



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

**Board of Directors Regular Meeting  
Tuesday, June 20, 2017  
6:30 pm Executive Session; 7:30 pm Regular Meeting  
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room  
15707 SW Walker Road, Beaverton**

**AGENDA**

1. Executive Session\*
  - A. Personnel
  - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Election of Officers for Fiscal Year 2017/18
  - A. Recognition of Outgoing Board Members
5. [Budget Hearing: Resolution Adopting the Fiscal Year 2017/18 Budget, Levying Taxes, and Making Appropriations](#)
  - A. Open Hearing
  - B. Staff Report
  - C. Public Comment\*\*
  - D. Board Discussion
  - E. Close Hearing
  - F. Board Action
6. Audience Time\*\*
7. Board Time
8. Consent Agenda\*\*\*
  - A. Approve: [Minutes of May 9, 2017 Regular Board Meeting](#) and [May 16, 2017 Board Work Session](#)
  - B. [Approve: Monthly Bills](#)
  - C. [Approve: Monthly Financial Statement](#)
  - D. [Approve: Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2017/18](#)
  - E. [Approve: Resolution Amending and Restating THPRD's Retirement Plan](#)
  - F. [Approve: Intergovernmental Agreement with Washington County for Major Streets Transportation Improvement Program \(MSTIP\) Funds for Waterhouse Trail Segment 4](#)
  - G. [Award: SW Quadrant Neighborhood Park 1 Consultant Contract](#)
  - H. [Award: NW Quadrant Neighborhood Park 2 Consultant Contract](#)
  - I. [Award: Aquatic Center Renovation Phase 2 Contract](#)
9. Unfinished Business
  - A. [Approve: Crowell Woods Park Master Plan](#)
  - B. [Update: Marketing Plan](#)
  - C. [Information: General Manager's Report](#)
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:** June 15, 2017  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** Information Regarding the June 20, 2017 Board of Directors Meeting

### **Agenda Item #4 – Election of Officers for Fiscal Year 2017/18**

Current Board President Jerry Jones Jr. will lead the process in the election of officers for fiscal year 2017/18. The seats to be elected include president, secretary (currently held by Ali Kavianian), and secretary pro-tempore (currently held by Bob Scott).

### **Agenda Item #5 – Budget Hearing: Resolution Adopting the Fiscal Year 2017/18 Budget, Levying Taxes and Making Appropriations**

Enclosed please find a memo from Keith Hobson, director of Business & Facilities, outlining the process for the budget hearing to adopt the Fiscal Year 2017/18 Budget.

**Action Requested:** Board of directors' approval of Resolution 2017-10 to adopt the 2017/18 budget, levy ad valorem taxes, and make appropriations.

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

Attached please find consent agenda items #8A-I for your review and approval.

**Action Requested:** Approve Consent Agenda Items #8A-I as submitted:

- A. Approve: Minutes of May 9, 2017 Regular Board Meeting and May 16, 2017 Board Work Session
- B. Approve: Monthly Bills
- C. Approve: Monthly Financial Statement
- D. Approve: Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2017/18
- E. Approve: Resolution Amending and Restating THPRD's Retirement Plan
- F. Approve: Intergovernmental Agreement with Washington County for Major Streets Transportation Improvement Program (MSTIP) Funds for Waterhouse Trail Segment 4
- G. Award: SW Quadrant Neighborhood Park 1 Consultant Contract
- H. Award: NW Quadrant Neighborhood Park 2 Consultant Contract
- I. Award: Aquatic Center Renovation Phase 2 Contract

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

### **A. [Crowell Woods Park Master Plan](#)**

Attached please find a memo requesting board of directors' approval of the proposed master plan for Crowell Woods Park. Gery Keck, superintendent of Design & Development, and Steve Gulgren, senior park planner, will provide an overview of the proposed master plan and answer any questions the board may have.

**Action Requested: Board of directors' approval of the proposed master plan for Crowell Woods Park.**

### **B. [Marketing Plan](#)**

Attached please find a memo noting that Bob Wayt, director of Communications & Outreach, and Erin McClellan, marketing specialist, will be in attendance to present an overview of district marketing efforts and answer any questions the board may have.

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

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

#### **Other Packet Enclosures**

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



## MEMO

**DATE:** May 25, 2017  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities  
**RE:** **Budget Hearing: Resolution Adopting the Fiscal Year 2017/18 Budget, Levying Taxes, and Making Appropriations**

In accordance with Oregon Local Budget Law, the THPRD Board of Directors must conduct a public budget hearing on the [approved budget](#) prior to adopting the budget for the 2017/18 fiscal year. Also in accordance with Oregon Local Budget Law, a notice of this hearing and a summary of the approved budget have been published.

After conducting a budget hearing, the board needs to adopt the budget and take certain other actions relative to the 2017/18 fiscal year. The attached resolution takes the following actions as required by Oregon Local Budget Law:

### **Adopt the Budget**

The budget, as approved by THPRD's Budget Committee, must be adopted by resolution no later than June 30, and needs to state the total amount of all budget requirements. After closing the budget hearing, the board may make limited adjustments to the approved budget prior to adoption, if necessary.

### **Levy Ad Valorem Taxes**

Local governments that use ad valorem property taxes to balance their budgets must declare the tax amount or tax rate by resolution. Property taxes are imposed for the tax year on the assessed value of all taxable property within the park district.

### **Make Appropriations**

The resolution includes a schedule of appropriations, based on the approved budget, which provides THPRD with the legal spending authority for the fiscal year.

This resolution has been reviewed by THPRD's legal counsel.

### **Action Requested**

Board of directors' approval of Resolution 2017-10 to adopt the 2017/18 budget, levy ad valorem taxes, and make appropriations.

**RESOLUTION NO. 2017-10**

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

A RESOLUTION CONSISTENT WITH THE REQUIREMENTS OF ORS 294.456 APPROVING A BUDGET, MAKING APPROPRIATIONS, DETERMINING, MAKING, DECLARING, ITEMIZING AND CATEGORIZING THE AD VALOREM PROPERTY TAX AMOUNTS AND RATES TO BE CERTIFIED TO THE WASHINGTON COUNTY ASSESSOR FOR FISCAL YEAR 2017/18 FOR THE TUALATIN HILLS PARK & RECREATION DISTRICT

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) must, consistent with the requirements of the Oregon Local Budget Law (ORS 294.305 to 294.565) prepare and adopt an annual budget; and

**WHEREAS**, THPRD has complied with the procedures set out in Oregon’s Local Budget Law for preparing the budget, involving the public, estimating revenues, expenditures and proposed ad valorem property taxes and outlining the programs and services provided by THPRD.

**NOW THEREFORE, it is hereby resolved as follows:**

**Section 1. Budget Approved and Adopted.** The THPRD Board of Directors hereby approves and adopts a budget for Fiscal Year 2017/18 in a total amount of \$100,540,103. A copy of the budget will be kept on file in THPRD’s Administration Office.

**Section 2. Levy of Taxes.** The THPRD Board of Directors hereby make the appropriations described in Section #3 below and determine, make and declare the ad valorem property tax amount provided for in the budget at the rate of \$1.3073 per \$1,000 of assessed value (AV) and a property tax of \$7,464,964 for bonded debt. Taxes are hereby imposed and categorized for Tax Year 2017/18 upon the assessed value of all taxable property within the boundaries of THPRD. The following allocations and categorization (subject to the limitations of OR. CONST. Article XI, Sec. 11b) make up the levy:

	<b>Subject to the General Government Limitations</b>	<b>Excluded from Limitations</b>
<b>General Fund</b>	\$1.3073 / \$1,000 AV	
<b>Bonded Debt Fund</b>		\$7,464,964

**Section 3. Fiscal Year 2017/18 Appropriations.** The amounts for the fiscal year beginning July 1, 2017 and for the purposes shown below are hereby appropriated as follows:

**General Fund**

Board of Directors	\$ 269,895
Administration	\$ 2,513,864
Business & Facilities	\$22,024,608
Park & Recreation Services	\$17,406,311
Capital Outlay	\$ 6,419,213
Contingency	\$ 2,500,000
Capital Replacement Reserve	\$ 2,550,000
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$53,683,891</u></b>

**Bonded Debt Fund**

Bond Principal Payments	\$ 4,520,000
Bond Interest Payments	<u>\$ 2,986,081</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 7,506,081</u></b>

**Systems Development Charge Fund**

Capital Outlay	<u>\$22,115,685</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$22,115,685</u></b>

**Maintenance Mitigation Fund**

Materials and Services	<u>\$ 164,300</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 164,300</u></b>

**Bond Capital Projects Fund**

Capital Outlay	<u>\$17,070,146</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$17,070,146</u></b>

**Section 4.** The Budget Officer, Keith D. Hobson, is hereby authorized consistent with the terms of ORS 310.060 to certify to the Washington County Clerk and Washington County Assessor the tax levy made by this resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget as finally adopted.

**Section 5.** This resolution takes effect on July 1, 2017.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 20, 2017

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Jerry Jones Jr.  
President/Director

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Ali Kavarianian  
Secretary/Director

Adoption and date attested by:

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Marilou Caganap  
Recording Secretary



**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 Tuesday, May 9, 2017, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6:30 pm; Regular Meeting 7:30 pm.

Present:

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

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

President Jerry Jones Jr. called executive session to order for the following purposes:

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, 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) and (h), which allows the board to meet in executive session to discuss the aforementioned issues.

President Jones noted that representatives of the news media and designated staff may attend executive session. 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 returned to open session and welcomed the audience into the room.

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

The Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Jerry Jones Jr. on Tuesday, May 9, 2017, at 7:45 pm.

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

Ali Kavianian moved that the board of directors authorize staff to acquire a property in the northwest quadrant of the district for a purchase price discussed in executive session, using bond natural resource funds, subject to the appropriate due diligence review and approval by the general manager. Larry Pelatt seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Bob Scott	Yes
Larry Pelatt	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.



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

Larry Pelatt	Yes
John Griffiths	Yes
Ali Kavianian	Yes
Bob Scott	Yes
Jerry Jones Jr.	Yes

The motion was **UNANIMOUSLY APPROVED**.

#### **Agenda Item #4 – Audience Time**

There was no testimony during audience time.

#### **Agenda Item #5 – Board Time**

There were no comments during board time.

#### **Agenda Item #6 – Consent Agenda**

Larry Pelatt moved that the board of directors approve consent agenda items (A) Minutes of April 11, 2017 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Intergovernmental Agreement with Metro for Nature in Neighborhoods Capital Grant for Fanno Creek Greenway. Bob Scott seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Ali Kavianian	Yes
Bob Scott	Yes
Larry Pelatt	Yes
Jerry Jones Jr.	Yes

The motion was **UNANIMOUSLY APPROVED**.

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

##### **A. Resolution Naming Southwest Quadrant Community Park**

Geoff Roach, director of Community Partnerships, provided an overview of the memo included within the board of directors' information packet regarding the recommendation to name the new Southwest Quadrant Community Park as Mountain View Champions Park. This recommendation was initially presented for the board's review at the April 11, 2017 Regular Board meeting.

Geoff provided a brief review of the discussion from the April board meeting, during which the board directed staff to update the community with respect to the recommended name and return to the board with any new findings for consideration prior to the board taking action. He provided an overview of the additional outreach conducted as follows:

- An email announcing the recommended name was sent to nearly 500 people who had provided a naming entry during the public outreach period.
  - There was interest in the email (nearly half of those that received the email opened it), but no one responded with any criticism of the proposed name.
- The naming recommendation was posted on the district's website and social media.
  - This particular Facebook post was among the most popular THPRD updates in months. It was shown to more than 10,000 users, 320 of whom clicked on the link to learn more.

- Among those who commented on the Facebook post, none expressed concern with the name. Most were curious about the park's location and/or its amenities.
- The naming recommendation was presented to Citizen Participation Organization #6 (Aloha/Reedville/Cooper Mountain), the district's advisory committees, the Tualatin Hills Park Foundation, and the Champions Council.
  - Feedback from the groups was a mix of positive and neutral opinions.
  - The joint advisory committee meeting was generally positive, but included a couple of critical comments regarding the lack of diversity in the composition of the volunteer naming committee and whether the use of a committee was a way for THPRD to override public sentiment.

Geoff noted that the action requested of the board this evening is approval of a resolution adopting the name for the new 21.5-acre community park as Mountain View Champions Park and offered to answer any questions the board may have.

Ali Kavianian complimented the extensive public outreach process used in developing this recommendation. He referenced the comment regarding a lack of diversity on the naming committee, noting that he would like to see this addressed on future committees. Otherwise, he was impressed by how the district was able to encourage so much public involvement, analyze and process the feedback, and would like to see similar efforts in the future.

**Bob Scott moved that the board of directors approve Resolution 2017-09 to name the new 21.5-acre community park currently known as Southwest Quadrant Community Park as Mountain View Champions Park. Ali Kavianian seconded the motion. Roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Ali Kavianian</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**B. Somerset West Redevelopment Project Construction Funding/Phasing Options**

Keith Hobson, director of Business & Facilities, provided an overview of the memo included within the board of directors' information packet regarding the funding and phasing option recommendation for the Somerset West Park redevelopment project. This topic was initially presented for the board's review and discussion at the April 11, 2017 Regular Board meeting.

Keith provided a brief review of the discussion from the April board meeting, noting that the pressing issue is determining whether or not to phase the Somerset West Park redevelopment project in order to finalize the scope of work for design services. He noted that based on the feedback received from the board, staff is recommending that the board approve development of Phase 1 of the Somerset West Park redevelopment master plan, adopted by the board in January 2017. As noted at the April board meeting, the entire master plan exceeds available funding by \$1.8 million, but phasing the project to exclude the parking lot expansion and the resulting basketball court relocation reduces this to an overage of \$500,000. Also based on feedback received at the April meeting, staff is recommending that costs in excess of available funding for Phase 1 come from System Development Charge (SDC) funds. However, the decision on funding will not have to be made until the construction contract is awarded in 2019.

Keith concluded by noting that, while not part of tonight's action, based on board feedback at the April meeting, staff will be proceeding with the design, permitting and bidding on the full Cedar Hills Park master plan, and will recommend a funding plan using a combination of SDC

funds and debt, as well as potentially some outside grant funds. Keith noted that the action requested of the board this evening is approval to proceed with the design and development of Phase 1 of the Somerset West Park redevelopment project as shown in the attachment to the memo, and offered to answer any questions the board may have.

President Jones expressed appreciation for staff's efforts in thoroughly exploring different solutions and being creative in order to put forth the best proposal possible in this matter.

**Larry Pelatt moved that the board of directors approve the recommended funding and phasing option for the Somerset West Park Redevelopment Project. Bob Scott seconded the motion. Roll call proceeded as follows:**

<b>Ali Kavianian</b>	<b>Yes</b>
<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>

**The motion was UNANIMOUSLY APPROVED.**

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

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

- GFOA's Certificate of Achievement for Excellence in Financial Reporting
  - This is the 13<sup>th</sup> consecutive year that THPRD has won this prestigious award.
- National Recreation and Park Association (NRPA) Gold Medal Award Application
  - Aisha Panas, director of Park & Recreation Services, announced that THPRD was recently named as a finalist for the 2017 NRPA Gold Medal Award.
- AmeriCorps National Civilian Community Corps (NCCC) Summer Partnership
  - Keith Hobson, director of Business & Facilities, announced a partnership with AmeriCorps NCCC who will be providing 11 team members for one month this summer to address several non-routine projects throughout the district.

Doug offered to answer any questions the board may have.

John Griffiths asked whether district staff took a different approach to this year's Gold Medal application.

- ✓ Aisha replied that the district's application this year continued to focus on NRPA's three pillars (conservation, health and wellness, and social equity), but also highlighted how innovation is incorporated into the way the district does business. Examples included the Strategic Energy Management Program and the Future Trends Team. Staff also analyzed the video submissions for all 2016 Gold Medal winners to see if there were any trends or consistent messages that the district could learn from and possibly use.

John commented that many of the past Gold Medal winners had applied and been selected as finalists multiple years before winning the Gold Medal. He hopes it is not simply a matter of the district waiting for its turn.

- ✓ Aisha agreed that staff has the same hope, noting that there is very little information available as to how the applicants are scored and almost no feedback from NRPA regarding the district's application last year. She described how the district has made a concerted effort over the past year to become much more engaged with NRPA in general, including staff attendance at NRPA Innovation Labs, a published article in NRPA's magazine, and session submittals for the upcoming annual conference.

John Griffiths commented that it is nice to see some results from the district's legislative visits to Washington, D.C., as with the AmeriCorps NCCC partnership.

## **Agenda Item #8 – New Business**

### **A. Naming of New Park Sites in North Bethany**

Gery Keck, superintendent of Design & Development, provided an overview of the memo included within the board of directors' information packet regarding the proposed naming of three new park sites in North Bethany. Gery described the public outreach process that has taken place to date, noting that after staff receives board feedback on the proposed names this evening, additional outreach will be conducted and staff will return to the board for consideration of approval of the recommended park names in August. Gery noted that at the time of the initial public outreach, staff was seeking naming suggestions for four community trails in the area as well, but it was later decided to postpone naming the trails until their exact trail alignments could be finalized. Gery introduced Matt Kilmartin, park planner, to provide an overview of the naming recommendations.

Matt provided an overview of each naming recommendation via a PowerPoint presentation of the map included within the board of directors' information packet as follows:

- Park Site #1: Abbey Creek Park
  - Outreach revealed public support for a name that reflects the history and natural character of the site, and neighbors seem to identify with the existing development's name of Abbey Meadows.
- Park Site #2: Ulrich Gerber Park
  - Outreach revealed public support for a name that reflects the historical character of the area and the historical significance of Ulrich Gerber, who was the area's first postmaster and whose nearby home site became the community's first post office, stagecoach stop, and general store.
- Park Site #3: Bethany Creek Park
  - Outreach revealed public support for a name that reflects the history and natural character of the site, and neighbors seem to identify with the existing development's name of Bethany Creek Falls.

Gery and Matt offered to answer any questions the board may have.

John Griffiths asked for additional information regarding Ulrich Gerber.

- ✓ Gery replied that staff has been researching Ulrich Gerber's past which goes back over 100 years in the area.
- ✓ General Manager Doug Menke noted that descendants of Gerber still live in the area.

Ali Kavianian asked whether any consideration was given to naming the park Gerber Park rather than using the full name of Ulrich Gerber Park.

- ✓ Matt replied that there has been public support expressed for using the full name.
- ✓ Doug noted that when the district has named parks in the past after people, both first and last names are used, but the commonly known name is usually shortened to just the last name.

John asked how many more parks the district would be naming in the North Bethany area.

- ✓ Keith Hobson, director of Business & Facilities, replied at least three more park sites, including the community park.

### **B. Results of Riley Research Survey on THPRD Public Awareness**

Bob Wayt, director of Communications & Outreach, introduced Mike Riley of Riley Research Associates, to provide an overview of the results from a recently conducted, statistically-valid telephone poll of about 500 residents within THPRD's boundaries to test public attitudes of a wide variety of topics related to the district. The interviews were conducted in both English and

Spanish. The findings also include nearly 1,400 online responses to the survey after it was posted on the district's website.

Mike provided a detailed overview of the survey results via a PowerPoint presentation, a copy of which was entered into the record, noting that THPRD received a consistently high satisfaction rating among survey respondents. Community service goals, such as making patrons feel welcome when utilizing facilities and services, also rated consistently high. Mike noted that while the online and telephone survey respondents were quite similar demographically, the online survey respondents tended to be much heavier users of district services and were also slightly more critical. Mike offered to answer any questions the board may have.

Larry Pelatt referenced the survey question gauging support for discontinuing mailing the summer activities guide. He asked how much funding would be saved by doing this.

- ✓ Bob replied that over \$100,000 would be saved.
- ✓ General Manager Doug Menke commented that this concept has been debated extensively in the past. Most agencies that have chosen to discontinue mailings have expressed regret over that decision due to the resulting decrease in registration numbers and overall recognition. While THPRD enjoys a high level of educated and technologically savvy residents, it is a decision that still warrants caution.
- ✓ Mike added that one of the few areas within the survey results that revealed the need for some improvement was making it easier to register for classes.
- ✓ Doug noted that an interesting paradox is that while there was support for discontinuing the mailing from telephone respondents, the impact would be greater on the high level users of district programs.
- ✓ President Jones described his impression of the utilization of the activities guide as a reminder for busy parents that registration is coming up, and as a way to organize and highlight their desired classes in preparation for registration day.

President Jones commented that the district's extensive branding efforts over the past three years seem to be paying off.

John Griffiths inquired whether the survey results could be broken down by ethnicity, such as by Latino respondents.

- ✓ Mike replied that this information could be provided to the board. His recollection of the results was that the Latino population has a similar satisfaction rate.

Mike commented that THPRD's survey results revealed a remarkable level of satisfaction with the district's staff, facilities and services. He stated that there are very few companies or organizations that enjoy similar levels of satisfaction.

#### **Agenda Item #9 – Adjourn**

There being no further business, the meeting was adjourned at 9:35 pm.

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Jerry Jones Jr., President

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Ali Kavarianian, Secretary

Recording Secretary,  
Jessica Collins



**Tualatin Hills Park & Recreation District  
Minutes of a Work Session of the Board of Directors**

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was held on Tuesday, May 16, 2017, 7:00 pm at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon.

Present:

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

**Agenda Item #1 – Call Work Session to Order**

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Jerry Jones Jr. on Tuesday, May 16, 2017, at 7:00 pm.

**Agenda Item #2 – District Support of Community Services**

This evening’s work session was the result of board discussion at the February 14, 2017 Regular Board Meeting during the agenda item Affordable Housing and Systems Development Charges. At that meeting, Randy Ealy, Chief Administrative Officer for the City of Beaverton, gave a presentation about the city’s affordable housing strategies and the possibility of systems development charge (SDC) waivers as a tool to enable development of affordable housing. Rob Massar, Assistant County Administrator for Washington County, also provided information on the county’s current considerations regarding affordable housing. A list of questions from the board pertaining to SDCs and affordable housing arose from this discussion, as well as a request for a board work session in order to discuss the topic further.

General Manager Doug Menke opened the discussion by noting that in order to evaluate THPRD’s potential role in aiding affordable housing, it would be helpful to first review the district’s present involvement in the delivery of social services. He noted that staff has reviewed district operations in order to aggregate how THPRD meets some of the important social service needs of our community. The programs are generally, but not all, above and beyond the district’s regulatory obligations and baseline service delivery requirements. By sharing this information, the question of THPRD’s role in affordable housing can be viewed in the context of what the district already provides, of which most have a rational connection to THPRD’s mission and are already integrated into our operations.

Doug commented that should affordable housing be added to the mix of social services provided by the district, any new obligations the district incurs should be weighed against the services already provided; their context within the district’s mission; and the district’s budget framework and operation. Doug introduced Aisha Panas, director of Park & Recreation Services, to provide a presentation on THPRD’s Access for All initiative.

## **A. Access for All at THPRD**

Aisha provided a detailed overview of THPRD's Access for All initiative via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- An overview of the variety of social services provided by the district, including but not limited to: the district's scholarship program, adaptive and inclusive recreation, healthcare partnerships, Meals on Wheels, free swim lessons, and much more.
- Access for All initiatives can be categorized within four themes:
  - Welcoming Environment
  - Financial Assistance
  - Partner Support
  - Targeted Programming
- Ways in which THPRD's Access for All initiative is consistent with City of Beaverton's vision and goals, including the city's Community Vision Action Plan.
- The total THPRD commitment to the Access for All initiative is over \$1.6 million annually.

Aisha offered to answer any questions the board may have.

John Griffiths commented that this presentation should be shared with the City of Beaverton council members and staff.

- ✓ Ali Kavianian expressed agreement, noting that the district should be touting these services via social media and contact with our partner agencies.

Bob Scott pondered the possibility that waiving SDC funds in support of affordable housing initiatives may impact the social services already being provided by the district, especially when considering that the residents that qualify for affordable housing may also be availing themselves of these particular district services.

- ✓ John questioned whether waiving SDC funds would truly impact the Access for All initiative since SDC funds are used for capital improvements, not operational expenditures.
- ✓ President Jones explained that any SDC funds waived are required to be backfilled from other funding sources.
- ✓ Doug noted that it would be the board's determination through the budget process from where the waived SDC funding would be backfilled.

## **B. Affordable Housing Support**

Keith Hobson, director of Business & Facilities, referenced the memo included within the board of directors' information packet that provides an overview of the questions and answers that resulted from the board's discussion on this topic at the February 14, 2017 Regular Board meeting. One question in particular was regarding the legality of waiving SDC funds for affordable housing projects. He noted that although the legal analysis is privileged information, the synopsis is that selectively waiving SDC fees for one group of housing units creates legal risk for the district's SDC methodology unless waived SDC funds are replaced by another non-SDC source of funding. Keith noted that the only other funding source that the district has that is not otherwise committed to something else is the general fund. Keith offered to answer any questions or clarify any of the information contained within the memo.

John asked for confirmation that if the district were to waive SDC funds for an affordable housing project, a backfill funding source would need to be identified and those funds transferred in order to make the SDC fund whole. The SDC fund should remain the same amount as it would have been if no waiver was granted and SDC funds were collected on that project as normal.

- ✓ Keith confirmed this.

- ✓ Doug commented that the terminology of funding can be viewed the same as value. One option that has been discussed openly is the concept of using an outside source that would bring value to the district, such as a transfer of land.

President Jones referenced City of Beaverton Mayor Doyle's official SDC waiver request to THPRD for the Beaverton Central housing project, and suggested forming a working group consisting of district board members and city council members, along with their respective staff, to further discuss the request. He commented that he has been clear with the mayor in prior conversations that THPRD is not typically involved in affordable housing but that the district is willing to discuss what the options might be and how other jurisdictions have worked through this issue. Jerry stated that he has reached out to Beaverton City Council President Marc San Soucie to begin formulating this working group, on which John Griffiths has also offered to serve. A brief document will be developed outlining the charge of the working group, along with the desired outcomes and action items. He noted that the concept of transferring land that the city owns but the district operates as a way to backfill SDCs has been brought up to mixed reactions but will be further discussed. This evening's work session will be helpful to him in identifying ideas and comments from the board that he can present to the working group.

- ✓ Doug added that the intent is that the working group would develop a formal recommendation for consideration by both the full THPRD Board of Directors and City of Beaverton Council.

John commented that the current SDC waiver request will not be the last and he is hopeful that the working group will identify a process that could be applied consistently for future requests. He would also like the city to better understand the legal parameters the district is working within for such requests and that SDC funding is the district's only form of growth capital.

Discussion occurred regarding what other jurisdictions have been asked to contribute or waive for the Beaverton Central housing project, as well as the generally limited number of agencies that assess SDCs. It was determined that this would be a discussion for the working group, too.

Larry Pelatt described the City of Portland's focus on affordable housing, noting that it will not be too long before the City of Beaverton and Washington County are focused on this topic just as heavily. THPRD will need to develop a consistent, simple and repeatable method in addressing these requests. He noted that he is having difficulty reconciling the need for affordable housing with THPRD's mission and purpose.

Bob commented that he is intrigued by the concept of receiving land in exchange for SDC waivers, but not interested in the concept of using general fund dollars.

John pondered what the ramifications would be if THPRD denied the request. He observed that even a long-term solution in terms of exchanging value in order to backfill SDC waivers would eventually become depleted. He agrees that it is in the best interest of THPRD to work with the city on an accommodation in order to foster the agencies' relationship.

Ali commented on the number of residents that could be assisted via the district's scholarship program with the SDC funding amount requested to be waived. He expressed agreement with exploring the concept of exchanging value rather than simply waiving the SDC funds and backfilling the amount from the general fund.

Larry explained that he sees a fundamental issue in waiving SDCs in order to aid affordable housing when the residents who live in such housing typically tend to be heavy users of THPRD's free services such as parks and trails, which are funded via SDCs.



- ✓ Jerry commented that the district does not know for certain how many low-income residents use the district's services versus median or higher income residents, or tax payers that are not using the district's services at all.

President Jones stated that he is opposed to taking funds from the district's Access for All initiative in order to support affordable housing efforts. Such services are needed and well-utilized, and cutting funding in any way would have a distinguishable negative impact on those patrons. However, he would like to explore what other options there might be in order to accommodate the city's request.

Discussion occurred regarding a potential conflict in taking land in exchange for SDC funds when SDCs are the district's funding source used to develop land into parks. Points made included consideration of receiving land that has already been developed with park amenities or facilities but is not owned by the district, although those opportunities are in limited supply. Another point was made as to how to properly appraise property that is already being used as a park or recreation facility, as well as how the district could receive a high-value property and essentially establish a SDC waiver credit bank that the city could draw from for future requests.

President Jones concluded the work session by describing the next steps in this process as the creation of the working group along with a stated desire to make whatever solution that is developed a repeatable and sustainable process.

### **Agenda Item #3 – Adjourn**

There being no further business, the work session was adjourned at 7:45 pm.

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Jerry Jones Jr., President

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Ali Kavarianian, Secretary

Recording Secretary,  
Jessica Collins

Check #	Check Date	Vendor Name	Check Amount
38311	04/12/2017	Community Newspapers, Inc. <b>Advertising</b>	3,209.00 <b>\$ 3,209.00</b>
38317	04/12/2017	Dorma USA, Inc. <b>Capital Outlay - ADA Projects</b>	3,600.00 <b>\$ 3,600.00</b>
299197	04/05/2017	2KG Contractors, Inc. <b>Capital Outlay - Aquatic Center Renovation</b>	19,867.44 <b>\$ 19,867.44</b>
ACH	04/25/2017	Fieldturf USA, Inc. <b>Capital Outlay - Athletic Facility Replacement</b>	73,517.68 <b>\$ 73,517.68</b>
299316	04/14/2017	Cedar Mill Construction Co, LLC <b>Capital Outlay - Bond - Facility Rehabilitation</b>	2,429.48 <b>\$ 2,429.48</b>
299371	04/19/2017	Daneal Construction, Inc. <b>Capital Outlay - Bond - Land Acquisition</b>	12,883.00 <b>\$ 12,883.00</b>
299225	04/05/2017	Scholls Valley Native Nursery <b>Capital Outlay - Bond - Natural Resources Projects</b>	8,406.25 <b>\$ 8,406.25</b>
299205	04/05/2017	Benchmark Contracting, Inc. <b>Capital Outlay - Bond - New Linear Park &amp; Trail Development</b>	2,375.00 <b>\$ 2,375.00</b>
299509	04/28/2017	Sustainable Performance Solutions LLC	143,394.00
299322	04/14/2017	Cornerstone Management Group, Inc.	6,890.00
299338	04/14/2017	P & C Construction	418,767.00
ACH	04/14/2017	MacKay Sposito, Inc.	20,347.68
299211	04/05/2017	David Evans & Associates, Inc.	33,682.94
299217	04/05/2017	Musco Sports Lighting, LLC <b>Capital Outlay - Bond - New/Redevelop Community Parks</b>	10,432.10 <b>\$ 633,513.72</b>
299433	04/25/2017	Steele Electric LLC <b>Capital Outlay - Building Improvements</b>	22,381.00 <b>\$ 22,381.00</b>
299428	04/25/2017	SimplexGrinnell LP	2,457.14
299316	04/14/2017	Cedar Mill Construction Co, LLC	18,398.00
299228	04/05/2017	SimplexGrinnell LP	2,349.00
299233	04/05/2017	Strong Tower Cleaning Services LLC <b>Capital Outlay - Building Replacements</b>	1,450.00 <b>\$ 24,654.14</b>
299311	04/14/2017	Belson Outdoors LLC <b>Capital Outlay - Entry Garbage Cans</b>	1,105.00 <b>\$ 1,105.00</b>
299414	04/25/2017	Northwest Playground Equipment, Inc. <b>Capital Outlay - Facility Challenge Grants</b>	714.00 <b>\$ 714.00</b>
38093	04/12/2017	GISI Marketing Group <b>Capital Outlay - Fleet Capital Improvement</b>	1,841.40 <b>\$ 1,841.40</b>
299315	04/14/2017	CDW Government, Inc. <b>Capital Outlay - Information Technology Replacement</b>	4,701.50 <b>\$ 4,701.50</b>
299414	04/25/2017	Northwest Playground Equipment, Inc.	1,991.00
299338	04/14/2017	P & C Construction <b>Capital Outlay - Park &amp; Trail Improvements</b>	25,644.00 <b>\$ 27,635.00</b>

Check #	Check Date	Vendor Name	Check Amount
299412	04/25/2017	Landscape Structures, Inc.	1,717.00
299414	04/25/2017	Northwest Playground Equipment, Inc.	5,436.00
299415	04/25/2017	Oregon Corrections Enterprises	1,657.01
38717	04/12/2017	Ewing Irrigation Products, Inc.	4,803.00
		<b>Capital Outlay - Park &amp; Trail Replacements</b>	<b>\$ 13,613.01</b>
299419	04/25/2017	Pacific Habitat Services, Inc.	2,868.00
299373	04/19/2017	Earthworks Excavation and Construction, Inc.	24,500.00
299323	04/14/2017	Geotechnics LLC	5,800.00
299351	04/14/2017	W & H Pacific, Inc.	36,702.62
299212	04/05/2017	Donnerberg Enterprises, LLC	6,500.00
		<b>Capital Outlay - SDC - Park Development/Improvement</b>	<b>\$ 76,370.62</b>
ACH	04/25/2017	BridgePay Network Solutions, LLC	2,297.70
		<b>Credit Card Processing Fees</b>	<b>\$ 2,297.70</b>
38211	04/12/2017	Westside Economic Alliance	1,500.00
		<b>Dues &amp; Memberships</b>	<b>\$ 1,500.00</b>
299409	04/25/2017	PGE	1,867.08
299410	04/25/2017	PGE	27,317.50
299305	04/14/2017	PGE	3,757.53
299196	04/05/2017	PGE	33,295.78
		<b>Electricity</b>	<b>\$ 66,237.89</b>
299513	04/28/2017	Kaiser Foundation Health Plan	263,012.54
299514	04/28/2017	Moda Health Plan, Inc.	29,283.12
299517	04/28/2017	Standard Insurance Co.	13,237.53
299521	04/28/2017	UNUM Life Insurance-LTC	1,397.70
299331	04/14/2017	Standard Insurance Company	219,978.46
		<b>Employee Benefits</b>	<b>\$ 526,909.35</b>
299516	04/28/2017	PacificSource Administrators, Inc.	10,584.76
299518	04/28/2017	Standard Insurance Company	36,027.37
299330	04/14/2017	PacificSource Administrators, Inc.	3,756.52
299332	04/14/2017	Standard Insurance Company	32,338.09
299276	04/10/2017	Standard Insurance Company	4,256.63
299277	04/10/2017	Voya Retirement Insurance & Annuity Co.	9,400.00
		<b>Employee Deductions</b>	<b>\$ 96,363.37</b>
38776	04/27/2017	NW Natural	9,056.00
299408	04/25/2017	NW Natural	9,492.17
299195	04/05/2017	NW Natural	33,474.81
		<b>Heat</b>	<b>\$ 52,022.98</b>
299430	04/25/2017	Special Districts Association of Oregon	37,927.29
		<b>Insurance</b>	<b>\$ 37,927.29</b>
299438	04/25/2017	United Site Services	7,697.19
299312	04/14/2017	Bridge Town Chimney & Masonry	6,200.00
ACH	04/14/2017	RCO Steam Cleaning, Inc.	2,600.00
37885	04/12/2017	Christenson Electric, Inc.	1,041.32
38125	04/12/2017	Guaranteed Pest Control Service Co, Inc.	1,477.00
38447	04/12/2017	Christenson Electric, Inc.	2,839.59
38468	04/12/2017	Guaranteed Pest Control Service Co, Inc.	1,477.00
299228	04/05/2017	SimplexGrinnell LP	395.00
ACH	04/05/2017	RCO Steam Cleaning, Inc.	1,300.00
		<b>Maintenance Services</b>	<b>\$ 25,027.10</b>

Check #	Check Date	Vendor Name	Check Amount
38778	04/27/2017	AT&T Mobility	1,828.21
299396	04/25/2017	Fazio Brothers Sand & Gravel	4,728.09
299414	04/25/2017	Northwest Playground Equipment, Inc.	1,325.00
299424	04/25/2017	Platt Electric Supply, Inc.	1,288.98
299432	04/25/2017	Staples Advantage	6,235.92
299440	04/25/2017	Wilbur-Ellis Company	2,430.72
299311	04/14/2017	Belson Outdoors LLC	3,169.72
299340	04/14/2017	Pioneer Manufacturing Co.	1,276.05
299346	04/14/2017	Staples Advantage	3,982.87
299348	04/14/2017	Target Specialty Products	1,440.00
299352	04/14/2017	Wilbur-Ellis Company	5,340.00
ACH	04/14/2017	ORCA Pacific, Inc.	2,507.10
38085	04/12/2017	Airgas Nor Pac, Inc.	2,552.54
38244	04/12/2017	Airgas Nor Pac, Inc.	4,871.28
38530	04/12/2017	Target Specialty Products	2,506.00
38717	04/12/2017	Ewing Irrigation Products, Inc.	881.61
299220	04/05/2017	Pacific Sports Turf, Inc.	2,755.96
299235	04/05/2017	Target Specialty Products	3,564.65
		<b>Maintenance Supplies</b>	<b>\$ 52,684.70</b>
299434	04/25/2017	THP Foundation	1,850.23
		<b>Misc Tender Funds/Pepsi Commission</b>	<b>\$ 1,850.23</b>
38733	04/12/2017	Northwest Tree Specialists	1,100.00
		<b>Miscellaneous Other Services</b>	<b>\$ 1,100.00</b>
299426	04/25/2017	Ricoh USA Inc.	2,409.03
		<b>Office Supplies</b>	<b>\$ 2,409.03</b>
299350	04/14/2017	US Postal Service CMRS-PB	3,000.00
		<b>Postage</b>	<b>\$ 3,000.00</b>
299403	04/25/2017	Lithtex, Inc.	3,522.92
		<b>Printing &amp; Publication</b>	<b>\$ 3,522.92</b>
299413	04/25/2017	Mark Sherman Consultants	2,281.00
ACH	04/25/2017	Beery, Elsnor & Hammond, LLP	9,832.07
299343	04/14/2017	Riley Research Associates	16,750.00
299198	04/05/2017	Allegro Design	2,200.00
		<b>Professional Services</b>	<b>\$ 31,063.07</b>
38779	04/27/2017	Comcast Cable	1,118.19
299393	04/25/2017	Beaverton School District #48	1,973.70
299398	04/25/2017	Frye's Action Athletics	9,321.78
299404	04/25/2017	Lone Mountain Sportswear	2,645.25
299421	04/25/2017	Pepsi-Cola Company	2,271.40
299437	04/25/2017	U.G. Cash & Carry	1,630.09
38260	04/12/2017	OfficeMax Incorporated	1,126.28
299207	04/05/2017	Capital One Commercial	1,106.37
299218	04/05/2017	Oregon Dept of Admin Service	2,028.50
		<b>Program Supplies</b>	<b>\$ 23,221.56</b>
299452	04/26/2017	Anthony Hansen	1,772.00
		<b>Refund for District Credit Balance</b>	<b>\$ 1,772.00</b>
38783	04/27/2017	Waste Management of Oregon	7,070.65
		<b>Refuse Services</b>	<b>\$ 7,070.65</b>

Check #	Check Date	Vendor Name	Check Amount
299221	04/05/2017	Rain for Rent Portland	1,875.51
299223	04/05/2017	Ricoh USA Inc.	3,207.28
		<b>Rental Equipment</b>	<b>\$ 5,082.79</b>
299204	04/05/2017	Beaverton School District #48	4,997.91
		<b>Rental Facility</b>	<b>\$ 4,997.91</b>
38738	04/12/2017	Office Depot, Inc.	2,969.20
		<b>Small Furniture &amp; Equipment</b>	<b>\$ 2,969.20</b>
299422	04/25/2017	Peterson Structural Engineers, Inc.	1,440.42
299429	04/25/2017	Sound Security, Inc.	11,967.00
38498	04/12/2017	Northwest Tree Specialists	4,200.00
299214	04/05/2017	Habitat Restoration, LLC	4,372.50
ACH	04/05/2017	Smith Dawson & Andrews	3,000.00
		<b>Technical Services</b>	<b>\$ 24,979.92</b>
299400	04/25/2017	Hydraulic Certification Training	1,160.00
ACH	04/19/2017	Sabrina Taylor Schmitt	2,112.00
ACH	04/14/2017	Katherine Stokke	3,032.61
37877	04/12/2017	CVENT, Inc.	1,520.00
		<b>Technical Training</b>	<b>\$ 7,824.61</b>
38778	04/27/2017	AT&T Mobility	7,612.85
299444	04/26/2017	Comcast Institutional Networks	59,941.00
299406	04/25/2017	Electric Lightwave	4,853.86
		<b>Telecommunications</b>	<b>\$ 72,407.71</b>
299436	04/25/2017	Tualatin Valley Water District	3,542.00
ACH	04/25/2017	Marc Nelson Oil Products, Inc.	1,658.61
299236	04/05/2017	Tualatin Valley Water District	2,247.15
ACH	04/05/2017	Marc Nelson Oil Products, Inc.	3,070.10
		<b>Vehicle Gas &amp; Oil</b>	<b>\$ 10,517.86</b>
38784	04/27/2017	City of Beaverton	10,197.14
38785	04/27/2017	Clean Water Services	2,828.46
38786	04/27/2017	Tualatin Valley Water District	14,432.81
		<b>Water &amp; Sewer</b>	<b>\$ 27,458.41</b>
		<b>Grand Total</b>	<b>\$ 2,025,035.49</b>

## Tualatin Hills Park &amp; Recreation District

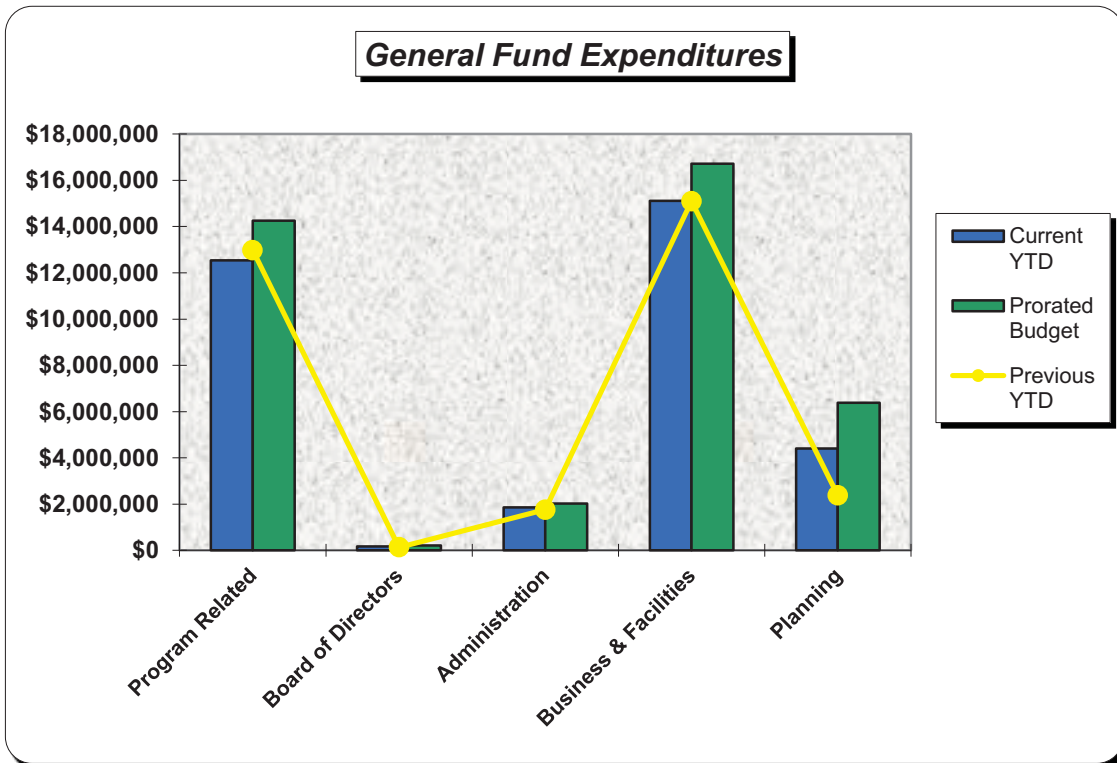
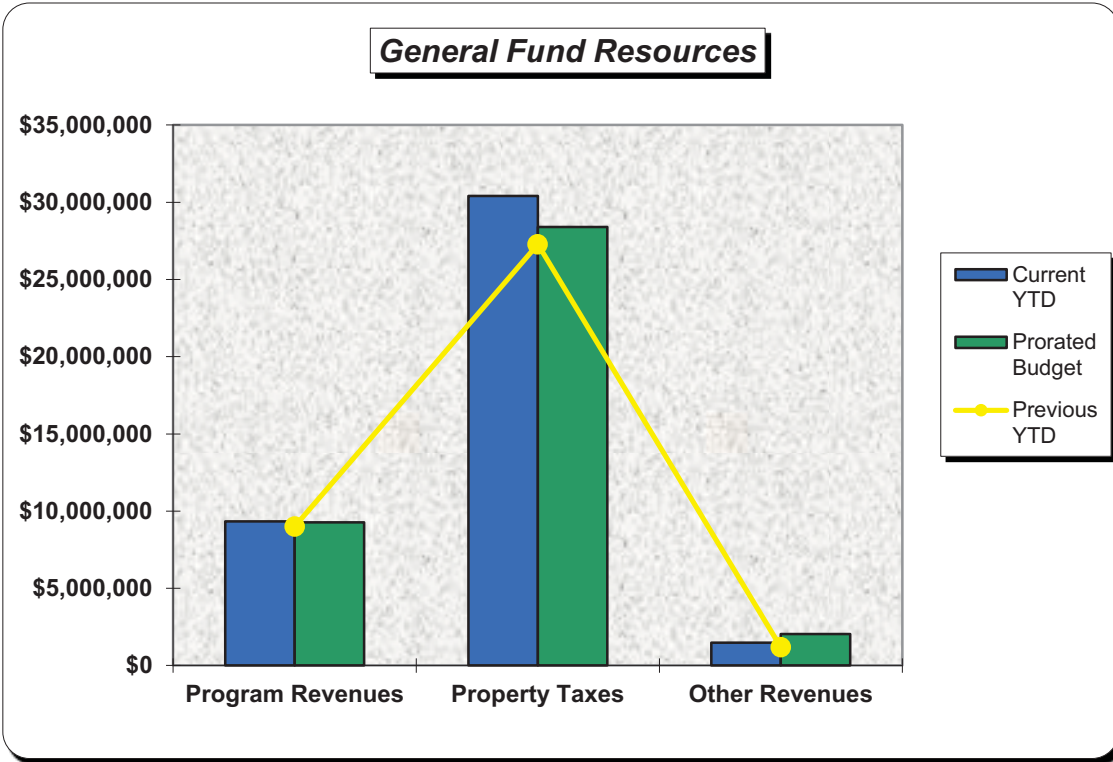
General Fund Financial Summary  
April, 2017

	<i>Current Month</i>	<i>Year to Date</i>	<i>Prorated Budget</i>	<i>% YTD to Prorated Budget</i>	<i>Full Fiscal Year Budget</i>
<b>Program Resources:</b>					
Aquatic Centers	\$ 531,711	\$ 2,344,749	\$ 2,661,306	88.1%	\$ 3,038,333
Tennis Center	125,750	889,687	985,252	90.3%	1,090,883
Recreation Centers & Programs	952,109	4,513,245	4,090,371	110.3%	4,975,712
Sports Programs & Field Rentals	209,340	1,213,782	1,201,364	101.0%	1,583,634
Natural Resources	156,622	375,455	327,194	114.7%	392,278
<b>Total Program Resources</b>	<b>1,975,532</b>	<b>9,336,919</b>	<b>9,265,488</b>	<b>100.8%</b>	<b>11,080,840</b>
<b>Other Resources:</b>					
Property Taxes	57,502	30,408,302	28,387,645	107.1%	29,251,852
Interest Income	17,473	125,924	82,809	152.1%	145,000
Facility Rentals/Sponsorships	22,794	532,955	492,726	108.2%	579,650
Grants	5,587	389,471	1,032,128	37.7%	1,615,844
Miscellaneous Income	40,679	432,584	422,090	102.5%	494,833
<b>Total Other Resources</b>	<b>144,035</b>	<b>31,889,236</b>	<b>30,417,397</b>	<b>104.8%</b>	<b>32,087,179</b>
<b>Total Resources</b>	<b>\$ 2,119,567</b>	<b>\$41,226,155</b>	<b>\$ 39,682,884</b>	<b>103.9%</b>	<b>\$43,168,019</b>
<b>Program Related Expenditures:</b>					
Parks & Recreation Administration	51,238	428,534	727,443	58.9%	858,709
Aquatic Centers	298,672	3,085,927	3,417,626	90.3%	4,083,168
Tennis Center	83,491	870,317	876,565	99.3%	1,052,732
Recreation Centers	367,542	4,043,065	4,510,205	89.6%	5,413,845
Programs & Special Activities	99,700	911,014	1,068,450	85.3%	1,291,440
Athletic Center & Sports Programs	154,152	1,668,658	2,035,504	82.0%	2,433,452
Natural Resources & Trails	138,351	1,527,720	1,616,107	94.5%	1,979,201
<b>Total Program Related Expenditures</b>	<b>1,193,146</b>	<b>12,535,235</b>	<b>14,251,899</b>	<b>88.0%</b>	<b>17,112,547</b>
<b>General Government Expenditures:</b>					
Board of Directors	14,756	168,591	212,162	79.5%	288,100
Administration	268,699	1,854,667	2,018,948	91.9%	2,379,289
Business & Facilities	1,425,929	15,111,719	16,720,195	90.4%	20,357,451
Capital Outlay	190,577	4,411,146	6,377,297	69.2%	7,458,717
Contingency/Capital Replacement Reserve	-	-	-	0.0%	4,100,000
<b>Total Other Expenditures:</b>	<b>1,899,961</b>	<b>21,546,124</b>	<b>25,328,602</b>	<b>85.1%</b>	<b>34,583,557</b>
<b>Total Expenditures</b>	<b>\$ 3,093,107</b>	<b>\$34,081,358</b>	<b>\$ 39,580,502</b>	<b>86.1%</b>	<b>\$51,696,104</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (973,540)</b>	<b>\$ 7,144,796</b>	<b>\$ 102,383</b>	<b>6978.5%</b>	<b>\$ (8,528,085)</b>
<b>Beginning Cash on Hand</b>		<b>9,271,337</b>	<b>8,528,085</b>	<b>108.7%</b>	<b>8,528,085</b>
<b>Ending Cash on Hand</b>		<b>\$16,416,133</b>	<b>\$ 8,630,468</b>	<b>190.2%</b>	<b>\$ -</b>

# Tualatin Hills Park and Recreation District

## General Fund Financial Summary

April, 2017





## MEMO

**DATE:** May 30, 2017  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2017/18

### Introduction

The attached resolution authorizes the issuance of up to \$5,000,000 of short-term borrowing, in the form of Tax and Revenue Anticipation Notes (TRANs), to finance THPRD's operating cash flow during the 2017/18 fiscal year.

### Background

Due to timing of cash flow generated by annual property taxes, THPRD traditionally requires short-term borrowing at the beginning of the fiscal year to meet its operating needs. Traditionally, THPRD has utilized TRANs as the vehicle for this type of short-term borrowing.

### Proposal Request

Staff are requesting approval of the attached resolution which provides the authorization to negotiate and execute the sale of the TRANs to provide THPRD's interim funding needs. This resolution will authorize the general manager, the director of Business & Facilities or the chief financial officer, as Authorized Officer, to establish the interest rate and negotiate and execute the sale of these notes. Preliminary staff investigation has determined the interest rate of the TRANs will be approximately 1.12%. This resolution has been drafted by Mersereau and Shannon, THPRD's bond counsel.

### Action Requested

Board of directors' approval of Resolution 2017-11 authorizing the issuance, sale, execution and delivery of Tax and Revenue Anticipation Notes in an amount not to exceed \$5,000,000, and related matters.



## RESOLUTION 2017-11

A RESOLUTION OF THE TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON AUTHORIZING THE ISSUANCE, SALE, EXECUTION AND DELIVERY OF A TAX AND REVENUE ANTICIPATION NOTE, SERIES 2017, IN AN AMOUNT NOT TO EXCEED \$5,000,000, AND RELATED MATTERS.

The Board of Directors of Tualatin Hills Park & Recreation District, Washington County, Oregon (the "District"), determines as follows:

### SECTION 1: FINDINGS

The Board of the District finds:

1. The District has or will adopt a budget for the 2017/18 fiscal year, providing for the collection of ad valorem property tax revenues and other revenues in an amount not less than \$6,500,000. Oregon law permits the issuance of a tax and revenue anticipation note in an amount which does not exceed 80% of the taxes or other revenues, except grant moneys, budgeted to be received during the period the tax and revenue anticipation note is outstanding, so long as the tax and revenue anticipation note matures no later than 13 months after the date of issuance. The District has or will certify a rate to the Assessor of Washington County, Oregon, in an amount that will produce not less than \$6,500,000 as ad valorem property taxes of the District for the 2017/18 fiscal year.
2. The District has or will provide for the issuance of a tax and revenue anticipation note in its duly adopted budget for the 2017/18 fiscal year.
3. It is in the best interest of the District to borrow money with the foregoing limitations, to meet current expenses by issuing its Tax and Revenue Anticipation Note, Series 2017, as provided in this resolution.

### SECTION 2: NOTE AUTHORIZED

For the above purposes, the District shall issue an aggregate principal amount of not to exceed \$5,000,000 Tax and Revenue Anticipation Note, Series 2017 (the "Note") pursuant to ORS 287A.180. The Note shall be dated with the date specified by the Authorized Officer, shall mature not later than 13 months after the date of issuance, and shall bear interest payable at maturity at a rate to be established by the Authorized Officer. The Note may be issued as a single note, multiple notes or as a line of credit, shall be in denominations as specified in consultation with the purchaser of the Note and may be issued as a taxable or tax-exempt obligation.

### SECTION 3: OPTIONAL PREPAYMENT

The Note shall be subject to optional prepayment prior to maturity as determined by the Authorized Officer and as permitted by the purchaser of the Note.

#### SECTION 4: PROVISION FOR PAYMENT OF NOTE AND SPECIAL ACCOUNT

The District covenants to budget and appropriate sufficient funds for the payment of the Note together with interest thereon to the date of maturity and payment of the Note. The District shall establish a separate Special Account to which the District shall deposit, by 30 days prior to the maturity date of the Note, ad valorem taxes or payment of revenues sufficient to pay the Note on their maturity date. Investment earnings, after full funding of principal and interest in the Special Account may be transferred to the District's general fund. For fiscal year 2017/18, the District shall appropriate as an interest expenditure, the interest due on the Note on maturity.

#### SECTION 5: SECURITY

The District's ad valorem property taxes subject to the limits of Article XI, Sections 11 and 11b of the Oregon Constitution and the full faith and credit of the District (including all legally available revenues in the District's General Fund) are hereby irrevocably pledged to the punctual payment of principal of and interest on the Note.

#### SECTION 6: NOTE PURCHASE AGREEMENT AND DISCOUNT

The General Manager, the Director of Business & Facilities, or the Chief Financial Officer (the "Authorized Officer"), is hereby authorized to negotiate and execute, on behalf of the District, a purchase agreement with the purchaser of the Note providing for the private negotiated sale of the Note. Any such agreement shall be consistent with the terms hereof and may allow for an origination fee. The terms of any such purchase agreement shall be binding upon the District when executed by the Authorized Officer.

#### SECTION 7: DEPOSIT OF PROCEEDS

The Note proceeds received by the District shall be deposited in the general fund of the District.

#### SECTION 8: FORM OF NOTE

The District may issue the Note as one or more typewritten notes or in the form of a line of credit and shall be in substantially the form approved by the Authorized Officer.

#### SECTION 9: EXECUTION

The Note shall be executed on behalf of the District with the manual signature of the Authorized Officer.

#### SECTION 10: TAX COVENANTS

If the Note is issued as a tax-exempt obligation, the District covenants for the benefit of the owners of the Note to comply with all provisions of the Internal Revenue Code of 1986, as amended (the "Code") which are required for Note interest to be excluded from gross income for federal income tax purposes, unless the District obtains an opinion of nationally recognized bond counsel that such compliance is not required for the interest paid on the Note to be so excluded. The District makes the following specific covenants with respect to the Code:

1. The District shall not take any action or omit any action, if it would cause the Note to become an “arbitrage bond” under Section 148 of the Code and shall pay any rebate to the United States which is required by Section 148(f) of the Code.
2. The District shall not use the proceeds of the Note in a fashion which would cause the Note to be a “private activity bond” within the meaning of Section 141 of the Code.
3. The covenants contained in this Section 10 and any covenants in the closing documents for the Note shall constitute contracts with the owners of the Note, and shall be enforceable by them.

SECTION 11: OTHER FEDERAL TAX MATTERS

If the Note is issued as a tax-exempt obligation, the Authorized Officer is hereby authorized to designate the Note for purposes of paragraph (3) of Section 265(b) of the Code as a “qualified tax-exempt obligation” so long as the Note does not constitute a private activity bond as defined in Section 141 of the Code, and that not more than \$10,000,000 aggregate principal amount of obligations, the interest on which is excludable under Section 103(a) of the Code from gross income for federal income tax purposes (excluding, however, private activity bonds other than qualified 501(c)(3) bonds) including the Note, have been or shall be issued by the District, including all subordinate entities of the District, if any, during the current calendar year in which the Note is issued.

If the Note is issued as a tax-exempt obligation, the Authorized Officer may enter into covenants on behalf of the District to protect the tax-exempt status of the Note.

SECTION 12: AUTHORITY OF AUTHORIZED OFFICER

The Authorized Officer is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to issue, sell and deliver the Note in accordance with this Resolution.

ADOPTED by the Board of Directors of Tualatin Hills Park & Recreation District, Washington County, Oregon at a regular meeting this 20<sup>th</sup> day of June, 2017.

TUALATIN HILLS PARK & RECREATION DISTRICT  
WASHINGTON COUNTY, OREGON

By: \_\_\_\_\_  
Jerry Jones Jr., President

By: \_\_\_\_\_  
Ali Kavianian, Secretary

ATTEST:

By: \_\_\_\_\_  
Marilou Caganap, Recording Secretary



[8E]

## MEMO

**DATE:** June 13, 2017  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** Resolution Amending and Restating THPRD's Retirement Plan

### Introduction

Staff are requesting board of directors' approval of the resolution amending and restating THPRD's retirement plan.

### Background

THPRD's retirement plan was originally adopted January 1, 1975, and was last amended and restated effective July 1, 2012. The Internal Revenue Service (IRS) recommends agencies review and restate their plans every 5-6 years to ensure conformance to changes in federal tax laws, IRS or Department of Labor.

Under the direction of THPRD's legal counsel, staff engaged the services of Tom Kramer, Attorney, Bullard Law, to complete an independent review of THPRD's retirement plan, drafted by The Standard in 2012, to ensure legal compliance and to add discretionary amendments to provide greater clarity regarding administrative practices. A summary of the changes is attached.

### Proposal Request

Staff are requesting approval of the attached resolution which amends and restates THPRD's retirement plan. THPRD legal counsel has reviewed and approved of the resolution.

### Benefits of Proposal

The restatement incorporates new compliance language into the document that ensures continued income tax qualification and reflects current administrative practices. Having this plan document drafted by an independent third party provides greater district ownership of the plan document and reduces the reliance on The Standard to maintain the plan document. None of the changes are substantive or will have any change in benefits to participants.

### Potential Downside of Proposal

There is no apparent downside to the proposal.

### Action Requested

Board of directors' approval of Resolution 2017-12, amending and restating THPRD's retirement plan.

## MEMORANDUM

To: Keith Hobson, Nancy Hartman-Noye

From: Tom Kramer, Bullard Law

Date: June 13, 2017

Re: Restated Tualatin Hills Park & Recreation District Retirement Plan

This memorandum is intended to summarize briefly the implicit decisions and proposed changes reflected in the draft *2016* restatement of the Tualatin Hills Park & Recreation District Retirement Plan. Our overall goal has been to clarify and update the Plan document without making substantive changes, which might be subject to collective bargaining.

1. We have eliminated the Plan provisions permitting employees to opt out of the Plan. We don't know whether any employees have ever taken advantage of that provision, which we think could raise concerns from the Internal Revenue Service if it were ever reviewed.
2. We have attempted to clarify the Plan provisions regarding assignment of employees to "tiers" within the Plan, particularly in situations where the employee has had broken periods of employment or changed his or her employment status.
3. We have eliminated the Plan provision permitting participants to discontinue their "mandatory" contributions on notice to the District, due to problems this could create with the IRS, now that the contributions are "picked up" by the District.
4. We have attempted to clarify the Plan provisions relating to the post-retirement *medical* benefits funded through the Plan, to reflect the District's actual practices and IRS requirements.
5. We have attempted to clarify the Plan provisions relating to certain participants' right to take in-service distributions from the Plan after having reached the Plan's normal retirement age.
6. We have attempted to clarify the Plan provision relating to vesting service provided to disabled participants, setting out the relevant definition of disability and clarifying how years of vesting service will be credited for disabled participants.
7. We have fixed the post-retirement cost-of-living percentage at 2%, to reflect the District's practice and the risk that the IRS could object to a variable rate if it were to review the Plan.

8. We have attempted to clarify the Plan provisions regarding entitlement to payment as a lump sum for benefits earned as a “Tier I” or “Tier II” employee (making clear that only Tier I benefits are eligible for payment as a lump sum).

9. We have clarified that death benefits will be paid as a lump sum, rather than as an annuity (though a death beneficiary desiring periodic payments could roll the death benefit to an individual retirement arrangement and take periodic payments from that rollover IRA).

10. We have clarified the involuntary, small-benefit cashout rules, to provide for involuntary cashouts only of benefits for which the present value is not greater than \$1,000, except that for “alternate payees” (generally, former spouses with rights to a share of the pension pursuant to a divorce judgment), the involuntary cashout threshold will be \$5,000.

11. We have clarified the Plan provisions relating to authority to amend or terminate the Plan, including adding a provision permitting the Plan Administrator to amend the Plan to make “technical, administrative or editorial changes on advice of counsel to comply with applicable law or to simplify or clarify the Plan.”

12. We have eliminated Plan provisions that don’t apply to governmental plans, except where it appeared that the District had made a policy decision to include such provisions. (For example, we have retained the Plan provision requiring the participant’s spouse’s consent if the participant wishes to designate a beneficiary other than the surviving spouse.)

**Resolution No. 2017-12**

**A RESOLUTION OF THE TUALATIN HILLS PARK & RECREATION  
DISTRICT BOARD OF DIRECTORS AMENDING AND RESTATING THE  
DISTRICT'S RETIREMENT PLAN**

**WHEREAS**, Tualatin Hills Park & Recreation District originally adopted the Tualatin Hills Park & Recreation District Retirement Plan (the "Plan") effective on January 1, 1975; and

**WHEREAS**, the Board of Directors last amended and restated the Plan effective on July 1, 2012; and

**WHEREAS**, the Board of Directors now desires to further amend the Plan in certain respects and restate the Plan.

Now, therefore, the Tualatin Hills Park & Recreation District Board resolves as follows:

Section 1. The Board amends and restates the Plan, attached and incorporated into this resolution as Exhibit A.

Section 2. The amended and restated Plan in Exhibit A is effective on July 1, 2016, or an earlier or later date as provided in Exhibit A or as necessary for continued income tax qualification.

Section 3. This resolution is effective on the date the Board adopts it.

**ADOPTED** by the Board of Directors of the Tualatin Hills Park & Recreation District this 20<sup>th</sup> day of June, 2017.

\_\_\_\_\_  
Jerry Jones Jr., Board President

\_\_\_\_\_  
Ali Kavianian, Board Secretary

**ATTEST:**

\_\_\_\_\_  
Marilou Caganap  
Recording Secretary

**THE TUALATIN HILLS  
PARK & RECREATION DISTRICT  
RETIREMENT PLAN**

***DRAFT***

**Amended and Restated  
July 1, 2016**



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## TUALATIN HILLS PARK & RECREATION DISTRICT RETIREMENT PLAN

The Tualatin Hills Park & Recreation District Retirement Plan (the Plan) was originally adopted effective January 1, 1975, by the Tualatin Hills Park & Recreation District (the District), an Oregon special district established pursuant to chapter 266 of the Oregon Revised Statutes. The Plan was last amended and restated effective July 1, 2012. The District desires to restate the Plan and to amend the Plan in certain respects.

The Tualatin Hills Park & Recreation District Retirement Plan is hereby amended and restated, effective as of July 1, 2016, or such other earlier or later date as provided herein or as necessary for continued income tax qualification. This amendment and restatement shall not result in any employee's having a lesser amount of service for any Plan purpose or a lower accrued benefit than the employee had immediately before the effective date of this amendment and restatement, nor shall it result in any employee who was not employed on or after the effective date having any greater benefit rights, except as otherwise required by law.

### ARTICLE I DEFINITIONS

The following words and phrases, when used in this Plan with an initial capital letter, shall have the following respective meanings, unless the context clearly indicates otherwise:

**1.1 Actuarial Equivalent:** A payment or series of payments having the same value as the payment or series of payments replaced, computed on the basis of the following interest rate and actuarial table:

**(A) Interest Rate.** The annual interest rate on 30-year Treasury Securities for April of the Plan Year preceding the Plan Year of the Annuity Starting Date.

**(B) Mortality Table.** The mortality table prescribed in Internal Revenue Service Revenue Ruling 2001-62.

**1.2 Annuity Starting Date:** The first day of the first period for which an amount is payable as an annuity, or in the case of a benefit not payable as an annuity, the first day on which all events have occurred that entitle the Participant to the benefit.

**1.3 Average Monthly Compensation:** The monthly Compensation of a Participant averaged over the period of 36 consecutive complete calendar months that produces the highest monthly average, subject to the following:

**(A)** For this purpose, a "complete calendar month" means a month during which the Participant was an Eligible Employee for at least 15 days.

(B) A month is counted for this purpose only if the Participant had at least one paid hour of service during that month.

(C) Two months shall be treated as consecutive even if there are intervening months during which the Participant had no hours of service.

(D) If a Participant has service as both a Tier I Employee and a Tier II Employee, Average Monthly Compensation shall be calculated separately with respect to Compensation for employment in each category.

(E) If a Tier I Employee's Compensation includes the value of unused accrued leave, that value shall be determined as of the last day of the period over which Average Monthly Compensation is determined.

(F) If a Participant has fewer than 36 consecutive complete calendar months of service, the Participant's Average Monthly Compensation shall be the average monthly Compensation for all complete calendar months of service from the date of employment to the date of severance from employment.

**1.4 Beneficiary:** The person or persons or legal entity named in accordance with procedures established by the Plan Administrator to receive any payments (other than those payable to a Participant's joint annuitant) payable under the Plan to a Beneficiary. If there is no named Beneficiary living at the time such payments are due, the Beneficiary shall be the Participant's surviving spouse or, if there is no surviving spouse, the Participant's estate.

**1.5 Benefit Service:** Service computed pursuant to Article IV for the purpose of determining a Participant's accrued benefits under the Plan's defined benefit program.

**1.6 Code:** Internal Revenue Code of 1986, as amended, and successor codes thereto, as amended.

**1.7 Compensation:**

(A) **Basic Definition.** Subject to the applicable adjustments in this section, Compensation means wages within the meaning of §3401(a) of the Code and all other payments of compensation to an employee by the District (in the course of the District's trade or business) for which the District is required to furnish the employee a written statement under §§6041(d), 6051(a)(3), and 6052 of the Code, determined without regard to any rules under §3401(a) of the Code that limit the remuneration included in wages based on the nature or location of the employment or the services performed.

(B) **Adjustments.** The basic definition of Compensation in (A) shall be adjusted as described below:

(1) Compensation shall include the amount of any elective deferrals (as defined in §402(g)(3) of the Code) and any amount that is contributed or deferred by the District at the election of the employee and that is not includible in the gross income of the employee by reason of §125(a), §132(f)(4), or §457(b) of the Code.

(2) Compensation shall exclude the amount of any employee contributions that are picked up by the District in accordance with §414(h)(2) of the Code.

(3) Compensation shall exclude payments of the value of accrued unused vacation leave to Tier II Employees. This exclusion shall apply to any such payments made during employment or after severance from employment.

(4) On the retirement of a Tier I Employee (including an in-service distribution), Compensation shall include an amount equal to one-half of the value of the Tier I Employee's accrued unused sick leave, determined as of the date of retirement.

(5) If a Participant transfers to a position that is not eligible to participate in this Plan, Compensation shall exclude amounts paid after the Participant ceases to be an Eligible Employee.

**(C) Post-Severance Payments.** Except as otherwise provided below, in order to be included in Compensation, an amount must be paid or treated as paid to the employee prior to severance from employment (as defined in Treasury Regulation §1.401(k)-1(d)(2), except that, for purposes of determining the employer, the modifications provided under §415(h) of the Code apply). Notwithstanding the foregoing, Compensation includes the following amounts that are paid after the employee's severance from employment:

(1) Regular pay, provided that it is paid by the later of 2½ months after severance from employment or the end of the Plan Year that includes the date of severance from employment and satisfies the basic definition of Compensation in this section. An amount is considered to be regular pay if the payment is regular compensation for services during the employee's regular working hours, or compensation for services outside the employee's regular working hours (such as overtime or shift differential), commissions, bonuses, and other similar payments, and the payment would have been paid to the employee before the severance from employment if employment had continued.

(2) Payment of unused accrued bona fide sick, vacation, or other leave, provided that:

(a) The employee would have been able to use the leave if his or her employment had continued;

(b) The payment is made by the later of 2½ months after severance from employment or the end of the Plan Year that includes the date of severance from employment; and

(c) The amount satisfies the basic definition of Compensation in this section.

(3) Payments of deferred compensation received pursuant to a nonqualified unfunded deferred compensation plan, to the extent included in the employee's taxable income, provided that:

(a) The payment would have been included in the basic definition of Compensation if it had been made before severance from employment; and

(b) The payment would have been made to the employee if the employee had continued in employment.

(4) Back pay, within the meaning of Treasury Regulation §1.415(c)-2(g)(8), shall be included in Compensation for the Plan Year to which the back pay relates, to the extent that it otherwise satisfies the basic definition of Compensation.

**(D) Limit on Compensation.**

**(1) General.** Subject to the special rules in (2) and (3) below, the Compensation of each Participant taken into account in determining benefit accruals in any Plan Year beginning after December 31, 2001, shall not exceed \$200,000, plus cost-of-living adjustments permitted under applicable law (\$265,000 effective July 1, 2015; \$270,000 effective July 1, 2017).

**(2) Proration of Dollar Limitation for Partial Years.** If any period over which Compensation is determined ("determination period") consists of fewer than 12 months, the applicable dollar limitation determined under paragraph (1) above with respect to that determination period shall be multiplied by a fraction, the numerator of which is the number of months in the determination period, and the denominator of which is 12.

**(3) Prior Determination Periods.** For the Plan Years beginning July 1, 1989, and ending June 30, 1994, the annual Compensation of each Employee that is taken into account under this Plan shall be limited to \$200,000 (or such increased amount as from time to

time may be authorized by the Internal Revenue Service for increases in the cost of living) (\$209,200 effective July 1, 1990; \$222,220 effective July 1, 1991; \$228,860 effective July 1, 1992; \$235,840 effective July 1, 1993).

For Plan Years beginning on and after July 1, 1994, and prior to July 1, 2002, the annual Compensation of each employee that is taken in account under this Plan shall be limited to \$150,000 (or such increased amount as from time to time may be authorized by the Internal Revenue Service for increases in the cost of living) (\$160,000 effective July 1, 1997, and \$170,000 effective July 1, 2000).

**(4) Grandfather Rule for Certain Participants.**

Notwithstanding the foregoing, the Compensation limit for any employee who was a Participant as of July 1, 1996, shall not be reduced below \$235,840 (the Compensation limitation as in effect on July 1, 1993).

**1.8 District:** The Tualatin Hills Park & Recreation District, an Oregon special district established under chapter 266 of the Oregon Revised Statutes.

**1.9 Effective Date:** January 1, 1975, is the effective date of the Plan as originally adopted. The Plan as subsequently amended is effective as of the dates provided in those amendments.

**1.10 Eligible Employee:** An employee who is either a Tier I Employee or a Tier II Employee, and who is not an excluded individual. For this purpose, excluded individuals are the following:

(A) An employee included in a unit of employees covered by an agreement which the Secretary of Labor finds to be a collective bargaining agreement, if there is evidence that retirement benefits were the subject of good faith bargaining, and such agreement does not provide for coverage under this Plan.

(B) A person who performs services for the District pursuant to an agreement between the District and an organization that leases employees.

(C) A person who performs services for the District but who is treated for payroll tax purposes as other than an employee of the District (and regardless whether the person is later determined by a governmental agency, by the conclusion or settlement of threatened or pending litigation, or otherwise to be or have been an employee of the District).

For purposes of this section, an “employee” is a person employed by the District, as determined under common law.



**1.11 Participant:** Each Eligible Employee who qualifies as a Participant pursuant to Article II.

**1.12 Plan:** The Tualatin Hills Park & Recreation District Retirement Plan set forth in this document and as subsequently amended. This Plan is intended to comply with the requirements for tax-qualified governmental plans, as defined in §414(d) of the Code.

**1.13 Plan Administrator:** One or more persons appointed by the District as provided at 11.1. In the absence of such an appointment, the District shall be the Plan Administrator.

**1.14 Plan Year:** The 12-consecutive-month period beginning each July 1 and ending each June 30. Prior to July 1, 1986, the Plan Year was the 12-consecutive-month period beginning each January 1 and ending each December 31. The period from January 1, 1986 to June 30, 1986 was a short Plan Year.

**1.15 Tier I Employee.**

**(A) General.** Subject to the special rules in (B) and (C) below, an Eligible Employee who is employed as a full-time employee and was hired before July 1, 2010, is a Tier I Employee.

**(B) Rehired Former Tier I Employees.** A Tier I Employee who has a severance from employment and is subsequently reemployed as a full-time Eligible Employee on or after July 1, 2010, shall be treated as a Tier II Employee with respect to his or her service after reemployment unless the former employee did not receive a distribution of his or her entire accrued benefit under the Plan following the severance from employment and either –

(1) The former employee is reemployed not more than six months after a severance from employment, or

(2) The severance from employment was due to one or more of the following reasons:

(a) Military service from which the former employee returns to employment with reemployment rights guaranteed by federal law; or

(b) A disability-related absence from which the former employee returns promptly after the end of the absence. For this purpose, a “disability-related absence” means an absence due to illness covered by the federal Family and Medical Leave Act or a similar state law, a period of disability for which the employee receives disability benefits from an insurance company or the Social

Security Administration, or an absence related to an approved workers' compensation claim; or

(c) A layoff from which the former employee is recalled from the recall list within two years of the layoff date.

**(C) Change in Employment Status.** If a Tier I Employee's employment status changes from full-time to regular part-time, the employee shall continue to be treated as a Tier I Employee with respect to service as a regular part-time employee.

**1.16 Tier II Employee:** An Eligible Employee who satisfies one of the requirements set forth below.

**(A) General.** Subject to the special rules for reemployed former Tier I Employees, an Eligible Employee is a Tier II Employee if he or she:

(1) Is employed as a full-time employee and was hired on or after July 1, 2010; or

(2) Is employed as a full-time or regular part-time employee as defined in (C) below and was not a full-time employee before July 1, 2010.

**(B) Former Tier I Employees.** A former Tier I Employee who had a severance from employment and was reemployed as a full-time employee on or after July 1, 2010, shall be treated as a Tier II Employee with respect to service after reemployment under the circumstances described in 1.15(B) above. A Tier I Employee whose employment status changes to regular part-time employment shall continue to be treated as a Tier I Employee with respect to service as a regular part-time employee, as described in 1.15(C) above.

**(C) Regular Part-Time Employee.** A regular part-time employee is an employee in a budgeted position who is regularly scheduled to work not less than 30 hours per week or more than 35 hours per week.

**1.17 Trustee:** One or more persons or organizations with which the District enters into a trust agreement to fund benefits under the Plan.

**1.18 Vesting Service:** Service that counts toward vested status in Plan benefits pursuant to Article IV.

## **ARTICLE II PARTICIPATION**

**2.1 Commencement.** An Eligible Employee becomes a Participant on the first day of the month on or after completing six consecutive months of service, subject to the following:

(A) An employee who becomes an Eligible Employee after completing six consecutive months of employment shall become a Participant on the date the employee becomes an Eligible Employee, provided that the employee did not have a severance from employment after completing the service requirement and before becoming an Eligible Employee.

(B) An Eligible Employee who transfers to an ineligible employment classification before participation begins under this section shall become a Participant on the date he or she again becomes an Eligible Employee or, if later, the first day of the month on or after the employee completes six continuous months of service.

**2.2 Cessation.** The participation of a nonvested Participant ceases on the earlier of the Participant's death or the date the Participant has a severance from employment. A Participant who is vested to any extent ceases to be a Participant on death or the payment of all vested Plan benefits.

**2.3 Resumption.** A former Participant resumes participation on the date on which he or she is reemployed as an Eligible Employee.

### **ARTICLE III FUNDING**

**3.1 Funding Policy.** The funding policy described in this section applies to the benefits provided under the defined benefit program under this Plan, the post-retirement medical benefit under Article VIII, and the administrative expenses of the Plan. This funding policy does not apply to contributions for benefits provided under the Plan's defined contribution program under Article VII.

(A) **District Contributions.** Subject to (B), the District intends to make future contributions of amounts which, in the aggregate over a period of time, will be actuarially sufficient to meet the cost of the defined benefit program benefits provided under the Plan and to provide for the administration of the Plan and any related trust. The calculation of required contributions shall be made by the actuary designated by the Plan Administrator on the basis of such actuary's determination of the sum adequate to finance the benefits for the Participants and Beneficiaries, plus an equitable proration of a reasonable sum for administrative expenses. All such contributions will be made in such manner and at such times as required by law. The District's liability for contributions on termination of the Plan shall be limited as provided in 13.2. Forfeitures shall be used to reduce District contributions and shall not increase the benefits any Participant will receive under this Plan.

(B) **Mandatory Defined Benefit Contributions.** Effective September 1, 1994, the defined benefit program benefit provided under the Plan

shall be funded in part by the Mandatory Defined Benefit Contributions of applicable Participants, as described in this subsection.

(1) **Amount.** The amount of an applicable Participant's Mandatory Defined Benefit Contribution shall be 6% of the Participant's compensation. For this purpose, compensation shall be as defined in 1.7, except that the applicable Participant's compensation shall include the amount of the Mandatory Defined Benefit Contribution.

(2) **Applicable Participant.** For purposes of this subsection (B), an "applicable Participant" means a Tier I Employee.

(3) **Pick-Up of Mandatory Defined Benefit Contributions.** Effective January 1, 1995, the District shall pick up all Mandatory Defined Benefit Contributions pursuant to §414(h)(2) of the Code. Each applicable Participant's stated salary shall be reduced by the amount of the Mandatory Defined Benefit Contribution, but the picked-up contribution shall be made on a pre-tax basis.

(4) **Full Vesting.** The portion of an applicable Participant's benefit under the Plan's defined benefit program that is attributable to Mandatory Defined Benefit Contributions shall be fully vested at all times. In determining the benefit attributable to Mandatory Defined Benefit Contributions, the amount of an applicable Participant's Mandatory Defined Benefit Contributions shall be separately accounted for and credited with interest. Interest shall be credited annually on each applicable Participant's accumulated Mandatory Defined Benefit Contributions and prior interest credits. The interest rate for this purpose shall be the estimated rate of return on the actuarial value of Plan assets (other than assets directed by Participants) for the prior Plan Year, determined using the formula  $2I \div (A+B-I)$ , where "I" is the dollar amount of the investment return for the prior Plan Year, "A" is the actuarial value of the assets at the beginning of the prior Plan Year and "B" is the actuarial value of the assets at the end of the prior Plan Year.

(C) **Post-Retirement Medical Benefit Program.**

(1) **District Contributions.** The post-retirement medical benefit program described in Article VIII shall be funded entirely by District contributions, subject to the limitations in §§401(h) and 420(d)(2) of the Code and applicable guidance issued thereunder. The calculation of the District's contributions shall be made by the actuary designated by the Plan Administrator on the basis of such actuary's determination of the sum reasonably adequate to finance the post-retirement medical benefits, plus an equitable proration of a reasonable sum for administrative expenses of the post-retirement medical benefit program. Contributions

under this paragraph must be designated as allocable to the funding of the post-retirement medical benefit program when made.

**(2) Separate Accounting.** All contributions made to fund the post-retirement medical benefit program shall be separately accounted for. The account shall be adjusted as of each valuation date for an appropriate share of investment gains and losses of the Plan's trust.

**(3) Exclusive Benefit.** It shall be impossible, at any time prior to satisfaction of all liabilities under the Plan's post-retirement medical benefit program, for any part of the corpus or income of the account described in (2) to be used for, or diverted to, any purpose other than the provision of post-retirement medical benefits, including the payment of any reasonable and necessary expenses attributable to the administration of the post-retirement medical benefit program.

**(4) Application of Forfeitures.** In the event that any individual's interest in the account described in (2) is forfeited prior to the termination of the Plan, an amount equal to the amount of the forfeiture shall be applied as soon as possible to reduce future District contributions to fund the post-retirement medical benefit program.

**(5) Reversion.** Any amounts contributed to fund the post-retirement medical benefit program that remain in the account described in (2) upon satisfaction of all liabilities arising out of that program shall be returned to the District.

**3.2 Exclusive Benefit.** Except as provided below, it shall be impossible prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries for any assets of the Plan to be used for or diverted to purposes other than for the exclusive benefit of Participants and their Beneficiaries, either by the operation or termination of the Plan, by the power of amendment, or by other means.

A District contribution shall be returned if it is made by reason of a mistake of fact (or law if permitted by applicable federal law) and such contribution to the extent of the mistaken amount is returned to the District within one year of its payment by the District. Earnings attributable to the excess contributions shall not be returned, but losses attributable thereto shall reduce the amount to be returned.

## **ARTICLE IV BENEFIT AND VESTING SERVICE**

**4.1 Benefit Service.** Subject to the provisions of this section, an Eligible Employee earns one Year of Benefit Service for each 12 months of Benefit Service as defined in (A) below.

**(A) Month of Benefit Service.** An employee shall be credited with one month of Benefit Service for each calendar month during which the employee was an Eligible Employee for at least 15 days, including calendar months before the Eligible Employee became a Participant.

**(B) Tier I and Tier II Benefit Service.** If a Participant has service as a Tier I Employee and a Tier II Employee, his or her Benefit Service for each category of participation shall be calculated separately.

**(C) Regular Part-Time Employees.** Notwithstanding the foregoing, Benefit Service for regular part-time employees, as defined in 1.16(C) shall not include service before July 1, 2012.

**4.2 Vesting Service.** Subject to the provisions of this section and the forfeiture provisions in 4.3, an Eligible Employee earns one Year of Vesting Service for each 12 months of Vesting Service as defined in (A) below.

**(A) Month of Vesting Service.** An employee shall be credited with one month of Vesting Service for each calendar month during which the employee was an Eligible Employee for at 15 days during the calendar month.

**(B) Regular Part-Time Employees.** Notwithstanding the foregoing, Vesting Service as a regular part-time employee, as defined in 1.16(C) shall not include service before July 1, 2010.

**(C) Periods of Disability.** A Participant who becomes totally and permanently disabled before retirement or severance from employment shall continue to earn Vesting Service during the period in which the Participant continues to be totally and permanently disabled. A disabled Participant who ceases to be totally and permanently disabled before normal retirement age, and who does not resume employment with the District, shall be treated as having a severance from employment for purposes of the Plan on the date he or she ceases to be totally and permanently disabled.

For purposes of this subsection, a Participant is “totally and permanently disabled” during the period that he or she is determined to be totally and permanently disabled under the District’s long-term disability plan.

**4.3 Forfeiture of Non-Vested Benefits and Service.** If a Participant has a severance from employment with the District before becoming fully vested, the portion of the Participant’s benefit under the Plan that is not vested shall be forfeited if the Participant does not resume employment with the District before the end of the fifth Plan Year beginning after the date of severance. As of the end of that fifth Plan Year, the Participant’s non-vested Plan benefits, related Benefit Service, and all Vesting Service earned before the date of severance shall be permanently forfeited.

**4.4 Missing Person.** A Participant's vested benefit and the benefit payable to a Participant's joint annuitant or Beneficiary shall be temporarily forfeited if such payment cannot be made because the identity or whereabouts of said persons cannot be ascertained. The Plan Administrator's determination of when such payment cannot be made shall be final. If, at any time subsequent to a missing person forfeiture, the person entitled to the benefit makes a claim to the Plan Administrator for such payment, the forfeited benefit shall be reinstated and paid to such person as if there had been no forfeiture.

**4.5 Military Service.** Notwithstanding any provision of this Plan to the contrary, contributions, benefits, and service credits with respect to qualified military service will be provided in accordance with §414(u) of the Code.

If a Participant dies on or after January 1, 2007, while performing qualified military service, as defined in § 414(u) of the Code, the survivors of the Participant shall be entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) that would have been provided under the Plan if the Participant had resumed active employment and then terminated employment on account of death.

## **ARTICLE V RETIREMENT**

**5.1 Early Retirement.** A Participant who has not reached normal retirement age is eligible for early retirement on the date he or she has reached age 55 and completed at least ten years of Vesting Service. A Participant who is eligible for early retirement may retire on the first day of the calendar month after the Participant has had a severance from employment and applied for benefits.

**5.2 Normal Retirement.** A Participant's normal retirement date is the first day of the calendar month on or after which the Participant reaches normal retirement age, as defined below.

**(A) Tier I Employees.** With respect to Plan benefits earned for service as a Tier I Employee, a Participant's normal retirement age is age 58.

**(B) Tier II Employees.** With respect to Plan benefits earned for service as a Tier II Employee, a Participant's normal retirement age is age 65.

**5.3 Late Retirement.** A Participant may continue in employment beyond his or her normal retirement date. A Participant's delayed retirement date shall be the earlier of (A) the first day of the calendar month after the normal retirement date on which the Participant has had a severance from employment and applied for benefits; and (B) the required beginning date under 9.5(C)(1).

**5.4 In-Service Distribution.** An eligible Participant who has not had a severance from employment may elect to take a distribution as of the first day of any

month after the Participant reaches normal retirement age. For purposes of this section, an eligible Participant is a Participant who has at least 20 years of Benefit Service as a Tier I Employee. The in-service retirement benefit payable under this section is limited to the accrued benefit under the Plan's defined benefit program that is attributable to the eligible Participant's service as a Tier I Employee.

#### **5.5 Distribution of Accounts on Severance from Employment.**

A Participant may elect a distribution of his or her IAP Account or Voluntary Contributions Account at any time after having a severance from employment with the District and all affiliated employers, regardless of whether the Participant has reached retirement age under this article. For this purpose, an "affiliated employer" means an entity required to be aggregated with the District under §414(b), (c), or (m) of the Code.

### **ARTICLE VI DEFINED BENEFIT PROGRAM BENEFITS**

**6.1 Defined Benefit Program.** The benefits described in this article are provided under the Plan's defined benefit program. Benefits provided under the Plan's defined contribution program are described in Article VII.

**6.2 Early Retirement Benefit.** Upon retirement at early retirement date, a Participant is entitled to receive a monthly benefit in the amount of the Participant's accrued normal retirement benefit calculated under 6.3 as of the Participant's early retirement date, reduced by 5% for each year (including partial years) by which the early retirement date precedes the normal retirement date, using linear interpolation within each age year. The early retirement benefit is payable in one of the same forms as the Participant's normal retirement benefit.

#### **6.3 Normal Retirement Benefit.**

**(A) Vested Participants.** Upon retirement at normal retirement date, a Participant who is vested under 10.1 is entitled to receive a monthly benefit payable for life (adjusted to its Actuarial Equivalent pursuant to 9.1 or 9.2, if applicable, and reduced by the Actuarial Equivalent value of any prior distributions), in an amount equal to the sum of (1) and (2) below:

(1) 1.9% of the Participant's Average Monthly Compensation earned for service as a Tier I Employee, multiplied by the Participant's Years of Benefit Service as a Tier I Employee; plus

(2) 1.5% of the Participant's Average Monthly Compensation earned for service as a Tier II Employee, multiplied by the Participant's Years of Benefit Service as a Tier II Employee.

**(B) Non-Vested Participants.** Upon retirement at normal retirement date, a Participant who is not vested under 10.1 is entitled to receive a monthly benefit payable for life that is the Actuarial Equivalent of the



Participant's accrued benefit that is attributable to his or her Mandatory Defined Benefit Contributions, if any.

(C) **Cost-of-Living Increases.** Normal retirement benefits that are being distributed in the form of monthly payments to a Participant or Beneficiary shall be increased by 2% per year, effective January 1, to reflect increases in cost of living. Notwithstanding the foregoing, the cost-of-living increase for any year shall not exceed the amount described in Treasury Regulation §1.401(a)(9)-6, Q&A-14(b)(2).

**6.4 Late Retirement Benefit.** Upon retirement at delayed retirement date and having an Annuity Starting Date, a Participant shall receive a monthly benefit computed in the same manner (including Benefit Service earned after normal retirement date) and payable in the same form as the Participant's accrued normal retirement benefit calculated under 6.3. If the Participant retires after April 1 of the calendar year immediately following the calendar year in which the participant reached age 70½, the benefit shall be increased on an Actuarial Equivalent basis to reflect the delay in the receipt of benefits beyond that April 1.

**6.5 Maximum Annual Benefit.** Notwithstanding any provision in this Plan, no defined benefit program benefit shall be payable with respect to a Participant that exceeds the applicable limitations of §415 of the Code as set forth therein and in Exhibit A, which is attached hereto and incorporated by this reference herein.

## ARTICLE VII DEFINED CONTRIBUTION PROGRAM BENEFITS

**7.1 Separate Accounts.** The Plan Administrator shall maintain the following separate Accounts for Participants who participate in the Plan's defined contribution program.

(A) An IAP Account, which shall be credited with a Participant's Mandatory IAP Contributions under 7.2, and adjusted in accordance with the terms of the trust agreement for its share of the net annual earnings (or loss) of, and the appreciation (or depreciation) in the value of the assets of, the Trust. A Participant's IAP Account shall be fully vested and nonforfeitable at all times.

(B) A Voluntary Contributions Account, which shall be credited with a Participant's Voluntary Contributions under 7.3, and adjusted to reflect investment earnings and losses in accordance with the investment fund or funds in which the Account is invested in accordance with 7.5(B). A Participant's Voluntary Contributions Account shall be fully vested and nonforfeitable at all times.

**7.2 Individual Account Program.** Tier II Employees shall make Mandatory IAP Contributions to the Plan in accordance with the provisions of this section.

**(A) Amount of Contributions.** A Participant's Mandatory IAP Contributions shall be equal to 6% of his or her compensation earned for services as a Tier II Employee. For this purpose, "compensation" is as defined in 1.7, except that the amount of any employee contributions that are picked up by the District in accordance with §414(h)(2) of the Code shall be included.

**(B) Pick-Up of Contributions.** The District shall pick up all Mandatory IAP Contributions pursuant to §414(h)(2) of the Code. Each applicable Participant's stated salary shall be reduced by the amount of the Mandatory IAP Contribution, but the picked-up contribution shall be made on a pre-tax basis.

**7.3 Voluntary Contributions.** Tier I Employees may elect to make after-tax Voluntary Contributions to the Plan in accordance with election procedures established by the Plan Administrator.

**7.4 Allocation of Contributions.** In general, Mandatory IAP Contributions and Voluntary Contributions shall be allocated to their respective Accounts within a reasonable period after the payroll period to which they relate. In no event shall IAP Contributions or Voluntary Contributions be contributed to the Plan later than the April 15<sup>th</sup> immediately following the end of the Plan Year for which they are made.

**7.5 Investment of Accounts.**

**(A) IAP Accounts.** IAP Accounts shall be invested by the Trustee in accordance with the terms of the trust agreement.

**(B) Voluntary Contributions Accounts.** The Trustee shall make available to Participants various investment funds for individually directed investments of Voluntary Contributions Accounts. The number and type of investment funds shall be determined by the Trustee from time to time. The Plan Administrator shall provide each Participant with a written election form pursuant to which the Participant can elect to invest the total balance in all the Participant's Voluntary Contributions Account in any such fund or may elect that a portion of that balance be invested in any such fund. For purposes of this subsection, a "Participant" includes a deceased Participant's Beneficiary and an alternate payee under a qualified domestic relations order.

The Plan Administrator shall comply with all investment instructions given by Participants in accordance with the procedures established by the Plan Administrator. The Participant may file revised elections with respect to subsequent contributions and as to all or a portion of the Participant's current

investment fund balances pursuant to the election procedures of those investment funds and the Plan Administrator, but no less frequently than quarterly.

If the Participant fails to make any written election on the form provided by the Plan Administrator, or if the Trustee discontinues the use of a particular investment fund and the affected Participant does not give a new election, the Participant's total Voluntary Contributions Account balance, or total balance in the discontinued fund, shall be invested in the default fund specified by the Trustee. In that event, such automatic election can be revised in the same manner as a voluntary election.

Except as otherwise expressly provided in this agreement, neither the District, the Trustee, nor the Plan Administrator shall have any authority or responsibility with respect to the investment, sales, liquidations, or reinvestments of proceeds of any contributions with respect to which a valid direction permitted hereby is made. The District, Trustee, and Plan Administrator shall be fully protected in acting upon the directions of a Participant and shall have no responsibility or liability to any person whomsoever for the consequences of any acquisition, retention, disposition, or other dealing with the assets of the Plan, in compliance with the directions of a Participant.

#### **7.6 Annual Addition Limitation.**

**(A) Limitation.** The annual addition with respect to a Participant's Accounts for any Plan Year (the Plan Year is the limitation year), may not exceed the lesser of the following amounts:

(1) \$40,000 (plus cost-of-living adjustments permitted under applicable law) (\$54,000 effective for Plan Years ending after December 31, 2016); or

(2) 100% of the Participant's compensation paid to the Participant with respect to the Plan Year.

Annual additions for a limitation year cannot exceed the currently applicable dollar limitation (as in effect before the January 1 cost-of-living adjustment) prior to January 1. However, after a January 1 adjustment is made, annual additions for the entire limitation year are permitted to reflect the dollar limitation as adjusted on January 1.

**(B) Annual Addition.** For purposes of this section, "annual addition" means the sum of the following amounts allocated to a Participant's Accounts as of any date within the Plan Year:

(1) District contributions (excluding forfeitures) made directly or indirectly;

(2) The Participant's contributions (whether mandatory or voluntary, but not including rollover contributions), if any; and

(3) Forfeitures.

**(C) Compensation.** For purposes of this section, "compensation" generally means wages within the meaning of §3401(a) of the Code and all other payments of compensation to an employee by the District (in the course of the District's trade or business) for which the District is required to furnish the employee a written statement under §§6041(d), 6051(a)(3), and 6052 of the Code, determined without regard to any rules under §3401(a) of the Code that limit the remuneration included in wages based on the nature or location of the employment or the services performed. This general definition is subject to the following adjustments and special rules:

**(1) Salary Reduction Contributions.** Compensation shall include the amount of any elective deferrals (as defined in §402(g)(3) of the Code) and any amount that is contributed or deferred by the District at the election of the employee and that is not includible in the gross income of the employee by reason of §§125(a), 132(f)(4), or 457(b) of the Code.

**(2) Post-Severance Compensation.** Except as otherwise provided below, in order to be included in compensation, an amount must be paid or treated as paid to the employee prior to severance from employment (as defined in Treasury Regulation §1.401(k)-1(d)(2), except that, for purposes of determining the employer, the modifications provided under §415(h) of the Code apply). Notwithstanding the foregoing, compensation includes the following amounts that are paid after the employee's severance from employment:

(a) Regular pay, provided that it is paid by the later of 2½ months after severance from employment or the end of the Plan Year that includes the date of severance from employment. An amount is considered to be regular pay if the payment is regular compensation for services during the employee's regular working hours, or compensation for services outside the employee's regular working hours (such as overtime or shift differential), commissions, bonuses, and other similar payments, and the payment would have been paid to the employee before the severance from employment if employment had continued.

(b) Payment of unused accrued bona fide sick, vacation, or other leave, provided that:

(i) The employee would have been able to use the leave if his or her employment had continued;

(ii) The payment is made by the later of 2½ months after severance from employment or the end of the Plan Year that includes the date of severance from employment; and

(iii) The amount satisfies the definition of compensation in this subsection.

**(3) Deferred Compensation.** Payments of deferred compensation received pursuant to a nonqualified unfunded deferred compensation plan, to the extent included in the employee's taxable income, provided that:

(a) The payment would have been included in the definition of compensation if it had been made before severance from employment; and

(b) The payment would have been made to the employee if the employee had continued in employment.

**(4) Back Pay.** Back pay, within the meaning of Treasury Regulation §1.415(c)-2(g)(8), shall be included in compensation for the Plan Year to which the back pay relates, to the extent that it otherwise satisfies the definition of compensation in this subsection.

**(5) Limitation.** Compensation shall be subject to the annual limitation described in 1.7(F).

**(6) Differential Pay.** Compensation shall include any differential wage payment, as defined in §3401(h)(2) of the Code. If the District or any affiliated entity described in (D) below makes such a differential wage payment during a Plan Year, all differential wage payments made by the District and its affiliated entities during that Plan Year must satisfy the nondiscrimination requirements of §414(u)(12)(C) of the Code.

**(D) Aggregation of Plans.** For purposes of the annual addition limitation, all tax-qualified defined contribution plans (without regard to whether a plan has been terminated) ever maintained by the District or any entity required to be aggregated with the District under §414(b), (c), or (m) of the Code will be treated as one defined contribution plan.

## **ARTICLE VIII POST-RETIREMENT MEDICAL BENEFIT PROGRAM**

**8.1 General.** Effective July 1, 1999, the Plan provides a monthly post-retirement medical benefit described in 8.2, to eligible retired Participants as defined

in 8.3. The Plan's post-retirement medical benefit program shall at all times be subordinate to the retirement benefits provided under the Plan and shall comply with the requirements of §401(h) of the Code and the Treasury regulations and other guidance issued thereunder.

**8.2 Post-Retirement Medical Benefit.** The post-retirement medical benefit is a monthly amount contributed beginning with the month beginning on or immediately following the Participant's Annuity Starting Date under this Plan, and ending with the month in which the Participant dies. The amount of the monthly benefit shall generally equal \$10 for each year of Benefit Service earned by the Participant as a Tier I Employee, subject to the limitations and special rules set forth below.

(A) **Maximum Monthly Benefit.** The maximum monthly benefit payable under this article is \$200.

(B) **Minimum Monthly Benefit.** The minimum monthly benefit payable under this article is the lesser of the premium cost or \$60.

(C) **Adjustment at Age 65.** Beginning on the first day of the month on or after the date the retired Participant reaches age 65, the monthly amount payable under this section shall be reduced to 50% of the original amount, provided that the monthly amount shall not be reduced below the minimum monthly benefit.

(D) **No Cost-of-Living Adjustment.** The post-retirement medical benefit shall not be adjusted for increases in the cost of living.

**8.3 Eligible Retired Participant.** For purposes of this article, an "eligible retired Participant" means a Participant who:

(A) Has a severance from employment after reaching early or normal retirement age;

(B) Earned a retirement benefit under the Plan's defined benefit program as a Tier I Employee and was employed as a Tier I Employee at the time of the severance from employment; and

(C) Either begins to draw a monthly retirement benefit under 9.1 or 9.2(A), (B), or (C), or elects a lump-sum distribution under 9.2(D).

**8.4 Use of Post-Retirement Medical Benefits.** Post-retirement medical benefits shall be available only for the payment of medical insurance premiums, as defined in §213(d)(1) of the Code, for the eligible retired Participant.

**ARTICLE IX  
DISTRIBUTION OF BENEFITS**

**9.1 Automatic Payment Forms under Defined Benefit Program.**

**(A) Unmarried Participant Life Annuity.** If the Participant is not married at the Annuity Starting Date, the Participant's automatic form of normal retirement benefit under the Plan's defined benefit program shall be a single life annuity for the Participant's life computed under 6.3. An unmarried Participant can elect out of this automatic life annuity form pursuant to the procedure described in 9.1(C).

**(B) Spouse Joint and Survivor Annuity Benefit.** Unless a Participant elects out of this benefit as provided in 9.1(C), if a Participant is married at the Annuity Starting Date, the monthly normal retirement benefit computed under 6.3 shall be converted into a reduced Actuarial Equivalent retirement benefit for the Participant's life based on the joint lives of the Participant and the Participant's spouse. Following the Participant's death, a retirement benefit shall be payable for life to the Participant's spouse, if living at the time of the Participant's death, in an amount which is equal to 50% (or 66 2/3% or 100% if elected) of the amount payable to the Participant during the joint lifetime of the Participant and the spouse.

If the Participant's spouse dies after the Annuity Starting Date, the Participant's monthly benefit payment will be in the same amount as otherwise payable under the spouse joint and survivor annuity and no survivor annuity shall be payable to anyone after the Participant's death.

**(C) Election Out of Automatic Benefit Form.** The automatic benefit form shall not be payable in the event the Participant, at any time within 180 days prior to the Annuity Starting Date, elects in writing not to receive the automatic benefit form and the Participant's spouse, if any, consents in writing to the election within that 180-day period. The spouse's written consent must acknowledge the effect of the election and be witnessed by a Plan representative or a notary public. If the spouse's consent cannot be obtained because the spouse cannot be located or because of other circumstances provided by law, then the consent need not be obtained. The spouse's consent is effective only with respect to that spouse. A spouse's consent may be irrevocable if provided for in the form of consent. For the spouse's consent to be effective, the Participant's election must designate the specific nonspouse Beneficiary or class of Beneficiaries (including any contingent Beneficiaries) and a benefit option that may not be changed without further spousal consent (unless the spouse's consent expressly permits such designations by the Participant without any requirement of further consent by the spouse). A Participant may revoke this election at any time prior to the Annuity Starting Date. There is no limit on the number of times such election can be made or revoked.

**(D) Notice of Effect of Election.** The Plan Administrator will make available to each Participant, at least 30 days but no more than 180 days before the Annuity Starting Date, a written explanation of the automatic benefit form under 9.1(A) or (B), the Participant's right to make, and the effect of, an election to waive the automatic benefit form, the requirement that the spouse consent to the election, and the right to revoke the election. The explanation must include a description of the optional forms of benefit and any material features of the optional forms of benefit. Prior to normal retirement age, the explanation shall include notice to the Participant of the right to defer receipt of the monthly retirement benefit until normal retirement date. This written explanation shall be made available by first-class mail or personal delivery.

**9.2 Optional Payment Forms under Defined Benefit Program.**

An unmarried Participant who elects not to receive the automatic life annuity, and a married Participant who, with spouse consent, elects not to receive the automatic spouse joint and survivor annuity, may make a written election, prior to the Participant's Annuity Starting Date, to receive the monthly benefit under 6.2, 6.3, or 6.4 in an optional form of payment described in this section.

**(A) Single Life Annuity for Married Participant.** A married Participant who, with spouse consent, elects not to receive the automatic spouse joint and survivor annuity may elect a single life annuity described in 9.1(A).

**(B) Optional Certain and Life Annuity.** Under the certain and life annuity form of payment, a monthly benefit is paid for the Participant's life, with five, ten, or 15 years of monthly benefits guaranteed. Monthly payments under the certain and life annuity are reduced so that this benefit form is the Actuarial Equivalent of the normal retirement benefit under 6.3. If the Participant dies after his or her Annuity Starting Date and within the guarantee period, the monthly benefit will be continued for the remainder of that period to the Participant's Beneficiary. The election of this option must specify the name of the person who is to be the Beneficiary. The Participant may cancel or reelect an option at any time prior to his or her Annuity Starting Date.

**(C) Joint and Survivor Annuity.** Under the joint and survivor annuity form of benefit, the monthly retirement benefit is converted into a reduced Actuarial Equivalent retirement benefit for the Participant's life, based on the joint lives of the Participant and the Participant's Beneficiary. Following the Participant's death, a retirement benefit shall be payable for life to the Participant's Beneficiary, if living at the time of the Participant's death, in an amount which is equal to 50% (or 66 2/3% or 100% if elected) of the amount payable to the Participant during the joint lifetime of the Participant and the Beneficiary.



The election of this option must specify the name of the person who is to be the Beneficiary. The Participant may cancel or reelect an option at any time prior to his or her Annuity Starting Date.

If the Participant's Beneficiary dies after the Annuity Starting Date, the Participant's monthly benefit payment will be in the same amount as otherwise payable under the joint and survivor annuity, and no survivor annuity shall be payable to anyone after the Participant's death.

**(D) Lump Sum Payment.** A single lump-sum payment that is the Actuarial Equivalent of the benefit payable under the Plan's defined benefit program in the automatic form. This form of payment is available only to Participants who have a severance from employment after December 1, 1992 and with respect to benefits earned as a Tier I Employee.

### **9.3 Payment Forms under Defined Contribution Program.**

Upon becoming eligible for a distribution of an IAP Account or Voluntary Contributions Account under the Plan's defined contribution program, a Participant may elect to receive the Account in one of the following payment forms:

**(A) Lump Sum.** A single lump sum of the entire Account balance.

**(B) Withdrawals.** Withdrawals of less than the entire Account balance, in an amount specified by the Participant. The Plan Administrator may adopt administrative rules and procedures for withdrawals under this subsection. The Plan Administrator's procedures may establish a minimum amount that may be withdrawn at any time and a limitation on the frequency of withdrawals under this subsection.

**(C) Annuity.** If a Participant with an Account under Article VII elects to receive his or her benefit under the Plan's defined benefit program in the form of an annuity under 9.1 or 9.2, the Participant may elect to have the Account paid in the same annuity form that was elected for the defined benefit program benefit. If an annuity is elected, the Account shall be used to purchase the annuity from an insurance company selected by the Plan Administrator.

**9.4 Preretirement Death Benefit.** If a vested Participant dies before his or her benefit commencement date, his or her Beneficiary shall receive the preretirement death benefit described in this section. If a Participant dies on or after his or her benefit commencement date, any death benefit payable shall be determined by the form of payment elected by the Participant.

**(A) Amount of Preretirement Death Benefit.** The amount of the preretirement death benefit shall be the sum of the following amounts:

(1) The actuarial equivalent of the Participant's accrued benefit under the Plan's defined benefit formula, determined at the time of the distribution to the Beneficiary.

(2) The balance of the Participant's Voluntary Contributions Account, if any.

(3) The balance of the Participant's Individual Account Plan Account, if any.

**(B) Form of Payment.** The preretirement death benefit shall be paid in the form of a single lump sum.

**(C) Time of Distribution.** Distribution of the preretirement death benefit shall be made at the time specified in the application for benefits filed by the Beneficiary in accordance with the Plan Administrator's rules and procedures. Notwithstanding the foregoing, distribution of the preretirement death benefit shall be made on or before the Beneficiary's required beginning date under 9.5(C)(1).

**(D) Benefit Commencement Date.** For purposes of this section, a Participant's "benefit commencement date" is the date on which the Participant begins receiving a distribution of benefits under the Plan.

#### **9.5 Payment of Retirement Benefits.**

**(A) Monthly.** Retirement benefits that are paid in the form of an annuity shall be made monthly, following application therefor, commencing as of the Participant's Annuity Starting Date and continuing until the last monthly payment prior to death. If a timely application is not filed, the amount of payment required to commence as above will not be ascertainable on the Annuity Starting Date, and commencement of retirement benefit payments shall be delayed until no more than 60 days after the application is filed or the amount of such payment is otherwise ascertained, at which time a payment retroactive to the Annuity Starting Date shall be made. Retirement benefit payments to a joint annuitant or Beneficiary shall commence one month after the last payment due to the deceased Participant and shall terminate with the last payment due prior to the death of such joint annuitant or Beneficiary.

**(B) Lump-Sum Cashout.** If the Actuarial Equivalent lump-sum present value of a Participant's vested benefit under the Plan is not more than \$1,000, the Plan Administrator shall pay the benefit in a lump sum to the Participant on the Participant's termination of employment. If the Actuarial Equivalent lump-sum present value of the portion of a Participant's vested accrued benefit that is assigned to an alternate payee under a qualified domestic relations order as defined in §414(p) of the Code does not exceed \$5,000 on the earlier of the date the alternate payee has a distributable right to the assigned

benefit and elects payment on the date the Participant's benefit commences, the Plan Administrator shall pay such portion to the alternate payee in a lump sum.

A Participant's accrued benefit represented by a cashout will be forfeited if the cashout is made no later than the close of the second Plan Year after the Participant's termination of participation. If the cashout is later than the close of the second Plan Year after the termination of participation, future Plan benefit payments will be offset by the Actuarial Equivalent value of the cashout.

**(C) Minimum Required Distributions.** All distributions under this Plan shall be determined and made in accordance with a reasonable and good faith interpretation of §401(a)(9) of the Code. The provisions of this Plan reflecting the requirements of §401(a)(9) of the Code shall take precedence over any inconsistent provisions of this Plan. Those requirements include the following:

(1) Distributions to a Participant shall be made or begun not later than the Participant's required beginning date, and shall be made over a period not to exceed the Participant's life (or life expectancy) or the joint lives (or life expectancies) of the Participant and his or her designated beneficiary. A Participant's "required beginning date" is April 1 of the calendar year immediately following the calendar year in which the participant has both reached age 70½ and has retired.

(2) If a Participant dies after distributions have begun in accordance with (1) above, but before receiving the entire amount of his or her Plan benefits, the remaining portion of the benefits shall be distributed at least as rapidly as under the distribution method being used at the time of the Participant's death.

(3) If a Participant dies before distributions have begun in accordance with (1) above, the entire amount of the Participant's Plan benefits shall be distributed within five years after the Participant's death, except as otherwise provided in (a) or (b) below.

(a) If any portion of the Participant's Plan benefit is payable to, or for the benefit of, a designated beneficiary, that portion may be distributed over a period not to exceed the designated beneficiary's life (or life expectancy), provided that the distributions begin not later than one year after the Participant's death or, if later, by the date prescribed in regulations issued under §401(a)(9) of the Code.

(b) If the designated beneficiary is the Participant's surviving spouse, the rules in (a) shall apply, except that the distributions to the surviving spouse are not required to begin before the date on which the Participant would have reached

age 70½, and if the surviving spouse dies before distributions to the spouse begin, paragraphs (2) and (3) of this subsection (C) shall be applied as if the surviving spouse were the employee.

**(D) On Behalf of an Incompetent.** In the event it is determined to the satisfaction of the Plan Administrator that a retired Participant or a Beneficiary receiving benefits is unable to care for his or her affairs because of mental or physical incapacity, any payment due may be made in the discretion of the Plan Administrator on behalf of such Participant or Beneficiary to the person or persons who, in the judgment of the Plan Administrator, have assumed the responsibility for the care and maintenance of the Participant or Beneficiary, unless, prior to such payment, claim shall have been made for such payment by a legally appointed guardian, committee, or other legally appointed representative.

**(E) Eligible Rollover Distributions.**

**(1) General Rule.** Except as otherwise provided below, any portion of an eligible rollover distribution from the Plan shall, at the election of and in lieu of distribution to the distributee, be paid directly to the eligible retirement plan specified by the distributee.

**(2) Definition of Eligible Rollover Distribution.** For purposes of this 9.5(F), an “eligible rollover distribution” is any distribution of Plan benefits to a Participant, a Participant’s surviving spouse, or a Participant’s spouse or former spouse pursuant to a qualified domestic relations order (“distributee”), except the following distributions:

(a) Any distribution that is one of a series of substantially equal periodic payments made at least annually over one of the following periods:

(i) For the life (or life expectancy) of the distributee, or the joint lives (or life expectancies) of the distributee and a designated Beneficiary; or

(ii) For a specified period of ten years or more.

(b) Any distribution to the extent it is required under §401(a)(9) of the Code.

For purposes of this subsection, a portion of a distribution shall not fail to be an eligible rollover distribution merely because the portion consists of after-tax employee contributions that are not includible in gross income. However, any such portion may be transferred only to an individual retirement account or annuity described in §408(a) or (b) of the Code, to a qualified plan described in §401(a) or §403(a) of the Code, or an

annuity contract described in §403(b) of the Code, that provides for separate accounting for amounts so transferred (and earnings thereon), including separately accounting for the portion of the distribution that is includible in gross income and the portion of the distribution that is not includible in gross income. The amount transferred shall be treated as consisting first of the portion of such distribution that is includible in gross income, determined without regard to §402(c)(1) of the Code.

The provisions of §401(a)(31)(C) of the Code and the regulations thereunder are incorporated herein by reference for the purpose of further defining and interpreting the term “eligible rollover distribution,” and those provisions shall be controlling.

**(3) Definition of Eligible Retirement Plan.** For purposes of this 9.5(F), an “eligible retirement plan” is:

- (a) An individual retirement account described in §408(a) of the Code;
- (b) An individual retirement annuity described in §408(b) of the Code (other than an endowment contract);
- (c) A qualified trust under §401(a) of the Code that is a defined contribution plan and permits the acceptance of rollover contributions;
- (d) An annuity plan described in §403(a) of the Code;
- (e) An eligible deferred compensation plan described in §457(b) of the Code that is maintained by an eligible governmental employer described in §457(e)(1)(A) of the Code, and that agrees to separately account for amounts transferred into such plan from this Plan; or
- (f) An annuity contract described in §403(b) of the Code.

The provisions of §401(a)(31)(D) of the Code and the regulations thereunder are incorporated herein by reference for the purpose of further defining and interpreting the term “eligible retirement plan,” and those provisions shall be controlling.

**(5) Rollover by Designated Beneficiary.** Effective January 1, 2010, if a distribution would qualify as an “eligible rollover distribution” under 9.5(F)(2), except that it is payable to a deceased Participant’s designated beneficiary (other than the surviving spouse), the beneficiary may elect to have the distribution paid in a direct rollover to his or her individual retirement plan. For this purpose, a “designated

beneficiary” means the Participant’s designated beneficiary for purposes of the required minimum distribution requirements of §401(a)(9) of the Code. An “individual retirement plan” means an individual retirement account described in §408(a) of the Code or an individual retirement annuity described in §408(b) of the Code, other than an endowment contract, that is established for the purpose of receiving the distribution on behalf of the designated beneficiary.

**9.6 Nonalienation of Benefit.** Except as otherwise provided by law, no Participant, joint annuitant, or Beneficiary shall have any right to assign, anticipate, or hypothecate all or any part of any interest that such person may acquire under this Plan, nor shall any such interest be subject to seizure by legal process or be in any way subject to the claims of any creditors of such Participant. This section shall not preclude the Plan from complying with the terms of a qualified domestic relations order, as defined in §414(p) of the Code.

**9.7 Qualified Domestic Relations Orders.** The Plan Administrator shall comply with the terms of a qualified domestic relations order, as defined in §414(p) of the Code, to the extent required by applicable law. The Plan Administrator may adopt reasonable rules and procedures regarding qualified domestic relations orders.

**ARTICLE X  
VESTED RIGHTS**

**10.1 Vested Interest.**

**(A) Years of Vesting Service.** A Participant shall have a fully vested and nonforfeitable interest in the Participant’s benefits under the Plan’s defined benefit program, depending on the Participant’s years of Vesting Service as follows:

<u>Years of Vesting Service</u>	<u>Percentage Vested</u>
Fewer than 5 years	0
5 years or more	100

**(B) Vesting at Retirement Age.** A Participant who is not vested under (A) above shall have a fully vested and nonforfeitable interest in the Participant’s benefits under the Plan’s defined benefit program if, while an employee, the Participant becomes eligible for early retirement or reaches normal retirement age.

**10.2 Commencement, Form, and Amount.** A vested Participant who is no longer an employee shall be entitled to receive a benefit commencing at the times and in the forms provided in Articles V and IX.

**10.3 Fully Vested Benefits.** Notwithstanding any provision in this article to the contrary, the following benefits shall be fully vested and nonforfeitable at all times:

- (A) The benefit attributable to a Tier I Employee's Mandatory Defined Benefit Contributions, as described in 3.1(B)(4).
- (B) The IAP Account described in 7.1(A).
- (C) The Voluntary Contributions Account described in 7.1(B).

## **ARTICLE XI ADMINISTRATION**

**11.1 Plan Administrator.** The Plan shall be administered by the Plan Administrator, which shall consist of such person or persons as are appointed by the District. Absent such appointment, the District shall be the Plan Administrator.

**11.2 Powers.** The Plan Administrator shall have all powers necessary to supervise the administration of the Plan and to control its operation in accordance with its terms, including, but not by way of limitation, the following:

- (A) To establish rules from time to time for the performance of its functions and the administration of the Plan.
- (B) To interpret the provisions of the Plan and to determine any question arising under the Plan, or in connection with the administration or operation thereof.
- (C) To determine all considerations affecting the eligibility of any employee to be or become a Participant of the Plan.
- (D) To determine the Benefit Service and Vesting Service of any Participant and to compute the amount of retirement benefit payable under the Plan to any person.
- (E) To authorize and direct all disbursements of retirement benefits, post-retirement medical benefits, and such other sums such as the fees, salaries, and expenses of the Plan's actuary, attorney, and auditor as provided for under the Plan.
- (F) To employ and engage such persons, counsel (who may be counsel for the District), and agents and to obtain such administrative, clerical, medical, legal, auditing, and actuarial services as it may deem necessary or appropriate in carrying out the provisions of the Plan and may delegate to them ministerial, administrative, and clerical duties.

(G) To adopt from time to time, with the advice of an actuary, such mortality and other tables as it may deem necessary or appropriate for the operation of the Plan.

(H) To determine the liabilities of the Plan with the advice of an actuary.

(I) To institute, maintain, defend, settle, and compromise claims, arbitrations, and legal proceedings.

(J) To require periodic audits of the Plan by certified public accountants.

(K) To maintain such records and accounts and render such financial statements and reports as may be requested from time to time by the District.

The decision of the Plan Administrator and any action taken by it with respect to the Plan shall be conclusive and binding upon any and all employees, former employees, Participants, and former Participants, and their Beneficiaries, heirs, distributees, executors, administrators, and assigns, and upon all other persons.

### **11.3 Benefit Claims Procedure.**

**(A) Benefit Claims.** A Participant, joint annuitant, or Beneficiary (the “Claimant”) can file a claim for benefits under this Plan at any time by personally delivering or mailing a written communication making the claim for benefits, prepared by either the Claimant or the Claimant’s authorized representative, to the Plan Administrator. If the Plan Administrator wholly or partially denies the claim for benefits, the Claimant shall be given written or electronic notice of the denial within a reasonable period of time after the Plan Administrator received the claim. In no event shall the response to the initial claim be given more than 90 days after receipt of the claim, unless special circumstances require an extension of time for processing. The Claimant shall be notified of any extension within 90 days of the date the claim was filed. The notice shall indicate the special circumstances and the date by which a decision is expected. The extension shall not exceed 90 days from the end of the initial response period.

The benefit claim denial notice will state:

- (1) The specific reason or reasons for the denial;
- (2) Reference to specific provisions of this Plan on which the denial is based;
- (3) A description of any additional material or information necessary for the Claimant to complete the claim and an explanation of



why such material or information is necessary; and

(4) An explanation of the claim review procedure and the time limits applicable to such procedure as set forth in this section.

**(B) Review Procedure.**

(1) If the claim is denied in whole or in part pursuant to 11.3(A), the Claimant shall have the right to file a request with the Plan Administrator for a full and fair review. The request must be made within a reasonable period of time after the denial, taking into consideration the nature of the benefit that is the subject of the claim and other attendant circumstances. In no event shall the period for requesting review expire less than 60 days after the Claimant's receipt of written or electronic notification of the denial.

(2) The request for review is made by personally delivering or mailing a written request for review, prepared by either the Claimant or the Claimant's authorized representative, to the Plan Administrator. If the written request for review is not made on a timely basis as described in 11.3(B)(1), the Claimant shall waive any right to review. The Claimant or the Claimant's duly authorized representative may, prior to, at, or after the time of making the request for review, review all pertinent documents and submit issues and comments in writing. The Claimant shall be provided, upon request and free of charge, reasonable access to and copies of, information relevant to the Claimant's claim.

(3) The Plan Administrator shall review the appeal and shall act thereon. The Plan Administrator's review shall take into account all information submitted by the Claimant relating to the claim, whether or not such information was submitted or considered in the initial claim determination. The decision shall be made promptly but in any event within 60 days after the Plan Administrator receives the written request for review. If special circumstances require an extension of time for processing (such as the need to hold a hearing), a decision shall be made and furnished to the Claimant not later than 120 days after the receipt of the request for review. The Claimant shall be notified of any extension within 60 days after the request for review was filed. The extension notice shall indicate the special circumstances requiring an extension of time and the date by which the Plan Administrator expects to render the final decision. The time period within which the Plan Administrator must provide notice of the decision on review shall begin when the request for review is filed in accordance with the Plan's procedures, without regard to whether all the information necessary to make the decision on review accompanies the filing. If an extension is necessary due to the Claimant's failure to submit information necessary to resolve the claim, the period for making a decision on review shall be tolled from the date the extension

notice is sent to the Claimant until the date the Claimant responds to the request for additional information.

The decision on review shall be in writing and shall include specific reasons for the decision and reference to the specific references to the specific provisions of this Plan on which the decision is based. A copy of the decision shall be furnished to the Claimant. The decision on review may be provided by electronic notification. The decision on review shall inform the Claimant that he or she is entitled to receive, upon request and free of charge, reasonable access to, and copies of, information relevant to the claim. The decision shall be final and binding upon the Claimant, the Plan Administrator, and all other persons involved. The Claimant's failure to follow the claim review procedures shall constitute a waiver of any further review.

**(C) Further Review.** Any further review, judicial or otherwise, of the decision on review shall be based on the record before the Plan Administrator and limited to whether, in the particular instance, the Plan Administrator acted arbitrarily or capriciously in the exercise of its discretion. In no event shall any such further review, judicial or otherwise, be on a de novo basis as the Plan Administrator has discretionary authority to determine eligibility for benefits and to construe the terms of this Plan.

**11.4 Overpayments.** In the event a Participant or Beneficiary receives an overpayment from the Plan, the Plan Administrator shall make reasonable efforts to recover the overpayment in accordance with applicable Internal Revenue Service guidelines. These efforts may include, but are not limited to, reducing future Plan benefits payable to the Participant or Beneficiary so that the actuarial present value of the reduction shall not exceed the principal amount of the uncollected amount, plus interest at the Plan's assumed interest rate for purposes of determining Actuarial Equivalence.

## **ARTICLE XII MERGER, CONSOLIDATION, OR ASSET TRANSFER**

In the event this Plan is a party to a transfer of assets and liabilities to or from another income tax qualified plan or is merged into another income tax qualified plan or such plan is merged into this Plan or this Plan is otherwise consolidated with any other retirement or pension plan or trust, then the merger, consolidation, or asset transfer must be accomplished so as to ensure that each Participant of the Plan would (if the Plan then terminated) receive a benefit immediately after the transfer, merger, or consolidation, which is equal to or greater than the benefit the Participant would have been entitled to receive immediately before the transfer, merger, or consolidation (if the Plan had then terminated). Any such transfer, merger, or consolidation can involve a frozen accrued benefit or such other terms as are consistent with this section. The terms of any such transaction shall be set forth in an exhibit to be attached hereto, an amendment to the body of this Plan, or in an election to participate.

## **ARTICLE XIII AMENDMENT AND TERMINATION**

**13.1 Amendment and Termination.** Except as provided in 3.2, the District may at any time and from time to time amend, terminate, or modify this Plan by instrument in writing duly adopted by its board of directors or the board's designee. Notwithstanding the foregoing, the Plan Administrator may amend the Plan to make technical, administrative, or editorial changes on advice of counsel to comply with applicable law or to simplify or clarify the Plan.

**13.2 Vesting on Termination.** Upon the termination of the Plan, partially or in its entirety, the rights of all affected employees to benefits accrued to the date of such termination, to the extent funded as of such date, are nonforfeitable. Vested benefits at termination or partial termination are payable only from the Plan and only to the extent then funded, and the District's liability shall be limited to the assets in the Plan as of the date of such termination.

### **13.3 Termination Procedure.**

(A) The termination of this Plan shall not cause or permit any part of the Trust Fund to be diverted to purposes other than for the exclusive benefit of Participants and Beneficiaries, or cause or permit any portion of the Plan assets to revert to or become the property of the District at any time prior to the satisfaction of all liabilities with respect to Participants and Beneficiaries under the Plan.

(B) Upon the termination of the Plan in its entirety, the Plan Administrator shall have all powers necessary or convenient to the winding up and dissolution of the Plan as herein provided.

(C) Upon the termination of the Plan, the Plan Administrator shall allocate the assets of the Plan for the benefit of the Participants and Beneficiaries in such manner as is necessary to comply with any limitations or requirements imposed by law. Any remaining assets may revert to the District after all liabilities of the Plan to Participants and their Beneficiaries have been satisfied, provided that such a reversion does not contravene any provision of law.

## **ARTICLE XIV MISCELLANEOUS**

**14.1 Status as Employee.** Nothing contained in this Plan shall be construed as a contract of employment between the District and any employee, or as conferring a right on any employee to be continued in the employment of the District or as limiting the right of the District to discharge any employee with or without cause.

**14.2 Sufficiency of Plan.** Except as otherwise provided by law, neither the District nor the Plan Administrator guarantees the Plan from loss or

depreciation. Except as otherwise provided by law, no person shall have any right of action against the District or any of its officers, directors, or employees, or against the Plan Administrator for any amounts due or to become due under the Plan, and such amounts shall be payable only from the assets from time to time comprising the Plan.

**14.3 Limitation of Liability.** Except as otherwise provided by law, the District shall not be responsible for any act or failure to act of the Plan Administrator.

**14.4 Further Assurances.** All parties to this Plan, or those claiming any interest hereunder, agree to perform any and all acts and execute any and all documents and papers that are necessary or desirable for carrying out this Plan or any of its provisions.

**14.5 Number.** Wherever any words are used herein in the singular or plural, they shall also be construed as though they were used in the plural or singular respectively in all cases where they would so apply.

**14.6 Applicable Law.** All questions relating to the interpretation, validity, or effect of this Plan shall be determined in accordance with applicable federal law and the laws of the state of Oregon, except to the extent preempted by applicable federal law. Notwithstanding the foregoing, effective June 26, 2013, an individual's marital status for all Plan purposes shall be determined consistently with IRS Revenue Ruling 2013-17 or subsequent guidance regarding the definition of "marriage" and "spouse" for qualified retirement plan purposes.

**14.7 Invalidity.** In case any provision of this Plan shall be held illegal or invalid for any reason, such illegality or invalidity shall not affect the remaining parts of this Plan, but this Plan shall be construed and enforced as if such illegal and invalid provisions had never been contained herein.

**14.8 Counterparts.** This Plan may be executed in any number of counterparts, each of which shall be deemed an original. All the counterparts shall constitute one and the same instrument and may be evidenced by any one counterpart.

The District has caused this amended and restated Plan to be executed by its duly authorized representative as of the date indicated below.

**TUALATIN HILLS PARK &  
RECREATION DISTRICT**

By \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**TUALATIN HILLS PARK & RECREATION DISTRICT  
RETIREMENT PLAN**

**EXHIBIT A**

**MAXIMUM ANNUAL BENEFIT  
(Referent Section 6.5)**

**(A) Definitions.** For purposes of this Exhibit A, the following terms are as defined below.

**(1) Limitation Year.** The “limitation year” means the Plan Year.

**(2) Employer.** An “Employer” means the District and any entity that is required to be aggregated with the District under the aggregation rules of §414(b), (c), or (m) of the Code, provided that §414(b) and (c) shall be applied as if the phrase “more than 50 percent” were substituted for the phrase “at least 80 percent” each place it appears in §1563(a)(1) of the Code, individually or combined.

**(3) Defined Benefit Dollar Limitation.** The defined benefit dollar limitation is \$160,000, adjusted as provided in this paragraph (\$215,000 effective July 1, 2016). The defined benefit dollar limitation shall be adjusted as of each January 1 to the dollar limitation as determined by the Commissioner of Internal Revenue for that calendar year. The adjusted amount applies to limitation years ending with or within the calendar year for which the adjustment is effective, provided that benefit cannot exceed the currently applicable dollar limitation or compensation limitation (as in effect before the January 1 adjustment) prior to January 1. The maximum annual benefit limitation applicable to a vested terminated Participant shall be increased in accordance with the cost-of-living adjustments to the defined benefit dollar limitation.

**(4) Applicable Mortality Table.** “Applicable mortality table” means the applicable mortality table described in §417(e)(3)(B) of the Code.

**(B) Basic Limitation.** Subject to the adjustments and special rules described in paragraphs (C) through (I) below, the annual benefits payable in a straight life annuity to a Participant under this Plan and any other qualified defined benefit plan maintained by an Employer shall not exceed the defined benefit dollar limitation.

**(C) Conversion to Life Annuity.** For purposes of applying the limitations in this Exhibit A, a Participant’s benefit form shall be converted to a straight life annuity. The conversion from the 9.2(B) optional certain and life annuity or the 9.2(C) optional joint and survivor annuity to a life annuity shall result in the greater of: (1) the annual amount of the straight life annuity (if any) payable to the Participant under the Plan commencing at the same Annuity Starting Date as the Participant’s elected form of benefit; and (2) the annual amount of the straight life annuity

commencing at the same Annuity Starting Date that has the same actuarial present value as the Participant's elected form of benefit, computed using a 5% interest rate assumption and the applicable mortality table for that Annuity Starting Date.

**(D) Benefits Not in Excess of \$10,000.** Notwithstanding the foregoing, if the annual benefits (without regard to the age at which benefits commence) payable for the limitation year or for any prior limitation year to a Participant under this Plan and all other defined benefit plans of the Employer do not, in the aggregate, exceed \$10,000 (adjusted as described in paragraph (E)(2), if necessary), and the Employer (or a predecessor Employer) has not at any time maintained a tax-qualified defined contribution plan for the Participant, the benefits are not considered to exceed the defined benefit dollar limitation.

**(E) Adjustment for Less Than Ten Years of Participation or Service.**

**(1) Adjustment of Defined Benefit Dollar Limitation.** If a Participant has fewer than ten years of participation in the Plan, the defined benefit dollar limitation shall be multiplied by a fraction, the numerator of which is the number of years (or part thereof) of participation in the Plan, and the denominator of which is ten.

**(2) Adjustment of \$10,000 Minimum Benefit.** If a Participant has fewer than ten years of Vesting Service, the \$10,000 minimum benefit under paragraph (D) shall be multiplied by a fraction, the numerator of which is the number of years (or part thereof) of Vesting Service, and the denominator of which is ten.

**(F) Adjustment for Benefit Commencement before Age 62.** If a Participant's Annuity Starting Date is before he or she reaches age 62, the defined benefit dollar limitation applicable to the Participant at that earlier age shall be adjusted as described below. Any decrease in the defined benefit dollar limitation determined in accordance with this paragraph shall not reflect a mortality decrement if benefits are not forfeited upon the death of the Participant. If any benefits are forfeited upon death, the full mortality decrement is taken into account.

If the Annuity Starting Date occurs in a limitation year beginning on or after January 1, 2008, the defined benefit dollar limitation for the Participant's Annuity Starting Date is the lesser of the limitation described in (1) or (2) below, except that the limitation described in (2) shall not apply if the Plan does not have an immediately commencing straight life annuity payable at both age 62 and the Participant's age at benefit commencement.

(1) The annual amount of a benefit payable in the form of a straight life annuity commencing at the Participant's Annuity Starting Date that is the actuarial equivalent of the defined benefit dollar limitation (adjusted under (E)(1) above, if the Participant has less than ten years of participation), with actuarial

equivalence computed using a 5% interest rate assumption and the applicable mortality table for the Annuity Starting Date (and expressing the Participant's age based on completed calendar months as of the Annuity Starting Date).

(2) The defined benefit dollar limitation (adjusted under (E)(1) above, if the Participant has less than ten years of participation), multiplied by the ratio of the annual amount of the immediately commencing straight life annuity under the Plan at the Participant's Annuity Starting Date to the annual amount of the immediately commencing straight life annuity under the Plan at age 62, both determined without applying the limitations of this section.

**(G) Adjustment for Benefit Commencement after Age 65.** If a Participant's Annuity Starting Date is after he or she reaches age 65, the defined benefit dollar limitation applicable to the Participant at that later age shall be adjusted as described below. For purposes of the adjustment required under this paragraph, mortality between age 65 and the age at which benefits commence shall be ignored.

If the Annuity Starting Date occurs in a limitation year beginning on or after January 1, 2008, the defined benefit dollar limitation for the Participant's Annuity Starting Date is the lesser of the limitation described in (1) or (2) below, except that the limitation described in (2) shall not apply if the Plan does not have an immediately commencing straight life annuity payable at both age 65 and the Participant's age at benefit commencement.

(1) The annual amount of a benefit payable in the form of a straight life annuity commencing at the Participant's Annuity Starting Date that is the actuarial equivalent of the defined benefit dollar limitation (adjusted under (E)(1) above, if the Participant has less than ten years of participation), with actuarial equivalence computed using a 5% interest rate assumption and the applicable mortality table for the Annuity Starting Date (and expressing the Participant's age based on completed calendar months as of the Annuity Starting Date).

(2) The defined benefit dollar limitation (adjusted under (E)(1) above, if the Participant has less than ten years of participation), multiplied by the ratio of the annual amount of the immediately commencing straight life annuity under the Plan at the Participant's Annuity Starting Date to the annual amount of the adjusted immediately commencing straight life annuity under the Plan at age 65, both determined without applying the limitations of this section. For this purpose:

(a) The adjusted immediately commencing straight life annuity under the Plan at the Participant's Annuity Starting Date is the annual amount of that annuity payable to the Participant, computed disregarding the Participant's accruals after age 65, but including actuarial adjustments even if those actuarial adjustments are used to offset accruals; and

(b) The adjusted immediately commencing straight life annuity under the Plan at age 65 is the annual amount of that annuity that would be payable under the Plan to a hypothetical Participant who is age 65 and has the same accrued benefit as the Participant.

**(H) Grandfather Rule for Preexisting Benefits.** In accordance with Treasury Regulation §1.415(a)-1(g)(4), notwithstanding any provision in this exhibit to the contrary, the Plan is considered to satisfy the limitations of §415(b) of the Code for a Participant with respect to benefits accrued or payable under the Plan as of June 30, 2006, pursuant to Plan provisions (including Plan provisions relating to the Plan's limitation year) that were both adopted and in effect before April 5, 2007. This grandfather rule shall apply only if the Plan provisions meet the applicable requirements of statutory provisions, regulations, and other published guidance relating to §415 of the Code in effect immediately before July 1, 2007.

**(I) Multiple Annuity Starting Dates.** If a Participant has, or may have, distributions commencing at more than one Annuity Starting Date, the limitations of §415 of the Code must be satisfied as of each of the Annuity Starting Dates, taking into account the benefits that have been or will be provided at all of the Annuity Starting Dates. In determining the annual benefit for such a Participant as of an Annuity Starting Date, the Plan shall actuarially adjust the past and future distributions with respect to the benefits that commenced at the other Annuity Starting Dates, in accordance with Treasury Regulation §1.415(b)-1(b)(1)(iii).





## MEMO

**DATE:** May 24, 2017  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** **Intergovernmental Agreement with Washington County for Major Streets Transportation Improvement Program (MSTIP) Funds for Waterhouse Trail Segment 4**

### Introduction

The attached intergovernmental agreement (IGA) outlines the disbursement of \$300,000 from Washington County's MSTIP fund to THPRD for the Waterhouse Trail Segment 4 project. Staff are requesting board of directors' approval of the attached IGA, and authorization for the general manager or his designee to execute the agreement.

### Background

THPRD was recently awarded a *ConnectOregon* VI grant from the Oregon Department of Transportation (ODOT) for Waterhouse Trail Segment 4 (see attached maps). The grant provides funding in the amount of \$400,000 for the completion of the final unbuilt segment of the Waterhouse Trail. As part of the application process for state grant funds, Washington County pledged \$300,000 in funding from its MSTIP Opportunity Fund for the project with a successful *ConnectOregon* VI application.

Upon notice of grant approval, staff contacted Washington County staff to begin the process of receiving the MSTIP funds. The \$300,000 in MSTIP funding will help pay for final engineering, permitting and construction of paved trail and boardwalk of the 950-foot long trail segment. Construction on the project is expected to take place in summer 2019.

### Proposal Request

Staff are requesting approval of the attached IGA with Washington County and authorization for the general manager or his designee to execute the agreement. The attached IGA has been reviewed and approved as to form by THPRD's legal counsel Beery, Elsner & Hammond, LLP.

### Benefits of Proposal

The IGA provides county funding for the completion of Waterhouse Trail Segment 4, the last unbuilt segment of the 5.5-mile long trail.

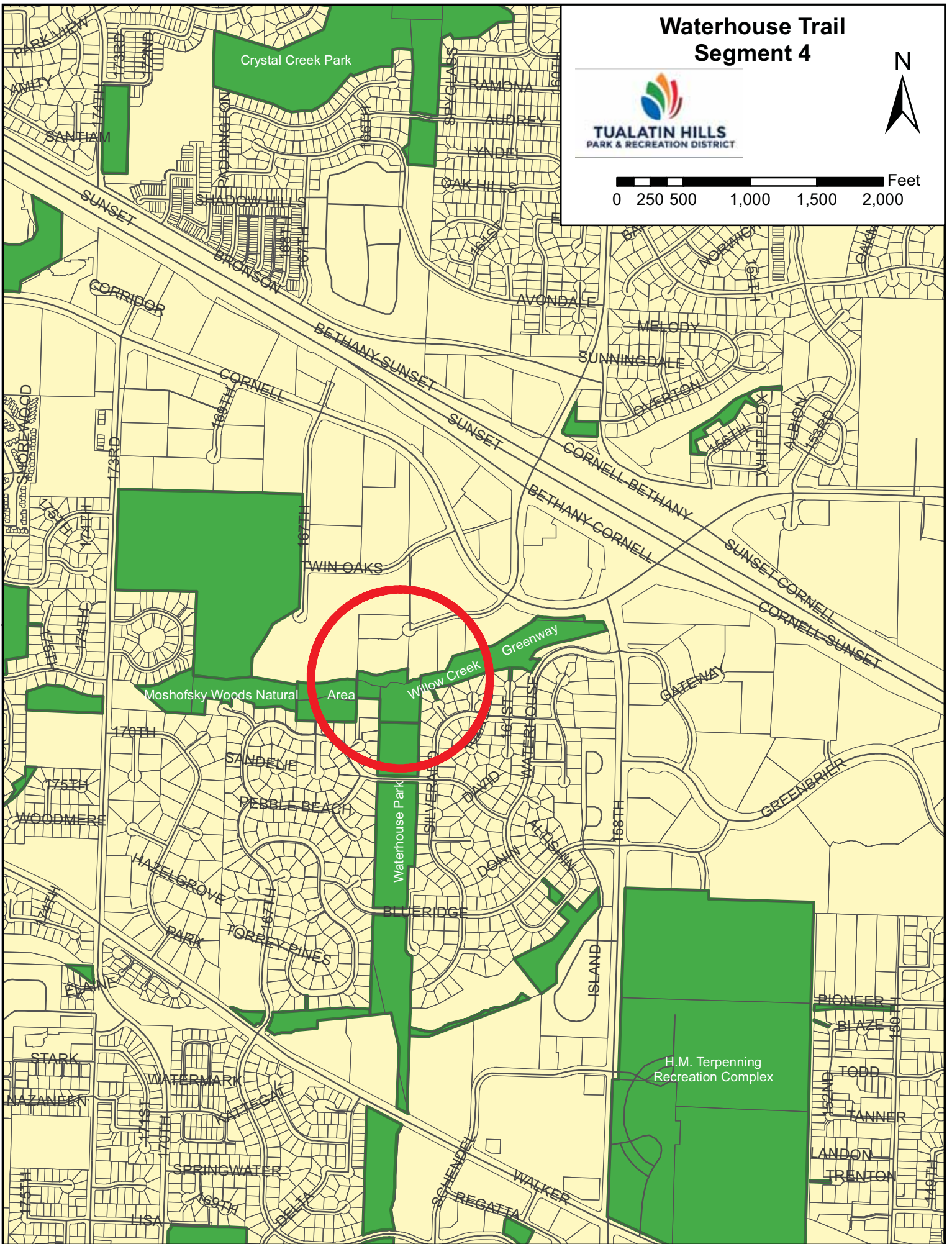
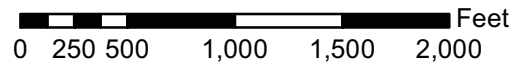
### Potential Downside of Proposal

There is no potential downside to the proposal.

### Action Requested

Board of directors' approval of the attached intergovernmental agreement (IGA) with Washington County and authorization for the general manager or his designee to execute the agreement.

# Waterhouse Trail Segment 4





**AGREEMENT  
BETWEEN  
Washington County and the Tualatin Hills Park & Recreation  
District**

**FOR A DISTRIBUTION FROM THE MAJOR STREETS  
TRANSPORTATION IMPROVEMENT PROGRAM (MSTIP)  
OPPORTUNITY FUND**

THIS AGREEMENT is entered into between Washington County, a political subdivision of the State of Oregon, acting by and through its elected officials, hereinafter referred to as "COUNTY"; and the Tualatin Hills Park & Recreation District, a park and recreation district in the State of Oregon, hereinafter referred to as "DISTRICT."

**RECITALS**

1. COUNTY approved the MSTIP 3d program in July 2012 that contained a \$5,000,000 Opportunity Fund component, hereinafter referred to as "FUND."
2. DISTRICT requested a \$300,000 distribution from the FUND as a match for a Connect Oregon VI grant for the Waterhouse Trail, Segment 4 project, hereinafter referred to as "PROJECT."
3. Washington County Coordinating Committee approved the FUND distribution requested by DISTRICT in November 2015.
4. DISTRICT has entered into a separate agreement with the State of Oregon for the Connect Oregon VI funds.
5. ORS 190.010 authorizes agencies to enter into intergovernmental agreements for the performance of any or all functions and activities that a party to the agreement has the authority to perform.

**AGREEMENT**

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth below, the parties hereto agree as follows:

**1. COUNTY OBLIGATIONS**

- 1.1 COUNTY shall distribute up to \$300,000 from the FUND within sixty (60) calendar days of receipt of an invoice from DISTRICT.

## **2. DISTRICT OBLIGATIONS**

2.1 DISTRICT shall invoice COUNTY for the necessary distribution from the FUND upon receipt of the fully executed grant agreement from ODOT.

## **3. FINANCIAL OBLIGATIONS**

3.1 COUNTY and DISTRICT will each bear the cost of performance of their respective obligations under this AGREEMENT.

## **4. GENERAL PROVISIONS**

### **4.1 LAWS OF OREGON**

The parties shall comply with all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon. All relevant provisions required by ORS Chapter 279A and 279C to be included in public contracts are incorporated and made a part of this Agreement as if fully set forth herein.

### **4.2 DEFAULT**

Time is of the essence in the performance of the Agreement. Either party shall be deemed to be in default if it fails to comply with any provisions of this Agreement. The non-defaulting party shall provide the other party with written notice of default and allow thirty (30) days within which to cure the defect.

### **4.3 INDEMNIFICATION**

This Agreement is for the benefit of the parties only. Each party agrees to indemnify and hold harmless the other party, and its directors, officers, employees, and agents, from and against all claims, demands and causes of actions and suits of any kind or nature for personal injury, death or damage to property on account of or arising out of services performed, the omissions of services or in any way resulting from the negligent or wrongful acts or omissions of the indemnifying party and its officers, employees and agents. To the extent applicable, the above indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300). In addition, each party shall be solely responsible for any contract claims, delay damages or similar items arising from or caused by the action or inaction of the party under this agreement.

#### 4.4 MODIFICATION OF AGREEMENT

No waiver, consent, modification or change of terms of this Agreement shall be binding unless in writing and signed by both parties.

#### 4.5 DISPUTE RESOLUTION

The parties shall attempt to informally resolve any dispute concerning any party's performance or decisions under this Agreement, or regarding the terms, conditions or meaning of this Agreement. A neutral third party may be used if the parties agree to facilitate these negotiations. In the event of an impasse in the resolution of any dispute, the issue shall be submitted to the governing bodies of both parties for a recommendation or resolution.

#### 4.6 REMEDIES

Subject to the provisions in paragraph 4.5, any party may institute legal action to cure, correct or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Washington County Circuit Court. The parties, by signature of their authorized representatives below, consent to the personal jurisdiction of that court.

#### 4.7 EXCUSED PERFORMANCE

In addition to the specific provisions of this Agreement, performance by any party shall not be in default where delay or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of GOD, governmental restrictions imposed on or mandated by governmental entities other than the parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar bases for excused performance that are not within the reasonable control to the party to be excused.

#### 4.8 SEVERABILITY

If any one or more of the provisions contained in this Agreement is invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of the Agreement will not be affected or impaired in any way.

#### 4.9 INTEGRATION

This Agreement is the entire agreement of the parties on its subject and supersedes any prior discussions or agreements regarding the same

subject.

**5. TERMS OF AGREEMENT**

5.1 This Agreement becomes effective on the last date signed below and shall terminate three (3) years from the effective date except as provided in Paragraph 5.2 below.

5.2 This Agreement may be amended or extended for periods of up to one (1) year by mutual consent of the parties. It may be canceled or terminated for any reason by either party. Termination or cancellation shall be effective thirty (30) days after written notice to the other party, or at such time as the parties may otherwise agree. The parties shall, in good faith, agree to such reasonable provisions for winding up the PROJECT as necessary.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**TUALATIN HILLS PARK &  
RECREATION DISTRICT**

**WASHINGTON COUNTY, OREGON**

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
CHAIR, Board of County  
Commissioners

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
RECORDING SECRETARY

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
THPRD ATTORNEY

\_\_\_\_\_  
COUNTY COUNSEL



## MEMO

**DATE:** May 24, 2017  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** **SW Quadrant Neighborhood Park 1 Consultant Contract**

### Introduction

Staff are requesting board of directors' approval of the qualified consultant team based on a proposal for professional consulting services for the SW Quadrant Neighborhood Park 1 improvement project, and authorization to award the contract to this team.

### Background

The new neighborhood park is listed as the System Development Charge-funded project "SW Quadrant New Neighborhood Park Master Plan and Design" in the fiscal year 2016/17 budget. A vicinity map (Exhibit A) and aerial map (Exhibit B) of the park's location are attached for reference.

On May 1, 2017, staff publicly advertised a Request for Proposals (RFP) in the *Daily Journal of Commerce* (DJC) to solicit landscape architecture firms for the SW Quadrant Neighborhood Park 1 improvements. During the solicitation period, staff received over 10 requests from professional firms to review the RFP. On May 19, staff received one proposal from a team led by 2.ink Studio. Based on the review and evaluation of the proposal, staff believe that they are a qualified team for this project.

The 2.ink Studio proposal reflects a great understanding of the project and the processes required to complete the project. Their proposal is detailed and clear in identifying their project approach and schedule, and includes relevant tasks that staff believe will thoroughly support the project goals and objectives.

2.ink Studio and their consultant team have submitted a fee of \$265,071 to provide professional services from the master plan phase through construction of the park, and includes project close out. Staff find that the proposed fee is reasonable based on recent similar projects and reissuing a RFP is not warranted.

Relevant to hiring a design consultant team, staff will implement an expanded community engagement process to encourage participation from THPRD's diverse population. The information collected during this engagement process will help to shape the design of the future neighborhood park to the community it serves.



### **Proposal Request**

Staff are requesting board of directors' approval of the 2.ink Studio led consultant team for professional consulting services for the SW Quadrant Neighborhood Park 1 improvement project for the proposed fee of \$265,071.

The proposed service fee exceeds the funding available in the fiscal year 2016/17 budget by \$65,071. Staff recommend covering the shortfall using the Undesignated Projects fund available in the fiscal year 2017/18 budget being adopted at the June 20, 2017 regular board meeting.

Staff are also requesting authorization for the general manager or his designee to execute the professional services contract.

### **Benefits of Proposal**

Authorization of the contract with 2.ink Studio at this time will allow staff to proceed seamlessly with the master plan phase at the conclusion of the expanded community outreach process.

### **Potential Downside of Proposal**

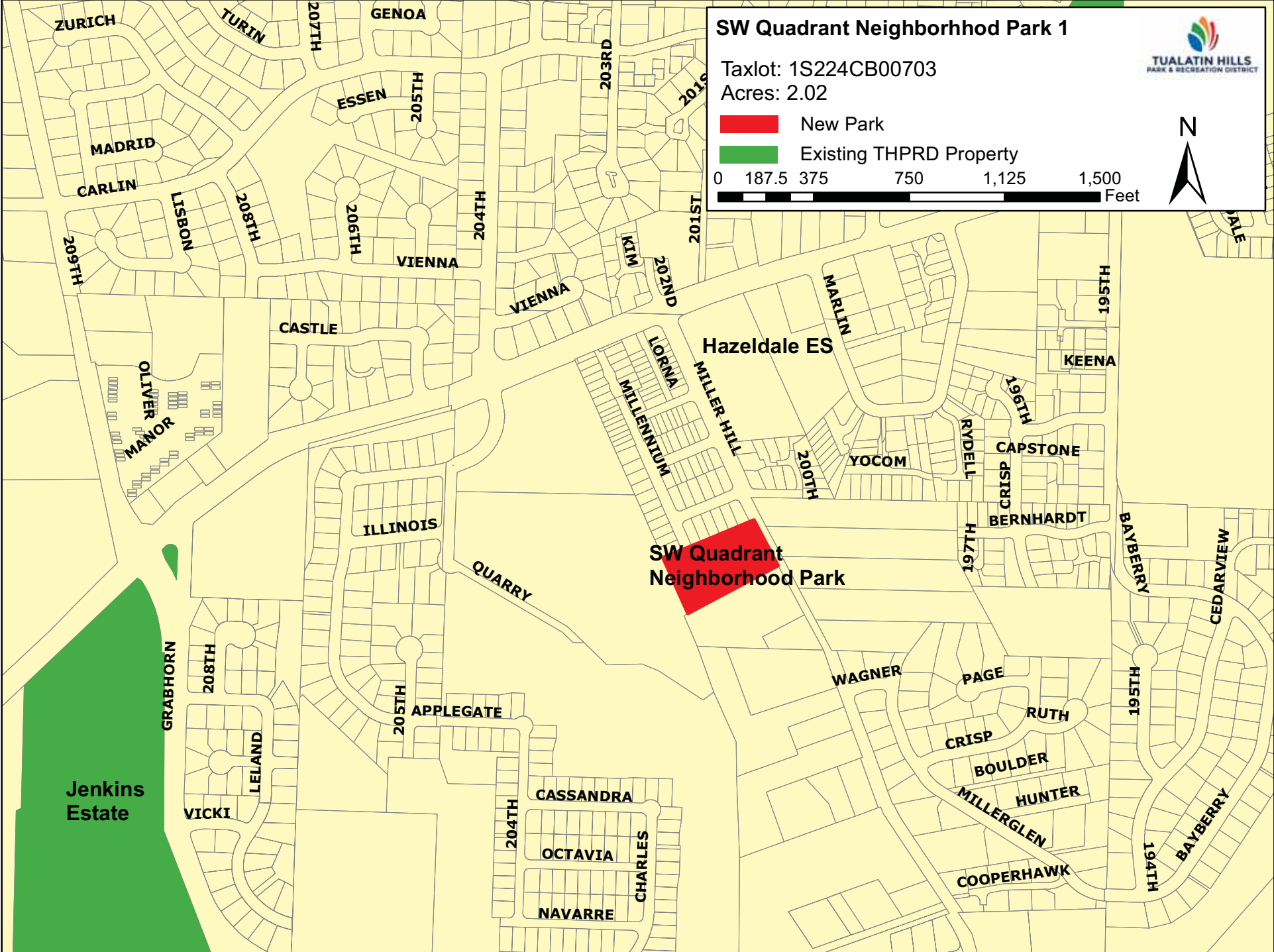
There is no apparent downside to the proposal.

### **Action Requested**

Board of directors' approval of the following items:

1. Approval of the consultant team led by 2.ink Studio for professional consulting services for the SW Quadrant Neighborhood Park 1 project;
2. Authorization to transfer \$65,071 from the Undesignated Projects 2017/18 budget category; and
3. Authorization for the general manager or his designee to execute the professional services contract in the amount of \$265,071.

# EXHIBIT A







## MEMO

**DATE:** May 30, 2017  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** **NW Quadrant Neighborhood Park 2 Consultant Contract**

### Introduction

Staff are requesting board of directors' approval of the qualified consultant team based on proposals for professional consulting services for the NW Quadrant Neighborhood Park 2 improvement project, and authorization to award the contract to this team.

### Background

The new neighborhood park is listed as the System Development Charge-funded project "NW Quadrant New Neighborhood Park Design and Development" in the fiscal year 2017/18 approved budget. A vicinity map (Exhibit A) and aerial map (Exhibit B) of the park's location are attached for reference.

On May 1, 2017, staff publicly advertised a Request for Proposals (RFP) in the *Daily Journal of Commerce* (DJC) to solicit landscape architecture firms for the NW Quadrant Neighborhood Park 2 improvements. On May 19, staff received three proposals, GreenWorks, ESA and 2.ink Studio. From the information these three teams submitted in their proposals, staff believe they are all qualified consultant teams for this park improvement project.

Based on staff's review and evaluation of the proposals, the team led by ESA as the lead consultant received the highest scores, and staff believe that they are the most qualified team for this project. The ESA proposal reflects a great understanding of the project and the processes required to complete the project. Their proposal is detailed and clear in identifying their project approach and schedule, and includes relevant tasks that staff believe will thoroughly support the project goals and objectives.

ESA and their consultant team have submitted a fee of \$258,205 to provide professional services from the master plan phase through construction of the park and includes project close out.

The total budget of \$2,120,000 for design and development is based on the 2017/18 budget being adopted at the June 20, 2017 regular board meeting.

Relevant to hiring a design consultant team, staff will implement an expanded community engagement process to encourage participation from THPRD's diverse population. The information collected during this engagement process will help to shape the design of the future neighborhood park to the community it serves.

**Proposal Request**

Staff are requesting board of directors' approval of the ESA led consultant team for professional consulting services for NW Quadrant Neighborhood Park 2 improvement project for the proposed fee of \$258,205. Staff are also requesting authorization for the general manager or his designee to execute the professional services contract.

**Benefits of Proposal**

Authorization of the contract with ESA at this time will allow staff to proceed seamlessly with the master plan phase at the conclusion of the expanded community outreach process.

**Potential Downside of Proposal**

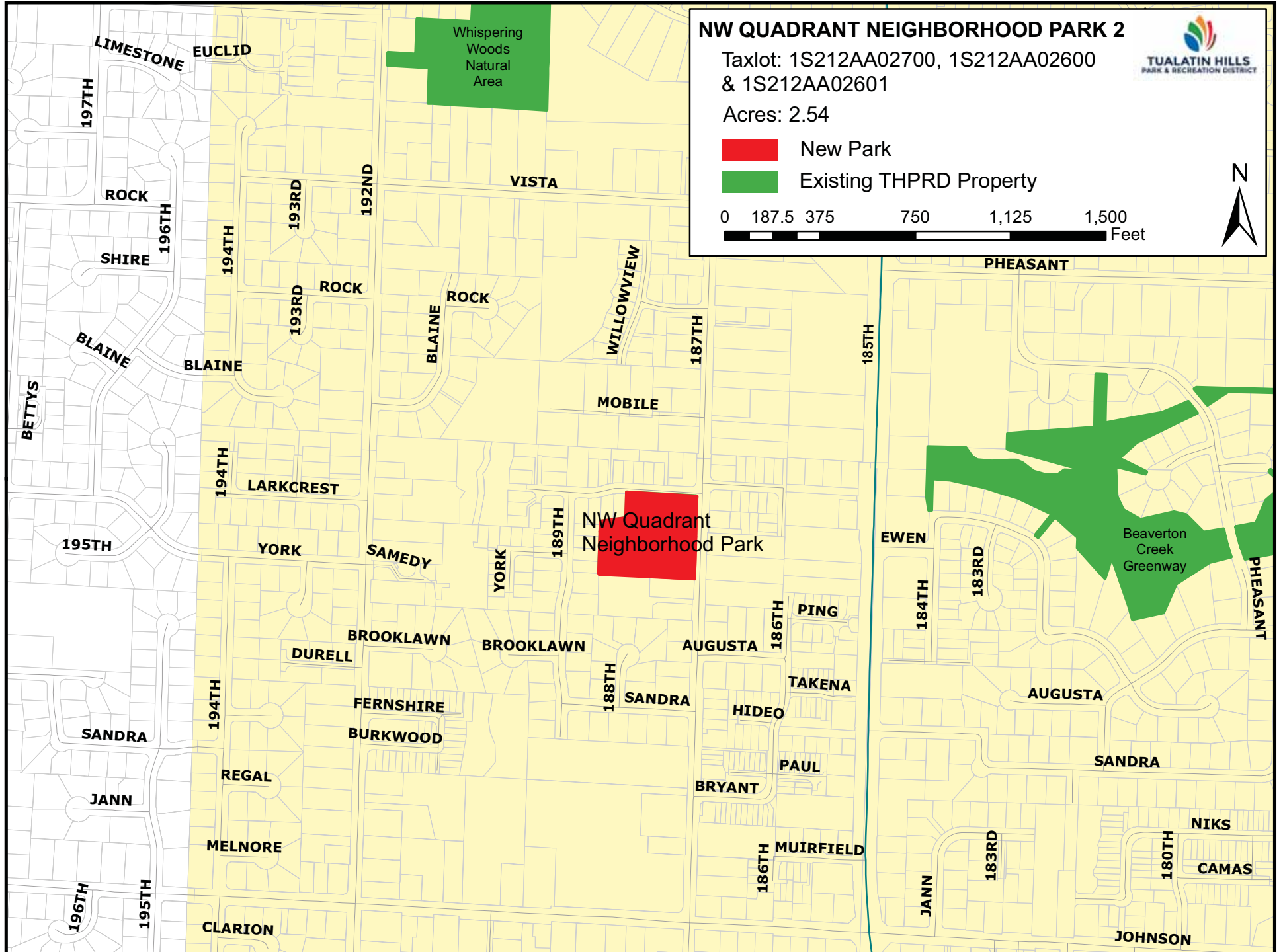
There is no apparent downside to the proposal.

**Action Requested**

Board of directors' approval of the following items:

1. Approval of the consultant team led by ESA for professional consulting services for the for NW Quadrant Neighborhood Park 2 improvement project; and
2. Authorization for the general manager or his designee to execute the professional services contract in the amount of \$258,205.

# EXHIBIT A



## NW QUADRANT NEIGHBORHOOD PARK 2

Taxlot: 1S212AA02700, 1S212AA02600  
& 1S212AA02601

Acres: 2.54



New Park

Existing THPRD Property



# EXHIBIT B

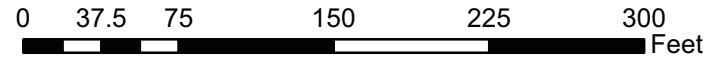
## NW QUADRANT NEIGHBORHOOD PARK 2



Taxlot: 1S212AA02700, 1S212AA02600 & 1S212AA02601

Acres: 2.54

 New Park





MEMO

DATE: May 24, 2017  
TO: Doug Menke, General Manager  
FROM: Keith Hobson, Director of Business & Facilities

RE: Aquatic Center Renovation Phase 2 Contract

**Introduction**

Staff are seeking board of directors' approval of the lowest responsible bid for the construction of the Aquatic Center Renovation Phase 2 project.

**Background**

The Aquatic Center Renovation Phase 2 went out to bid on April 13, 2017 to three prequalified contractors. The construction estimate determined by an independent cost estimator was \$1.66 million. The Phase 2 project scope includes pool tank resurface, pool deck replacement, removing the interior berm and installing a concrete slab, underwater lighting replacement, refinishing the diving tower and diving platforms, painting the interior walls and installing a new service access door and installing a permeable access drive.

THPRD received three base bids ranging from \$1,641,800 to \$1,669,259. The base bid of \$1,641,800 from Cedar Mill Construction Company was determined to be the lowest responsible bid. The bid includes four add alternates and one deduct alternate. Staff have reviewed the bid alternates and recommend accepting three add alternates and one deduct alternate for a net savings of \$23,200. Accepting these alternates will reduce the bid to \$1,618,600. This bid, in addition to the project soft costs, will leave a project contingency of 6.4%, or \$104,130, and keep the project within budget. Based on the construction scope and bid results, staff are comfortable with a 6.4% contingency. The following are general descriptions of the alternates with staff's recommendations on which ones to accept.

Add alternate #1 - New drains in patron stairwells	Accepted	\$24,200
Add alternate #2 - Additional mosaic tile	Rejected	\$43,200
Ded. alternate #3 - Stainless cable vs vinyl coated chain link guard rail	Accepted	<del>-\$80,000</del>
Add alternate #4 - Storm piping as required at south access route	Accepted	\$8,800
Add alternate #5 - Race timing under slab conduit and electrical boxes	<u>Accepted</u>	<u>\$23,800</u>
Alternates included in contract	Total	<del>-\$23,200</del>

The project is funded by General Fund capital and Systems Development Charge (SDC) funds. A breakdown of the project budget is below. Most of the soft costs have been paid as part of the Phase I work.



## **Aquatic Center Renovation Phase 2 - Funding**

<b>Sources</b>	<b>Phase 2</b>
General Fund Capital	\$1,300,000*
General Fund Capital Carryover	\$359,428**
General Fund Capital - dive tower	\$2,500
SDC Fund- deck expansion (berm)	\$150,000
Budgeted project funding	\$1,811,928

\* Approved FY 2017/18 budget to be adopted at the June 20, 2017 regular board meeting.

\*\* Actual carryforward costs for the Phase 1 project. This is slightly less than the FY 2017/18 budget.

## **Aquatic Center Renovation Phase 2 - Cost Information**

<b>Budget Item</b>	<b>Current Project Cost</b>
Budgeted funding	\$1,811,928
Phase 2 Bid with all alternates 1, 3, 4, 5	\$1,618,600
Project soft costs	\$89,198
Contingency @ 6.4%	\$104,130
Project Estimate	\$1,811,928
Project Variance (over) or under	\$0

All permits are complete except the south access drive. Staff expect the permits to be issued by August, prior to the anticipated August 21 construction start. The construction is scheduled for completion by mid-December 2017.

### **Proposal Request**

Staff are seeking board of directors' approval of the lowest responsible base bid with alternates 1, 3, 4 and 5 for the construction of the Aquatic Center Renovation Phase 2 project.

### **Benefits of Proposal**

Approval of the bid will provide a significant upgrade to the building. The replacement of the 40-year-old concrete pool deck will provide an upgraded surface, opportunity to install needed conduits and enhance the aesthetics of the facility. The pool tank is due for regular plaster replacement. Removing the berm will provide more usable space including additional storage. The new service door and drive will provide access for all future maintenance and repairs that was not previously available. The underwater lights and conduit will be replaced with new LED fixtures. The walls will be patched and painted to complete the refinishing of the natatorium interior.

### **Potential Downside of Proposal**

The project will require the Aquatic Center to close during construction.

### **Action Requested**

Board of directors' approval of the following items:

1. Acceptance of the lowest responsible bid from Cedar Mill Construction Company for the amount of \$1,618,600.
2. Authorization for the general manager or his designee to execute the contract.

**Tualatin Hills Park & Recreation District  
PROJECT AWARD RECOMMENDATION REPORT**

<b>Project:</b>	Aquatic Center Renovation Phase 2	
<b>Contractor:</b>	Cedar Mill Construction Company	
Contractor worked for THPRD previously: <b>Yes</b>		
Contractor references checked: <b>Yes</b>		
Contractor registered with appropriate boards: <b>Yes</b>		
<b>SCOPE OF WORK</b>		
<b>Location:</b>	HMT Aquatic Center	
<b>Description:</b>	Tank refinish, deck replacement, underwater lighting replacement, dive tower repairs, diving board repairs, new service access door and access drive, interior painting, remove earth berm and install concrete slab.	
<b>FUNDING</b>		
<b>Funds Budgeted and Estimated Costs</b>	<b>Amount:</b>	<b>Page</b>
<b>Current total project budget:</b>	\$1,811,928	N/A
<b>Estimated project cost:</b> (expenditures, lowest bid, contingency)	\$1,811,198	
<b>Project budget variance:</b> (over) under	0	

**BID PROPOSALS RECEIVED**

<b>Low to High Bid</b>	<b>Contractor</b>	<b>Bid with alternates 1,3,4,5</b>	<b>Completed bid forms</b>
1	Cedar Mill Construction Company	\$1,618,600	Yes
2	2KG Contractors, Inc.	\$1,660,000	Yes
3	Skyward Construction Inc.	\$1,662,950	Yes

<b>PROJECTED PROJECT SCHEDULE</b>	
Invitation to Bidders	April 13, 2017
Mandatory Pre-Bid Conference	April 24
Sealed Bids Due Bid Opening	May 9, at 2 pm
Bid Results Distributed	May 9
Final Bid Review	May 12
THPRD Board Meeting seeking approval	June 20
Approve contract	July 1
Notice to Proceed (approx.)	August 15
Preconstruction Site Meeting (approx.)	August 18
Site Mobilization (approx.)	August 21
Desired Project Duration	16 weeks



## MEMO

**DATE:** May 25, 2017  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** **Crowell Woods Park Master Plan**

### Introduction

Staff are requesting board of directors' approval of the proposed master plan for Crowell Woods Park. THPRD hired JLA Public Involvement (JLA) to aid staff with the enhanced community engagement process and WH Pacific (WHP) to provide design services for the Crowell Woods Park project. Staff, along with the two consultants, have worked closely with the community to obtain input for the neighborhood park project and to design the proposed master plan for the park. WHP has also completed a master plan level construction cost estimate.

### Background

The goal for this project is to design and develop a new neighborhood park. The Crowell Woods site is made up of four parcels; two parcels were already owned by THPRD, one parcel was purchased with bond funding from the natural resource category, and one parcel was purchased with bond funding from the neighborhood park category. Site improvements were not predetermined at the beginning of the community engagement process. The proposed site improvements that are depicted on the proposed master plan were generated from discussions as part of the community engagement process. Included in the board packet for reference are a vicinity map (Exhibit A) and an aerial map (Exhibit B).

Staff presented a brief community engagement update on the project in the general manager's report at the March 14, 2017 board meeting. Staff also presented an in-depth update on the community engagement process with more detailed information at the board meeting on April 11, 2017. Staff held a neighborhood meeting on May 16, 2017 and presented a draft master plan for review and discussion with the community. There were approximately 35 residents in attendance and they asked a lot of clarifying questions. At the end of the meeting, there was a general consensus from all of the attendees that the draft master plan was a good representation of the community's desires and input over the past several months.

WHP has prepared a master plan level construction cost estimate. Their construction cost estimate of \$1,665,175 includes all half-street improvements, a 140' long boardwalk, a 15% contingency and cost escalations until 2019. However, as the project continues to move forward, staff are anticipating that the half-street improvement number and boardwalk number will be reduced significantly. If they are reduced as anticipated, the revised master plan level construction cost estimate should be \$1,355,925. This would be above the estimated construction cost funding available of \$1,220,080. Therefore, the anticipated project construction shortfall would be \$135,845. However, the anticipated revised master plan level construction cost estimate of \$1,355,925 includes \$203,388 in project contingency. Since the proposed master plan is fairly straight forward, staff believe that the \$203,388 of project contingency funding is sufficient to

complete the project, and, any savings in project contingency would reduce the current project shortfall.

In 2016, staff submitted a grant to the Land and Water Conservation Fund (LWCF) Outdoor Recreation Legacy Program. The grant request was for \$389,092 and was for the development component of the new neighborhood park. A final decision on the grant award has not been made yet and it is still unclear as to when a final decision will be made. Staff have been in contact with state grant liaisons and they have indicated that a final decision could be made sometime this summer. If THPRD receives this grant, it will also fully mitigate any funding shortfall.

**Proposal Request**

Staff are requesting board of directors' approval of the proposed master plan for Crowell Woods Park (Exhibit C).

**Benefits of Proposal**

The proposed master plan utilizes the park site to achieve appropriate neighborhood park level of service in support of THPRD's Parks Functional Plan. With the existing size of the site at 7.37 acres, it would be considered a larger neighborhood park with a significant natural resource component.

WHP has worked closely with staff, JLA and the community to develop a neighborhood park master plan that is sensitive to the site and surrounding neighborhood, while providing the program elements that meets the needs of the community and THPRD.

Approval of the proposed master plan will allow staff to move forward with the project. The proposed master plan has received significant public support and input through the community engagement process.

**Potential Downside of Proposal**

There is no apparent downside to the proposal.

**Maintenance Impact**

The annual incremental increase to the maintenance cost as a result of the proposed improvements in the development of the neighborhood park is estimated at \$18,935.

**Action Requested**

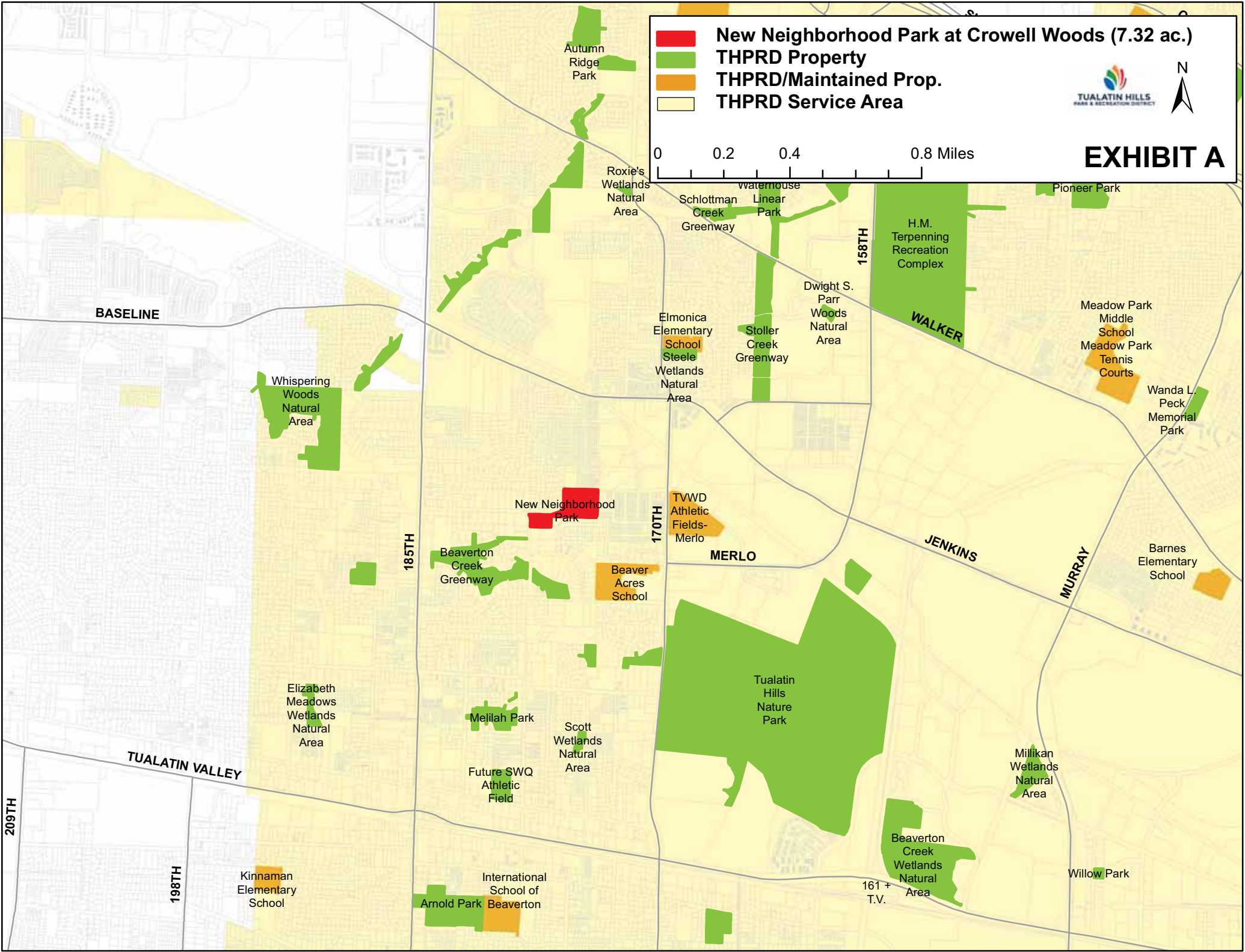
Board of directors' approval of the proposed master plan for Crowell Woods Park.

**New Neighborhood Park at Crowell Woods (7.32 ac.)**  
**THPRD Property**  
**THPRD/Maintained Prop.**  
**THPRD Service Area**



0 0.2 0.4 0.8 Miles

**EXHIBIT A**



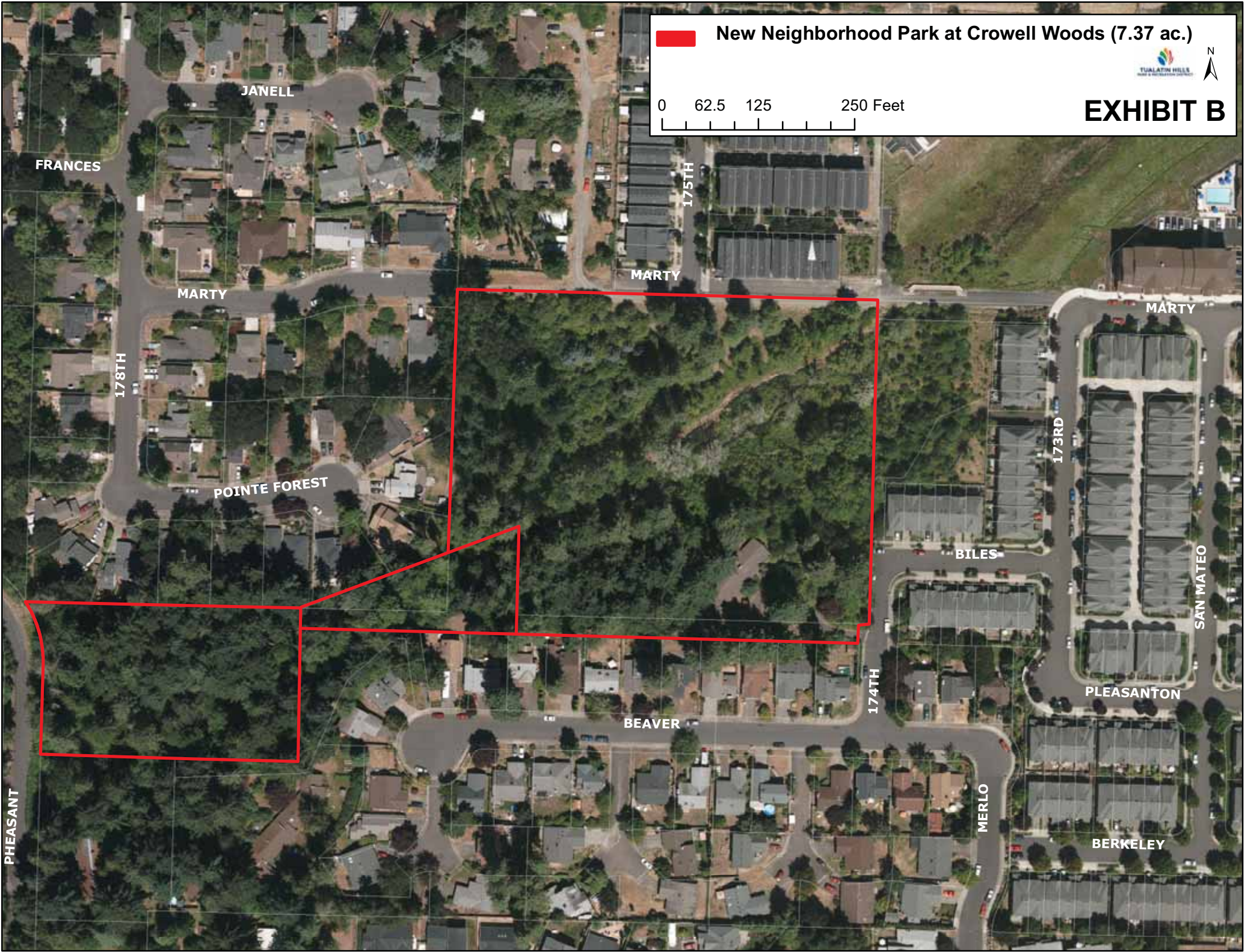


**New Neighborhood Park at Crowell Woods (7.37 ac.)**



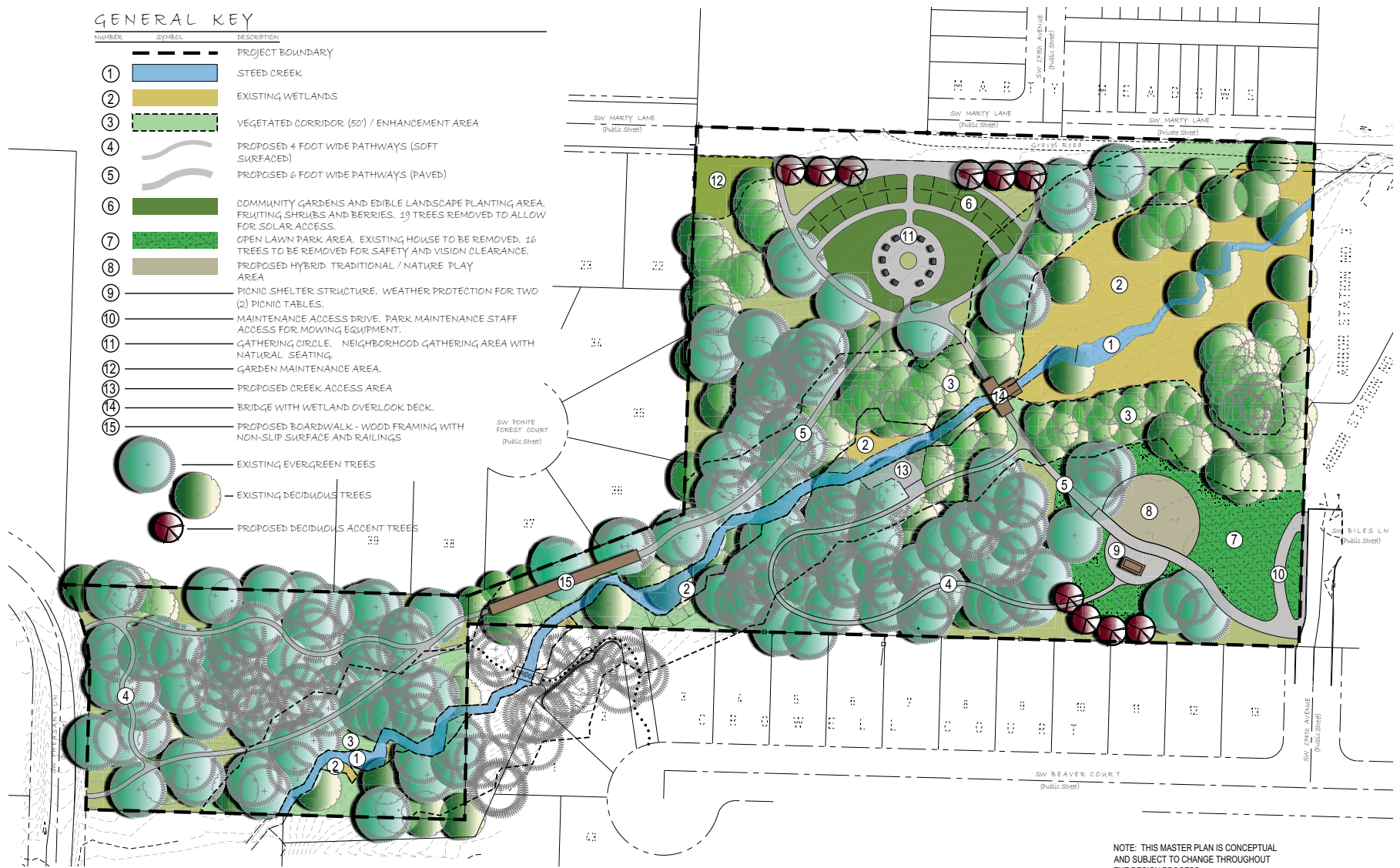
0 62.5 125 250 Feet

**EXHIBIT B**



# GENERAL KEY

NUMBER	SYMBOL	DESCRIPTION
①		STEED CREEK
②		EXISTING WETLANDS
③		VEGETATED CORRIDOR (50') / ENHANCEMENT AREA
④		PROPOSED 4 FOOT WIDE PATHWAYS (SOFT SURFACED)
⑤		PROPOSED 6 FOOT WIDE PATHWAYS (PAVED)
⑥		COMMUNITY GARDENS AND EDIBLE LANDSCAPE PLANTING AREA. FRUITING SHRUBS AND BERRIES. 19 TREES REMOVED TO ALLOW FOR SOLAR ACCESS.
⑦		OPEN LAWN PARK AREA. EXISTING HOUSE TO BE REMOVED. 16 TREES TO BE REMOVED FOR SAFETY AND VISION CLEARANCE.
⑧		PROPOSED HYBRID TRADITIONAL / NATURE PLAY AREA
⑨		PICNIC SHELTER STRUCTURE. WEATHER PROTECTION FOR TWO (2) PICNIC TABLES.
⑩		MAINTENANCE ACCESS DRIVE. PARK MAINTENANCE STAFF ACCESS FOR MOWING EQUIPMENT.
⑪		GATHERING CIRCLE. NEIGHBORHOOD GATHERING AREA WITH NATURAL SEATING.
⑫		GARDEN MAINTENANCE AREA.
⑬		PROPOSED CREEK ACCESS AREA
⑭		BRIDGE WITH WETLAND OVERLOOK DECK.
⑮		PROPOSED BOARDWALK - WOOD FRAMING WITH NON-SLIP SURFACE AND RAILINGS
		EXISTING EVERGREEN TREES
		EXISTING DECIDUOUS TREES
		PROPOSED DECIDUOUS ACCENT TREES

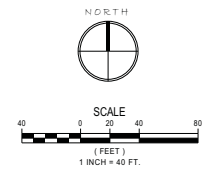


NOTE: THIS MASTER PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE THROUGHOUT THE DESIGN PROCESS.



## Crowell Woods Park ~ Proposed Master Plan

Tualatin Hills Park & Recreation District  
Washington County, Oregon





[9B]

## MEMO

**DATE:** June 7, 2017  
**TO:** Doug Menke, General Manager  
**FROM:** Bob Wayt, Director of Communications & Outreach  
**RE:** Marketing Plan

### Introduction

At the June 20 board meeting, Erin McClellan, THPRD marketing specialist, will present an overview of district marketing efforts during the past 2 ½ years, including THPRD brand identity, key elements of the strategic marketing plan, some recent success stories, and a look at future plans.

### Background

Beginning with the establishment of the marketing specialist position in December 2014, THPRD has taken an increasingly active approach toward marketing its services to district and non-district residents. From adopting a strategic marketing plan (2015) and giving voice to the Tualatin Hills brand, to crafting messages and promotions that directly affect customer participation and earned revenue, district staff continue to implement and refine districtwide marketing efforts across a variety of channels.

### Summary

A high-level overview of our content-driven, digital strategy will be provided, including an introduction to the THPRD brand voice as well as our identified target markets, channel strategies and key performance indicators. In addition, some of the greatest success stories from the past year including sales, promotions, overarching brand campaigns and target-specific ad campaigns will be shared. Finally, staff will provide an overview regarding upcoming marketing efforts for the next fiscal year.

### Action Requested

No formal action is requested. This presentation is informational only.





## MEMO

**DATE:** June 7, 2017  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** **General Manager's Report for June 20, 2017**

### **Southwest Quadrant Community Center Feasibility study**

Staff has begun working on a feasibility study for locating the future Southwest Quadrant Community Center. The study will help determine which location of three existing district sites is optimum. The sites include:

- SW Farmington Road and 179th
- Arnold Park / SW 185th and SW 184th
- SW 175th (just north of the new Mountainside High School)

The study will evaluate and analyze each site's opportunities and constraints in meeting general criteria for the community center including building size, required parking, access and estimated costs. Staff is currently seeking proposals from local consultants to complete the study. The anticipated schedule includes beginning the study in early July and completing it by the end of December 2017. A final recommendation to the board will follow at the conclusion of the study.

### **Rose Festival Half Marathon**

On May 28, the district partnered with the City of Beaverton, Beaverton School District, and the Rose Festival Association to hold the Rose Festival Half Marathon. The 13.1-mile route began and ended at Southridge High School and Conestoga Recreation and Aquatic Center. The course weaved through neighborhoods, Old Town Beaverton, and along Fanno Creek Greenway Trail, taking runners on a unique tour of urban landscape and natural areas. Among the finishing runners was board president Jerry Jones Jr. and staff members Jeannine Rustad, Kyle Kotchik, Sara Trevino, Becky Fast, Kelly Bolin and Colleen Rocereto. Golden Valley Brewery and Big O Pizza greeted runners at the finish line, providing a spot to celebrate at the conclusion of the race.

### **THPRD Fleet Receives EcoBiz Re-certification**

Fleet Maintenance passed the EcoBiz re-certification inspection. Eco-Logical Business is a certification recognizing businesses and agencies in Oregon that adopt best practices and protect the environment. The program is designed to prevent and minimize hazardous waste, air and water pollution.

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

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

- July Regular Board Meeting – No Meeting Scheduled
- August 15, 2017
- September Regular Board Meeting – No Meeting Scheduled
- October 10, 2017



## Management Report to the Board June 20, 2017

### Communications & Outreach

*Bob Wayt, Director of Communications & Outreach*

1. On August 10, following last year's successful debut, THPRD and the City of Beaverton will collaborate on a joint picnic and concert at Center Street Park. The event is part of THPRD's Summer Celebrations series and the city's Picnic in the Park schedule. The picnic starts at 5 pm, followed by the concert from 6 to 8 pm.
2. THPRD will play a major role in the city's other three Picnic in the Park events. THPRD will host an information table and photo booth, while the Rec Mobile and Nature Mobile will provide a variety of activities for children. In addition, as part of an effort to boost participation in the district among young people, staff will conduct an informal public survey at each picnic. The schedule kicks off June 12 at Carolwood Park, followed by Camille Park (June 19) and Autumn Ridge Park (August 7).
3. Summer classes, camps and programs have yet to begin but THPRD staff are already preparing for fall. Activities guide production is underway now and will be available online in mid-July. Fall registration starts August 19.

### Community Partnerships

*Geoff Roach, Director of Community Partnerships*

1. Capital Fundraising (at the end of May 2017)
  - The campaign has approximately \$100,000 remaining to achieve the capital goal.
  - The campaign has raised approximately \$1,468,000 to date.
2. Phase 2 Fundraising – Program Fund
  - In April 2017, a concept for the Program Fund was endorsed by THPRD staff and the Champions Too Steering Committee. The concept was also presented at the Third Annual Programmers Summit and received positive support.
  - The first grant application in support of the Program Fund to a foundation was submitted recently, to the Nike Community Impact Fund.
  - Other foundation targets for grant submittal are scheduled.
3. New Park Name
  - The THPRD Board of Directors approved the new park name as Mountain View Champions Park in May 2017.
  - With the name in place, completion of the narrative and typography for the recognition feature at the new park can commence.
  - More will be reported on the progress of the recognition feature this summer.
4. Tualatin Hills Park Foundation
  - The annual meeting of the Champions Council was held in May. Among important developments occurring during this meeting, councilors established a matching fund to help the foundation attract Legacy Circle supporters. The Legacy Circle represents the launch of THPF's operational fundraising.

- The THPF quarterly meeting was held in late April.
- A new trustee has been recruited and is anticipated to join the board of trustees soon. Recruitment of other potential board members is underway.

### **Aquatics**

*Sharon Hoffmeister, Superintendent of Aquatics*

1. The district's outdoor facilities (Raleigh, Somerset and the Sunset wading pool) are opening on Monday, June 26, which is also the first day of summer programming.
2. Registration for classes has been strong; however, with the unusually late release of the school year, our summer programming is delayed one week as well. Typically, our summer season begins the third week of June, but with Beaverton schools in session through June 22, our summer programs do not get underway until June 26. We have had calls to see if we will be opening up the outdoor pools earlier, but with the majority of our workforce attending Beaverton schools, we do not have the available staff to open the pools even on a limited schedule. Additionally, our pre-season, in-service training of summer staff has been reduced to two days, but we will still be able to complete all of our necessary training (water rescue drills, CPR/AED drills, policies and procedures, customer service, etc.).
3. American Red Cross has released the latest revision of the Lifeguard Training program. This is the certification we require for all of our lifeguards. American Red Cross updates the program every five years to ensure the most updated rescue techniques and emergency protocols are implemented. Staff completed the updates for our lifeguard training instructors (our trainers) this spring and we will begin to recertify all of our 300 lifeguards in the coming year. The certification period is two years so we have until June 2018 to complete the recertification process.

### **Community Programs**

*Deb Schoen, Superintendent of Community Programs*

1. On May 2, the National Recreation and Park Association notified THPRD of our status as a finalist for the 2017 National Gold Medal Award for excellence in park and recreation management. As a finalist, we move into the second and final round of the Gold Medal process. Staff has posted the required video on our webpage which supports the information provided in our application.
2. In May, THPRD was notified that our self-assessment had been approved and we were authorized to move forward with arrangements for our visit with Commission for Accreditation of Park and Recreation Agencies (CAPRA) professionals the week of June 26. This visit will include report review, tours, and evaluation by the visitor team.

### **Maintenance**

*Jon Campbell, Superintendent of Maintenance Operations*

1. The new play structure at Cedar Hills Recreation Center is open for use. Improvements to the new playground include additional drainage, two separate climbing structures to attract different age groups, ADA accessibility from both the neighboring sidewalk and parking lot, and two ADA accessible benches.
2. The outdoor pools are being serviced to open for the summer. Pool maintenance staff are preparing the outdoor pools at Raleigh Park and Somerset West Park to open for use on

June 26. The pool tanks, decks, mechanical systems and facilities will be cleaned and serviced prior to opening.

3. The outdoor tennis courts are being serviced for summer use. All of the outdoor tennis courts are scheduled to be power washed by July 1. Routine services will be performed as needed, which includes net replacement and adjusting, trash removal, court blowing, fencing repairs, and tennis post and hitting wall painting.
4. The community garden season is in full swing. All available garden plots are rented. Water is on at all the sites, recycled chips have been delivered, green waste pick-up has begun and fence lines are being maintained. Maintenance staff are also monitoring for neglected plots and providing quarterly photos to the garden coordinator.

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

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

1. Raleigh Park Concept Plan. Nearly 50 people participated in the second Raleigh Park open house. Patrons made comments about potential trail locations, pickleball courts, stream enhancement, and pool deck changes.
2. Summer Registration. Nature Center participant enrollment and revenues are at or above last summer, which was a welcome surprise since there are fewer weeks of summer vacation this year.
3. Native Plant Sale/Fair. The Friends of the Tualatin Hills Nature Park held their annual spring native plant sale and garden fair. More than 450 people learned about native plants or pollinators and took home trees, shrubs, or herbs for their gardens.
4. AmeriCorps Crew. Maintenance and Natural Resources staff are gearing up to work with an 11-member AmeriCorps crew for a month, starting in mid-June. The crew will conduct special park, trail, and natural area projects.

### **Planning, Design & Development**

*Gery Keck, Superintendent of Design & Development*

*Jeannine Rustad, Superintendent of Planning*

1. On June 2, staff presented THPRD's Cedar Hills Park project to the Local Government Grant Program Advisory Committee. A total of \$340,000 in grant funds are being sought to help cover costs associated with a picnic pavilion and multiuse sport courts. The committee's recommended project funding list will be available in July.
2. On May 16, staff presented the proposed Crowell Woods master plan at a neighborhood meeting held at Beaver Acres Elementary School. The design was well received and is on the June 20 board meeting agenda for consideration of approval.
3. On May 4, staff attended the Regional Flex Funding Allocation (RFFA) workshop, hosted by the Oregon Department of Transportation (ODOT) and Metro, to begin coordinating the planning and design phase of the Beaverton Creek Trail project. The workshop provided an overview of the RFFA program with an emphasis on the pre-implementation requirements to develop the project prospectus, business charter, intergovernmental agreement between THPRD and ODOT and how to obligate federal funding.

4. On May 22, staff attended the Bonneville Power Administration (BPA) Bethany Lake Pole Removal/Relocation neighborhood meeting. Staff have been working closely with BPA regarding their project to remove and relocate power poles out of Bethany Lake. In addition to the pole relocation, the project includes removing and replanting vegetation as well as rebuilding existing poles just west of Bethany Lake Park. Construction is scheduled to begin late August and run through mid-September. Due to the nature of the work, BPA originally proposed closing a section of the Rock Creek Trail between SW Rock Creek Boulevard and SW 185<sup>th</sup> Avenue during construction. This closure would result in a circuitous, out of direction, detour on one of THPRD's heaviest used regional trails. To avoid inconvenience to trail users, THPRD staff and BPA are investigating safety measures to avoid closure.

### **Recreation**

*Eric Owens, Superintendent of Recreation*

1. Cedar Hills Recreation Center is currently working with Elmonica Elementary School to offer after school programming for the 2017/18 school year. Elmonica Elementary School staff approached Cedar Hills Recreation Center staff to see if programming could be held at the school. This program would serve children who are typically unable to afford extracurricular activities. Elmonica staff are working on using either grants or school funds to make this program low cost or no cost to children.
2. On April 29, the Elsie Stuhr Center Friends Group hosted a public forum for potential THPRD board members. Six of the candidates - Jerry Jones Jr., Larry Pelatt, Felicita Montebianco, Holly Thompson, Lori Waldo and Nathan Dahlin - were in attendance. They presented brief statements, and responded to audience questions. Thanks go to Friends Group chair David Magee, Norm Valliancourt, LiAnna Smith, Kathy Bleegan, Robert Cannon and Laurel Reilly for their support and volunteer assistance during the forum.
3. Conestoga Recreation & Aquatic Center hosted the Director Training for THPRD summer camp programs. Over 40 directors from Recreation, Sports and Inclusion Services attended the all-day training. Training included a variety of topics, such as customer service, leadership, planning, role playing and a safety talk on the concept of Run, Hide, Fight.
4. The Garden Home Gardeners, a long-time partner of the Garden Home Recreation Center, sponsored their annual street clean-up on May 6. Staff and volunteers weeded and planted flowers and vegetation along the intersections of Oleson Road and Garden Home Road. The group also donated four hanging baskets for the front of the center's walkway.

### **Security Operations**

*Mike Janin, Superintendent of Security Operations*

1. After a yearlong investigation that included hours of reporting, documenting cleanup efforts, and collecting and maintaining photos from two mounted cameras, Security Operations identified and contacted a juvenile suspect in connection with multiple graffiti incidents at Harman Swim Center. The suspect subsequently agreed to enter into a formal accountability agreement instead of challenging criminal charges in court. He will pay THPRD \$1,042 in restitution, send a letter of apology to the district, and stay away from THPRD property for one year. Thanks to Beaverton Police for their assistance in this case.
2. On May 28, Security Operations provided bicycle patrol for the Rose Festival Half Marathon. Staff were equipped with basic medical supplies and an AED for the portion of the race on the Fanno Creek Trail from Scholls Ferry Road to the exit from Greenway Park.

## **Sports**

*Keith Watson, Superintendent of Sports*

1. The Athletic Center is offering a variety of alternative sports leagues this summer. To date, several kickball teams and cornhole teams have signed up for summer league play. In addition, a pickleball league is being offered and drop-in play will be available at a number of park sites throughout THPRD.
2. Adult softball registration stands at 120 teams for the summer season. This is down slightly from the 135 teams who participated in 2016.
3. In anticipation of summer, the annual removal of the outdoor tennis air structures is now complete. The east structure was taken down the first week of May, followed by the west structure the first week of June. This allows for programming of nine outdoor courts at the HMT Complex for summer and fall use.
4. The Babette Horenstein Tennis Center hosted the Metro League District Tournament May 11-13, followed by the OSAA High School State Tennis Tournament May 18-20. Attendance estimates for the two tournaments were 1,800 and 3,450, respectively.
5. Camp Rivendale is over 80% full for youth summer camps with additional registrations expected. Enrollment is far exceeding last year's numbers with 118 camper applications as of May 31.

## **Business Services**

*Ann Mackiernan, Chief Financial Officer  
Nancy Hartman Noye, Human Resources Manager  
Mark Hokkanen, Risk & Contract Manager  
Seth Reeser, Operations Analysis Manager  
Phil Young, Information Services Manager*

1. Summer class registration began on Saturday, April 22, with both phone-in registration and web registration beginning at 8 am. Staff responded to 565 phone calls on Saturday, with 16% of the day's invoices, 10% of the revenue and 14% of the classes being processed by phone-in operators. Our public website performed very well, processing 3,636 invoices on opening day. During the first 15 minutes of registration, 34 classes reached maximum enrollment; in total, 419 classes reached maximum enrollment on opening day.
2. During the month of May, staff developed and conducted updated Procurement Training for employees who make purchases for their department. The new training is modular to allow more specifics to be covered in each category: Procurement 101 (Goods & Services), Professional/Personal Services, and Public Improvement.
3. THPRD's 457 plan transition from The Standard and Voya to MassMutual was completed between April 28 and May 8. All funds were successfully transferred for each account holder and the blackout period was lifted on May 8.
4. The process improvement committee to replace THPRD's financial and accounting software kicked off in May. After a needs assessment and request for proposals, the team will select a product for implementation. The process is expected to last through the summer of 2018.

# June

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

**4**

Women Only Swim  
5:30pm @ Sunset  
Swim Ctr

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**13**

**14**

**15**

**16**

Family Pride Dance  
Party 6:30pm @  
Conestoga Rec &  
Aquatic Ctr

**17**

**18**

**19**

**20**

Board Meeting 7pm  
@ HMT/Dryland

**21**

Community Night &  
Summer Camp Open  
House 5pm @ Garden  
Home Rec Ctr

**22**

**23**

**24**

**25**

**26**

**27**

Nature & Trails  
Advisory Committee  
Meeting 6:30pm @  
Fanno Creek Service  
Ctr

**28**

**29**

**30**

2017

# July

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

**4**

**5**

**6**

Summer Concert in  
the Park 6pm @  
Kaiser Woods Natural  
Area

**7**

**8**

**9**

**10**

**11**

**12**

**13**

Summer Concert in  
the Park & Dedication  
6pm @ Timberland  
Park

**14**

**15**

WipeOut! 12:15pm @  
Aloha Swim Ctr

**16**

**17**

**18**

Joint Advisory  
Committee Meeting  
(all committees)  
6:30pm @ Fanno  
Creek Service Ctr

**19**

**20**

**21**

**22**

**23**

**24**

**25**

**26**

**27**

**28**

**29**

Party in the Park @  
HMT Recreation  
Complex

**30**

**31**

**2017**



# 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> Summer Concert in the Park 6pm @ Raleigh Park	<b>4</b>	<b>5</b> Big Truck Day 10am @ Conestoga Rec & Aquatic Ctr
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Summer Concert in the Park 5pm @ Center Street Park	<b>11</b>	<b>12</b> All-ability Tri4Youth 10am @ HMT Recreation Complex
<b>13</b>	<b>14</b>	<b>15</b> Board Meeting 7pm @ HMT/Dryland	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Summer Mini-Market 10am @ Garden Home Rec Ctr
<b>20</b>	<b>21</b>	<b>22</b> Nature & Trails Advisory Committee Meeting 6:30pm @ Fanno Creek Service Ctr	<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>		

2017

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 4/30/17**

Description	Project Budget				Project Expenditures			Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount (1)	Budget Carryover to Current Year (2)	New Funds Budgeted in Current Year (3)	Cumulative Project Budget (1+3)	Current Year Budget Amount (2+3)	Expended Prior Years (4)	Expended Year-to-Date (5)	Estimated Cost to Complete (6)	Basis of Estimate	Project Cumulative (4+5+6)	Current Year (5+6)	Project Cumulative	Current Year
<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	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Aquatic Center Renovation	1,833,844	1,821,584	796,000	2,629,844	2,617,584	282,296	2,225,863	18,491	Award	2,526,650	2,244,354	103,194	373,230
Entry Garbage Cans	5,000	4,780	5,000	10,000	9,780	-	6,105	3,675	Award	9,780	9,780	220	-
Play Equipment Design-Cedar Hills	17,500	10,680	-	17,500	10,680	-	390	10,290	Budget	10,680	10,680	6,820	-
Parking Lot-Hazeldale	236,480	194,414	-	236,480	194,414	19,387	2,933	214,160	Budget	236,480	217,093	-	(22,679)
Pedestrian Pathway & Playground Equipment-McMillan	197,115	197,115	-	197,115	197,115	68,808	106,676	267	Award	175,751	106,943	21,364	90,172
ADA Improvements-Aquatic Ctr Lift	21,000	13,812	-	21,000	13,812	12,079	-	-	Complete	12,079	-	8,921	13,812
Push-button activated lights - PCC tennis courts	3,300	3,300	-	3,300	3,300	-	-	3,300	Budget	3,300	3,300	-	-
Jenkins Lead Abatement (Main House)	18,000	18,000	-	18,000	18,000	20,430	-	-	Complete	20,430	-	(2,430)	18,000
Ergonomic Office Equipment	6,000	3,600	-	6,000	3,600	-	2,270	1,330	Budget	5,925	3,600	75	-
Conestoga Middle School Synthetic Turf Field	650,000	650,000	-	650,000	650,000	-	650,000	-	Complete	650,000	650,000	-	-
Tennis Court Resurfacing-HMT Tennis Center (6 indoor cts)	60,000	60,000	-	60,000	60,000	-	34,017	-	Complete	34,017	34,017	25,983	25,983
<b>TOTAL CARRYOVER PROJECTS</b>	<b>3,198,239</b>	<b>3,029,085</b>	<b>801,000</b>	<b>3,999,239</b>	<b>3,830,085</b>	<b>492,696</b>	<b>3,028,254</b>	<b>303,313</b>		<b>3,824,263</b>	<b>3,331,568</b>	<b>174,976</b>	<b>498,517</b>
<b>ATHLETIC FACILITY REPLACEMENT</b>													
HMT Field #2 Synthetic Turf	-	-	575,000	575,000	575,000	-	501,694	46,270	Award	547,964	547,964	27,036	27,036
Skate Park Ramps	-	-	25,000	25,000	25,000	-	30,000	-	Complete	30,000	30,000	(5,000)	(5,000)
Tennis Court - Resurfacing (5 sites)	-	-	165,000	165,000	165,000	-	149,718	-	Complete	149,718	149,718	15,282	15,282
Baseball/Softball Backstops	-	-	10,000	10,000	10,000	-	4,946	-	Complete	4,946	4,946	5,054	5,054
<b>TOTAL ATHLETIC FACILITY REPLACEMENT</b>			<b>775,000</b>	<b>775,000</b>	<b>775,000</b>	<b>-</b>	<b>686,358</b>	<b>46,270</b>		<b>732,628</b>	<b>732,628</b>	<b>42,372</b>	<b>42,372</b>
<b>PARK AND TRAIL REPLACEMENTS</b>													
Concrete Sidewalk Repair (3 sites)	-	-	43,373	43,373	43,373	-	35,740	-	Complete	35,740	35,740	7,633	7,633
Play Equipment (3 sites)	-	-	338,000	338,000	338,000	-	116,813	221,187	Budget	338,000	338,000	-	-
Picnic Tables and Park Benches (3 sites)	-	-	13,645	13,645	13,645	-	9,811	-	Complete	9,811	9,811	3,834	3,834
Parking Lot Resurfacing (Bonny Slope Park)	-	-	55,000	55,000	55,000	-	23,442	-	Complete	23,442	23,442	31,558	31,558
Bridge Replacement (Whispering Woods Park)	-	-	15,000	15,000	15,000	-	18,541	-	Complete	18,541	18,541	(3,541)	(3,541)
Drinking Fountain (Stuhr)	-	-	7,500	7,500	7,500	-	4,085	-	Complete	4,085	4,085	3,415	3,415
Asphalt Pedestrian Pathways (5 sites)	-	-	23,136	23,136	23,136	-	31,817	-	Complete	31,817	31,817	(8,681)	(8,681)
Irrigation Systems Redesign & Reconfiguration (5 sites)	-	-	20,000	20,000	20,000	-	5,816	14,184	Budget	20,000	20,000	-	-
Storm Water Management Redesign (Raleigh Park)	-	-	40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Fence Replacements (Fifth Street Park)	-	-	6,600	6,600	6,600	-	5,068	-	Complete	5,068	5,068	1,532	1,532
Signage Master Plan Phase 2	-	-	40,000	40,000	40,000	-	18,319	21,681	Budget	40,000	40,000	-	-
Raleigh Park Dog Fountain	-	-	-	-	-	-	1,635	-	Complete	1,635	1,635	(1,635)	(1,635)
<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>			<b>602,254</b>	<b>602,254</b>	<b>602,254</b>	<b>-</b>	<b>271,087</b>	<b>297,052</b>		<b>568,139</b>	<b>568,139</b>	<b>34,115</b>	<b>34,115</b>
<b>PARK AND TRAIL IMPROVEMENTS</b>													
Memorial Benches	-	-	8,000	8,000	8,000	-	4,547	3,453	Budget	8,000	8,000	-	-
Outdoor Fitness Equipment	-	-	17,062	17,062	17,062	-	14,433	-	Complete	14,433	14,433	2,629	2,629
Connect Oregon - Waterhouse Trail Segment (#4)	-	-	400,000	400,000	400,000	-	-	-	Budget	-	-	400,000	400,000
Rails to Trails - Westside to Waterhouse	-	-	48,000	48,000	48,000	-	-	-	Budget	-	-	48,000	48,000
OR Parks & Recreation - Vietnam War Memorial	-	-	35,000	35,000	35,000	-	-	-	Budget	-	-	35,000	35,000
LGPP - SW Quadrant Community Park	-	-	283,600	283,600	283,600	-	113,539	139,461	Award	253,000	253,000	30,600	30,600
Metro - Nature in Neighborhoods - Fanno Ck Grmwy bridge	-	-	400,000	400,000	400,000	-	-	-	Budget	-	-	400,000	400,000
OR Watershed Enhncmnt Bd-Fanno Crk Grmwy Br/habitat	-	-	200,000	200,000	200,000	-	-	-	Budget	-	-	200,000	200,000
<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>			<b>1,391,662</b>	<b>1,391,662</b>	<b>1,391,662</b>	<b>-</b>	<b>132,519</b>	<b>142,914</b>		<b>275,433</b>	<b>275,433</b>	<b>1,116,229</b>	<b>1,116,229</b>
<b>CHALLENGE GRANTS</b>													
Program Facility Challenge Grants	-	-	90,000	90,000	90,000	-	20,781	69,219	Budget	90,000	90,000	-	-
<b>TOTAL CHALLENGE GRANTS</b>			<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>-</b>	<b>20,781</b>	<b>69,219</b>		<b>90,000</b>	<b>90,000</b>	<b>-</b>	<b>-</b>
<b>BUILDING REPLACEMENTS</b>													
Cardio and Weight Equipment	-	-	40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Exterior Siding (north side GHRC)	-	-	60,000	60,000	60,000	-	60,000	-	Complete	60,000	60,000	-	-
Upper Balcony (Fanno Farmhouse)	-	-	8,500	8,500	8,500	-	-	9,969	Award	9,969	9,969	(1,469)	(1,469)
Graffiti Protector & Interior Sealing Outdr Restrm (Nature Pk)	-	-	11,055	11,055	11,055	-	8,834	-	Complete	8,834	8,834	2,221	2,221

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 4/30/17**

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)		
Porch Rebuild (Schlottman & Bunk House)			13,700	13,700	13,700	-	-	13,020	Award	13,020	13,020	680	680
Cedar Hills Exterior Repairs			83,500	83,500	83,500	-	-	83,500	Budget	83,500	83,500	-	-
Roof Repairs & Maintenance (4 sites)			8,000	8,000	8,000	-	-	8,280	Award	8,280	8,280	(280)	(280)
Wash Basins (Aloha)			3,400	3,400	3,400	-	1,145	-	Complete	1,145	1,145	2,255	2,255
Gym Receiver & Speaker (Conestoga)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Tennis Court Wind Screens (HMT)			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
Table Replacements (Nature Center)			3,000	3,000	3,000	-	-	3,000	Award	3,000	3,000	-	-
Ergonomic Office Equipment			2,400	2,400	2,400	-	-	2,400	Budget	2,400	2,400	-	-
Refinish Wood Floors (4 sites)			36,351	36,351	36,351	-	29,944	-	Complete	29,944	29,944	6,407	6,407
Carpet Replacement (2 sites)			5,000	5,000	5,000	-	6,404	-	Complete	6,404	6,404	(1,404)	(1,404)
HVAC Ductwork (2 sites)			8,950	8,950	8,950	-	1,450	4,752	Award	6,202	6,202	2,748	2,748
Steam Condensation Pump (GHRC)			2,800	2,800	2,800	-	2,774	-	Complete	2,774	2,774	26	26
Air Handler Bearing (3 sites)			20,200	20,200	20,200	-	11,585	10,072	Award	21,657	21,657	(1,457)	(1,457)
Boiler Retuning (Aquatic Ctr)			5,570	5,570	5,570	-	300	5,687	Award	5,987	5,987	(417)	(417)
HVAC Dampers & Actuators (Admin)			3,616	3,616	3,616	-	-	-	Complete	-	-	3,616	3,616
Unions, Valves, Lines & Actuators (Conestoga)			8,030	8,030	8,030	-	3,050	14,562	Award	17,612	17,612	(9,582)	(9,582)
Floor Drains (CHRC)			26,500	26,500	26,500	-	-	26,500	Budget	26,500	26,500	-	-
Boiler Pipe (Aloha)			1,975	1,975	1,975	-	1,708	-	Complete	1,708	1,708	267	267
Water Heater (Athletic Ctr)			3,500	3,500	3,500	-	2,116	-	Complete	2,116	2,116	1,384	1,384
Three-Meter Dive Stands (Aquatic Ctr)			42,860	42,860	42,860	-	-	42,860	Budget	42,860	42,860	-	-
Pool Slide Resurfacing (Conestoga)			5,150	5,150	5,150	-	4,660	-	Complete	4,660	4,660	490	490
Lane Lines (Conestoga)			3,000	3,000	3,000	-	2,944	441	Award	3,385	3,385	(385)	(385)
Pool Receiver & Speaker (Conestoga)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Guard Chair (Harman)			5,500	5,500	5,500	-	3,714	-	Complete	3,714	3,714	1,786	1,786
Pool Valves (Conestoga)			2,200	2,200	2,200	-	1,553	-	Complete	1,553	1,553	647	647
Circulation Pump & Motor (Sunset)			5,792	5,792	5,792	-	4,188	-	Complete	4,188	4,188	1,604	1,604
Underwater Lights (Aquatic Ctr)			121,067	121,067	121,067	-	-	121,067	Budget	121,067	121,067	-	-
Fire Suppression at Selected Facilities			8,000	8,000	8,000	-	8,104	-	Complete	8,104	8,104	(104)	(104)
Office Door & Jamb (Tennis Ctr)			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Frosting of Windows (Aquatic Ctr)			6,000	6,000	6,000	-	5,695	-	Complete	5,695	5,695	305	305
GH Rm 10 Abatement			-	-	-	-	3,250	-	Complete	3,250	3,250	(3,250)	(3,250)
Admin Office-Conf Room relo			-	-	-	-	7,994	-	Complete	7,994	7,994	(7,994)	(7,994)
CRA Boiler-Emergency repairs			-	-	-	-	2,096	-	Complete	2,096	2,096	(2,096)	(2,096)
TC Air Structure Repairs			-	-	-	-	3,938	-	Complete	3,938	3,938	(3,938)	(3,938)
AC Concession Stnd Wtr Htr			-	-	-	-	3,175	-	Complete	3,175	3,175	(3,175)	(3,175)
ASC Emergency Valve Repair			-	-	-	-	1,131	-	Complete	1,131	1,131	(1,131)	(1,131)
CRA Control Vales			-	-	-	-	2,500	-	Complete	2,500	2,500	(2,500)	(2,500)
CRA Main drain & skmr pnmctc vl			-	-	-	-	7,138	-	Complete	7,138	7,138	(7,138)	(7,138)
HSC Chemtrol unit			-	-	-	-	3,154	-	Complete	3,154	3,154	(3,154)	(3,154)
SSC UV Unit			-	-	-	-	2,642	-	Complete	2,642	2,642	(2,642)	(2,642)
CHRC heater cooler units (2)			-	-	-	-	3,355	-	Complete	3,355	3,355	(3,355)	(3,355)
<b>TOTAL BUILDING REPLACEMENTS</b>			<b>565,116</b>	<b>565,116</b>	<b>565,116</b>	<b>-</b>	<b>200,541</b>	<b>395,610</b>		<b>577,362</b>	<b>577,362</b>	<b>(12,246)</b>	<b>(12,246)</b>
<b>BUILDING IMPROVEMENTS</b>													
Ventilation System (FCSC)			10,000	10,000	10,000	-	-	9,277	Award	9,277	9,277	723	723
Roof Safety Protection (3 sites)			54,400	54,400	54,400	-	8,812	49,150	Award	57,962	57,962	(3,562)	(3,562)
Changing Tables			2,500	2,500	2,500	-	3,370	-	Complete	3,370	3,370	(870)	(870)
Inflatable Paddle Boards			11,200	11,200	11,200	-	7,624	3,576	Budget	11,200	11,200	-	-
LED Lighting (Conestoga)			16,500	16,500	16,500	-	22,381	4,440	Award	26,821	26,821	(10,321)	(10,321)
Deduct Meters (HMT)			10,000	10,000	10,000	-	-	6,055	Award	6,055	6,055	3,945	3,945
<b>TOTAL BUILDING IMPROVEMENTS</b>			<b>104,600</b>	<b>104,600</b>	<b>104,600</b>	<b>-</b>	<b>42,187</b>	<b>72,498</b>		<b>114,685</b>	<b>114,685</b>	<b>(10,085)</b>	<b>(10,085)</b>
<b>ADA PROJECTS</b>													
ADA Improvements - Aquatic Center			92,000	92,000	92,000	-	6,599	85,401	Budget	92,000	92,000	-	-
ADA Improvements - Athletic Center			8,000	8,000	8,000	-	820	7,180	Budget	8,000	8,000	-	-
HSC - ADA Opener			-	-	-	-	3,600	-	Complete	3,600	3,600	-	-
<b>TOTAL ADA PROJECTS</b>			<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>11,019</b>	<b>92,581</b>		<b>103,600</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL OUTLAY DIVISION</b>	<b>3,198,239</b>	<b>3,029,085</b>	<b>4,429,632</b>	<b>7,627,871</b>	<b>7,458,717</b>	<b>492,696</b>	<b>4,392,746</b>	<b>1,419,457</b>		<b>6,286,110</b>	<b>5,789,815</b>	<b>1,345,361</b>	<b>1,668,902</b>

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	Prior Year Budget Amount (1)	Budget Carryover to Current Year (2)	New Funds Budgeted in Current Year (3)	Cumulative Project Budget (1+3)	Current Year Budget Amount (2+3)	Expended Prior Years (4)	Expended Year-to-Date (5)	Estimated Cost to Complete (6)	Basis of Estimate	Project Cumulative (4+5+6)	Current Year (5+6)	Project Cumulative	Current Year
<b>INFORMATION SERVICES DEPARTMENT</b>													
<u>INFORMATION TECHNOLOGY REPLACEMENTS</u>													
Laptops (Workstations/Notebooks)			8,000	8,000	8,000	-	21,423	-	Complete	21,423	21,423	(13,423)	(13,423)
Servers			37,000	37,000	37,000	-	34,173	2,827	Budget	37,000	37,000	-	-
Printers/Network Printers			5,000	5,000	5,000	-	4,701	299	Budget	5,000	5,000	-	-
LAN/WAN			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Switches			80,000	80,000	80,000	-	-	80,000	Budget	80,000	80,000	-	-
Color Plot Printer			2,500	2,500	2,500	-	2,551	-	Complete	2,551	2,551	(51)	(51)
Vehicle Maintenance Software			6,500	6,500	6,500	-	-	6,500	Budget	6,500	6,500	-	-
<b>TOTAL INFORMATION TECHNOLOGY REPLACEMENTS</b>			<b>144,000</b>	<b>144,000</b>	<b>144,000</b>	<b>-</b>	<b>62,848</b>	<b>94,626</b>		<b>157,474</b>	<b>157,474</b>	<b>(13,474)</b>	<b>(13,474)</b>
<u>INFORMATION TECHNOLOGY IMPROVEMENTS</u>													
PCI Compliance			55,000	55,000	55,000	-	-	-	Cancelled	-	-	55,000	55,000
Backup Tapes (off-site)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Software			20,000	20,000	20,000	-	11,084	8,916	Budget	20,000	20,000	-	-
<b>TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS</b>			<b>78,000</b>	<b>78,000</b>	<b>78,000</b>	<b>-</b>	<b>11,084</b>	<b>11,916</b>		<b>23,000</b>	<b>23,000</b>	<b>55,000</b>	<b>55,000</b>
<b>TOTAL INFORMATION SYSTEMS DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>222,000</b>	<b>222,000</b>	<b>222,000</b>	<b>-</b>	<b>73,932</b>	<b>106,542</b>		<b>180,474</b>	<b>180,474</b>	<b>41,526</b>	<b>41,526</b>
<b>MAINTENANCE DEPARTMENT</b>													
<u>FLEET REPLACEMENTS</u>													
Mower - 52" (4)			32,000	32,000	32,000	-	31,375	-	Complete	31,375	31,375	625	625
Tandem axle trailer - 3.5 ton (3)			22,500	22,500	22,500	-	-	23,070	Award	23,070	23,070	(570)	(570)
Full size pickup with liftgate			33,000	33,000	33,000	-	-	31,530	Award	31,530	31,530	1,470	1,470
Electric utility vehicle			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
Mower blade grinder			18,000	18,000	18,000	-	16,145	-	Complete	16,145	16,145	1,855	1,855
Wire feed welder			4,000	4,000	4,000	-	3,942	-	Complete	3,942	3,942	58	58
Hydraulic press			2,500	2,500	2,500	-	2,176	-	Complete	2,176	2,176	324	324
Mower - 72"			15,000	15,000	15,000	-	13,710	-	Complete	13,710	13,710	1,290	1,290
Mini backhoe			35,000	35,000	35,000	-	-	34,311	Award	34,311	34,311	689	689
Infield rake			15,000	15,000	15,000	-	15,590	-	Complete	15,590	15,590	(590)	(590)
Sod cutter (2)			10,000	10,000	10,000	-	6,978	-	Complete	6,978	6,978	3,022	3,022
Front loader			9,800	9,800	9,800	-	7,100	-	Complete	7,100	7,100	2,700	2,700
Single axle trailer - 1 ton (4)			20,000	20,000	20,000	-	-	18,700	Award	18,700	18,700	1,300	1,300
Minibus			52,500	52,500	52,500	-	54,800	-	Complete	54,800	54,800	(2,300)	(2,300)
<b>TOTAL FLEET REPLACEMENTS</b>			<b>283,300</b>	<b>283,300</b>	<b>283,300</b>	<b>-</b>	<b>151,816</b>	<b>121,611</b>		<b>273,427</b>	<b>273,427</b>	<b>9,873</b>	<b>9,873</b>
<u>FLEET IMPROVEMENTS</u>													
Digital Playground Analyzer			2,500	2,500	2,500	-	2,525	-	Complete	2,525	2,525	(25)	(25)
Vehicle Wraps			12,200	12,200	12,200	-	9,222	4,599	Award	13,821	13,821	(1,621)	(1,621)
<b>TOTAL FLEET IMPROVEMENTS</b>			<b>14,700</b>	<b>14,700</b>	<b>14,700</b>	<b>-</b>	<b>11,747</b>	<b>4,599</b>		<b>16,346</b>	<b>16,346</b>	<b>(1,646)</b>	<b>(1,646)</b>
<u>BUILDING MAINTENANCE EQUIPMENT REPLACEMENTS</u>													
Autoscrubber (CHRC)			3,000	3,000	3,000	-	2,883	-	Complete	2,883	2,883	117	117
Pool Covers (2 sites) - Raleigh, Somerset			12,900	12,900	12,900	-	9,129	-	Complete	9,129	9,129	3,771	3,771
<b>TOTAL BLDG MAINT EQUIPMENT REPLACEMENTS</b>			<b>15,900</b>	<b>15,900</b>	<b>15,900</b>	<b>-</b>	<b>12,012</b>	<b>-</b>		<b>12,012</b>	<b>12,012</b>	<b>3,888</b>	<b>3,888</b>
<u>BUILDING MAINTENANCE IMPROVEMENTS</u>													
Pool Vacuum Robot (Conestoga)			3,499	3,499	3,499	-	2,788	-	Complete	2,788	2,788	711	711
<b>TOTAL BUILDING MAINT IMPROVEMENTS</b>			<b>3,499</b>	<b>3,499</b>	<b>3,499</b>	<b>-</b>	<b>2,788</b>	<b>-</b>		<b>2,788</b>	<b>2,788</b>	<b>711</b>	<b>711</b>
<b>TOTAL MAINTENANCE DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>317,399</b>	<b>317,399</b>	<b>317,399</b>	<b>-</b>	<b>178,363</b>	<b>126,210</b>		<b>304,573</b>	<b>304,573</b>	<b>12,826</b>	<b>12,826</b>
<b>GRAND TOTAL GENERAL FUND</b>	<b>3,198,239</b>	<b>3,029,085</b>	<b>4,969,031</b>	<b>8,167,270</b>	<b>7,998,116</b>	<b>492,696</b>	<b>4,645,041</b>	<b>1,652,209</b>		<b>6,771,157</b>	<b>6,274,862</b>	<b>1,399,713</b>	<b>1,723,254</b>
<b>SDC FUND</b>													
<u>LAND ACQUISITION</u>													
Land Acq - N. Bethany Comm Pk							2,775						
Other							2,775						
Subtotal Land Acq-N Bethany Comm Pk			2,500,000	2,500,000	2,500,000	-	2,775	2,497,225	Budget	2,500,000	2,500,000	-	-

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Land Acq - N. Bethany Nghbd Pk													
Turple							536,831						
Cheng/Sato							2,176,886						
Rutto Diegel Miller (RDM)							2,139,102						
Traschel							1,357,120						
Abbey Meadows							1,566,680						
Orr							1,203,482						
Other							15,723						
Subtotal Land Acq-N. Bethany Nghbd Pk	-	-	7,650,000	7,650,000	7,650,000	-	8,995,824	-	Award	8,995,824	8,995,824	(1,345,824)	(1,345,824)
Land Acq - N Bethany Trails													
Grace Hollow							140,295						
Iron Ridge/Crossing at North Bethany (Noyes)							174,709						
Other							10,599						
Subtotal Land Acq-N Bethany Trails	-	-	1,300,000	1,300,000	1,300,000	-	325,603	974,397	Budget	1,300,000	1,300,000	-	-
Land Acquisition (FY16)							116,802						
Land Acq - Bonny Slope W Nhd Pk-Higgins							30,378						
Land Acq - Bonny Slope W Nhd Pk-Other							234						
Land Acq - Pointer Road Park							619						
Land Acq - SW Comm Pk-Strasburg							362,903						
Land Acq - Farmington Quarry							58						
Land Acq - Crowell Woods							10,271						
Land Acq - Roxbury Park Trail Reloc							3,351						
Land Acq - Other (Demo, etc)							42,068						
Subtotal Land Acq-General	1,485,000	1,485,000	1,485,000	1,485,000	1,485,000	-	566,684	-	Award	566,684	566,684	918,316	918,316
Land Acq - S Cooper Mtn Trail	-	-	300,000	300,000	300,000	-	351	299,649	Budget	300,000	300,000	-	-
Land Acq - S Cooper Mtn Nat Ar	-	-	150,000	150,000	150,000	-	-	150,000	Budget	150,000	150,000	-	-
Land Acq - Bonny Slope W Trail	-	-	400,000	400,000	400,000	-	12,541	387,459	Budget	400,000	400,000	-	-
TOTAL LAND ACQUISITION	1,485,000	1,485,000	12,300,000	13,785,000	13,785,000	-	9,903,778	4,308,730		14,212,508	14,212,508	(427,508)	(427,508)
<b>DEVELOPMENT/IMPROVEMENT PROJECTS</b>													
Bonny Slope / BSD Trail Development	500,000	500,000	-	500,000	500,000	-	270	499,730	Budget	500,000	500,000	-	-
MTIP Grant Match - Westside Trail #18	698,330		210,500	908,830	210,500	970,183	102,884	87,560	Award	1,160,627	190,444	(251,797)	20,056
Bethany Creek Falls Phases 1, 2 & 3 - Proj Management	145,000	80,000	30,000	175,000	110,000	67,946	14,839	92,215	Budget	175,000	107,054	-	2,946
NW Quadrant Neighborhood Park Master Plan	75,000	75,000	25,000	100,000	100,000	3,893	114,347	-	Budget	118,240	114,347	(18,240)	(14,347)
NW Quadrant Neighborhood Park Master Plan & Design	75,000	75,000	125,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
New Neighborhood Park Development	1,500,000	1,500,000	-	1,500,000	1,500,000	-	2,080	1,497,920	Budget	1,500,000	1,500,000	-	-
SW Quad Community Center - Site Feasibility Analysis	80,000	80,000	-	80,000	80,000	-	-	80,000	Budget	80,000	80,000	-	-
Natural Area Master Plan	100,000	100,000	-	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Building Expansion (TBD)	1,000,000	1,000,000	-	1,000,000	1,000,000	-	4,570	995,430	Budget	1,000,000	1,000,000	-	-
Deck Expansion (Aquatic Center)	130,000	130,000	20,000	150,000	150,000	-	-	150,000	Budget	150,000	150,000	-	-
New Synthetic turf field- Conestoga Middle School	850,000	850,000	405,000	1,255,000	1,255,000	-	857,348	109,055	Award	966,403	966,403	288,597	288,597
MTIP Beaverton Creek Trail Master Plan Phase	135,000	115,000	-	135,000	115,000	12,688	108,390	13,922	Budget	135,000	122,312	-	(7,312)
MTIB Beaverton Creek Trail Land Acquisition ROW phase	250,000	250,000	-	250,000	250,000	-	5,463	244,537	Budget	250,000	250,000	-	-
WaCo match funds - Augusta Lane Pedestrian Trail Bridge	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
N Bethany Park & Trail - project management	65,000	45,000	105,000	170,000	215,000	12,924	8,798	148,278	Budget	170,000	157,076	-	57,924
SW Quadrant Community Park	2,600,000	2,600,000	-	2,600,000	2,600,000	-	-	2,250,000	Award	2,250,000	2,250,000	350,000	350,000
Connect OR Grant Match - Waterhouse Trail, Segment 4			300,000	300,000	300,000	-	2,191	297,809	Budget	300,000	300,000	-	-
SW Quadrant Neighborhood Park Master Plan & Design			200,000	200,000	200,000	-	1,331	198,669	Budget	200,000	200,000	-	-
Cedar Mill Creek Comm Trail Seg #4 Master Plan & Des			250,000	250,000	250,000	-	-	250,000	Budget	250,000	250,000	-	-
Undesignated projects	-	-	2,952,523	2,952,523	2,952,523	-	-	2,952,523	Budget	2,952,523	2,952,523	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	8,253,330	7,450,000	4,623,023	12,876,353	12,138,023	1,067,634	1,222,511	10,217,648		12,507,793	11,440,159	368,560	697,864
<b>GRAND TOTAL SDC FUND</b>	<b>9,738,330</b>	<b>8,935,000</b>	<b>16,923,023</b>	<b>26,661,353</b>	<b>25,923,023</b>	<b>1,067,634</b>	<b>11,126,289</b>	<b>14,526,378</b>		<b>26,720,301</b>	<b>25,652,667</b>	<b>(58,948)</b>	<b>270,356</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 4/30/17**

Quadrant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance		
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over)	Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)
<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	50,704	1,335,954	1,686,530	-	1,686,530	-	Complete	1,686,530	(350,576)	-26.2%	126.2%	100.0%	
SW	91-902	Barsotti Park & Athletic Field	1,285,250	27,556	1,312,806	1,258,105	-	1,258,105	-	Complete	1,258,105	54,701	4.2%	95.8%	100.0%	
NW	91-903	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,338	787,488	753,743	-	753,743	-	Complete	753,743	33,745	4.3%	95.7%	100.0%	
SW	91-904	Roy Dancer Park	771,150	16,657	787,807	651,272	-	651,272	-	Complete	651,272	136,535	17.3%	82.7%	100.0%	
NE	91-905	Roger Tibbury Park	771,150	19,713	790,863	888,218	-	888,218	-	Complete	888,218	(97,355)	-12.3%	112.3%	100.0%	
<b>Total New Neighborhood Parks Development</b>			<b>4,883,950</b>	<b>130,968</b>	<b>5,014,918</b>	<b>5,237,868</b>	<b>-</b>	<b>5,237,868</b>	<b>-</b>		<b>5,237,868</b>	<b>(222,950)</b>	<b>-4.4%</b>	<b>104.4%</b>	<b>100.0%</b>	
Authorized Use of Savings from Bond Issuance Administration Category																
UND			-	222,950	222,950	-	-	-	-	N/A	-	222,950	n/a	n/a	n/a	
<b>Total New Neighborhood Parks Development</b>			<b>4,883,950</b>	<b>353,918</b>	<b>5,237,868</b>	<b>5,237,868</b>	<b>-</b>	<b>5,237,868</b>	<b>-</b>		<b>5,237,868</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>	
<b><u>Renovate &amp; Redevelop Neighborhood Parks</u></b>																
NE	91-906	Cedar Mill Park, Trail & Athletic Fields	1,125,879	29,756	1,155,635	993,843	-	993,843	-	Complete	993,843	161,792	14.0%	86.0%	100.0%	
SE	91-907	Camille Park	514,100	28,634	542,734	585,471	-	585,471	-	Complete	585,471	(42,737)	-7.9%	107.9%	100.0%	
NW	91-908	Somerset West Park	1,028,200	46,858	1,075,058	199,362	7,264	206,626	1,327,614	Design	1,534,240	(452,782)	-42.7%	19.2%	13.5%	
NW	91-909	Pioneer Park and Bridge Replacement	544,934	21,278	566,212	533,358	-	533,358	-	Complete	533,358	32,854	5.8%	94.2%	100.0%	
SE	91-910	Vista Brook Park	514,100	20,504	534,604	733,500	-	733,500	-	Complete	733,500	(198,896)	-37.2%	137.2%	100.0%	
<b>Total Renovate &amp; Redevelop Neighborhood Parks</b>			<b>3,727,213</b>	<b>147,030</b>	<b>3,874,243</b>	<b>3,045,534</b>	<b>7,264</b>	<b>3,052,798</b>	<b>1,327,614</b>		<b>4,380,412</b>	<b>(506,169)</b>	<b>-13.1%</b>	<b>78.8%</b>	<b>69.7%</b>	
<b><u>New Neighborhood Parks Land Acquisition</u></b>																
NW	98-880-a	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,554	1,528,554	1,041,404	-	1,041,404	-	Complete	1,041,404	487,150	31.9%	68.1%	100.0%	
NW	98-880-b	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	1,067,724	-	1,067,724	-	Complete	1,067,724	(1,067,724)	-100.0%	n/a	100.0%	
NW	98-880-c	New Neighborhood Park - NW Quadrant (Mitchell)	-	-	-	773,396	20,000	793,396	-	Complete	793,396	(793,396)	-100.0%	n/a	100.0%	
NW	98-880-d	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	62,712	-	62,712	-	Complete	62,712	(62,712)	-100.0%	n/a	100.0%	
NE	98-745-a	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,968	1,527,968	529,294	-	529,294	-	Complete	529,294	998,674	65.4%	34.6%	100.0%	
NE	98-745-b	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	32,103	1,532,103	2,119,940	-	2,119,940	-	Complete	2,119,940	(587,837)	-38.4%	138.4%	100.0%	
SW	98-746-a	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,918	1,524,918	1,058,925	-	1,058,925	-	Complete	1,058,925	465,993	30.8%	69.4%	100.0%	
SW	98-746-b	New Neighborhood Park - SW Quadrant (Allshin)	-	-	-	551,696	-	551,696	-	Complete	551,696	(551,696)	-100.0%	n/a	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%	n/a	100.0%	
SE	98-747	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,609,880	-	2,609,880	-	Complete	2,609,880	(1,094,333)	-72.2%	172.2%	100.0%	
NW	98-748	New Neighborhood Park (North Bethany) (McGittigan)	1,500,000	23,667	1,523,667	1,629,763	-	1,629,763	-	Complete	1,629,763	(106,096)	-7.0%	107.0%	100.0%	
UND	98-749	New Neighborhood Park - Undesignated	-	1,363	1,363	-	-	-	-	Reallocated	-	1,363	-100.0%	n/a	0.0%	
<b>Sub-total New Neighborhood Parks</b>			<b>9,000,000</b>	<b>154,120</b>	<b>9,154,120</b>	<b>11,504,740</b>	<b>20,000</b>	<b>11,524,740</b>	<b>-</b>		<b>11,524,740</b>	<b>(2,370,620)</b>	<b>-25.9%</b>	<b>125.9%</b>	<b>100.0%</b>	
Authorized Use of Savings from New Community Park Land Acquisition Category																
UND			-	1,655,521	1,655,521	-	-	-	-	N/A	-	1,655,521	n/a	n/a	n/a	
Authorized Use of Savings from Community Center / Community Park Land Acquisition Category																
UND			-	715,099	715,099	-	-	-	-	N/A	-	715,099	n/a	n/a	n/a	
<b>Total New Neighborhood Parks</b>			<b>9,000,000</b>	<b>2,524,740</b>	<b>11,524,740</b>	<b>11,504,740</b>	<b>20,000</b>	<b>11,524,740</b>	<b>-</b>		<b>11,524,740</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>	
<b><u>New Community Park Development</u></b>																
SW	92-915	SW Quad Community Park & Athletic Field	7,711,500	336,527	8,048,027	1,791,166	9,593,373	11,384,539	(415,808)	Bid Award	10,968,731	(2,920,704)	-36.3%	141.5%	103.8%	
<b>Sub-total New Community Park Development</b>			<b>7,711,500</b>	<b>336,527</b>	<b>8,048,027</b>	<b>1,791,166</b>	<b>9,593,373</b>	<b>11,384,539</b>	<b>(415,808)</b>		<b>10,968,731</b>	<b>(2,920,704)</b>	<b>-36.3%</b>	<b>141.5%</b>	<b>103.8%</b>	
Authorized use of savings from Bond Facility Rehabilitation category																
UND			-	1,300,000	1,300,000	-	-	-	-	N/A	-	1,300,000	n/a	n/a	n/a	
Authorized use of savings from Bond Administration (Issuance) category																
UND			-	1,400,000	1,400,000	-	-	-	-	N/A	-	1,400,000	n/a	n/a	n/a	
Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition																
UND			-	384,251	384,251	-	-	-	-	N/A	-	384,251	n/a	n/a	n/a	
<b>Total New Community Park Development</b>			<b>7,711,500</b>	<b>3,420,778</b>	<b>11,132,278</b>	<b>1,791,166</b>	<b>9,593,373</b>	<b>11,384,539</b>	<b>(415,808)</b>		<b>10,968,731</b>	<b>163,547</b>	<b>1.5%</b>	<b>102.3%</b>	<b>103.8%</b>	

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Quadrant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	Percent of Variance			
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date					Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
<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	20.0%	80.0%	100.0%	
NE	98-881-b	Community Park Expansion - NE Quad (BSD/William Walker)	-	-	-	373,237	-	373,237	-	Complete	373,237	(373,237)	100.0%	n/a	100.0%	
<b>Sub-total New Community Park</b>			<b>10,000,000</b>	<b>132,657</b>	<b>10,132,657</b>	<b>8,477,136</b>	<b>-</b>	<b>8,477,136</b>	<b>-</b>	<b>-</b>	<b>8,477,136</b>	<b>1,655,521</b>	<b>16.3%</b>	<b>83.7%</b>	<b>100.0%</b>	
UND		Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(1,655,521)	(1,655,521)	-	-	-	-	N/A	-	(1,655,521)	n/a	n/a	n/a	
<b>Total New Community Park</b>			<b>10,000,000</b>	<b>(1,522,864)</b>	<b>8,477,136</b>	<b>8,477,136</b>	<b>-</b>	<b>8,477,136</b>	<b>-</b>	<b>-</b>	<b>8,477,136</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</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	256,902	6,451,807	279,737	274,505	554,242	8,833,655	Design	9,387,897	(2,936,090)	-45.5%	8.6%	5.9%	
SE	92-917	Schiffler Park	3,598,700	74,403	3,673,103	2,633,084	-	2,633,084	-	Complete	2,633,084	1,040,019	28.3%	71.7%	100.0%	
<b>Total Renovate and Redevelop Community Parks</b>			<b>9,793,605</b>	<b>331,305</b>	<b>10,124,910</b>	<b>2,912,821</b>	<b>274,505</b>	<b>3,187,326</b>	<b>8,833,655</b>	<b>-</b>	<b>12,020,981</b>	<b>(1,896,071)</b>	<b>-18.7%</b>	<b>31.5%</b>	<b>26.5%</b>	
<b><u>Natural Area Preservation - Restoration</u></b>																
NE	97-963	Roger Tilbury Memorial Park	30,846	1,161	32,007	8,222	3,667	11,889	19,967	Preparation	31,856	151	0.5%	37.1%	37.3%	
NE	97-964	Cedar Mill Park	30,846	1,088	31,934	1,201	1,201	1,201	8,903	Establishment	10,104	21,830	68.4%	3.8%	11.9%	
NE	97-965	Jordan/Jackie Husen Trail	308,460	8,759	317,219	36,236	-	36,236	21,339	Establishment	57,575	259,644	81.9%	11.4%	62.9%	
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	9,765	256,533	-	-	-	256,533	On Hold	256,533	-	0.0%	0.0%	0.0%	
NW	97-967	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	300	10,582	12,929	-	12,929	102	On Hold	13,031	(2,449)	-23.1%	122.2%	99.2%	
NW	97-968	Allenbach Acres Park	41,128	1,519	42,647	9,419	-	9,419	32,411	Establishment	41,830	817	1.9%	22.1%	22.5%	
NW	97-969	Crystal Creek Park	205,640	6,817	212,457	59,401	-	59,401	41,302	Establishment	100,703	111,754	52.6%	28.0%	59.0%	
NE	97-970	Foothills Park	61,692	1,172	62,864	46,178	-	46,178	-	Complete	46,178	16,686	26.5%	73.5%	100.0%	
NE	97-971	Commonwealth Lake Park	41,128	778	41,906	30,809	-	30,809	-	Complete	30,809	11,097	26.5%	73.5%	100.0%	
NW	97-972	Tualatin Hills Nature Park	90,800	2,323	93,123	27,696	-	27,696	-	Complete	27,696	65,427	70.3%	29.7%	100.0%	
NE	97-973	Pioneer Park	10,282	254	10,536	9,421	-	9,421	-	Complete	10,452	84	0.8%	89.4%	90.1%	
NW	97-974	Whispering Woods Park	51,410	914	52,324	48,871	-	48,871	-	Complete	48,871	3,453	6.6%	93.4%	100.0%	
NW	97-975	Willow Creek Nature Park	20,564	389	20,953	21,877	-	21,877	-	Complete	21,877	(924)	-4.4%	104.4%	100.0%	
SE	97-976	AM Kennedy Park	30,846	741	31,587	26,866	-	26,866	-	Complete	32,730	(1,143)	-3.6%	85.1%	82.1%	
SE	97-977	Camille Park	77,115	1,784	78,899	61,399	-	61,399	-	Complete	72,409	6,490	8.2%	77.8%	84.8%	
SE	97-978	Vista Brook Park	20,564	753	21,317	4,754	660	5,414	15,204	Establishment	20,618	699	3.3%	25.4%	26.3%	
SE	97-979	Greenway Park/Koll Center	61,692	1,897	63,589	40,468	4,260	44,728	18,443	Establishment	63,171	418	0.7%	70.3%	70.8%	
SE	97-980	Bauman Park	82,256	2,024	84,280	30,153	-	30,153	-	Complete	30,153	54,127	64.2%	35.8%	100.0%	
SE	97-981	Fanno Creek Park	162,456	5,816	168,272	31,147	-	31,147	39,508	Establishment	70,655	97,617	58.0%	18.5%	44.1%	
SE	97-982	Hideaway Park	41,128	1,072	42,200	38,459	-	38,459	3,537	Establishment	41,996	204	0.5%	91.1%	91.6%	
SW	97-983	Murrayhill Park	61,692	1,031	62,723	65,712	-	65,712	-	Complete	65,712	(2,989)	-4.8%	104.8%	100.0%	
SE	97-984	Hyland Forest Park	71,974	1,342	73,316	62,121	-	62,121	-	Complete	62,121	11,195	15.3%	84.7%	100.0%	
SW	97-985	Cooper Mountain	205,640	8,135	213,775	14	-	14	213,761	On Hold	213,775	-	0.0%	0.0%	0.0%	
SW	97-986	Winkelman Park	10,282	241	10,523	5,894	-	5,894	-	Complete	5,894	4,629	44.0%	56.0%	100.0%	
SW	97-987	Lowami Hart Woods	287,896	8,907	296,803	108,247	8,036	116,283	49,267	Establishment	165,550	131,253	44.2%	39.2%	70.2%	
SW	97-988	Rosa/Hazelidale Parks	28,790	722	29,512	12,754	-	12,754	-	Complete	12,754	16,758	56.8%	43.2%	100.0%	
SW	97-989	Mt Williams Park	102,820	3,987	106,807	16,649	4,230	20,879	85,928	Preparation	106,807	-	0.0%	19.5%	19.5%	
SW	97-990	Jenkins Estate	154,230	3,365	157,595	136,481	-	136,481	-	Complete	136,481	21,114	13.4%	86.6%	100.0%	
SW	97-991	Summercrest Park	10,282	193	10,475	7,987	-	7,987	-	Complete	7,987	2,488	23.8%	76.2%	100.0%	
SW	97-992	Morrison Woods	61,692	2,439	64,131	0	-	0	64,131	On Hold	64,131	-	0.0%	0.0%	0.0%	
UND	97-993	Interpretive Sign Network	339,306	9,048	348,354	314,187	11,019	325,206	14,271	Sign Fabrication	339,477	8,877	2.5%	93.4%	95.8%	
NW	97-994	Beaverton Creek Trail	61,692	2,440	64,132	-	-	-	64,132	On Hold	64,132	-	0.0%	0.0%	0.0%	
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	1,627	42,755	-	-	-	42,755	On Hold	42,755	-	0.0%	0.0%	0.0%	
NW	97-996	Bluegrass Downs Park	15,423	609	16,032	-	-	-	16,032	On Hold	16,032	-	0.0%	0.0%	0.0%	
NW	97-997	Crystal Creek	41,128	1,627	42,755	-	-	-	42,755	On Hold	42,755	-	0.0%	0.0%	0.0%	
UND	N/A	Reallocation of project savings to new project budgets	-	(865,000)	(865,000)	-	-	-	-	Reallocation	0	(865,000)	0.0%	0.0%	0.0%	
SE	97-870	Hyland Woods Phase 2	-	75,356	75,356	22,745	18,183	40,928	34,428	Preparation	75,356	-	54.3%	54.3%	54.3%	
SW	97-871	Jenkins Estate Phase 2	-	125,583	125,583	21,675	3,325	25,000	100,583	Preparation	125,583	-	19.9%	19.9%	19.9%	
NW	97-872	Somerset	-	150,778	150,778	-	-	-	150,778	Budget	150,778	-	0.0%	0.0%	0.0%	
NW	97-873	Rock Creek Greenway	-	155,804	155,804	-	-	-	155,804	Budget	155,804	-	0.0%	0.0%	0.0%	
NW	97-874	Whispering Woods Phase 2	-	95,493	95,493	-	-	-	95,493	Budget	95,493	-	0.0%	0.0%	0.0%	

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date	Est. Cost (Over) Under Budget				Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost	
																(1)
SE	97-875	Raleigh Park	-	110,527	110,527	8,500	-	8,500	102,027	Budget	110,527	-	-	7.7%	7.7%	
NE	97-876	Bannister Creek Greenway/NE Park	-	75,389	75,389	-	-	-	75,389	Budget	75,389	-	-	0.0%	0.0%	
NW	97-877	Beaverton Creek Greenway Duncan	-	20,104	20,104	-	-	-	20,104	Budget	20,104	-	-	0.0%	0.0%	
SE	97-878	Church of Nazarene	-	30,156	30,156	-	7,144	7,144	23,012	Budget	30,156	-	-	23.7%	23.7%	
SW	97-879	Lilly K. Johnson Woods	-	30,123	30,123	15,097	1,634	16,731	13,392	Establishment	30,123	-	-	55.5%	55.5%	
UND	97-914	Restoration of new properties to be acquired	643,023	25,259	668,282	-	7,172	7,172	635,417	On Hold	642,589	25,693	-	3.8%	1.1%	
		<b>Total Natural Area Restoration</b>	<b>3,762,901</b>	<b>124,611</b>	<b>3,887,512</b>	<b>1,350,741</b>	<b>62,158</b>	<b>1,412,899</b>	<b>2,456,708</b>		<b>3,887,512</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>36.3%</b>	
<b>Natural Area Preservation - Land Acquisition</b>																
UND	98-882	Natural Area Acquisitions	8,400,000	254,849	8,654,849	4,806,432	45,091	4,851,523	3,803,326	Budget	8,654,849	-	-	0.0%	56.1%	
		<b>Total Natural Area Preservation - Land Acquisition</b>	<b>8,400,000</b>	<b>254,849</b>	<b>8,654,849</b>	<b>4,806,432</b>	<b>45,091</b>	<b>4,851,523</b>	<b>3,803,326</b>		<b>8,654,849</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>56.1%</b>	
<b>New Linear Park and Trail Development</b>																
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	85,084	4,352,114	4,395,221	-	4,395,221	-	Complete	4,395,221	(43,107)	-	-1.0%	101.0%	
NE	93-920	Jordan/Husen Park Trail	1,645,120	46,432	1,691,552	1,227,496	-	1,227,496	-	Complete	1,227,496	464,056	-	27.4%	100.0%	
NW	93-924	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	78,646	3,882,986	4,417,702	-	4,417,702	-	Complete	4,417,702	(534,716)	-	-13.8%	100.0%	
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	86,243	2,348,283	1,738,151	3,580	1,741,731	782,765	On Hold	2,524,496	(176,213)	-	-7.5%	74.2%	
UND	93-923	Miscellaneous Natural Trails	100,000	3,367	103,367	30,394	-	30,394	72,453	Budget	102,847	520	-	0.5%	29.6%	
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	-	34.2%	65.8%	
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	14,797	271,847	414,817	-	414,817	-	Complete	414,817	(142,970)	-	-52.6%	152.6%	
SW	93-921	Lowami Hart Woods	822,560	55,645	878,205	1,258,746	-	1,258,746	-	Complete	1,258,746	(380,541)	-	-43.3%	143.3%	
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	48,560	1,590,860	655,985	474,243	1,130,228	20,010	Complete	1,150,238	440,622	-	27.7%	71.0%	
		<b>Total New Linear Park and Trail Development</b>	<b>15,060,310</b>	<b>421,868</b>	<b>15,482,178</b>	<b>14,377,214</b>	<b>477,823</b>	<b>14,855,037</b>	<b>875,228</b>		<b>15,730,265</b>	<b>(248,087)</b>	<b>-</b>	<b>-1.6%</b>	<b>95.9%</b>	
<b>New Linear Park and Trail Land Acquisition</b>																
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	23,313	1,223,313	1,221,936	-	1,221,936	1,377	Budget	1,223,313	-	-	0.0%	99.9%	
		<b>Total New Linear Park and Trail Land Acquisition</b>	<b>1,200,000</b>	<b>23,313</b>	<b>1,223,313</b>	<b>1,221,936</b>	<b>-</b>	<b>1,221,936</b>	<b>1,377</b>		<b>1,223,313</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>99.9%</b>	
<b>Multi-field/Multi-purpose Athletic Field Development</b>																
SW	94-925	Winkelman Athletic Field	514,100	34,601	548,701	941,843	-	941,843	-	Complete	941,843	(393,142)	-	-71.6%	171.6%	
SE	94-926	Meadow Waye Park	514,100	4,791	518,891	407,340	-	407,340	-	Complete	407,340	111,551	-	21.5%	78.5%	
NW	94-927	New Fields in NW Quadrant	514,100	20,339	534,439	75	101	176	530,465	Budget	530,641	3,798	-	0.7%	0.0%	
NE	94-928	New Fields in NE Quadrant (Cedar Mill Park)	514,100	14,184	528,284	527,993	-	527,993	-	Complete	527,993	291	-	0.1%	99.9%	
SW	94-929	New Fields in SW Quadrant	514,100	20,323	534,423	724	-	724	529,905	Budget	530,629	3,794	-	0.7%	0.1%	
SE	94-930	New Fields in SE Quadrant (Conestoga Middle School)	514,100	19,833	533,933	228,524	306,815	535,339	(1,406)	Complete	533,933	-	-	0.0%	100.3%	
		<b>Total Multi-field/Multi-purpose Athletic Field Dev.</b>	<b>3,084,600</b>	<b>114,071</b>	<b>3,198,671</b>	<b>2,106,499</b>	<b>306,916</b>	<b>2,413,415</b>	<b>1,058,964</b>		<b>3,472,379</b>	<b>(273,708)</b>	<b>-</b>	<b>-8.6%</b>	<b>75.5%</b>	
<b>Deferred Park Maintenance Replacements</b>																
UND	96-960	Play Structure Replacements at 11 sites	810,223	3,685	813,908	773,055	-	773,055	-	Complete	773,055	40,853	-	5.0%	95.0%	
NW	96-720	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	-	-30.0%	130.0%	
SW	96-721	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	-	2.3%	97.7%	
SW	96-722	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	-	-27.3%	373.1%	
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	-	91.0%	9.0%	
NE	96-998	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	-	14.3%	85.7%	
UND	96-999	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	-	-1.0%	101.0%	
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)	-	-18.2%	118.2%	
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	3,248	164,162	512,435	-	512,435	-	Complete	512,435	(348,273)	-	-212.2%	312.2%	
		<b>Sub-total Deferred Park Maintenance Replacements</b>	<b>1,451,515</b>	<b>10,474</b>	<b>1,461,989</b>	<b>1,832,474</b>	<b>-</b>	<b>1,832,474</b>	<b>-</b>		<b>1,832,474</b>	<b>(370,485)</b>	<b>-</b>	<b>-25.3%</b>	<b>1321.8%</b>	
UND		Authorized Use of Savings from Facility Expansion & Improvements Category	-	179,613	179,613	-	-	-	-	N/A	-	179,613	-	n/a	n/a	
UND		Authorized Use of Savings from Bond Issuance Administration Category	-	190,872	190,872	-	-	-	-	N/A	-	190,872	-	n/a	n/a	
		<b>Total Deferred Park Maintenance Replacements</b>	<b>1,451,515</b>	<b>380,959</b>	<b>1,832,474</b>	<b>1,832,474</b>	<b>-</b>	<b>1,832,474</b>	<b>-</b>		<b>1,832,474</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	



**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 4/30/17**

Quadrant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost						
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date								(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)								(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
<b>Facility Rehabilitation</b>																					
UND	95-931	Structural Upgrades at Several Facilities	317,950	(194,874)	123,076	112,126	-	112,126	-	Complete	112,126	10,950	8.9%	91.1%	100.0%						
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	8,497	414,776	518,302	-	518,302	-	Complete	518,302	(103,526)	-25.0%	125.0%	100.0%						
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	36,369	1,483,732	820,440	-	820,440	49,392	Bid Results	869,832	613,900	41.4%	55.3%	94.3%						
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	18,177	646,264	539,331	5,072	544,403	-	Complete	544,390	101,874	15.8%	84.2%	100.0%						
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	847	45,657	66,762	-	66,762	-	Complete	66,762	(21,105)	-46.2%	146.2%	100.0%						
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	20,820	507,755	111,412	400,929	512,341	86,805	Bid Results	599,146	(91,391)	-18.0%	100.9%	85.5%						
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	60.0%	40.0%	100.0%						
NW	95-939-a	Structural Upgrades at HMT Aquatic Ctr	312,176	4,692	316,868	233,369	60	233,429	-	Complete	233,429	83,439	26.3%	73.7%	100.0%						
NW	95-939-b	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	-	203,170	203,170	1,247	444,915	-	444,915	-	Complete	446,162	(242,992)	-119.6%	219.6%	100.0%					
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	25.7%	74.3%	100.0%						
NW	95-941	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	-0.3%	100.3%	100.0%						
NW	95-942	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,137	118,643	75,686	-	75,686	-	Complete	75,686	42,957	36.2%	63.8%	100.0%						
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	5,033	273,893	74,804	-	74,804	-	Complete	74,804	199,089	72.7%	27.3%	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)	-27.1%	127.1%	100.0%						
NW	95-945	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	-4.0%	104.0%	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	40.0%	60.0%	100.0%						
NE	95-951	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	40.0%	60.0%	100.0%						
UND	95-962	Auto Gas Meter Shut Off Valves at All Facilities	-	122	122	9,000	984	9,984	25,199	Construction	35,183	(35,061)	100.0%	0.0%	28.4%						
<b>Sub-total Facility Rehabilitation</b>			<b>6,227,732</b>	<b>130,472</b>	<b>6,358,204</b>	<b>3,951,222</b>	<b>851,960</b>	<b>4,803,182</b>	<b>161,396</b>	-	<b>4,964,565</b>	<b>1,393,639</b>	<b>21.9%</b>	<b>75.5%</b>	<b>96.7%</b>						
Authorized use of savings for SW Quad Community Park & Athletic Fields			-	(1,300,000)	(1,300,000)	-	-	-	-	N/A	-	(1,300,000)	n/a	n/a	n/a						
<b>Total Facility Rehabilitation</b>			<b>6,227,732</b>	<b>(1,169,528)</b>	<b>5,058,204</b>	<b>3,951,222</b>	<b>851,960</b>	<b>4,803,182</b>	<b>161,396</b>	-	<b>4,964,565</b>	<b>93,639</b>	<b>1.9%</b>	<b>n/a</b>	<b>n/a</b>						
<b>Facility Expansion and Improvements</b>																					
SE	95-952	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,039,367	-	2,039,367	-	Complete	2,039,367	(11,188)	-0.6%	100.6%	100.0%						
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	85,351	5,534,811	5,435,930	-	5,435,930	-	Complete	5,435,930	98,881	1.8%	98.2%	100.0%						
SW	95-954	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	-44.7%	144.7%	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)	-34.0%	134.0%	100.0%						
NE	95-956	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	37.5%	62.5%	100.0%						
<b>Sub-total Facility Expansion and Improvements</b>			<b>8,218,478</b>	<b>117,557</b>	<b>8,336,035</b>	<b>8,156,422</b>	-	<b>8,156,422</b>	-	-	<b>8,156,422</b>	<b>179,613</b>	<b>2.2%</b>	<b>97.8%</b>	<b>100.0%</b>						
Authorized Use of Savings for Deferred Park Maintenance Replacements Category			-	(179,613)	(179,613)	-	-	-	-	N/A	-	(179,613)	n/a	n/a	n/a						
<b>Total Facility Expansion and Improvements</b>			<b>8,218,478</b>	<b>(62,056)</b>	<b>8,156,422</b>	<b>8,156,422</b>	-	<b>8,156,422</b>	-	-	<b>8,156,422</b>	-	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>						
<b>ADA/Access Improvements</b>																					
NW	95-957	HMT ADA Parking & other site improvement	735,163	19,544	754,707	1,019,772	-	1,019,772	-	Complete	1,019,772	(265,065)	-35.1%	135.1%	100.0%						
UND	95-958	ADA Improvements - undesignated funds	116,184	2,712	118,896	72,245	-	72,245	-	Complete	72,245	46,651	39.2%	60.8%	100.0%						
SW	95-730	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	18.1%	81.9%	100.0%						
NW	95-731	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	-23.2%	123.2%	100.0%						
NE	95-732	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	1.2%	98.8%	100.0%						
NE	95-733	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	-86.8%	186.8%	100.0%						
SE	95-734	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	100.0%	0.0%	0.0%						
SW	95-735	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	30.9%	69.1%	100.0%						
SW	95-736	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	46.2%	53.8%	100.0%						
NE	95-737	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	4.3%	95.7%	100.0%						
NW	95-738	ADA Improvements - Rock Crk Pwrtine Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	14.8%	85.2%	100.0%						
NW	95-739	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	-35.5%	135.5%	100.0%						
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	183	8,409	8,402	-	8,402	-	Complete	8,402	7	0.1%	99.9%	100.0%						
NE	95-741	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	2.3%	97.7%	100.0%						
SE	95-742	ADA Improvements - Wonderland Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	52.9%	47.1%	100.0%						
<b>Total ADA/Access Improvements</b>			<b>1,028,196</b>	<b>24,461</b>	<b>1,052,657</b>	<b>1,242,548</b>	-	<b>1,242,548</b>	-	-	<b>1,242,548</b>	<b>(189,890)</b>	<b>-18.0%</b>	<b>118.0%</b>	<b>100.0%</b>						
Authorized Use of Savings from Bond Issuance Administration Category			-	189,890	189,890	-	-	-	-	N/A	-	189,890	100.0%	n/a	n/a						
<b>Total ADA/Access Improvements</b>			<b>1,028,196</b>	<b>214,351</b>	<b>1,242,547</b>	<b>1,242,548</b>	-	<b>1,242,548</b>	-	-	<b>1,242,548</b>	-	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>						

**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 4/30/17**

Quar- rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)
<b>Community Center Land Acquisition</b>															
UND	98-884-a	Community Center / Community Park (SW Quadrant) (Hulse/BSD/Engel)	5,000,000	105,974	5,105,974	1,654,847	-	1,654,847	-	Complete	1,654,847	3,451,127	67.6%	32.4%	100.0%
UND	98-884-b	Community Center / Community Park (SW Quadrant) (Wenzel/Wall)	-	-	-	2,351,777	-	2,351,777	-	Complete	2,351,777	(2,351,777)	-100.0%	n/a	100.0%
<b>Sub-total Community Center Land Acquisition</b>			<b>5,000,000</b>	<b>105,974</b>	<b>5,105,974</b>	<b>4,006,624</b>	<b>-</b>	<b>4,006,624</b>	<b>-</b>		<b>4,006,624</b>	<b>1,099,350</b>	<b>21.5%</b>	<b>78.5%</b>	<b>100.0%</b>
UND		Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	n/a	n/a	n/a
UND		Outside Funding from Metro Transferred to New Community Park Development	-	(208,251)	(208,251)	-	-	-	-	N/A	-	(208,251)	n/a	n/a	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(715,099)	(715,099)	-	-	-	-	N/A	-	(715,099)	n/a	n/a	n/a
<b>Total Community Center Land Acquisition</b>			<b>5,000,000</b>	<b>(993,376)</b>	<b>4,006,624</b>	<b>4,006,624</b>	<b>-</b>	<b>4,006,624</b>	<b>-</b>		<b>4,006,624</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Bond Administration Costs</b>															
ADM		Debt Issuance Costs	1,393,000	(539,654)	853,346	68,142	-	68,142	-	Complete	68,142	785,204	92.0%	8.0%	100.0%
ADM		Bond Accountant Personnel Costs	-	241,090	241,090	288,678	-	288,678	-	Complete	288,678	(47,588)	-19.7%	119.7%	100.0%
ADM		Deputy Director of Planning Personnel Costs	-	57,454	57,454	57,454	-	57,454	-	Complete	57,454	-	-100.0%	n/a	100.0%
ADM		Communications Support	-	50,000	50,000	12,675	-	12,675	37,325	Budget	50,000	-	0.0%	25.4%	25.4%
ADM		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	-30.7%	130.7%	100.0%
ADM		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	24.8%	75.2%	100.0%
ADM		Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	-52.6%	152.6%	100.0%
ADM		Additional Bond Proceeds	-	1,507,717	1,507,717	-	-	-	-	Budget	-	1,507,717	0.0%	0.0%	0.0%
<b>Sub-total Bond Administration Costs</b>			<b>1,450,000</b>	<b>1,316,607</b>	<b>2,766,607</b>	<b>504,372</b>	<b>-</b>	<b>504,372</b>	<b>37,325</b>		<b>541,697</b>	<b>2,224,910</b>	<b>80.4%</b>	<b>18.2%</b>	<b>93.1%</b>
UND		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(190,872)	(190,872)	-	-	-	-	N/A	-	(190,872)	n/a	n/a	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Development Category	-	(222,950)	(222,950)	-	-	-	-	N/A	-	(222,950)	n/a	n/a	n/a
UND		Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(1,400,000)	(1,400,000)	-	-	-	-	N/A	-	(1,400,000)	n/a	n/a	n/a
UND		Authorized Use of Savings for ADA/Access Improvements Category	-	(189,890)	(189,890)	-	-	-	-	N/A	-	(189,890)	n/a	n/a	n/a
<b>Total Bond Administration Costs</b>			<b>1,450,000</b>	<b>(687,105)</b>	<b>762,895</b>	<b>504,372</b>	<b>-</b>	<b>504,372</b>	<b>37,325</b>		<b>541,697</b>	<b>221,198</b>	<b>29.0%</b>	<b>66.1%</b>	<b>93.1%</b>
<b>Grand Total</b>			<b>100,000,000</b>	<b>3,876,864</b>	<b>103,876,864</b>	<b>76,525,748</b>	<b>11,639,090</b>	<b>88,164,838</b>	<b>18,139,785</b>		<b>106,322,515</b>	<b>(2,445,651)</b>	<b>-2.4%</b>	<b>84.9%</b>	<b>82.9%</b>

**THPRD Bond Capital Program**  
**Funds Reprogramming Analysis - Based on Category Transfer Eligibility**  
**As of 4/30/17**

		Category (Over)	Under Budget
Limited Reprogramming			
Land: New Neighborhood Park		-	
New Community Park		-	
New Linear Park		-	
New Community Center/Park		-	
		-	
		-	
Nat Res: Restoration		-	
Acquisition		-	
		-	
		-	
All Other			
New Neighborhood Park Dev		-	
Neighborhood Park Renov		(506,169)	
New Community Park Dev		163,547	
Community Park Renov		(1,896,071)	
New Linear Parks and Trails		(248,087)	
Athletic Field Development		(273,708)	
Deferred Park Maint Replace		-	
Facility Rehabilitation		93,639	
ADA		-	
Facility Expansion		-	
Bond Admin Costs		221,198	
		(2,445,651)	
		(2,445,651)	
<b>Grand Total</b>		<b>(2,445,651)</b>	



**MEMORANDUM**

Date: March 8, 2017

To: Board of Directors

From: Keith Hobson, Director of Business and Facilities

Re: **System Development Charge Report for March, 2017**

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 January 2017.

<b>Type of Dwelling Unit</b>	<b>Current SDC per Type of Dwelling Unit</b>
Single Family	\$10,800.00 with 1.6% discount = \$10,627.20
Multi-family	\$8,619.00 with 1.6% discount = \$8,481.10
Non-residential	\$360.00 with 1.6% discount = \$354.24

<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>
2,949	Single Family Units	\$8,969,199.55	\$233,024.55	\$9,202,224.10
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
2,272	Multi-family Units	\$6,469,041.40	\$144,392.96	\$6,613,434.36
0	Less Multi-family Credits	(\$52,194.87)	(\$229.36)	(\$52,424.23)
266	Non-residential	\$720,153.64	\$18,963.30	\$739,116.94
<b><u>5,502</u></b>		<b><u>\$16,113,536.07</u></b>	<b><u>\$396,372.90</u></b>	<b><u>\$16,509,908.97</u></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>
8,769	Single Family Units	\$33,458,527.89	\$723,981.55	\$34,176,251.20
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
2,952	Multi-family Units	\$8,345,199.99	\$195,873.14	\$8,541,073.13
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
157	Non-residential	\$1,396,915.63	\$28,046.71	\$1,424,962.34
<b><u>11,554</u></b>		<b><u>\$42,529,771.29</u></b>	<b><u>\$927,152.77</u></b>	<b><u>\$43,450,665.82</u></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>
5,502	City of Beaverton	27.53%	\$16,113,536.07	\$396,372.90	\$16,509,908.97
11,554	Washington County	72.47%	\$42,529,771.29	\$927,152.77	\$43,450,665.82
<b><u>17,056</u></b>		<b><u>100.00%</u></b>	<b><u>\$58,643,307.36</u></b>	<b><u>\$1,323,525.67</u></b>	<b><u>\$59,960,574.79</u></b>

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,964	2,272	266	5,502
Washington County	<u>8,469</u>	<u>2,928</u>	<u>157</u>	<u>11,554</u>
	<b><u>11,433</u></b>	<b><u>5,200</u></b>	<b><u>423</u></b>	<b><u>17,056</u></b>

**Total Receipts to Date** **\$58,643,307.36**

**Total Payments to Date**

Refunds	(\$2,066,073.93)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$24,873,715.23)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$25,092,774.64)</u>	<b><u>(\$52,032,582.45)</u></b>
		<b><u>\$6,610,724.91</u></b>

<u>Recap by Month, FY 2016/17</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2016	\$50,894,668.85	(\$40,992,117.90)	\$2,194,063.22	\$12,096,614.17
July	\$903,888.92	(\$17,397.40)	\$7,892.31	\$894,383.83
August	\$475,338.51	(\$199,060.21)	\$9,028.10	\$285,306.40
September	\$499,243.61	(\$1,574,857.42)	\$8,531.81	(\$1,067,082.00)
October	\$715,512.77	(\$149,423.55)	\$9,441.98	\$575,531.20
November	\$643,158.36	(\$63,946.85)	\$9,413.73	\$588,625.24
December	\$2,240,319.46	(\$804,799.72)	\$10,350.69	\$1,445,870.43
January	\$807,259.74	(\$6,682,805.90)	\$11,735.28	(\$5,863,810.88)
February	\$842,605.80	(\$955,952.86)	\$6,885.17	(\$106,461.89)
March	\$621,311.34	(\$592,220.64)	\$7,973.72	\$37,064.42
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<b><u>\$58,643,307.36</u></b>	<b><u>(\$52,032,582.45)</u></b>	<b><u>\$2,275,316.01</u></b>	<b><u>\$8,886,040.92</u></b>

<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 2016	10,906	4,820	401	16,127
July	49	0	2	51
August	53	0	2	55
September	55	0	0	55
October	61	41	3	105
November	45	24	2	71
December	76	300	3	379
January	72	9	7	88
February	63	3	2	68
March	53	3	1	57
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
	<b><u>11,433</u></b>	<b><u>5,200</u></b>	<b><u>423</u></b>	<b><u>17,056</u></b>

Projected SDC balance as of June 30, 2016 per FY17 budget was \$11,279,964 Actual balance was **\$11,544,271**.  
 This fiscal year's projected total receipts per the budget are \$14,578,059.

# Candidates lobby for seats on parks board

Three positions are open to lead recreation district

By MANDY FEDER-SAWYER  
The Times

Candidates for the Tualatin Hills Park and Recreation District Board made their cases Saturday at the Elsie Stuhr Center. Ballots have been distributed and the deadline to vote is Tuesday, May 16.

Six of the seven candidates for three open positions participated, including Nathan Dahlin, incumbent Jerry Jones Jr., Felicity Montebalanco, incumbent Larry Pelatt, Holly Thompson and Lori Waldo. A seventh candidate, Stephanie Thompson, who filed for Position 2, did not attend.

Each participant gave a five-minute presentation summarizing why they are running and the priorities they would pursue if elected. They also answered a variety of questions from the audience and community.

Winners will take office on July 1. Their four-year terms will expire in June 2021.

Diversity, access and inclusion were the major themes of candidate responses to questions posed at the forum.

## POSITION 1

Felicity Montebalanco said area residents generally are happy with their access to parks and recreation, but there is a misunderstanding among some community members about where their tax dollars are going. She also said there is a lot of work to be done to serve the entire diverse community. Montebalanco has lived in Washington County for more than 25 years.

"I grew up taking advantage of all the district has to offer and these days can typically be found at the nature parks getting my exercise in," she said.

Montebalanco also pointed to the relative youth of area resi-



Six of seven candidates vying for THPRD board seats participated in a forum at the Elsie Stuhr Center on Saturday.

THE TIMES: JAIME VALDEZ

dents, saying that the median age in Beaverton is between 34 and 35 years of age.

"It is critical to our economic future that we cultivate young adults to ensure our legacy of accessible parks and outdoor activities is carried forward," she said.

Montebalanco is endorsed by Metro Councilor Kathryn Harrington, the entire Beaverton City Council, County Commissioners Greg Malinowski and Dick Schouten, and the Beaverton Chamber of Commerce.

Larry Pelatt has spent 12 years on the THPRD board and spent a number of years in sales and management. He has served on the Athletic Center Advisory Committee, local school committees and the City of Beaverton Site Design & Review, as well as serving as the sport commissioner for the State Games of

Oregon.

"The park district is doing great. We are very effective with tax dollars," Pelatt said. "It's our money, it's your money and we are really, really good with it."

Perhaps in jest, Pelatt said maybe there should be tolls at the beginning of the trails to raise some extra money.

Pelatt said he has a strong background in business and budgeting and that he is well-versed in the funding process. He added that his long-term involvement in the district helps him to understand the needs of the constituents.

## POSITION 2

Jerry Jones Jr. has served as vice president and general manager at Lanphere Construction and Development, which manages properties and facilities for the large Lanphere family of auto dealerships.

## Tualatin Hills Parks and Recreation

For more information, visit [thprd.org](http://thprd.org).

"I have a work history in capital improvements and facilities maintenance," Jones told a reporter in a previous Pamplin publication. "The parks district has a \$100 million bond program right now."

Jones has tackled large construction projects with THPRD and said he works to oversee responsible use of taxpayer dollars to improve what he views as the finest park district in the Pacific Northwest.

He said most people are grateful and happy with THPRD and the livability of the area.

"THPRD has something for everybody — from cradle to

grave," he said. "The staff and maintenance are top-notch. No one can compare."

## POSITION 3

Nathan Dahlin said he will save taxpayers money, improve communication and make parks and facilities more accessible.

"I'm running for Tualatin Hills Parks and Recreation to cut costs, eliminate waste and ensure that facilities are well maintained and accessible to you," he said. "Public servants must do more than make policy. Don't make deliberations opaque. Constituents have a right to ask who voted for or against a policy and receive specific reasons why or why not."

Dahlin works in the records department of a Portland law firm and previously was a bookstore manager. He has not re-

ceived any public endorsements.

Holly Thompson has spent more than 18 years working for Beaverton.

"At the city, my job is to lead our public involvement and communication efforts. I help people get involved in government decision-making," she said. "During my time, we've won numerous regional and national awards for our work. I've led our community visioning program, helped launch our cultural inclusion program, created the picnic in the park series, worked on communications for the Beaverton Public Safety Center and Urban Renewal efforts, and more."

She also said she would bring a different perspective to the board. "When I look at the current board... I don't see anyone who looks like me," Thompson said. "I don't see any moms. I don't see anyone with my professional background. I think these are strengths I can bring to help round out the decisions before the board."

When Lori Waldo moved to the Bethany area more than 17 years ago, she found no place for kids to play. She decided to change that.

"Our grassroots campaign to build a park resulted in THPRD's Kaiser Woods Park, and showed me that together we can make possibilities into reality," she said.

Waldo said that creating active communities is her passion and she is well-versed in policy and master planning. She said in her profession as a technology project manager, she manages million-dollar budgets and delivers strong results.

"I will bring my passion, community building and fiscal responsibility to the THPRD Board," she said. "With your vote, together we can protect and enjoy our great natural spaces, habitats and wildlife and ensure our parks and programs reflect who we are as we welcome every generation and culture to play and learn together."

## NEWSBRIEFS

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### **Parks District alters policy on payments**

Starting June 1, the Tualatin Hills Park & Recreation District no longer will accept credit card payments over the phone.

Patrons will still be able to register for classes and activities over the phone, but


payments will have to be made through the online registration system at [thprd.org](http://thprd.org) or in person at a THPRD center or the Administration Office within two days.

"This will be the first step in process improvements we are implementing for credit cards to make our systems more secure for our patrons and the district," said Ann Mackiernan, chief financial officer.

Other steps required to become compliant with payment card industry standards include switching to encrypted credit card readers, adding a new layer of protection to the district's firewall to protect data flow in and out, and adding continuous electronic monitoring to detect/prevent intrusions.

Patrons still enrolling by phone with a credit card currently are being forewarned of the upcoming change. Staff began doing it on the first day of spring registration, March 4, and have continued the process during registration for summer classes and camps, which started April 22.

## Parks play into the Westside economy

Created on Sunday, 07 May 2017 | Written by [Pamela Treece](#) | 

Tualatin Hills Park and Recreation District delivers the lifestyle that well-paid workers expect.

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PAMELA TREECE, WESTSIDE ECONOMIC ALLIANCE

As the sun starts to peek out and the clouds stop dripping, most of us want to break our cabin fever. Where better to release some of this pent up energy than at the facilities of Tualatin Hills Park and Recreation District?

Recently, THPRD General Manager Doug Menke provided the Westside Economic Board of Directors with an update. I had the opportunity to moderate a panel discussion between the candidates for THPRD's Board of Directors.

In my remarks at the candidates' panel, I spoke about the partnership between Westside Economic Alliance (WEA) and THPRD.

The mission of WEA is to advocate for a healthy economic climate on the Westside of the Portland metropolitan area. To have a healthy economy, we need a quality of life that draws businesses and people to live, work and play here. THPRD plays a big role in creating that quality of life.

Some would ask what economic benefit do parks and recreation have? Well, they provide residents with a place to exercise and connect with others. I'm sure you probably know having some time outdoors can help a person's stress level, creativity, and overall physical and mental health, which in turn can reduce healthcare costs. Recently, during a public involvement activity, Beaverton's staff discovered employers in the Western Avenue Employment Area value open spaces like THPRD's Fanno Creek Trail. This is where employers often host staff meetings, also known as walking meetings.

The THPRD trail system is also important for active transportation. Hundreds of people use the Westside Trail, which runs from the Tigard city limits up to the THPRD Nature Park and connects with the Waterhouse Trail. Eventually, this will be a 10-mile backbone trail that will allow pedestrians and cyclists to travel as far north as the Portland Community College Rock Creek campus.

Having a healthy park and recreation district like THPRD helps improve home values too, making it a more desirable location to live.

It also brings job opportunities for many young workers in the form of on-the-job training as lifeguards, instructors, camp counselors and more. At the other end of the spectrum, it is highly valuable to working parents, especially as we go into the summer months, when hundreds of kids will attend camps and classes while their parents are at work.

Another economic benefit comes from attracting sports participants and spectators to tournaments and events. Some travel the country, and sometimes the world, to attend events at THPRD, generating sales at local stores, restaurants, and hotels. THPRD was in the international spotlight last year, as the U.S. Tennis Association hosted the Davis Cup Quarterfinals (the U.S. versus Croatia) at the THPRD Tennis Center. Thousands of fans attended the popular event.



THPRD is Oregon's largest special park district. It was founded in 1955, and it has a separate taxing authority, which is not part of any city or county. There are 95 parks, 70 miles of trails, 1,500 acres of natural area, six recreation centers, eight swim centers and a catalogue of more than 3,000 unique classes each year. Its annual operating budget is \$51 million. The voters have supported THPRD and the wonderful amenities and services it provides.

When I was moderating the recent panel, it was clear how passionate the candidates feel about THPRD. They all seemed to value the important role THPRD plays. There were many themes discussed among the panel, including fiscal management; the development of new programs, accommodating growth, affordability of programs, usage of the facilities, inclusion of the diverse community it serves, and equity in access to THPRD's programs and amenities.

THPRD is challenged in serving a growing and diverse population. It is rising to the task by building new synthetic sports fields and connecting trails.

Soon THPRD will be the first in the state to provide a Challengers field, making activities accessible to all people.

With its partnerships and community support, I am confident THPRD will continue to meet the need and continue to be an economic benefit to our region. Special thanks those wanting to serve and lead the district's Board of Directors.

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*Pamela Treece is the executive director of the Westside Economic Alliance. Her column appears monthly, addressing issues that are critical to the economic health of the Westside. Learn more about the WEA at: [westsidealliance.org](http://westsidealliance.org)*

# THPRD candidates speak about transparency, effective leadership

*Ballots for this election due Tuesday, May 16*

**By BLAIR STENVICK**  
*The Times*

**Five of the seven candidates for the Tualatin Hills Park and Recreation District board spoke and fielded questions at a Washington County Public Affairs Forum meeting Monday.**

In attendance were Position 1 incumbent Larry Pelatt; his challenger, Felicity Monteblanco; and Position 3 candidates Lori Waldo, Holly Thompson and Nathan Dahlin. Jerry Jones Jr., the unopposed incumbent for Position 2; and Stephanie Thompson, who filed for Position 1, did not attend.

The THPRD candidate forum took place in advance of the May 16 election. Members of the public affairs forum asked them questions about

Beaverton's urban renewal plans, improving THPRD transparency, and more.

"I asked a lot of people about what their ideal board candidate should look like," said Thompson, who is a communications manager for the city of Beaverton.

She said that many people referenced outgoing board member Bob Scott because "he was a generalist, and he didn't prioritize one thing above others. He was someone who cared about the whole. I will care about the whole."

Monteblanco, a coordinator for Vision Action Network, also said that she would focus on serving all of THPRD's residents, including those with disabilities. She said that if elected, she would prioritize making sure parks were accessible to all.

"Know that your potential future leaders are listening," Monteblanco said.

One audience member brought up the city of Beaver-

ton's urban renewal plan, and said that by diverting taxes to urban renewal, it was not paying its fair share for THPRD services.

"That deals with something we face in the next four years, and that's growth, and how do we pay for growth?" answered Waldo, a project manager at Nike. "I did spend at least six years on the north Bethany stakeholder group, and I looked at questions like this for North Bethany: how does that work? Where did your revenue streams come from?"

Another audience question addressed the issue of transparency, especially in regards to THPRD's website.

Pelatt, a purchasing manager with the city of Portland, said that THPRD is devoting funds to revamp its website, but that overall, he finds it to be transparent enough.

"I'm unaware that there is a lack of transparency," he said. "We are doing a redesign of the website.... If you don't see something you wish

you would see, I wish you would call us."

The other four candidates in attendance addressed the need for greater transparency, and identified how they might go about it.

"I haven't been able to find outlines of the meetings online," Dahlin said. "I looked at a press release related to a park that was important to me. I saw what was decided, but I didn't see an explanation for why certain options had been taken off the table.... We can improve THPRD's image by making the website more accessible."

Monteblanco added that she looks forward to sharing the knowledge she's gained in the campaign with her peers, as well as young people and communities of color.

Winners of this election will take office on July 1. Their four-year terms will expire in June 2021. Ballots have been distributed, and the deadline to vote is Tuesday, May 16.

# Two new faces join THPRD Board

*One incumbent, two women secure seats in early results*

By **MANDY FEDER-SAWYER**  
*The Times*

The look and feel of the Tualatin Hills Park and Recreation District Board underwent a change as two young women claimed seats Tuesday night, uprooting one longtime incumbent.

In unofficial results, Felicitia Monteblanco took the seat in Position 1 and Holly Thompson landed Position 3, while incumbent Jerry Jones Jr. remains on the board.

Monteblanco was winning with more than 62 percent, while Larry Pelatt closed out with about 37 percent of the vote.

Jones had nearly 69 percent of the vote with Stephanie Thompson at about 30 percent for Position 2.

For Position 3, Holly Thompson finished with nearly 50 percent, with Waldo trailing at about 37 percent and Dahlin with 12.5 percent.

"I'm over the moon," Monteblanco said Tuesday night. "I'm so appreciative of my friends, family, mentors and canvassers — this was a team effort. This journey has been a privilege. I've learned so much along the way about myself and the communi-

ty, I've made amazing new friends, I've gained new skills and even deeper respect for my elected officials — knocking on doors is exhausting. I can't wait to roll up my sleeves and get to work for all those living in the district."

Monteblanco has lived in Washington County for more than 25 years. She was endorsed by Metro Councilor Kathryn Harrington, the entire Beaverton City Council, County Commissioners Greg Malinowski and Dick Schouten, and the Beaverton Chamber of Commerce.

She unseated Larry Pelatt, who has spent 12 years on the THPRD board.

Jones, who maintained his seat, has tackled large construction projects with THPRD and said he works to oversee responsible use of taxpayer dollars to improve what he views as the finest park district in the Pacific Northwest.

He said most people are grateful and happy with THPRD and the livability of the area.

"THPRD has something for everybody — from cradle to grave," he said. "The staff and maintenance are top-notch. No one can compare."

Holly Thompson also responded Tuesday.

"I feel so privileged to think about the opportunity to serve this wonderful park district and bringing it back to its roots and to be a voice on the board that advocates for all — includes all. I am honored to serve," she said. "I am sitting here surrounded by family feeling grateful, happy and honored."

Thompson has spent more than 18 years working for Beaverton.

Stephanie Thompson did not contribute any information to the Beaverton Valley Times upon requests during the campaign.

Winners will take office on July 1. Their four-year terms will expire in June 2021.



**MONTEBLANCO**



**THOMPSON**



**JONES JR.**

# Parks district is finalist for top national honor

*Only seven agencies nationwide will receive Gold Medal*

By **MANDY FEDER-SAWYER**  
*The Times*

For the second consecutive year, the Tualatin Hills Park & Recreation District is a finalist for the National Gold Medal Award.

Awarded for excellence in park and recreation management, the award is presented annually by the American Academy for Park and Recreation Administration, in partnership with the National Recreation and Park Association.

The district is one of four Class II finalists of agencies serving 150,000 to 400,000 residents, nationwide.

"Our mission is to bring high-quality programs, services and facilities to our diverse community every day," Doug Menke, THPRD general manager, said. "Being named a Gold Medal finalist for the second straight year is one more measurement of success, and we are honored to be recognized in this way."

In the last 12 months, THPRD's accomplishments include bringing Davis Cup tennis to Beaverton, earning a \$3.7 million grant to fund a new trail segment, saving taxpayers \$31 million through bond measure refinancing, and concluding an unprecedented \$1.5 million fundraising campaign to support a new park that will offer amenities for people experiencing disability.

Joining THPRD as Class II finalists: Arlington, Tex. Parks and Recreation, City of Grand Prairie, Tex. and Metro Parks Tacoma, Wash.

Finalists must submit a

short video supporting their nomination by June 5. A panel of five park and recreation professionals review the video and all previously submitted materials.

The winner will be announced at NRPA's 2017 annual conference in New Orleans, La., Sept. 26 to 28. The Gold Medal program honors communities that demonstrate excellence in parks and recreation through long-range planning, resource management, volunteerism, environmental stewardship, program development, professional development and agency recognition.

Applicants are judged on their ability to address the needs of those they serve through the collective energies of citizens, staff and elected officials.

Only seven agencies nationwide will receive the Gold Medal — five based on population, one for armed forces recreation and the other for state park systems.

THPRD submitted its Gold Medal application in March, providing quantitative data about district resources — miles of trails, park acreage, sports fields, etc. — and answering nine essay questions about accomplishments in key areas, including innovation, health and wellness, conservation and social equity.

"We're ecstatic to again be among the finalists," said Deb Schoen, THPRD's superintendent of Community Programs, who led the nomination process. "The support and recognition from our industry peers is meaningful, but preparing the nomination is its own reward, because it's a reminder of just how many great programs and services we are able to provide for our community."

# Field of Champions



## ■ Area's newest park gets new name, offers facilities open for everyone

By MANDY FEDER-SAWYER  
*The Times*

The Tualatin Hills Park & Recreation District Board of Directors approved Mountain View Champions Park as the name of a new 21.5-acre community park in Aloha, now in the final stages of construction.

The board made the decision at its monthly meeting on May 9. The name was proposed by an eight-member committee of community volunteers who oversaw an extensive public process. THPRD plans to open the park, at Southwest 170th Avenue and Farmington Road, to the public in October.

Jerry Jones, president of the THPRD Board of Directors, said the name recognizes, "the collective energy" of everyone who worked on the project, including visionaries, designers, programs, fund-raisers, "and, of course, the champions of all abilities who will play and compete when the park is open."

Located at and around Mountain View Middle School through a partnership with the Beaverton School District, the park will include side-by-side synthetic turf fields with lights, and a Champions Too field with lights and a natural grass baseball field with a

See PARK / Page A7

Mountain View Champions Park was the name approved by Tualatin Hills Park & Recreation District.  
COURTESY: THPRD

# **Park:** *Site benefits all abilities*

■ *From Page A1*

multipurpose outfield. Other amenities include tennis courts, play equipment, community garden, shelters, a restroom and concession stand, path-

ways, an open lawn area and parking.

Champions Too will be Oregon's first sports field for athletes of all abilities. The complex also will include a 6,500-square-foot inclusive play area.

Mountain View Champions Park is the largest undertaking of THPRD's 2008 voter-approved bond measure, which included 130 projects. It is funded mostly by the bond, but Champions Too also has been supported by a separate community fundraising campaign.

Previously known by the temporary moniker "Southwest Quadrant Community Park," the site provides views of two Beaverton-area peaks, Mount Williams and Cooper Mountain,

where THPRD offers parks, trails and natural areas.

"The new park will be a wonderful addition to Aloha and Washington County, serving a variety of recreational needs for residents," Jones said. "It will be a natural gathering place where people can enjoy themselves and others. We look forward to the opening this fall."

For more information, visit [thprd.org](http://thprd.org).

# The Beaverton Resource Guide

& BUSINESS DIRECTORY a division of CEDAR HOUSE MEDIA

## Slide Into Summer at a THPRD POOL

(see page 16)



### Shop Local - Give Local - Stay Local... This is how we build a better Beaverton!

- **Where do florists buy their Flowers?** We'll tell you on page 14!
- **Does your brain need exercising?** Of course! Find out more on page 16!
- **Everyone says eat more fruit and veggies but which ones?** We'll tell you on page 19!
- **Curious about our county jail?** We've got some facts that may surprise you! See page 20.
- **Thinking about volunteering?** We'll help you find the right place that suits your heart! See page 22.



## Outdoor pools and splash pad open in time for our hot summer weather

by THPRD

Grab your towels and some sunscreen, THPRD's two outdoor pools are set to open on June 26. Somerset West Swim Center and Raleigh Swim Center will host children's lessons, adult classes and lap swimming along with open swim time for the whole family.

THPRD offers swimming programs year-round at its six indoor pools, but "there's something special about our outdoor facilities," said Superintendent of Aquatics Sharon Hoffmeister. "People love them."

In fact, the open-air pools are so popular, Hoffmeister has fielded several calls from residents requesting that the district open them earlier. She acknowledges this may be the latest the pools have ever opened.

"Our seasonal schedules are tied to the Beaverton School District calendar, which has a later release date this year," she explained, noting the unusually harsh winter weather has been another factor.

The tight schedule has intensified preparation. "We train summer staff over the course of a week," she said. "This year, we're doing it all in two days."

Most of the district's 300 part-time Aquatics positions have already been filled, but some lifeguards, swim instructors, water fitness instructors and front desk staff may still be needed. Hoffmeister admits filling part-time positions has been challenging the past 2-3 years.

"Lifeguard certification costs \$240," she explained. "The fee can be an impediment for those seeking part-time employment."

To get more youth certified,



At THPRD's Somerset West Swim Center (18300 NW Parkview Blvd.), children and adults relax and play under the summer sun. The center offers swim lessons, open swim, lap swim and other programs.

the district is offering a variety of programs and incentives. This includes certification discounts to high school swimmers and water polo players immediately following their season and

waiving the fee entirely for candidates that have taken the junior lifeguard course and volunteered at least 50 hours.

There's even a hire-to-train program for youth who

successfully complete an interview process and can pass a lifeguard training swim test.

### Splash pad is open now

For those just looking to play in the spray, Conestoga Recreation & Aquatic Center's outdoor splash pad is now open every day from 10 am to dusk. It features a toddler bay with low-spraying features and dumping buckets and aimable sprayers for older children. Private cabanas are available for rent during the summer. Also, the entire splash pad is available for private rental.





By MANDY FEDER-SAWYER  
The Times

Christopher Nussbaum, 19, of Portland glided over the finish line with the grace and speed of a gazelle, barely breaking a sweat at the Rose Festival Half-Marathon in Beaverton on a sunny but cool Sunday at Southridge High School.

Nussbaum is a runner, but this was his first half-marathon and he finished with a time of 1:21:32.

He started running as a freshman at Wilson High School, and now is a sophomore at Pacific Lutheran University where he runs on the cross country team.

"I would like to take my guys to the Nationals," he said of his goals for his college cross country team. He said he trains about six days per week and he participated in the half-marathon as a training exercise.

Nussbaum said the run was not too difficult for him and he enjoyed the landscape of the run.

As did Ingrid Wells, who took first place in the women's category with a time of 1:31:12.

The women's race brought the excitement level up as the top three runners finished within seconds of each



TIMES PHOTOS: DIEGO G. DIAZ

**CLOCKWISE FROM TOP:** Runners are given the signal to start the sixth Rose Festival Half-Marathon that took place in Beaverton for the first time. Beaverton Mayor Denny Doyle presented a bouquet of roses to Ingrid Wells of New York City, the winner of the women's Rose Festival Half-Marathon. Celebratory participation medals awaited the finishers of the Rose Festival Half-Marathon that began and ended at Southridge High School.

## Sun shines on the Rose Festival Half-Marathon

other in the same minute. Wells was 19 seconds ahead of second-place Colleen Rocereto, who came in just ahead of third-place runner Amanda Gervasi by nine seconds.

"I knew they (Rocereto and Gervasi) were behind me, but I didn't know how close they were," Wells said.

Wells, of New York City, was on a graduation celebration vacation with her father.

Wells did her undergrad at George-

town University and graduate school at New York University.

She said she loves the Pacific Northwest and has enjoyed visiting in the past when she played for the National Women's Soccer League.

The inaugural run that started and finished at Southridge High School ran into a couple of bumps, but overall the



# Marathon: Trails part of route for race

■ From Page A1

event ran smoothly and was well-received.

Eric Valdes, who took second-place at 1:24:25, said he lost about four minutes, due to a change of course. He was happy to have taken second, but felt he actually could have come in first had the course error not have occurred. He added that the course was a good one and he would run the race again.

The second glitch occurred at about 9:30 a.m. when the inflatable finish line arch deflated due to a malfunction with the compressor and generator. Rose Festival officials and volunteers held the arch up while the situation was resolved, which took about five minutes.

The route ran through southeast Beaverton neighborhoods and along Fanno Creek Greenway Trail.

Approximately 500 runners participated in the half-marathon that began at 7:30 a.m. About 200 volunteers made sure runners were hydrated, fed and given both a medal and a commemorative piece. Within the petals of gold rose emblem on the medal is an image of two runners. On the flip-side of each metal is a tribute to the Rose Festival Founder, the 35th Mayor of Portland in 1905, Harry Lane.

During the race, a man dressed as Lane gave a speech about the history of the Rose Festival and posed for photos with race finishers, while Beaverton Mayor Denny Doyle handed a rose to every person who crossed the finish line. One woman who crossed the finish line hugged Doyle and said, "I came from Southern California for this race and it's the best race in Oregon. I will be back."

Runner Rafael Correa of Wilsonville was cheered on by his wife and children who were in the stands with signs one read, "Go, Daddy, Go!"

Correa said he really liked that the race was in Beaverton and not downtown.

Also in the stands was Lauren Hollern of Beaverton, whose husband Kyle Hollern was running his second half-marathon. She said Kyle got the running bug a couple of years ago and they love that

## Marathon winners

### MEN

**Christopher Nussbaum**

1:21:32

**Eric Valdes**

1:24:25

**David Hopper**

1:28:32

### WOMEN

**Ingrid Wells**

1:31:12

**Colleen Rocereto**

1:31:31

**Amanda Gervasi**

1:31:42

Beaverton is a running town.

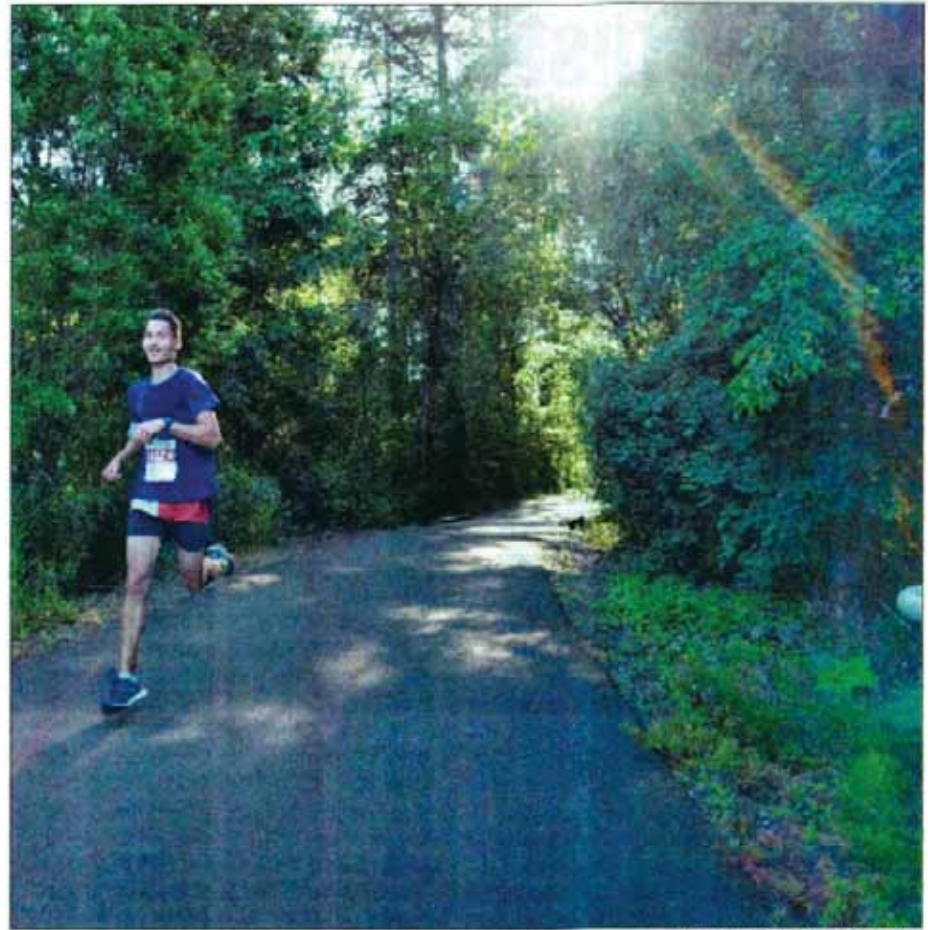
When Kyle finished the race, he said the hills were tough at the end of the race, but he looks forward to running the half-marathon again.

Beaverton City Councilor Mark Fagin and Tualatin Hills Park and Recreation District Board Member Jerry Jones, Jr. ran the race together.

The half-marathon is slated to take place in Beaverton annually for a minimum of three years.

Rich Jarvis, public relations official for the Rose Festival, said it was a true pleasure to work with the city of Beaverton, THPRD and the Portland Marathon to make the event possible.

For more information, visit [rosefestival.org](http://rosefestival.org).



COURTESY: THE PORTLAND ROSE FESTIVAL  
**Christopher Nussbaum, 19, of Portland was this winner of the Rose Festival Half-Marathon held Sunday at Southridge High School.**

## THPRD one of five agencies interested in operating Sherwood YMCA

Created on Monday, 05 June 2017 | Written by [Ray Pitz](#) | 

The YMCA of the Columbia-Willamette, which currently operates the facility, also submitted a proposal to continue running it.



COURTESY SHERWOOD YMCA - A total of five proposals were submitted to run the Sherwood YMCA, the city-owned rec and aquatic center, including a proposal from the YMCA of the Columbia-Willamette.

In what would be a significant expansion outside its current area, the Tualatin Hills Park & Recreation District has submitted a proposal expressing interest in taking over operation of the Sherwood YMCA when the agency's 20-year contract expires on Oct. 31, 2018.

THPRD covers the greater Beaverton area, extending eastward into the West Hills to take in unincorporated communities like Garden Home and West Slope and westward to encompass unincorporated Aloha and Bethany. The entirety of the district is located well north of Sherwood.

Also among those interested is the YMCA of the Columbia-Willamette, which has run Sherwood's recreation and aquatic center since its opening in 1998. Both the City of Sherwood and YMCA have said they would give each other a year's notice if one of the parties did not want to renew the contract.

The other proposals came from:

- HealthFitness out of Minneapolis, Minn., creators of effective health management and corporate fitness programs for large and diverse populations.

- A joint proposal by Sports Facilities Management out of Clearwater, Fla., which since 2005 has successfully turned around, opened and managed new facilities in various locations, and Denver's Councilman-Hunsaker, designers of aquatic centers since 1970.

- United Pool Management out of Roswell, Ga. Founded in 1979, the company is one of the oldest and largest pool management companies in the nation, according to its website.

"Overall, we were pleased to receive five proposals since the City Council is looking for different alternatives and options for the future operations on the center," said Sherwood City Manager Joe Gall. "The next steps will likely be interviews of proposers later in June with the City Council."

Gall said he is not sure how many of the five agencies will be selected for interviews. He said the proposals vary in detail, some of which have very specific five-year financial forecasts, while others are not as specific.

THPRD is a special parks and recreation service district funded primarily through property taxes and program fees. The district includes almost 100 parks, nine sports and recreation centers and eight swimming pools in Beaverton and unincorporated eastern Washington County.

By **Ray Pitz**

Editor, *Sherwood Gazette*

503-546-0731

email: [//](#)

[\[target='\\_blank'\]>rpite@commnewspapers.com](mailto:rpite@commnewspapers.com)



TIMES PHOTO: MANDY FEDER-SAWYER

Conestoga Recreation & Aquatic Center Supervisor Sabrina Taylor Schmitt shows off a display of books about diversity.

# The rainbow connection

*Everyone is invited to celebrate diversity at second annual Family Pride Dance Party*

By MANDY FEDER-SAWYER  
*The Times*

Sabrina Taylor Schmitt, Conestoga Recreation and Aquatic Center Supervisor, said Tualatin Hills Park & Recreation District is serious about creating family fun for everyone.

THPRD will host its second annual Family Pride Dance Party in honor of Pride Month.

Taylor Schmitt said the event is open to anyone from babies to grandparents — who want to celebrate culture and diversity in a safe and welcoming environment.

"A big highlight for me from our Family Pride Dance last year was seeing families having a safe, fun place to celebrate," Schmitt said. "I was excited to see the diversity of ages at the event, ranging from families with small children to tweens and teens and also to extended family members. It is a personal passion of mine to create an environment for all members of our community to come, recreate, learn and connect. Events like the Family Pride Dance are why I work in the field of recreation," she added.

Aside from dancing, the event will feature a bounce house, a DJ, games, face-painting and refreshments.

The Family Pride Dance takes place from 6:30 to 8:30

p.m. on Friday, June 16, at Conestoga Recreation and Aquatic Center at 9985 S.W. 125th Ave.

Taylor Schmitt said the event is aligned with THPRD's mission to provide high-quality park and recreation facilities, programs and services that meet the needs of the diverse communities it serves.

"We do this by removing barriers to participation, fostering an inclusive culture and offering programs that celebrate the district's diverse population," she said.

Washington County Parents and Friends Lesbians and Gays helped and volunteered for the event as an ally in the first year of the event, and is doing so again this year. PFLAG is an organization that unites people who are lesbian, gay, bisexual, transgender and queer, with families, friends and allies. PFLAG is committed to advancing equality through its mission of support, education and advocacy.

Taylor Schmitt said the first dance was well-received, everyone was supportive and no negative comments were made.

"We only heard phenomenal feedback about last year's dance," Taylor Schmitt said. "We are here to honor everybody in our community and we welcome all community members to come and celebrate with us."

Taylor Schmitt had heard that last year's event was the first of its kind in Washington County.

For more information, visit [thprd.org](http://thprd.org).