer of 2013.

Work to fulfill promises fueled by the \$100 million bond measure district voters approved in 2008 will continue, however, as this year's run of dry, sunny weather kicks into gear.

"2013 was an extraordinary year for construction and activity," said Bob Wayt, the district's communications director. "We achieved a great deal for the park district residents. This year's schedule is not as aggressive, but there are important projects just the same."

No fewer than seven park projects were completed between fall 2013 and earlier this year. They include Barsotti, A.M. Kennedy, Pioneer, Vista Brook, Roy Dancer, Hansen Ridge parks and Lowami Hart Woods Natural Area, which was dedicated in June.

Two of the larger bond measure-funded development projects going on this summer include an overhaul of the Roger Tilbury Memorial Park at 9418 N.W. Cornell Road and redevelopment of the 4.97-acre Cedar Mill Park at 10385 N.W. Cornell Road and the adjacent Cedar Mill Elementary School sports fields.

The district's board of directors approved both projects in May, with contractors brought on board in June. Grading and basic construction are expected to start in the next week or two.

The first phase of the \$1.7 million Cedar Mill project could be completed by this fall, with Roger Tilbury Park set to reopen after its two-phase renovation by early winter.

The 14.3-acre Roger Tilbury Memorial Park, which has been closed to the public since last fall, will be transformed from an undeveloped area to a neighborhood park and natural area in two separate projects. The \$800,000 first phase will include clearing and replanting of non-invasive plant species, creation of soft-surface trail connections, an open lawn, creek crossing, a scenic overlook, play equipment and nature-play areas.

"A small play area and trail system, similar to what we have at Jordan Woods, will weave through the park," said Tim Bonnin, a district project manager.

The park, he noted, evolved

from several pieces of land donated by Tilbury, an attorney, and his wife in the 1990s. "He and his wife had a love of nature and community," Bonnin said, noting the district's Natural Resources department will oversee development of the enhancement.

Improvements at Cedar Mill Park, which has been temporarily closed, and the elementary school includes new tennis courts, sports fields, trails and a children's play area. The district signed an agreement with the Beaverton School District last year to share property and simultaneously improve both district property and the school's multi-purpose field to accommodate baseball, soccer and a range of athletic activities.

"We'll improve their field as well," Bonnin said. "It provides a benefit to (the district), because we can program both fields (for games and activities)."

As with Tilbury park, nature areas will be restored in a separate project likely to be completed by this winter.

The district will coordinate with school leaders to make sure the new sports fields aren't put into use until the grass and surface is ready.

"We don't want have (students) out there using it until its rooted," Bonnin said. "Our schedule is really focusing around completing the ball-fields as soon as possible, getting the seed down and the grass started. By late August or

early September, it should be nice and warm and we'll be able to get it germinated a lot quicker than waiting for rainfall."

Cedar Mill Park, whose property the district purchased in the 1960s, started out with tennis courts and a parking lot. Purchases of additional parcels in recent years extended the park property west toward

Southwest 107th Avenue. A soft-surface trail connecting the park with the street will be paved to provide safe and easy access to Jordan Woods, a natural area adjacent to Jackie Husen Park at 10955 N.W. Reeves St.

"There now will be a link," Bonnin said. "You can walk about 500 feet to the east, along

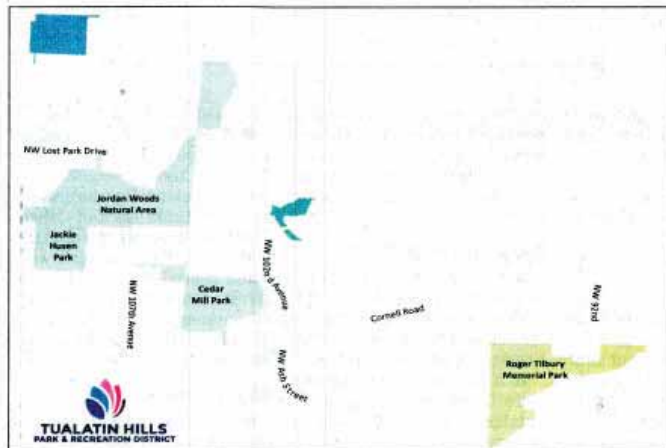
107th, through the woods to Cedar Mill Park."

After the flurry of construction on projects in the past three or four years, the Cedar Mill and Roger Tilbury park renovations indicate a near culmination of bond measure-funded activity.

"We're starting to actually wind down the number of bond projects we have to do," Wayt said. "We're starting to get on the downhill side of the total implementation of the bond project."

**"This year's schedule is not as aggressive, but there are important projects just the same."**

— Bob Wayt,  
Tualatin Hills Park and  
Recreation District  
communications manager



# Town hall takes ride down Fanno Creek trail

By **Laura Frazier**  
lfrazier@oregonian.com

Dozens of community members joined state Rep. Tobias Read, D-Beaverton, and state Sen. Mark Hass, D-Beaverton, for a bike ride along Fanno Creek Saturday, some towing children in trailers or riding along in pairs.

The second Fanno Creek Bicycle Ride and Town Hall

started at Vose Elementary School and continued along the Fanno Creek/Greenway Park Trail, taking a break where the trail meets Scholls Ferry Road.

The town hall was a chance to interact with community members while taking advantage of bike trails, Read said.

During the event, Read said community members shared some of their transportation

concerns, including the intersection where Southwest Oleson Road, Southwest Scholls Ferry Road and Beaverton-Hillsdale Highway come together.

It's clear the intersection is an issue, but fixing it is a matter of funding, Read said. As chair of the Transportation and Economic Development Committee, Read said he'd like to see a package that could support

multiple projects, including the Oleson Road realignment.

"This is not the only place where there is a challenge and there is a need," Read said.

Hass was accompanied on the ride by his 6-year-old son, and pointed out how kids now have greater access to trails.

"We used to ride on that," he said, pointing to the busy Scholls Ferry Road.

He said he hopes to see more people using bikes and trails as a way to commute, not just for recreation.

Jerry Jones Jr., a member of the Tualatin Hills Park & Recreation District board of directors, participated on the ride with his family.

He emphasized the importance of promoting neighborhood trails.

## Performances

**Picante Latin Jazz:** This musical performance is a part of Tualatin Hills Park & Recreation District's Summer Concert and Theater in the Park series. Also features Nature Mobile and Rec Mobile to engage kids with games, crafts and other activities. Food and beverages available for purchase, or bring a picnic. 6-8 p.m., Thu., July 17, Center Street Park, 11895 S.W. Center St., Beaverton; free; <http://thprd.org> or 503-645-6433

TUALATIN HILLS PARK & RECREATION DISTRICT PRESENTS

# Party in the Park



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TIMES PHOTO: JOHN LARIVIERE

Get ready for fun, games and giant inflatables at the ninth annual Party in the Park on Saturday at the Howard M. Terpenning Recreation Complex in Beaverton.

# Party in the Park offers fun for all

*Signature summer festival returns with day of activities*

Beaverton Valley Times

Summer is the perfect time for people to come together for a good time.

And the Tualatin Hills Park & Recreation District is setting the scene for what has become its largest community event of the year — Party in the Park.

Founded in 2006, the free family festival is quickly becoming a summer tradition for many, drawing more than 8,000 people of all ages with its action-packed day of activities at the sprawling Howard M. Terpenning Recreation Complex, 15707 S.W. Walker Road, in Beaverton.

The ninth annual extravaganza returns Saturday, and organizers say guests are in for a treat.

"Party in the Park is an active event that enables our residents to enjoy healthy, fun and free activities while connecting with their community," said THPRD General Manager Doug Menke. "It's a celebration of summer."

It's also a way for the park district to thank the community for its ongoing support while providing those new to the area with a chance to check out the array of activities, facilities and programs THPRD has to offer at the 92-acre complex, added Bob Wayt, the park district's communications director.

Most of the day's activities will run from 11 a.m. to 5 p.m.,

including the Beaverton International Celebration, now in its fourth year. The colorful affair will feature music, dance, art, crafts, food, traditional dress and ceremonies representing many of the diverse ethnic populations in Beaverton.

Other attractions include the Beaverton Police K-9 Unit demonstration, giant inflatables, climbing walls, arts and crafts, and face painting as well as swimming, sports, a tennis clinic, Radio Disney entertainment, and the THPRD Rec Mobile and Nature Mobile.

Party in the Park also features special events, including a Family Triathlon beginning at 8:30 a.m. and the The Classic at T-Hills gearing up at 8 a.m., showcasing restored or preserved cars and trucks of decades past.

Free drop-in sports activities are also scheduled inside the Athletic Center throughout the day — guests can play basketball, volleyball, badminton, pickleball and table tennis. Free swimming will be available at the Aquatic Center from 1:30 to 3:30 p.m. and 4 to 6 p.m.

Food and beverages will be available for purchase from several local vendors.

"It's really rewarding for us to see people being active and having fun," Wayt said. "Party in the Park is our way of giving something back."

For more information about Party in the Park attractions, including a schedule of events, visit [beavertonvalleytimes.com](http://beavertonvalleytimes.com) and click on the features tab.

## Service to Beaverton Award winners include many Businesses, civic leaders, students, teachers recognized

By SHANNON O. WELLS  
The Times

When referred to as the "mayor" of Southwest Broadway Street or a similarly honorary compliment while assembling submarine sandwiches in his rapid fire, but unerring manner at lunchtime, Chuck Wilson usually defers with a modest, "Oh, I don't know about that."

But anybody who's spent time on the village-like street or in the bustling Beaverton Sub Station that Wilson's helmed for 30 years is aware of the jovial, witty raconteur who knows the minutiae of down-



TIMES PHOTOS: JAIME VALDEZ

Beaverton Sub Station owner Chuck Wilson holds up his Small/Medium Business Award, left, and Vernier Software Founder Dave Vernier acknowledges winning the Large Business Award during Friday's Service to Beaverton luncheon.



Nike World Headquarters Campus at Murray Boulevard and Jenkins Road. Sponsored by the city of Beaverton, the Beaverton Area Chamber of Commerce and the Tualatin Hills Park and Recreation District, Service to Beaverton recognizes individuals and organizations for making long-term, significant contributions to the community.

See AWARDS / Page A9

# Awards: Reser makes 'profound' impact on thousands

■ From page A1

tion of outstanding projects and/or services; enriching and revitalizing our community and neighborhoods; and demonstrating responsiveness, creativity and civic values.

Beaverton Mayor Denny Doyle and Jerry Jones, chairman of the Beaverton chamber board, served as hosts for the event.

"The Service to Beaverton Awards help us recognize those who go above and beyond in supporting our community, demonstrating collaboration and the spirit of volunteerism," Doyle said. "To all the nominees, congratulations and a sincere thank you for your invaluable contributions to make Beaverton one of the best communities in Oregon.

"If there is a need, you all fill it, and that's what makes this a great place to live," he added.

Here is a rundown of the 2014 Service to Beaverton Award winners and the characteristics that led to their nomination and ultimate selection:

■ **Small/Medium Business: Beaverton Sub Station** — Owned and operated by Chuck Wilson since 1981, the business leads initiatives for the historic preservation of Broadway Street, engages in the Signage Pilot Project, and helps grow events, such as First Friday, through the Beaverton Downtown Association.

■ **Large Business: Vernier Software** — Founded by Dave and Christine Vernier, develops and produces affordable, easy-to-use data acquisition products for science classrooms and labs around the world. Vernier encourages employees to volunteer for nonprofit organizations on company time, and engages in many other forms of philanthropy. Through partnerships with Schoolhouse Supplies, the Oregon Food Bank and other organizations, Vernier has worked to provide for those in need throughout the Beaverton community.

The company just completed a \$2.8 million, 15,482-square-foot addition to its building at 13979 S.W. Millikan Way.

Noting how he "feels lucky" to be part of a successful company, Dave Vernier called the award a "great honor" and expressed concern that too much attention was focused on him in the recognition video shown of the nominees.

"The only thing wrong with the video is it's too much about me and not enough about the rest of the company," he said.

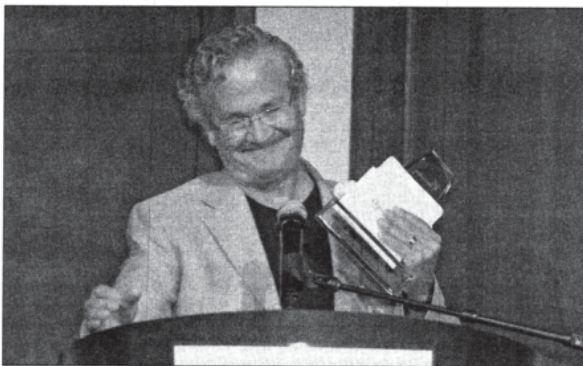
■ **Educator/Teacher of the Year: Terri Buckley** — A



Alton Harvey, Sr. reacts after winning the Neighborhood Association Committee Member Award during the Service to Beaverton Awards at the Tiger Woods Center at the Nike World Headquarters Campus.



Michelle Bottaro poses with Jerry Jones, chairman of the Beaverton chamber board, and Beaverton Mayor Denny Doyle after accepting the Outstanding Individual Award on behalf of her mother, Patricia Reser.



Steve Galvin, representing ISing Choir, accepts the Organization Award during the Service to Beaverton Awards at the Tiger Woods Center at the Nike World Headquarters Campus.



Findley Elementary School's Terri Buckley acknowledges the Educator/Teacher of the Year award during the Service to Beaverton Awards at the Tiger Woods Center on the Nike World Headquarters Campus. She was nominated by students.

teacher at Findley Elementary School who has been a source of inspiration for her students, Buckley has been a catalyst for community service projects by working with organizations, such as the Oregon Food Bank, and starting "Smile Bags," where her students help decorate sack lunches with drawings and fill them with organic food to pass out to homeless adults in Portland and Beaverton. Students who nominated her for the honor said her classroom is welcoming and friendly, and she supports their ideas for how to help the community.

■ **Emerging Leader: Roopa Ramanujam** — Ramanujam played an instrumental role in leading and launching new projects in her role as co-chairwoman of the Mayor's Youth Advisory Board, such as Adopt-a-Road cleanups and Senior Prom. She started a club during her junior year that mentored students in speech and debate in middle school, with the ma-

majority of students deciding to join speech and debate when they entered high school. The list of local organizations that Ramanujam has volunteered with in Beaverton includes HomePlate Youth Services, Vose Elementary School and the Oregon Food Bank.

■ **Neighborhood Association Committee member: Alton Harvey, Sr.** — As chairman of the Neighbors Southwest NAC for close to 10 years, Harvey has played a strong role in enriching his neighborhood and facilitating connections. In his leadership role, Harvey was heavily involved in ensuring that neighborhood concerns were heard during the development of the Progress Ridge Town Center.

Other initiatives include the Neighbors Night Out event, which creates opportunities for neighbors and businesses to connect with each other and law enforcement officials. In addition to his work with the

neighborhood, Harvey also serves as the vice president of the Oregon Board of Dentistry. His neighbors noted that Harvey is a champion for building community and embodying neighborliness.

"I think I was born to serve," Harvey said upon accepting his award. "I don't serve any particular race or for any particular reason. I serve to serve."

■ **Organization: ISing Choir** — ISing Choir has been delivering exceptional performances of choral music for more than nine years and has grown into a group of 75 volunteer members dedicated to sharing music for the benefit of the community. All of the profits of ISing Benefit concerts go to local nonprofits, helping in

many areas from affordable housing to providing meals for homeless youth. To date, ISing concerts have raised more than \$135,000. In the last month, a smaller group of members toured Beaverton's sister city Cluses, France, for a cultural exchange, the first in 15 years.

■ **Outstanding Individual: Patricia Reser** — Reser serves as chairwoman of Reser's Fine Foods' board of directors, is a retired teacher and administrator of the Beaverton School District, and long-time arts advocate in Beaverton.

"Pat Reser is a champion of the arts in Beaverton, an advocate for the preservation of our history in Washington County, and a strong supporter of opportunities for individuals with intellectual disabilities in our

state," said Jayne Scott, senior manager of the Beaverton Arts Commission.

Ed Ray, Oregon State University president, was among those who praised Reser's contributions in a video tribute to her.

"Selflessness is really what Patricia is all about," he said. "She has created a business that has provided jobs and income to many thousands of people. As an educator at Beaverton schools, she's touched the lives of so many young people. She's surely made a profound difference in their lives."

For more information about the awards luncheon and each winner, visit [BeavertonOregon.gov/Service](http://BeavertonOregon.gov/Service) or call Megan Cohen with the city's Neighborhood Program at 503-526-2584.

TIMES PHOTOS: JAIME VALDEZ

# THPRD's largest community event of the year



## PARTY IN THE PARK

# Saturday, July 26

## 11 am - 5 pm

### HMT Recreation Complex 15707 SW Walker Road, Beaverton

**8 am - 4 pm**  
The Classic at T-Hills car show  
(small exhibitor fee)

**9 am**  
Family Triathlon  
(small participant fee)

**11 am - 5 pm**  
(all activities are FREE)  
Beaverton International Celebration  
Giant inflatables  
Climbing walls  
Beaverton Police K-9 Unit demonstration  
THPRD Rec Mobile and Nature Mobile  
Arts & crafts, face painting and Radio Disney  
Drop-in sports  
(basketball, volleyball, badminton, table tennis, pickleball)  
Swimming  
Tennis clinic

**And don't miss our free concert**  
**July 31 • 6-8 pm • Greenway Park**  
Featuring bluegrass by  
**The Blackberry Bushes**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

**For more info about these events: [www.thprd.org](http://www.thprd.org) or 503-645-6433**

**Free fun for all ages!**



# Party in the Park

Members of the Jayanthi Raman's NATYA Dance Academy perform Saturday at the Tualatin Hills Park & Recreation District's annual Party in the Park, which includes the Beaverton International Celebration. See story and more photos, A5



ANNA MARUM/BEAVERTON LEADER



Andrea Algieri (left) and Dan Sullivan of Italian folk band Mbrascatu perform Saturday at the Tualatin Hills Park & Recreation District's annual Party in the Park.



Korayma Llumiquina (left) and Ireen Lapham, members of Andean folk group Chayag, perform at the Party in the Park, which includes the Beaverton International Celebration.



PHOTOS BY ANNA MARUM/BEAVERTON LEADER

Mitsuki Dazai plays the koto, a 6-foot lap harp with 13 strings, during the event Saturday.

## Party in the Park brings the community together

By Anna Marum  
amarum@oregonian.com

Whether it was bouncing on inflatables, climbing rock walls, checking out the rides at the Classic at T-Hills car show, learning how to hurl like a pro or watching the many performances of the Beaverton International Celebration, Tualatin Hills Park & Recreation District's annual Party in the Park Saturday offered something for everyone.

While official attendance numbers weren't finalized as of Saturday night, park district spokesman Bob Wayt estimated that at least 8,000 people came to the Howard M. Terpenning Complex to join in the fun.

Wayt said he wouldn't be surprised if this year's attendance numbers topped last year's, which set a record at 8,000.



"Overall, the weather was ideal, the crowd was large, and everyone seemed to have fun," he said. "We get a lot of joy out of seeing people having fun out there, and we certainly

Leilani Reier, 5, of Beaverton climbs to the top of the "Rat Race" inflatable Saturday at the Tualatin Hills Park & Recreation District's annual Party in the Park.

saw that today in a wonderful way."

The best part, Wayt said, was seeing many who usually attend Party in the Park for the cultural performances cross the bridge to check out the other activities such as the car show. The intermingling of cultures was great to see at the event, he said.

"That's really gratifying because that's what we want," Wayt said. "We want the community to feel welcome wherever they go."

Attendee Vaishali Anturkar agreed. She moved to Beaverton in 2012 from Chicago, and said she appreciates the area's

friendly people and natural beauty.

Her favorite performer was Italian folk band Mbrascatu, and she also enjoyed a dessert made of dates from a Middle Eastern booth.

"It's nice that you see all the cultures together," she said.

Wayt said the park district is already looking into new and special twists for next year's event, which will mark its 10th anniversary.







Mathias Galley dances to traditional Ghanaian drum rhythms as the Mathias Galley African Dance Ensemble perform as part of the Beaverton International Celebration during Saturday's Party in the Park. Other members of the troupe are Mashud Neindo (back left), Jeff Strang (back center) and Bolnor Nartey Jr. (back right).  
TIMES PHOTOS: JOHN LARVIKRE

# A TRUE PARTY IN THE PARK

Thousands of people flock to Tualatin Hills Park & Recreation District's signature community celebration

Members of the Jayanthi Ramani's NATYA Dance Academy perform as part of the Beaverton International Celebration.



Six-year-old Aurelia Rattan conquers the climbing wall, a popular attraction at the Party in the Park at the Howard M. Terpenning Recreation Complex.



Kevin Sanders of Beaverton helps his 26-month-old daughter Madelyn during the swimming portion of the Family Triathlon at the Tualatin Hills Aquatic Center.



Members of the Northwest Dragon and Lion Dance Association perform during the Beaverton International Celebration.



Perry Weinberger and Bill Lucke check out a 1936 Packard touring sedan owned by Irod and Ruby Black of Aloha that was on display at The Classic at T-Hills car show during the Party in the Park.

The Jones family of Jerry, 3-year-old Ruby, 5-year-old JJ and Mary race toward the finish line of the Party in the Park Family Triathlon on Saturday morning.



# A NATURAL FIT

Former county official brings 14 years of experience to park district planning role

By SHANNON O. WELLS  
The Times

As natural to the Westside's landscape the Tualatin Hills Park and Recreation District's parks, green spaces and recreational facilities may seem, not one of the district's properties came to be without significant forethought and planning.

That process requires strategic and visionary leadership.

That's just what Aisha Willits, 39, intends to provide the district in her new role as THPRD's director of planning.

Willits came on board last fall as the district's deputy planning director and took over the director reins from Hal Bergsma, who retired in June after eight years in the director's chair. The Portland native brings 14 years of experience with Washington County government, where she served as principal planner in the community planning section.

Willits, who will apply many of the same approaches and concepts from her county experience to the new role, is glad to make the transition to a familiar organization whose goals she wholeheartedly believes in.

"I'm thrilled and honored to be here," she says. "I think (THPRD) is a great organization. I absolutely believe in the district's mission in wanting to provide quality spaces for residents to enjoy. I'm very enthused to have

an opportunity to do that."

Some of Willits' responsibilities include implementing remaining projects funded by the \$100 million bond measure district voters approved in 2008, incorporating changes in intergovernmental relations that affect the district, planning for recently acquired properties and setting priorities for new land acquisition.

She will work closely with the city of Beaverton, Washington County, Metro regional government and other agencies on new targeted development areas such as South and North Cooper Mountain and North Bethany.

With roughly half of the bond-program projects already completed or underway, Willits is well positioned to focus on the district's future and a new slate of opportunities.

"Two plans will very much inform what we do past the bond program," she says. "The parks functional plan and the trails functional plan will outline goals for parks and trails, what they will look like and how we'll go about making decisions about

planning: what we find in those spaces, setting standards, where to go with available funding."

Willits and her colleagues face the challenge of transitioning toward a post-bond measure landscape, while planning for an influx of newly developed areas and population.

"We're keeping a mindful eye toward the future. As we move out of the bond program into something more long term, we have to adjust the way we do things," she says. "We want to be open to making adjustments and be sure we're providing stewardship to the public."

Bob Wayt, the district's communications director, says the crucial juncture the district is in informed the decision to bring Willits on several months before

Bergsma's planned retirement this summer.

"It's rare, but we felt it was critical, given the nature of the work, that Aisha be brought in to work closely with Hal on the bond program and other planning projects so she would be ready to take over when Hal retired," he says.

The overlap period proved in-

**"We live in a very unique area. We've made a commitment we're going to grow in this (Urban Growth Boundary) footprint and keep it pretty tight. It's important to save these amazing lands around us."**

— Aisha Willits



TIMES PHOTO: JONATHAN HOUSE

Aisha Willits is the new director of planning for the Tualatin Hills Park and Recreation District.

valuable to bringing Willits up to speed regarding the district's ongoing as well as upcoming projects.

"We definitely had a strategy when I first came on board on how to introduce me to the different efforts," she says. "I attended a lot of meetings and slowly, surely, Hal stepped back and I stepped more forward."

Willits took an active role as the district's point person on various capital projects, working with local agencies on county and urban planning strategies.

"Hal was a very good tour guide as I was taking over his position," she says. "He made sure I got to know the right people and was engaged in the various issues. He was very committed to my success and making sure the park district was left with a capable person to champion the cause."

Wayt says Willits' extensive

experience with Washington County, which the park district serves extensively, brings with it numerous assets.

"Her experience, knowledge and connections in the government community were all favorable factors," he says. "We felt very fortunate to have the opportunity to hire a candidate of Aisha's caliber for those reasons: her contacts, knowledge, experience and comfort with the issues she's dealt with at the county certainly carry over to the park district in a great way."

A Portland State University graduate, Willits is confident the connections and goodwill she's built in and around Washington County — including previous interactions with THPRD officials — will serve her well at the park district.

"I think I've had a lot of relationships across Washington County that I continue to tap into

today," she says. "I've had a familiarity with our landscape and how we work together. I have a familiarity with the players and the issues."

Willits lives with her husband, Jason, in Hillsboro, and counts Lowami Hart Woods, Jenkins Estate and the Mt. Williams, Westside, and Rock Creek trail systems among her favorite places to visit in the park district. She's pleased to be in a role that helps protect as well as expand nature-based opportunities for residents and visitors.

"We live in a very unique area," she says. "We've made a commitment we're going to grow in this (Urban Growth Boundary) footprint and keep it pretty tight. It's important to save these amazing lands around us."

"It's critical we provide open space and places to recreate to offset the density we're moving toward."