



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

**Board of Directors Regular Meeting
Tuesday, June 19, 2018
6:00 pm Executive Session; 7:00 pm Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

1. Executive Session*
 - A. Legal
 - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Election of Officers for Fiscal Year 2018/19
5. [Presentation: Recognition of Fred Meyer](#)
6. [Budget Hearing: Resolution Adopting the Fiscal Year 2018/19 Budget, Levying Taxes, and Making Appropriations](#)
 - A. Open Hearing
 - B. Staff Report
 - C. Public Comment**
 - D. Board Discussion
 - E. Close Hearing
 - F. Board Action
7. Unfinished Business
 - A. [Update: 2008 Bond Program](#)
 - B. [Information: General Manager's Report](#)
8. Audience Time**
9. Board Time
 - A. Board Liaison Assignments
10. Consent Agenda***
 - A. [Approve: Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2018/19](#)
 - B. [Approve: Resolution Amending District Compiled Policies Chapter 3 – Board Policies](#)
11. New Business
 - A. [Update: South Cooper Mountain Heights Park Master Plan](#)
12. 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 13, 2018
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the June 19, 2018 Board of Directors Meeting**

Agenda Item #4 – Election of Officers for Fiscal Year 2018/19

Current Board President Ali Kavianian will lead the process in the election of officers for fiscal year 2018/19. The seats to be elected include president, secretary (currently held by Felicita Monteblanco), and secretary pro-tempore (currently held by John Griffiths).

Agenda Item #5 – [Recognition of Fred Meyer](#)

Attached please find a memo reporting that Fred Meyer will be in attendance at your meeting to be recognized for his volunteer service to and support of THPRD.

Agenda Item #6 – [Budget Hearing: Resolution Adopting the Fiscal Year 2018/19 Budget, Levying Taxes and Making Appropriations](#)

Enclosed please find a memo outlining the process for the budget hearing to adopt the Fiscal Year 2018/19 Budget.

Action Requested: Board of directors' approval of Resolution 2018-12 to adopt the 2018/19 budget, levy ad valorem taxes, and make appropriations.

Agenda Item #7 – Unfinished Business

A. [2008 Bond Program](#)

Attached please find a memo providing an update regarding recent activities centered around the 2008 Bond Program. Gery Keck, superintendent of Design & Development, will be at your meeting to provide an overview of the memo and to answer any questions the board may have.

B. [General Manager's Report](#)

Attached please find the General Manager's Report for the June 19, 2018 board meeting.

Agenda Item #10 – Consent Agenda

Attached please find consent agenda items #10A-B for your review and approval.

Action Requested: Approve Consent Agenda Items #10A-B as submitted:
A. [Approve: Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2018/19](#)
B. [Approve: Resolution Amending District Compiled Policies Chapter 3 – Board Policies](#)

Agenda Item #11 – New Business

A. [South Cooper Mountain Heights Park Master Plan](#)

Attached please find a memo seeking board input on a proposed interim master plan for a neighborhood park in the South Cooper Mountain Heights development. Gery Keck, superintendent of Design & Development, will provide an overview of the proposed master plan and answer any questions the board may have.



MEMO

DATE: June 13, 2018
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **Recognition of Fred Meyer**

Fred Meyer will be at your meeting to be honored for his longtime volunteer service to and support of the Tualatin Hills Park & Recreation District. In addition to serving on the Parks Bond Citizen Oversight Committee, Fred has been instrumental in helping facilitate the partnership between THPRD and the American Legion Beaverton Post 124 in the operation and management of Beaverton Veterans Memorial Park. Fred also deserves recognition for his past leadership on Community Participation Organization 7, the Bethany Neighborhood Coalition, and the Stakeholder Working Group for the planning of North Bethany, where he advocated successfully for land to be set aside for parks and trails. In addition, he worked closely with THPRD on the creation and development of Kaiser Woods Park.



MEMO

DATE: May 30, 2018
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Budget Hearing: Resolution Adopting the Fiscal Year 2018/19 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 2018/19 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 2018/19 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 2018-12 to adopt the 2018/19 budget, levy ad valorem taxes, and make appropriations.

RESOLUTION NO. 2018-12

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 2018/19 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 2018/19 in a total amount of \$116,951,748. 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 \$8,170,338 for bonded debt. Taxes are hereby imposed and categorized for Tax Year 2018/19 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:

	Subject to the General Government Limitations	Excluded from Limitations
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$8,170,338

Section 3. Fiscal Year 2018/19 Appropriations. The amounts for the fiscal year beginning July 1, 2018 and for the purposes shown below are hereby appropriated as follows:

General Fund

Board of Directors	\$ 311,500
Administration	\$ 2,601,140
Business & Facilities	\$20,122,803
Park & Recreation Services	\$21,161,879
Capital Outlay	\$12,529,412
Contingency	\$ 2,500,000
Capital Replacement Reserve	<u>\$ 3,400,000</u>
TOTAL APPROPRIATIONS	<u>\$62,626,734</u>

Bonded Debt Fund

Bond Principal Payments	\$ 4,900,000
Bond Interest Payments	\$ 2,832,981
Ending Fund Balance	<u>\$ 100,000</u>
TOTAL APPROPRIATIONS	<u>\$ 7,832,981</u>

Systems Development Charge Fund

Capital Outlay	<u>\$29,924,176</u>
TOTAL APPROPRIATIONS	<u>\$29,924,176</u>

Maintenance Mitigation Fund

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

Bond Capital Projects Fund

Capital Outlay	<u>\$16,403,557</u>
TOTAL APPROPRIATIONS	<u>\$16,403,557</u>

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, 2018.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 19, 2018

Ali Kavarianian
President/Director

Felicita Monteblanco
Secretary/Director

Adoption and date attested by:

Jessica Collins
Recording Secretary



MEMO

DATE: June 13, 2018
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: 2008 Bond Program

Introduction

Staff will provide an update on the remaining natural resources and capital projects in the 2008 bond program, as well as the overall financial status, at the June 19 board meeting. Staff is seeking board input on two of the projects: North Bethany Trail #2 and the Southwest Quadrant Youth Athletic Field. Board input will guide staff to further advance options for the two projects, and allow staff to return to the October 2018 board meeting with recommendations.

Natural Resources Update

A majority of the 46 natural resources projects are complete or are in the final phase of the typical five-year restoration cycle. A few projects that have not yet started are associated with other development-based capital projects such as the stream daylighting project at Somerset West Park. Eight projects are listed as on hold. These projects were envisioned early in the bond planning process and were associated with restoring newly purchased land. Because land has not yet been acquired in these specific areas, the funds have not been expended. Staff have several land deals in progress and hope that as they close, some of these funds will be applied. Should other acquisitions not come to fruition, the remaining funds could be applied to other restoration projects or purchasing additional land.

Capital Projects Update

At the January 12, 2016 board meeting, staff provided an update on the bond program focusing on three parks and one trail project: Mountain View Champions Park, Cedar Hills Park, Somerset West Park and the Westside to Waterhouse Trail Connection, respectively. Mountain View Champions Park and the Westside to Waterhouse Trail Connection are now complete and open to the public. Five capital projects remain in the bond program, including: Cedar Hills Park, Somerset West Park, Northwest Quadrant Youth Athletic Field, North Bethany Trail #2 and Southwest Quadrant Youth Athletic Field. A summary of the remaining bond projects and their status is provided below.

Project Name	Status
Cedar Hills Park	THPRD and Beaverton School District staff worked effectively to resolve traffic flow concerns stemming from the redevelopment of Cedar Hills Park and William Walker Elementary School. Both parties submitted land use applications concurrently and received approval in July 2017. An intergovernmental agreement was executed between the park and school district to share costs of the Cedar Hills Boulevard and entry drive improvements. Construction documents for Cedar Hills Park redevelopment were completed and

	<p>bid to pre-qualified general contractors in March 2018. A recommendation to approve the lowest responsive bidder, Goodfellow Brothers, Inc., went to the board on May 8, 2018 and a recommendation to approve district-purchased materials went to the board on June 12, 2018.</p> <p>Preparation for redevelopment occurred in January 2018 with the installation of construction fencing and erosion control. Trees were felled ahead of bird nesting season to comply with the Migratory Bird Treaty Act. Beaverton School District staff is leading the improvements to Cedar Hills Boulevard and the entry drive, which starts in June. THPRD staff anticipates final permits for construction in June and the redevelopment of the park to start in late July. The project is expected to be complete by fall 2019.</p>
Somerset West Park	<p>The board approved the master plan for the redevelopment of Somerset West Park in January 2017. Staff were directed by the board to phase construction of the preferred master plan to reduce project costs. The phased plan improvements focus on a new traditional and nature play area, looped walking path, multi-use open space, access to the southern businesses and accessible site amenities. Improvements also include the restoration of an existing creek that bisects the park. Staff is currently working on the land use process. Land use and wetland approvals are anticipated by January 2019, with final documents, permitting and construction to be complete by fall 2020. The approved phase one master plan is attached as Exhibit A.</p>
Northwest Quadrant Youth Athletic Field	<p>In August 2017, THPRD hired AKS Engineering & Forestry, LLC, for the Northwest Quadrant Youth Athletic Field project. The project, adjacent to Living Hope Church, was chosen to be a grass youth athletic field. Master plan options were presented to the public in March and May of 2018. Similar in design, the master plans offered a 150' x 270' multi-purpose field, looped walking path, access to the northern neighborhood and accessible site amenities. The preferred master plan, attached as Exhibit B, will be presented to the board at the August 2018 regular board meeting. Staff is in negotiation with the church to amend the shared parking and access agreement to the field. Once a final agreement is executed, the project will be submitted for county land use. Construction is anticipated for June 2020.</p>
North Bethany Trail #2	<p>In 2009, THPRD hired a consultant for the Rock Creek and North Bethany Trails project (see Exhibit C). This project was to complete three segments in the Rock Creek Regional Trail; the regional trail is from Tualatin-Valley Highway in Hillsboro to the Westside Regional Trail, approximately five miles in length. The trail project received master plan approval in September 2010, but only the two Rock Creek segments were built in 2013.</p> <p>North Bethany Trail #2 was deferred when the land use application was appealed by an adjacent homeowner, who cited the trail was</p>

	<p>too close to his property setback. At a February 2012 state hearing, the Land Use Board of Appeals agreed and denied the land use application for the proposed North Bethany Trail #2 segment. Staff continued to investigate alternate segment alignments but eventually halted efforts due to cost overruns and project schedule.</p> <p>In January 2018 staff revisited the North Bethany Trail #2 project and explored various trail widths and materials as a means to reduce costs and distance the trail from the property line. A cost consultant was retained to estimate the cost of a 6-foot wide soft surface neighborhood trail, as opposed to the original 10-foot wide hard surfaced community trail. Washington County staff were contacted to discuss the timeline of the Springville Road widening and Portland Community College Rock Creek entry road alignment, and to understand how these improvements may affect the North Bethany Trail #2 segment.</p> <p>The cost to construct a 6-foot soft surface trail and bridge structures in 2020 is estimated at \$750,000. When soft costs and contingency are included, the total project cost would be \$1,210,000. Bond funding available is \$618,432 and would require supplemental funds of \$591,568. According to county staff, Springville Road improvements, east of North Bethany Trail #2, will be complete in fall 2018. The realignment of the community college entry road improvements will be complete in 2020. The new community college entry road will increase the distance of the on-street connection from North Bethany Trail #2 from 160' to 550' and will lead to a fully-signalized intersection with crosswalks.</p> <p>The recent review of the North Bethany Trail #2 project revealed that modifying the width and materials of the trail would not lower project costs within the range of the allocated bond funding. It was also realized that the on-street neighborhood connection from the regional trail to the future community college entry road would be a similar experience to the proposed North Bethany Trail connection (see Exhibit D).</p> <p>Staff is seeking board of directors' input on the trail alignment options.</p>
<p>Southwest Quadrant Youth Athletic Field</p>	<p>The Southwest Quadrant Youth Athletic Field is the remaining field project to be built under the 2008 bond program. The Design & Development Department along with the Sports Department have evaluated the current athletic field needs and available properties within the SW Quadrant. To determine the best location for the remaining field, staff looked at existing parks and undeveloped sites. Recently, project budgets have been impacted by local jurisdictional requirements to complete half-street improvements and providing on-site parking for parks with programmed activities. Based on this information, a site with the appropriate infrastructure in place will minimize costs for the Southwest Quadrant Youth</p>

	<p>Athletic Field project.</p> <p>Since 2015, the district has acquired 1.81 acres (see Exhibit E) at the SE corner of Mountain View Champions Park (MVCP). This property is ideal for developing an athletic field due to the infrastructure of the existing park.</p> <p>Within the Southwest Quadrant, the district has many traditional athletic fields that meet current demand, including 27 multipurpose, 22 baseball/softball, 13 tennis courts, and 7 basketball courts. In addition, the district now has an additional 3 multipurpose fields and 1 baseball field with the opening of MVCP. Based on our evaluation, the inventory of traditional athletic fields in the Southwest Quadrant, and the district's commitment to athletic facility allocation for non-mainstream sports, we are recommending building a multipurpose sport court on the property adjacent to MVCP. This would fulfill the district's Southwest Quadrant Youth Athletic Field obligation and could include potential emerging sports such as pickleball and/or futsal.</p> <p>Further analysis would need to be conducted to study street traffic and parking lot impacts to the existing park.</p> <p>Staff is seeking board of directors' input on locating this project at Mountain View Champions Park and developing a multipurpose sport court in lieu of a youth athletic field.</p>
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Bond Fund Financial Summary

A summary of the current bond fund financial status as of April 2018 is attached as Exhibit F. This summary shows the current costs vs budget by project categories. The costs reflected are bond funds only and are net of outside funding such as grants, debt proceeds, or SDC funds.

As shown on the summary the current overall available funding is adequate to cover the remaining bond projects at their current cost estimate. However, increases to projected project costs may be likely on the Somerset West Park and Northwest Quadrant Youth Athletic Field projects due to the current construction bidding environment. Further, as noted above, if the district proceeds with the North Bethany Trail #2 project, the cost will increase significantly over the current estimate.

As the board will recall, debt issuance of up to \$4 million was authorized to cover project shortfalls on Cedar Hills Park and Somerset West Park, but this authorization was nearly entirely used to cover the Cedar Hills Park bid.

LEGEND

- Traditional Play (2-12yrs) A
- Existing Creek to be Restored B
- Multi-Use Field / Open Space C
- Backstop D
- On Street Parking E
- Creek Daylighting F
- Wetland Board Walk (Pedestrian) G
- Picnic Area H
- 8' wide Paved Loop Path I
- Nature Play (all ages) J
- Culvert K
- Log Bench L
- Drainage Improvements M
- Portable Enclosure N





AKS DRAWING FILE: 6108 MASTER PLAN 1 AND 2000 | LOCATED: MASTER PLAN 1

EXHIBIT C

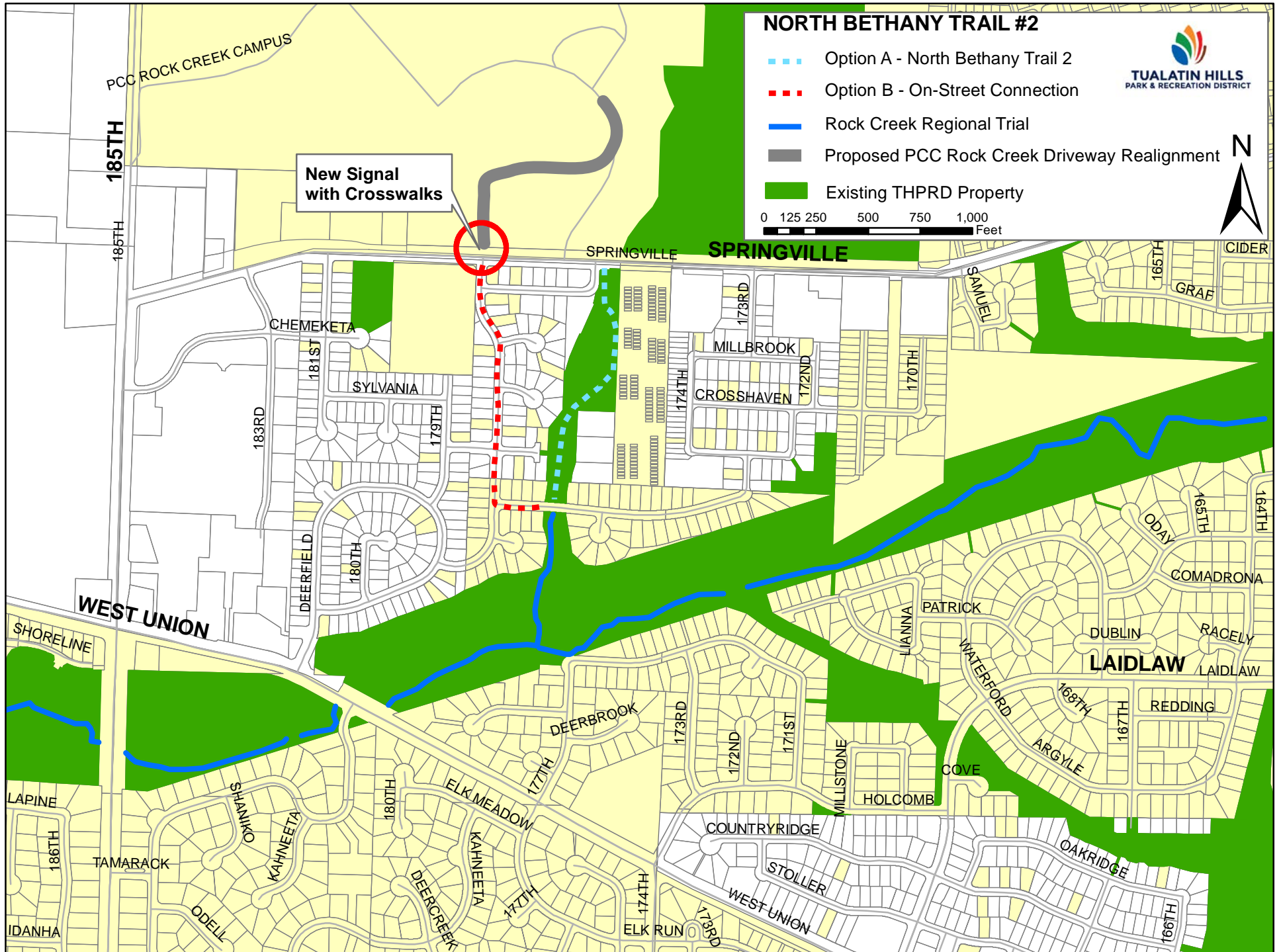
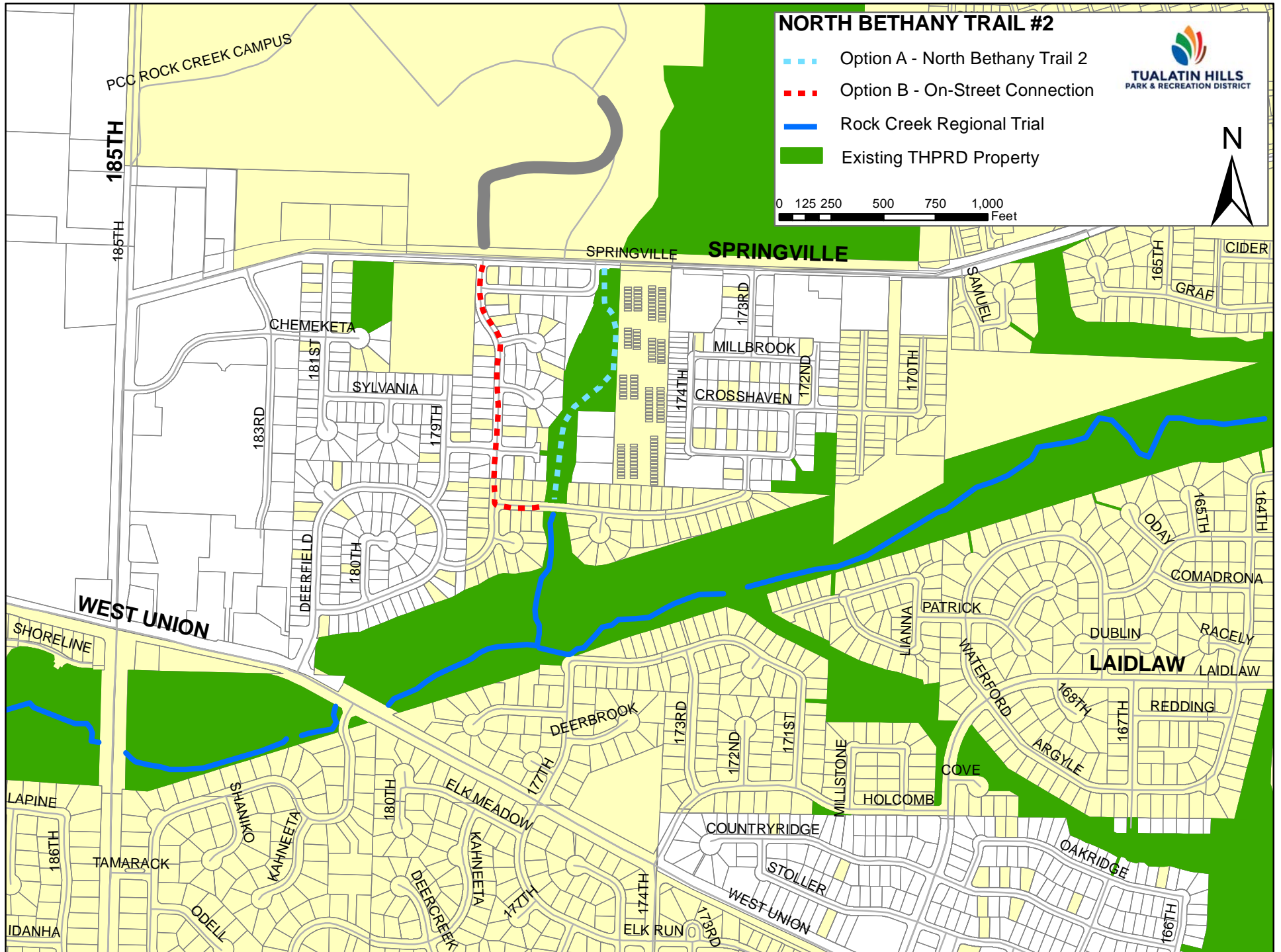


EXHIBIT D



Bond Program Financial Summary - FY 2009 to 2018
Purposes & Promises Made
As of April 30, 2018
(Dollars in thousands)

	Initial Bond Program Allocation	Adjusted Bond Program Allocation	Expended Thru 9.30.17	Estimated Cost to Complete	Estimated Final Cost	Category Final Balance	Reprogramming Request	Balance after Reprogramming
Land Acquisition								
New Neighborhood Parks	\$ 9,000	\$ 9,154	\$ 11,525	-	\$ 11,525	\$ (2,371)	\$ 2,371	-
New Community Park NE	10,000	10,133	8,477	-	8,477	1,656	(1,656)	-
New Community Center SW	5,000	5,106	4,007	-	4,007	1,099	(1,099)	-
New Linear Park & Trail	1,200	1,223	1,222	1	1,223	-	-	-
Total	25,200	25,616	25,231	1	25,232	384	(384)	-
Parks and Youth Athletic Fields								
New Neighborhood Park Development	3,750	5,015	5,188	-	5,188	(173)	173	-
Renovate/Redevelop Neighborhood Parks	3,000	3,882	3,126	1,604	4,730	(848)	-	(848)
Develop New Community Park	5,000	8,055	10,521	-	10,521	(2,465)	3,084	619
Renovate/Redevelop Community Parks	7,000	10,191	3,516	6,543	10,059	132	-	132
Youth Athletic Field Development	5,000	3,209	2,461	1,041	3,502	(293)	-	(293)
Synthetic Field Development	4,000	-	-	-	-	-	-	-
Outdoor Splash Pad	525	-	-	-	-	-	-	-
Total	28,275	30,353	24,812	9,188	34,000	(3,648)	3,257	(390)
Natural Area Preservation								
Natural Area Acquisition	8,400	8,691	5,051	3,640	8,691	-	-	-
Natural Area Restoration	3,600	3,911	1,564	2,222	3,786	125	-	125
Total	12,000	12,602	6,615	5,862	12,477	125	-	125
New Linear Park & Trail Development	14,745	15,490	14,682	686	15,367	123	-	123
Deferred Park Maintenance Replacements	1,500	1,462	1,832	-	1,832	(370)	370	-
Facilities Rehab, Expansion & Improvement								
Facility Rehabilitation	6,500	6,359	4,808	25	4,833	1,526	(1,300)	226
Facility Expansion & Improvements	7,550	8,336	8,135	-	8,135	201	(180)	21
Total	14,050	14,695	12,943	25	12,969	1,727	(1,480)	247
ADA/Access Improvements	1,000	1,053	1,243	0	1,243	(190)	190	-
Bond Issuance Costs & Project Management	3,230	2,767	504	37	542	2,225	(1,954)	271
Grand Total	\$ 100,000	\$ 104,038	\$ 87,862	\$ 15,800	\$ 103,662	\$ 376	\$ (0)	\$ 376



MEMO

DATE: June 11, 2018
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **General Manager's Report for June 19, 2018**

Afterschool Programs

Staff has recently conducted a review of afterschool programming in THPRD's three recreation centers: Conestoga, Cedar Hills, and Garden Home. The review established information about current enrollment and outlined constraints on further expansion at each of the sites. Next steps for the program include looking for opportunities to expand to more schools within the Beaverton School District, as well as exploring partnership opportunities with organizations like the Beaverton Police Activities League. Aisha Panas, director of Park & Recreation Services, will provide an overview of the afterschool program at the June 19 board meeting.

Board of Directors Meeting Schedule

The following dates are proposed for the board of directors meeting schedule over the next few months. All dates are Tuesdays unless otherwise noted.

- July Regular Board Meeting – No Meeting Scheduled
- August 7, 2018
- September Regular Board Meeting – No Meeting Scheduled
- October 9, 2018



MEMO

DATE: May 30, 2018
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities
RE: **Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2018/19**

Introduction

The attached resolution authorizes the issuance of up to \$4,000,000 of short-term borrowing, in the form of Tax and Revenue Anticipation Notes (TRANS), to finance THPRD's operating cash flow during the 2018/19 fiscal year.

Background

Due to the 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 a 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 2.5%. This resolution has been reviewed by Mersereau and Shannon, THPRD's bond counsel.

Action Requested

Board of directors' approval of Resolution 2018-13 authorizing the issuance, sale, execution and delivery of Tax and Revenue Anticipation Notes in an amount not to exceed \$4,000,000, and related matters.

RESOLUTION 2018-13

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 2018, IN AN AMOUNT NOT TO EXCEED \$4,000,000, 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 2018/19 fiscal year, providing for the collection of ad valorem property tax revenues and other revenues in an amount not less than \$5,000,000. 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 \$5,000,000 as ad valorem property taxes of the District for the 2018/19 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 2018/19 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 2018, 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 \$4,000,000 Tax and Revenue Anticipation Note, Series 2018 (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 2018/19, 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 19th day of June, 2018.

TUALATIN HILLS PARK & RECREATION DISTRICT
WASHINGTON COUNTY, OREGON

By: _____
Ali Kavarianian, President

By: _____
Felicita Montebianco, Secretary

ATTEST:

By: _____
Jessica Collins, Recording Secretary



MEMO

DATE: June 11, 2018
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: Resolution Amending District Compiled Policies Chapter 3 – Board Policies

Introduction

The board of directors has expressed an interest in making amendments to Chapter 3 (Board Policies) of the District Compiled Policies (DCP) related to board member conduct expectations. General housekeeping edits proposed by district legal counsel have been included for the board's consideration, as well. An initial review of the proposed edits was presented to the board at the May 8, 2018 regular board meeting.

Background

DCP Chapter 3 (Board Policies) was originally adopted by the board of directors on April 6, 2009, as part of the overall DCP development, review and adoption process. DCP Chapter 3 was most recently amended by the board on December 13, 2016, to include new sections pertaining to public records and travel.

The board of directors expressed an interest in including additional information within DCP Chapter 3 regarding board member conduct expectations and to clarify the section pertaining to censure. Additionally, district staff and legal counsel reviewed the policy and suggested general housekeeping edits and edits based on changes in practice.

The proposed amendments were initially presented to the board at the May 8, 2018 regular board meeting, during which board member comments were received. Section 3.04(C)(4) pertaining to Board Discussions and Decorum was identified as needing additional clarity, which is reflected in the attached redline. Also included within the attached redline are additional minor edits resulting from board feedback received after the May 8 meeting. Text highlighted yellow in the attached document represent the edits proposed to DCP Chapter 3 after the board's initial review in May.

Proposal Request

Board approval is being requested of the attached resolution amending DCP Chapter 3 to reflect the proposed edits. The proposed edits to DCP Chapter 3 have been reviewed and approved by district legal counsel.

Action Requested

Board of directors' approval of Resolution 2018-14 amending District Compiled Policies Chapter 3.

DISTRICT COMPILED POLICIES

CHAPTER 3 – BOARD POLICIES

3.01 Board Meetings

- (A) Regular meetings to conduct Board business are normally held the second Tuesday of each month and as otherwise approved by the Board. Regular meeting agendas will be developed by the Manager in consultation with the President.
- (B) Work sessions may be held as a separate meeting or in conjunction with regular meetings. Work session agendas will be developed by the Manager in consultation with the President.
- (C) Special meetings may be called by the President or by a majority of the Board.
- (D) Executive sessions will be held in compliance with the Oregon Public Meetings Law.
- (E) Meeting notices will be posted in public view at all District facilities designed for and used by the general public.
- (F) Minutes will be taken consistent with the Oregon Public Records and Records Meetings Law.
- (G) Telephonic / electronic meetings shall be held consistent with the Oregon Public Meetings Law. Board members may participate and vote in Board meetings via telephone, electronically, or by other means consistent with that law.
- (H) Board members' attendance at meetings is expected and as a result they should use their best efforts to attend all Board meetings.

3.02 Officers of the Board

- (A) The Board has three offices: President, Secretary, and Secretary pro tempore.
- (B) The President presides at all Board meetings. In the President's absence, the Secretary presides and the Secretary pro tempore acts as Secretary.
- (C) The election of officers is held annually at the June Board meeting with the term of each office being one year.

3.03 Board Member Conduct

- (A) Representing District. If a Board member appears before another governmental agency or organization to give a statement on an issue relevant to the District, that member must state:

DISTRICT COMPILED POLICIES

- (1) Whether the statement reflects personal opinion, ~~or~~ is the official position of the District, or both; and

~~(2) Whether the statement is supported by the Board.~~

If the Board member is representing the District, he or she must support and advocate for the official District position on the issue.

(B) Governing District.

- (1) Without prior approval of the Board, no member may interfere with or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Manager.
- (2) Should the Board ask a member to become involved in District operations, the Board must clearly state in writing that Board member's operational duties/functions. Said duties/functions must be agreed to by the President and Manager prior to the Board member beginning the assignment.

(C) Code of Conduct.

~~(1) Board members will conduct themselves in ways that do not bring discredit to the District, and that promote non-discriminatory delivery of District provided-services to the public.~~

~~(1)(2) Board members will keep themselves reasonably, in addition to keeping informed about matters coming before the Board and abide by accept and act in accordance with Board decisions regardless of the member's vote on the particular matter.~~

~~(2)(3) Board members shall refrain from behavior that is embarrassing, discourteous, unprofessional, or disrespectful directed at toward District employees, other Board members, or the public. The Board desires to shall encourage an atmosphere and conduct that is respectful, courteous, and professional and accepting of cultural differences in regards to Board member dealings with fellow Board members, District employees, or members of the public.~~

~~(3)(4) Board members should refrain from engaging in or being associated with illegal or otherwise harmful conduct that adversely affects the District or its public image, or their own credibility or ability or credibility to carry out their duties as a member of the Board.~~

DISTRICT COMPILED POLICIES

- ~~(4)(5)~~ The Board is committed to fair and impartial treatment of District employees, Board members, and the public and is committed to providing an environment free from discrimination and harassment. The Board is expected to adhere to the District's Employee Handbook (for full-time and regular employees) policy on Anti-Discrimination and Anti-Harassment.
- ~~(5)(6)~~ Board members shall refrain from discriminating or retaliating against any employee who has invoked their rights under the Oregon Whistleblower Law as set forth in the District's Employee Handbook policy on Whistleblowers.
- ~~(6)(7)~~ Board members are prohibited from engaging in violence with any employee, patron, or fellow Board member and from possessing a firearm or dangerous weapon, explosives or other dangerous substance in or on any THPRD property or facility consistent with the District Compiled Policies (Chapter 7.09 – District Regulations) and the District's Employee Handbook policies on Dangerous Weapons in the Workplace and Anti-Violence in the Workplace.
- ~~(8)~~ Board members should refrain from conducting District business while impaired or intoxicated by drugs or alcohol and should ensure they follow all District policies concerning drugs or alcohol at District facilities.

(D) Censure .

- (1) The Board may make and enforce its own rules- and ensure compliance with District Compiled Policies and state law. If a member of the Board substantially violates the District Compiled Policies or state law, the Board may take action to protect the District and discipline the member withthrough censure, which is a public reprimand. relative to the conduct of both its meetings and that of Board members.
- (2) Before taking any action to publicly reprimand a Board member through censure, a majority of the Board must plainly state its concerns in writing or in an open public meeting, and the impacted Board member must have a reasonable opportunity to respond. If a Board member violates a substantive provision of the District's Compiled Policies or state law, the Board may take action against the Board member in order to protect Board and District integrity by issuance of a public censure to the Board member.
- (3) The Board may thereafter investigate the action(s) of any Board member and consistent with ORS 192.660(2)(b) meet in executive session to discuss the findings and to deliberate on whether to deliberate whether reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(2)(b), the Board member under investigation may request an open hearingo support a Board finding that a violation of either state law or

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~~District Compiled Policy has occurred. Any final action or decision on the matter shall occur in open session.~~

3.04 Board Discussions and Decorum

- (A) ~~Conduct. Board members will conduct themselves in ways that do not bring discredit to the District, that promote non-discriminatory delivery of District provided services to the public in addition to keeping informed about matters coming before the Board and abiding by Board decisions regardless of the member's vote on the particular matter.~~
- (B) Order and Decorum. Board members will assist the President in preserving order and decorum during Board meetings and should not delay or interrupt the proceedings or fail to comply with a ruling of the President or a Board rule. When addressing staff or members of the public, members should confine themselves to questions on issues under discussion and not engage in personal attacks or impugn the motives of any speaker.
- (C) Ground Rules. The following “Ground Rules” will be observed in order to maintain order and decorum during Board discussions and hearings:
- (1) Board members will ~~gather-review~~ necessary information, including board meeting informational materials, ~~and ask questions of District staff~~ before meetings.
 - (2) Board members will be given an opportunity to speak at least once on any pending motion or agenda item and will speak for themselves and not for other Board members.
 - (3) When speaking on behalf of the Board or District, Board members will represent the Board's official position and not their own personal opinion. not speak on behalf of the Board or District unless authorized by a vote of the Board to do so.
 - (4) Amendments requested to formally prepared documents, such as resolutions and intergovernmental agreements, may require input from the Manager or General Counsel prior to adoption or approval by the Board. During public meetings, Board members should generally not attempt to edit or revise prepared documents. — Amendments to proposed resolutions or other documents may be appropriate but input from the Manager or General Counsel should first be sought to accomplish Board objectives.
 - (5) Board members will be open, direct and candid in the Board forum. Members should be succinct in stating their views and focus on a single issue or topic at any one time.

DISTRICT COMPILED POLICIES

- (6) Board members should focus on District issues and avoid becoming involved with non-District issues not relevant to the then current discussion.
- (7) The President will recognize members wishing to speak in the order of their request(s). The President will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.
- (8) Board members should keep discussions moving and call for a “process check” if the Board becomes bogged down in discussions.
- (9) Board members will adhere to established time limits on discussions.
- (10) Board members will refrain from criticizing or berating each other, staff or other persons.
- (11) If a Board member wishes to discuss a major policy issue not already on the agenda, it should be scheduled for a future agenda rather than being discussed or considered at the current meeting.

3.05 Public Participation

- (A) Public ~~and community group~~ testimony sign-up forms will be available at each regular ~~business Board~~ meeting. The Board will provide Audience Time at the beginning of each regular meeting (before approval of the Consent Agenda) for members of the audience to speak to the Board about District items that are not already included on the agenda. ~~At both Audience Time and during any public hearing or specific agenda item, m~~ Once recognized by the President to address the Board, m Members of the public desiring to address the Board must ~~first ask to be recognized by the President and then~~ state their name and address for the record. The Board may set time limits for comments. The Board may request that groups with like comments choose a spokesperson to present joint remarks.
- (B) During public hearings, public comment must be addressed to the President Board and relate to the matter under discussion unless made during Audience Time.
- (C) Generally, Board members should not respond to comments made during Audience Time except to ask clarifying questions. Any public requests for Board action should be referred to staff for review before being placed on a future agenda.

3.06 Robert’s Rules of Order Revised

Robert’s Rules of Order Revised will be used as the guideline for conduct of Board meetings except where these rules provide otherwise. Rules may be adopted or amended at any meeting. The order of business may be suspended at any meeting by Board vote.

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3.07 Agenda

- (A) The agenda headings for Board regular meetings are generally as follows:
- EXECUTIVE SESSION (if any)
 - CALL TO ORDER
 - ROLL CALL
 - PRESENTATIONS & REPORTS
 - PUBLIC HEARING (if any)
 - AUDIENCE TIME
 - BOARD TIME
 - CONSENT AGENDA
 - OLD BUSINESS (includes MANAGER'S REPORT)
 - NEW BUSINESS
 - ADJOURNMENT
- (B) The Manager will prepare agenda materials and will work in conjunction with the Board President to draft the agenda. Board members may request items be placed on an agenda to either the Manager or Board President. Board members may make agenda suggestions at any Board meeting or by communication with the Manager or Board President at least seven days before the regular Board meeting where the item would be considered. A Board member may also move to add an item to the agenda at the beginning of a meeting. If approved by the Board, the item would then be considered as the last item under New Business. The agenda, Manager's report and other relevant material will be made available to Board members and the public at least four days before each regular Board meeting.
- (C) ~~Board members will make best efforts to reach consensus on agenda items and obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Board is still in session at 9:30 p.m., the Board will decide whether to continue with the agenda or move items to a future agenda.~~
- (D) The Board may place certain items on a consent agenda and approve them as one action. Any Board member may request to remove an item from the consent agenda for discussion, modification and individual approval.

3.08 Motions

- (A) General.
- (1) All Board members have the right to make motions, discuss questions and vote on any issue before the Board.
 - (2) Board member motions will be clearly and concisely stated. The President will state the names of the members making the motion and the second.

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- (3) The motion maker, President or Clerk should repeat the motion prior to a Board vote.
 - (4) Most motions die without a second. Motions for ~~nomination~~, withdrawal of a motion, agenda order, roll call vote or point of order do not require a second. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion.
 - (5) Discussion of a motion is open to all Board members wishing to address it. A member must be recognized by the President prior to speaking on the motion.
 - (6) The President may ask for a voice vote on all final decisions although the preferred approach is a roll call vote on all final decisions. All members are expected to vote on each motion unless legally disqualified. A member unable to vote must state the basis for any conflict of interest or other disqualification. The Clerk will maintain a record of the votes.
 - (7) At the conclusion of any vote, the President will announce the results. Board members wishing to explain their votes should do so succinctly.
- (B) Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Board.
- (C) Tie. A motion receiving a tie vote fails.
- (D) Table. A motion to table is not debatable and precludes any amendment or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
- (E) Postpone. A motion to postpone to a certain date ~~certain~~ is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- (F) Call for Question. A motion calling for the question ends debate on the item and is not debatable. A second is required for this motion. Before a Board member calls for the question, each member wishing to speak on the item should have one opportunity to speak. When the question is called, the President will inquire whether any member objects; if objection is raised, the matter will be put to a vote and if it does not receive a majority vote, it fails. Debate may continue if the motion fails.
- (G) Amendment. A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first before the main

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motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.

- (H) Reconsideration. When a motion has been decided, any Board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the **ordinance**, resolution, order or other decision was approved.

3.09 Adjournment

- (A) Upon motion and majority vote of the Board members present, any meeting of the Board may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
- (B) Upon the request of a Board member, a short recess may be taken during a Board meeting.
- (C) A motion to adjourn will be in order at any time except as follows:
 - (1) When made as an interruption of a member while speaking; or
 - (2) While a vote is being taken.
- (D) ~~Before adjourning a Board meeting, the President will address the Board members and Manager to inquire as to whether there is further business to come before the Board. After the responses, if any, the President will ask for a motion to adjourn.~~

3.10 Minutes

- (A) Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of Board meetings will comply with ORS 192.650 and contain (at a minimum) the following:
 - (1) The name of Board members and staff present;
 - (2) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - (3) The result of all votes, including ayes and nays and the names of the Board members who voted;
 - (4) The substance of the discussion on any matter; and
 - (5) Reference to any document discussed at the meeting.

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- (B) The Board may amend minutes to accurately reflect what transpired at a meeting. Upon receipt of the minutes in the Board agenda packet, members should read and submit any changes, additions or corrections to the Clerk so that a corrected copy may be issued to the Board and public prior to the meeting for Board approval. Under no circumstances may the minutes be changed following approval by the Board unless the Board authorizes such change.
- (C) The Clerk or designee will audio record all meetings. The Clerk will maintain custody of all recordings and Board members may obtain a copy of any recording. A Board member may request a full or partial meeting transcript if it can be produced with nominal staff time. If the transcript requires more than a nominal amount of staff time, the Clerk may produce the transcript only with Board approval. The Clerk is authorized to produce transcripts as required by law.

3.11 Public Hearings

The Board may hold public hearings on topics the Board may choose in addition to those that may be required by state law.

3.12 Committees

- (A) General.
 - (1) The Board will appoint members to District committees by resolution. District committee members (other than Ex-Officio members) shall reside in the District. All District committee members are required to pass a background check consistent with established District operational policies prior to their appointment on a District committee. Neither District employees nor other persons having an existing and current contractual relationship with the District may serve on District committees as public members.
 - (2) Board members will encourage broad participation on District committees by generally limiting the number of terms a member of the public may serve.
 - (3) A member of the public may not serve on more than two District committees simultaneously and on more than one District advisory committee. A member of the public serving on two District committees may not act as chair of both simultaneously except relative to service on the District Budget Committee.
 - (4) Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility. Generally, the District will give public notice of committee vacancies.

DISTRICT COMPILED POLICIES

- (5) Prospective members of any committee are required to complete a Board approved application or statement of interest.
- (6) The Board may, in the exercise of its discretion, remove a member of the public from a District committee prior to the expiration of the term of office by resolution.
- (7) Committees must select a Chair and Secretary, determine their meeting schedules, and the rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and be distributed to each committee member, the Board and Manager.
- (8) All advisory committee meetings are “public meetings” under state law and subject to the requirements thereof.
- (9) Committees and their members have no authority to represent the District’s official position on any matter absent express and explicit Board approval therefor.

(B) Standing Advisory Committees.

- (1) The Board determines both the number of and membership on standing advisory committees. Terms for standing advisory committee members will be for two or three years. The Board expects to create standing advisory committees for each major service area, as defined by the Board which will then make reports and recommendations to the Board.
- (2) At the Manager’s option, a staff liaison and/or resource person may be present at all committee meetings.
- (3) Standing advisory committees must make reports and respond to questions from the Board generally once a year although the Board may require more frequent reports.

(C) Ad Hoc Advisory Committees.

- (1) The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities, the evaluation of existing program areas or facilities as well as other areas deemed necessary by the Board for such time as needed to accomplish an assigned purpose. The Board will provide each ad hoc advisory committee a written statement or charge regarding its assigned responsibilities.
- (2) Ad hoc advisory committees may be discharged after presentation of their recommendations to the Board or at any other time at the sole discretion of the Board.

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3.13 District Goals and Budget

- (A) Board. The Board will review and adopt District goals annually before preparation of the budget. The adopted goals will guide the budget's development. The Board may carry over or revise goals from one year to the next.

The goals and budget will be developed consistent with state law, contractual obligations with employees, vendors, contractors and the best interests of District residents.

- (B) Budget Committee.

- (1) The Budget Committee will consist of the Board and five members of the public appointed by the Board, each of whom will serve a three-year term.
- (2) The Budget Committee will meet at least once a year to consider and approve the District's annual budget. Public testimony will be taken at this meeting and the Budget Committee may set time limits for comments. The Budget Committee may request that groups with like comments choose a spokesperson to present joint remarks.
- (3) The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget and provide information to the public about District business and operations.

- (C) Budget Preparation. District budget preparation steps will include the following:

- (1) Board adoption and approval of annual goals;
- (2) Appointment of the Budget Officer;
- (3) Public comments, District budget priorities and existing allocations;
- (4) Development and distribution of budget materials to staff;
- (5) Staff development of budget requests and program proposals;
- (6) Staff submissions of budget work sheets;
- (7) Staff budget review process;
- (8) Manager budget message;
- (9) Publication of the budget notice;

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- (10) Budget Committee meetings for considerations and approval of proposed budget;
- (11) Preparation of resolution for any required election;
- (12) Publication of notice of public hearing on the budget and budget summary;
- (13) Holding of any required election; and
- (14) Adoption of the budget by the Board.

3.14 Communication with Staff

(A) The Board will respect the separation between policymaking (Board function) and administration (Manager function) by:

- (1) Working with ~~the District staff~~ Staff as a team in the spirit of mutual respect and support;
- (2) ~~Outside of Board meetings, Board members shall not attempt to~~ Except in a Board meeting, not attempting to influence a District employee or the Manager, ~~or advocate for a certain outcome concerning in regards to~~ personnel matters, purchasing issues, the award of contracts or the selection of consultants, ~~the processing of permit applications or granting of licenses or permits.~~ However, Board members discussing these matters with staff outside of Board meetings ~~the sharing of ideas in a non-coercive manner on these matters~~ is appropriate;
- (3) Limiting individual contact with District staff to the Manager, Management Staff, and designated staff for requests that concern District matters -so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Manager authority or prevent the full Board from having the benefit of any information received. The Manager has the responsibility to determine the most effective way of responding to these requests; and
- (4) When expressing criticism to staff (at a public meeting or through other communication) regarding District issues or concerns, being professional and mindful of the role and responsibility of staff members and their ability to control and/or manage such issues and concerns.

~~Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail (e-mail) messages.~~

(B) All written informational material requested by Board members will be submitted by staff to the entire Board with a notation stating who requested the information.

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- (C) The President should refer comments or questions regarding District personnel or administration to the Manager. The President may direct other questions to a Board member or the Manager as appropriate. Board members may also address questions directly to the Manager, who may answer the inquiry or ask a staff member to do so.

3.15 Legal Advice

Requests to General Counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by General Counsel, Board members are encouraged to consider consulting with the Manager to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, a Board member should make requests of General Counsel through the Manager. Exceptions to this are issues related to the performance of the Manager and unique or sensitive personal, yet District business-related, requests.

3.16 Confidentiality

- (A) Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than other Board members, the Manager or General Counsel.
- (B) If the Board meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representatives handling the negotiations or litigation. Unless authorized by the Board, Board members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- (C) All public statements, information or media releases relating to a confidential matter will be handled by ~~designated staff~~the Manager or a designated Board member.
- (D) Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a member disclosing a confidential matter or otherwise violating this policy.

3.17 ~~Organizations and~~ Media

- (A) If the President or other Board member represents the District before ~~another governmental agency, community organization or~~ the media, the President or member should ~~first~~ state the Board position.
- (B) ~~Board members should obtain permission before representing another member's view or position with the media.~~

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3.18 Social Media

- (A) While Board members may maintain and use personal web pages, websites, blogs and social networking sites, their status as elected officials requires that the content of any postings on those sites not violate state or federal law, or these District Compiled Policies.
- (B) If a Board member conducts any District business or communication on any type of account (personal or District-related), Board members should assume that the records they have created are subject to the state’s public records laws for potential disclosure and retention.
- (C) Board members must not post or reveal confidential or privileged information that is not subject to release.
- (D) Board members must refrain from referencing their formal capacities when writing or posting in an unofficial capacity and should use disclaimers such as “this posting is my own and does not represent the positions, strategies, or opinions of THPRD.”
- (E) Board members must also avoid public meeting law violations when posting on those sites or media where other Board members are participating.

3.198 Board Expenses and Compensation

- (A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees and will also refer to Section 3.22 below for travel reimbursements.
- (B) Compensation. Consistent with ORS 198.190~~(2016)~~, Board members are limited to compensation of \$50 per “...day or portion thereof as compensation for services performed as a member of the [Board].” The Board’s current practice is a monthly stipend of \$50. Members may decide to forego this compensation.

3.2019 Ethics Commission Requirements and Reporting

- (A) Board members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.400) dealing with use of public office for private financial gain.
- (B) Board members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Board members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Board. This general obligation includes the duty to refrain from:

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- (1) Disclosing confidential information or for making use of special knowledge or information they are aware of solely because of their role on the Board before it is made available to the general public.
- (2) Making decisions involving business associates, customers, clients, and competitors.
- (3) Promoting relatives, clients, or employees for boards and commissions.
- (4) Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
- (5) Seeking employment of relatives with the District.
- (6) Actions benefitting a special interest group which benefits do not accrue to the District as a whole or that are at the expense of the District as a whole. Special interest group for purposes of this section means a person or group seeking to influence Board legislative policy to further often narrowly defined interests. Actions benefitting special interest groups at the expense of the District as a whole.

~~(B) — The regulation of the receiving of gifts, honorariums, expense reimbursements and certain forms of income is governed by a set of laws which apply to public officials, as defined in ORS 244.020(13), and includes “an elected official, appointed official, employee, agent or otherwise, irrespective of whether the person is compensated for the services.” Board members shall not accept gifts or services that are offered due to their position with the District that goes above the limits set under ORS 244.025. Board members may not use or attempt to use their position to obtain a financial benefit or to obtain a benefit that is only available to them because of their position on the Board. receive, give, pay, promise, or offer to members of the public anything of value, whether cash or any other property to secure or appear to secure preferential treatment.~~

3.210 Board Member Development/Annual Training Professional Growth

~~(A) — The Manager will inform Board members of background, change and developments relating to park and recreation matters.~~

(A) Board members and appropriate District staff are encouraged to attend annual conferences for appropriate professional organizations. Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the District. The Board will review and discuss its proposed has funds included within the annual budget for Board member attendance at such conferences relative to the park and recreation industry and other similar events during the annual budget

DISTRICT COMPILED POLICIES

~~cycle. Any proposed expenses by individual Board members that will go beyond the adopted budget for that fiscal year will need to be approved by the Board in advance.~~

- (B) The Board commits to conducting, in coordination with District staff and General Counsel, training on state ethics and harassment/discrimination.
- ~~(C) The Manager will inform Board members and appropriate District staff about other conferences, meetings and publications that may provide useful information.~~

3.221 Public Records & Electronic Communications

- (A) Consistent with ORS 192.005 to 192.170 and OAR Chapter 166, Divisions 30 and 150, the District is required to retain and destroy a variety of public records, documents and materials.
- (B) The District will have records and information management operational policies and procedures in place administered by the Public Records Officer. These policies and procedures apply to all District officials, permanent and temporary employees, volunteers, contractors and consultants. It will assist in ensuring all relevant District records and information necessary for fulfilling operational, legal, regulatory and tax responsibilities are both accessible and retained for the appropriate period and then appropriately disposed of when their particular retention period has expired.
- (C) The use of privately owned email accounts or personal devices for sending and receiving District-related electronic messages is not recommended. However, if these resources are used for District-related purposes, the user must transfer all related messages to a District-owned system or network within 30 days and the user must realize that these private accounts and devices may be subject to discovery in the event of litigation, disclosure in a public records request and retention requirements.
- (D) Elected Officials. Oregon’s Public Meetings Law applies to all Oregon government entities and defines a “meeting” as the convening of a quorum of the governing body for an Oregon governmental entity “...in order to make a decision or to deliberate toward a decision on any matter.” (ORS 192.610(5)). A quorum can meet both in person (i.e., board meeting) or in any electronic forum. All records of conversations or discussions therein including paper records, electronic messages or transcripts of online chats are considered public records for the purposes of access and retention.
 - (1) Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. E-mail exchanges between or among three Board members should be limited as much as possible as such communication could be considered a decision or deliberation toward a Board decision under Oregon Public Meetings Law.

DISTRICT COMPILED POLICIES

- (2) The Manager may e-mail information and staff recommendations regarding District business to Board members. Board members may send e-mail to the Manager regarding any District business.

3.2~~32~~ Board Travel & Expenses Reimbursement

- (A) The term “traveler” or “authorized traveler” means an elected/appointed Board member traveling outside the District on official District business where the travel was authorized by either the General Manager, Board action or the Board President. “Authorized traveler” does not include the spouse, children, other relatives, friends or companions accompanying the authorized traveler on District business unless otherwise qualified by being a Board member.
- (B) Authorized travelers are entitled to reimbursement of expenditures incurred while traveling on official business for the District. Reimbursable expenses include expenses for transportation; lodging; meals; registration fees for conferences, conventions and seminars; and other actual and necessary expenses (including gratuities) related to the official business of the Board member as noted below.
~~Under certain conditions, entertainment expenses may be eligible for reimbursement as allowed by Oregon Government Ethics Law.~~
- (C) The District’s preference is that transportation, lodging and conference/training registration be arranged using the General Manager’s Executive Assistant. If done in this fashion, travel arrangements will be deemed in compliance with this policy and can be made using a District Purchasing Card thereby reducing the traveler’s potential out-of-pocket expenses. However, individual Board members will have the option to make their own travel arrangements, though arrangements will not automatically be deemed in compliance with this policy and some or all of such arrangements are subject to being disallowed for reimbursement through failure to adhere to this policy.
- (D) Authorized travelers should exercise good judgment so as to avoid unnecessary District expense. The traveler remains responsible for excess costs and additional travel expenses resulted from taking route(s) or adjusted timing for personal reasons preference or convenience except where the route or timing reduces the District’s total cost for the travel.
- (E) Allowable travel expenses will be reimbursed only for the relevant travel dates authorized in order to conduct District business. Allowable travel expenses are noted as follows:
 - (1) Air Travel: all air travel must be booked ~~for the lowest available fare~~ in coach class. Class upgrades and itinerary changes not required to meet the business needs of the District, nor necessary due to an emergency situation, are the traveler’s financial responsibility.

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- (2) Rental Vehicle: ~~rental vehicle costs are generally not reimbursable unless providing a more economical method than other ground transportation options or necessary due to other special situations.~~ If used, rental vehicles must be in the economy/compact to mid-size range. Insurance for rental vehicles is not an allowable expense.
- (3) Private Vehicle: reimbursement will be made for mileage incurred at the current rate as established by the Internal Revenue Code. Any traffic or parking infractions incurred will be the responsibility of the authorized traveler.
- (4) Ground Transportation (taxis, shuttles, ride hailing (e.g., Uber), etc.): reimbursement will be made when use is necessary during travel (~~—~~i.e., from airport to hotel and return, from hotel to meetings, etc.).
- (5) Rail: reimbursement will be made for coach or tourist class; however, long distance rail travel should be avoided due to time constraints and the comparative cost to other methods of travel.
- (6) Parking: parking meters, lot and garage fees will be reimbursed while on District business with receipt (or itemization if receipt is not available and under \$5). Airport parking for personal vehicles while on authorized travel should be in the most reasonably priced, available lot. Optional valet parking will not be reimbursed. Any parking infractions incurred will be the responsibility of the authorized traveler.
- (7) Lodging: allowable costs of accommodations will be paid at the single rate, plus tax, unless shared with another authorized traveler. ~~If possible~~In alignment with Section 3.23(C) above, reservations ~~should may~~ be secured and paid with a District Purchasing Card as arranged by the Executive Assistant with final charges billed directly to the District prior to travel. If paid by the traveler, an itemized statement and receipt detailing the single rate must be submitted. If a discounted room rate is offered in conjunction with the travel purpose (designated conference hotel, a group rate arranged by the Executive Assistant, etc.) and the authorized traveler chooses accommodations other than the discounted room rate, reimbursement will be based on the discounted room rate unless the traveler's alternate accommodations are less than said discounted rate. Lodging will generally be allowable only for non-local travel ~~and when the nature of the travel event would require travel status to occur outside normal working hours.~~
- (8) Meals: travelers will be reimbursed for meals (and covered incidentals) based on the GSA Per Diem Rate for the destination area unless otherwise provided via conference/training supplier or paid for by another party. Tipping is included in the GSA Per Diem Rate under covered incidentals and not separately allowable.

DISTRICT COMPILED POLICIES

- (9) Conference/Training Expenses: fees for a professional conference or training program, such as registration fees and training materials, should be paid in advance with a District Purchasing card; when possible. Otherwise, the Board member may pay such fees themselves and seek reimbursement in accordance with this policy.
- (10) Other Allowable Expenses: business telephone calls and faxes, office supplies and postage, and other necessary business expenses are reimbursable if documented with receipts. Internet access for reviewing and sending District email should be obtained through Wifi connection at the facility, if available. Wifi charges are allowable only if necessary for conducting District business. Hotel long-distance charges for this purpose should be avoided.
- (F) Authorized travelers will be reimbursed for eligible expenses upon completion of travel within 10 business days of submittal of documentation of travel expenses. Expenses considered excessive by the General Manager will not be allowed and reimbursement will be limited to reasonable expenses. Claims of \$5 or more for travel expense reimbursement must be supported by the original, itemized paid receipt (i.e., copy of a credit card statement is not sufficient). If the traveler has lost their original receipt then they may obtain a replacement receipt from the original place of issue and submit the same or, if not practical, draft a replacement receipt that notes the loss of the original receipt and that indicates the details, timing, and location of the transaction and submit the same for reimbursement.
- (1) Certain expenses are generally considered personal and therefore non-reimbursable including: laundry; personal telephone calls, except to advise of a change of official travel plans; entertainment; clothing; personal sundries and services; transportation to entertainment or similar personal activities; ~~room service costs~~; personal trip insurance; medical, dental or hospital services; alcoholic beverages and other intoxicants; tobacco products; fines and penalties; and dependent care.

RESOLUTION NO. 2018-14

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPROVING
DISTRICT COMPILED POLICIES
CHAPTER THREE, AS AMENDED**

WHEREAS, the Tualatin Hills Park & Recreation District Board adopted District Compiled Policies (DCP) on April 6, 2009; and

WHEREAS, the District Board desires to amend sections to DCP Chapter Three concerning Board Policies for general housekeeping edits, as well as new sections pertaining to board member conduct expectations.

Now, therefore,

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. The DCP Chapter 3, as amended and attached as Exhibit A to this resolution, is adopted. This new Chapter 3 replaces the Chapter previously amended by the board on December 13, 2016.

Section 2. This resolution takes effect upon approval by the District Board.

BOARD OF DIRECTORS APPROVAL: June 19, 2018

Ali Kavianian, President

Felicita Montebianco, Secretary

ATTEST:

Jessica Collins, Recording Secretary

DISTRICT COMPILED POLICIES

CHAPTER 3 – BOARD POLICIES

3.01 Board Meetings

- (A) Regular meetings to conduct Board business are normally held the second Tuesday of each month and as otherwise approved by the Board. Regular meeting agendas will be developed by the Manager in consultation with the President.
- (B) Work sessions may be held as a separate meeting or in conjunction with regular meetings. Work session agendas will be developed by the Manager in consultation with the President.
- (C) Special meetings may be called by the President or by a majority of the Board.
- (D) Executive sessions will be held in compliance with the Oregon Public Meetings Law.
- (E) Meeting notices will be posted in public view at all District facilities designed for and used by the general public.
- (F) Minutes will be taken consistent with the Oregon Public Records and Meetings Law.
- (G) Telephonic / electronic meetings shall be held consistent with the Oregon Public Meetings Law. Board members may participate and vote in Board meetings via telephone, electronically, or by other means consistent with that law.
- (H) Board members' attendance at meetings is expected and as a result they should use their best efforts to attend all Board meetings.

3.02 Officers of the Board

- (A) The Board has three offices: President, Secretary, and Secretary pro tempore.
- (B) The President presides at all Board meetings. In the President's absence, the Secretary presides and the Secretary pro tempore acts as Secretary.
- (C) The election of officers is held annually at the June Board meeting with the term of each office being one year.

3.03 Board Member Conduct

- (A) Representing District. If a Board member appears before another governmental agency or organization to give a statement on an issue relevant to the District, that member must state:
 - (1) Whether the statement reflects personal opinion, is the official position of the District, or both; and

DISTRICT COMPILED POLICIES

- (2) If the Board member is representing the District, he or she must support and advocate for the official District position on the issue.

(B) Governing District.

- (1) Without prior approval of the Board, no member may interfere with or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Manager.
- (2) Should the Board ask a member to become involved in District operations, the Board must clearly state in writing that Board member's operational duties/functions. Said duties/functions must be agreed to by the President and Manager prior to the Board member beginning the assignment.

(C) Code of Conduct.

- (1) Board members will conduct themselves in ways that do not bring discredit to the District and that promote non-discriminatory delivery of District provided-services to the public.
- (2) Board members will keep themselves reasonably informed about matters coming before the Board and accept and act in accordance with Board decisions regardless of the member's vote on the particular matter.
- (3) Board members shall refrain from behavior that is embarrassing, discourteous, unprofessional, or disrespectful toward District employees, other Board members, or the public. The Board shall encourage an atmosphere and conduct that is respectful, courteous, and professional in regards to Board member dealings with fellow Board members, District employees, or members of the public.
- (4) Board members should refrain from engaging in or being associated with illegal or otherwise harmful conduct that adversely affects the District or its public image, or their own credibility or ability to carry out their duties as a member of the Board.
- (5) The Board is committed to fair and impartial treatment of District employees, Board members, and the public and is committed to providing an environment free from discrimination and harassment. The Board is expected to adhere to the District's Employee Handbook (for full-time and regular employees) policy on Anti-Discrimination and Anti-Harassment.

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- (6) Board members shall refrain from discriminating or retaliating against any employee who has invoked their rights under the Oregon Whistleblower Law as set forth in the District's Employee Handbook policy on Whistleblowers.
 - (7) Board members are prohibited from engaging in violence with any employee, patron, or fellow Board member and from possessing a firearm, explosives or other dangerous substance in or on any THPRD property or facility consistent with the District Compiled Policies (Chapter 7.09 – District Regulations) and the District's Employee Handbook policies on Dangerous Weapons in the Workplace and Anti-Violence in the Workplace.
 - (8) Board members should refrain from conducting District business while impaired or intoxicated by drugs or alcohol and should ensure they follow all District policies concerning drugs or alcohol at District facilities.
- (D) Censure.
- (1) The Board may make and enforce its own rules and ensure compliance with District Compiled Policies and state law. If a member of the Board substantially violates the District Compiled Policies or state law, the Board may take action to protect the District and discipline the member through censure, which is a public reprimand.
 - (2) Before taking any action to publicly reprimand a Board member through censure, a majority of the Board must plainly state its concerns in writing or in an open public meeting, and the impacted Board member must have a reasonable opportunity to respond.
 - (3) The Board may thereafter investigate the action(s) of any Board member and consistent with ORS 192.660(2)(b) meet in executive session to discuss the findings and to deliberate on whether reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(2)(b), the Board member under investigation may request an open hearing. Any final action or decision on the matter shall occur in open session.

3.04 Board Discussions and Decorum

- (A) Order and Decorum. Board members will assist the President in preserving order and decorum during Board meetings and should not delay or interrupt the proceedings or fail to comply with a ruling of the President or a Board rule. When addressing staff or members of the public, members should confine themselves to questions on issues under discussion and not engage in personal attacks or impugn the motives of any speaker.

DISTRICT COMPILED POLICIES

- (B) Ground Rules. The following “Ground Rules” will be observed in order to maintain order and decorum during Board discussions and hearings:
- (1) Board members will review necessary information, including board meeting informational materials, before meetings.
 - (2) Board members will be given an opportunity to speak at least once on any pending motion or agenda item and will speak for themselves and not for other Board members.
 - (3) When speaking on behalf of the Board or District, Board members will represent the Board’s official position and not their own personal opinion.
 - (4) Amendments requested to formally prepared documents, such as resolutions and intergovernmental agreements, may require input from the Manager or General Counsel prior to adoption or approval by the Board.
 - (5) Board members will be open, direct and candid in the Board forum. Members should be succinct in stating their views and focus on a single issue or topic at any one time.
 - (6) Board members should focus on District issues and avoid becoming involved with non-District issues not relevant to the then current discussion.
 - (7) The President will recognize members wishing to speak in the order of their request(s). The President will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.
 - (8) Board members should keep discussions moving and call for a “process check” if the Board becomes bogged down in discussions.
 - (9) Board members will adhere to established time limits on discussions.
 - (10) Board members will refrain from criticizing or berating each other, staff or other persons.
 - (11) If a Board member wishes to discuss a major policy issue not already on the agenda, it should be scheduled for a future agenda rather than being discussed or considered at the current meeting.

3.05 Public Participation

- (A) Public testimony sign-up forms will be available at each regular Board meeting. The Board will provide Audience Time at the beginning of each regular meeting (before approval of the Consent Agenda) for members of the audience to speak to the Board

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about District items that are not already included on the agenda. Once recognized by the President, members of the public desiring to address the Board must state their name and address for the record. The Board may set time limits for comments. The Board may request that groups with like comments choose a spokesperson to present joint remarks.

- (B) During public hearings, public comment must be addressed to the Board and relate to the matter under discussion unless made during Audience Time.
- (C) Generally, Board members should not respond to comments made during Audience Time except to ask clarifying questions. Any public requests for Board action should be referred to staff for review before being placed on a future agenda.

3.06 Robert's Rules of Order Revised

Robert's Rules of Order Revised will be used as the guideline for conduct of Board meetings except where these rules provide otherwise. Rules may be adopted or amended at any meeting. The order of business may be suspended at any meeting by Board vote.

3.07 Agenda

- (A) The agenda headings for Board regular meetings are generally as follows:
 - EXECUTIVE SESSION (if any)
 - CALL TO ORDER
 - ROLL CALL
 - PRESENTATIONS & REPORTS
 - PUBLIC HEARING (if any)
 - AUDIENCE TIME
 - BOARD TIME
 - CONSENT AGENDA
 - OLD BUSINESS (includes MANAGER'S REPORT)
 - NEW BUSINESS
 - ADJOURNMENT
- (B) The Manager will prepare agenda materials and will work in conjunction with the President to draft the agenda. Board members may request items be placed on an agenda to either the Manager or President. Board members may make agenda suggestions at any Board meeting or by communication with the Manager or President at least seven days before the regular Board meeting where the item would be considered. A Board member may also move to add an item to the agenda at the beginning of a meeting. If approved by the Board, the item would then be considered as the last item under New Business. The agenda, Manager's report and other relevant material will be made available to Board members and the public at least four days before each regular Board meeting.

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- (C) The Board may place certain items on a consent agenda and approve them as one action. Any Board member may request to remove an item from the consent agenda for discussion, modification and individual approval.

3.08 Motions

(A) General.

- (1) All Board members have the right to make motions, discuss questions and vote on any issue before the Board.
 - (2) Board member motions will be clearly and concisely stated. The President will state the names of the members making the motion and the second.
 - (3) The motion maker, President or Clerk should repeat the motion prior to a Board vote.
 - (4) Most motions die without a second. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion.
 - (5) Discussion of a motion is open to all Board members wishing to address it. A member must be recognized by the President prior to speaking on the motion.
 - (6) The President may ask for a voice vote on all final decisions although the preferred approach is a roll call vote on all final decisions. All members are expected to vote on each motion unless legally disqualified. A member unable to vote must state the basis for any conflict of interest or other disqualification. The Clerk will maintain a record of the votes.
 - (7) At the conclusion of any vote, the President will announce the results. Board members wishing to explain their votes should do so succinctly.
- (B) Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Board.
- (C) Tie. A motion receiving a tie vote fails.
- (D) Table. A motion to table is not debatable and precludes any amendment or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.

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- (E) Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- (F) Call for Question. A motion calling for the question ends debate on the item and is not debatable. A second is required for this motion. Before a Board member calls for the question, each member wishing to speak on the item should have one opportunity to speak. When the question is called, the President will inquire whether any member objects; if objection is raised, the matter will be put to a vote and if it does not receive a majority vote, it fails. Debate may continue if the motion fails.
- (G) Amendment. A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first before the main motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.
- (H) Reconsideration. When a motion has been decided, any Board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the resolution, order or other decision was approved.

3.09 Adjournment

- (A) Upon motion and majority vote of the Board members present, any meeting of the Board may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
- (B) Upon the request of a Board member, a short recess may be taken during a Board meeting.
- (C) A motion to adjourn will be in order at any time except as follows:
 - (1) When made as an interruption of a member while speaking; or
 - (2) While a vote is being taken.

3.10 Minutes

- (A) Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of Board meetings will comply with ORS 192.650 and contain (at a minimum) the following:
 - (1) The name of Board members and staff present;

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- (2) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - (3) The result of all votes, including ayes and nays and the names of the Board members who voted;
 - (4) The substance of the discussion on any matter; and
 - (5) Reference to any document discussed at the meeting.
- (B) The Board may amend minutes to accurately reflect what transpired at a meeting. Upon receipt of the minutes in the Board agenda packet, members should read and submit any changes, additions or corrections to the Clerk so that a corrected copy may be issued to the Board and public prior to the meeting for Board approval. Under no circumstances may the minutes be changed following approval by the Board unless the Board authorizes such change.
- (C) The Clerk or designee will audio record all meetings. The Clerk will maintain custody of all recordings and Board members may obtain a copy of any recording. A Board member may request a full or partial meeting transcript if it can be produced with nominal staff time. If the transcript requires more than a nominal amount of staff time, the Clerk may produce the transcript only with Board approval. The Clerk is authorized to produce transcripts as required by law.

3.11 Public Hearings

The Board may hold public hearings on topics the Board may choose in addition to those that may be required by state law.

3.12 Committees

- (A) General.
- (1) The Board will appoint members to District committees by resolution. District committee members (other than Ex-Officio members) shall reside in the District. All District committee members are required to pass a background check consistent with established District operational policies prior to their appointment on a District committee. Neither District employees nor other persons having an existing and current contractual relationship with the District may serve on District committees as public members.
 - (2) Board members will encourage broad participation on District committees by generally limiting the number of terms a member of the public may serve.

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- (3) A member of the public may not serve on more than two District committees simultaneously and on more than one District advisory committee. A member of the public serving on two District committees may not act as chair of both simultaneously except relative to service on the District Budget Committee.
 - (4) Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility. Generally, the District will give public notice of committee vacancies.
 - (5) Prospective members of any committee are required to complete a Board approved application or statement of interest.
 - (6) The Board may, in the exercise of its discretion, remove a member of the public from a District committee prior to the expiration of the term of office by resolution.
 - (7) Committees must select a Chair and Secretary, determine their meeting schedules, and the rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and be distributed to each committee member, the Board and Manager.
 - (8) All advisory committee meetings are "public meetings" under state law and subject to the requirements thereof.
 - (9) Committees and their members have no authority to represent the District's official position on any matter absent express and explicit Board approval therefor.
- (B) Standing Advisory Committees.
- (1) The Board determines both the number of and membership on standing advisory committees. Terms for standing advisory committee members will be for two or three years. The Board expects to create standing advisory committees for each major service area, as defined by the Board which will then make reports and recommendations to the Board.
 - (2) At the Manager's option, a staff liaison and/or resource person may be present at all committee meetings.
 - (3) Standing advisory committees must make reports and respond to questions from the Board generally once a year although the Board may require more frequent reports.

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(C) Ad Hoc Advisory Committees.

- (1) The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities, the evaluation of existing program areas or facilities as well as other areas deemed necessary by the Board for such time as needed to accomplish an assigned purpose. The Board will provide each ad hoc advisory committee a written statement or charge regarding its assigned responsibilities.
- (2) Ad hoc advisory committees may be discharged after presentation of their recommendations to the Board or at any other time at the sole discretion of the Board.

3.13 District Goals and Budget

- (A) Board. The Board will review and adopt District goals annually before preparation of the budget. The adopted goals will guide the budget's development. The Board may carry over or revise goals from one year to the next.

The goals and budget will be developed consistent with state law, contractual obligations with employees, vendors, contractors and the best interests of District residents.

(B) Budget Committee.

- (1) The Budget Committee will consist of the Board and five members of the public appointed by the Board, each of whom will serve a three-year term.
- (2) The Budget Committee will meet at least once a year to consider and approve the District's annual budget. Public testimony will be taken at this meeting and the Budget Committee may set time limits for comments. The Budget Committee may request that groups with like comments choose a spokesperson to present joint remarks.
- (3) The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget and provide information to the public about District business and operations.

(C) Budget Preparation. District budget preparation steps will include the following:

- (1) Board adoption and approval of annual goals;
- (2) Appointment of the Budget Officer;
- (3) Public comments, District budget priorities and existing allocations;

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- (4) Development and distribution of budget materials to staff;
- (5) Staff development of budget requests and program proposals;
- (6) Staff submissions of budget work sheets;
- (7) Staff budget review process;
- (8) Manager budget message;
- (9) Publication of the budget notice;
- (10) Budget Committee meetings for considerations and approval of proposed budget;
- (11) Preparation of resolution for any required election;
- (12) Publication of notice of public hearing on the budget and budget summary;
- (13) Holding of any required election; and
- (14) Adoption of the budget by the Board.

3.14 Communication with Staff

- (A) The Board will respect the separation between policymaking (Board function) and administration (Manager function) by:
 - (1) Working with District staff as a team in the spirit of mutual respect and support;
 - (2) Outside of Board meetings, Board members shall not attempt to influence a District employee or the Manager, or advocate for a certain outcome in regards to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, Board members discussing these matters with staff outside of Board meetings in a non-coercive manner is appropriate;
 - (3) Limiting individual contact with District staff to the Manager, Management Staff, and designated staff for requests that concern District matters so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Manager authority or prevent the full Board from having the benefit of any information received. The Manager has the responsibility to determine the most effective way of responding to these requests; and

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- (4) When expressing criticism to staff (at a public meeting or through other communication) regarding District issues or concerns, being professional and mindful of the role and responsibility of staff members and their ability to control and/or manage such issues and concerns.
- (B) All written informational material requested by Board members will be submitted by staff to the entire Board with a notation stating who requested the information.
- (C) The President should refer comments or questions regarding District personnel or administration to the Manager. The President may direct other questions to a Board member or the Manager as appropriate. Board members may also address questions directly to the Manager, who may answer the inquiry or ask a staff member to do so.

3.15 Legal Advice

Requests to General Counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by General Counsel, Board members are encouraged to consider consulting with the Manager to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, a Board member should make requests of General Counsel through the Manager. Exceptions to this are issues related to the performance of the Manager and unique or sensitive personal, yet District business-related, requests.

3.16 Confidentiality

- (A) Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than other Board members, the Manager or General Counsel.
- (B) If the Board meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representatives handling the negotiations or litigation. Unless authorized by the Board, Board members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- (C) All public statements, information or media releases relating to a confidential matter will be handled by the Manager or a designated Board member.
- (D) Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a member disclosing a confidential matter or otherwise violating this policy.

DISTRICT COMPILED POLICIES

3.17 Media

If the President or other Board member represents the District before the media, the President or member should state the Board position.

3.18 Social Media

- (A) While Board members may maintain and use personal web pages, websites, blogs and social networking sites, their status as elected officials requires that the content of any postings on those sites not violate state or federal law, or these District Compiled Policies.
- (B) If a Board member conducts any District business or communication on any type of account (personal or District-related), Board members should assume that the records they have created are subject to the state's public records laws for potential disclosure and retention.
- (C) Board members must not post or reveal confidential or privileged information that is not subject to release.
- (D) Board members must refrain from referencing their formal capacities when writing or posting in an unofficial capacity and should use disclaimers such as "this posting is my own and does not represent the positions, strategies, or opinions of THPRD."
- (E) Board members must also avoid public meeting law violations when posting on those sites or media where other Board members are participating.

3.19 Board Expenses and Compensation

- (A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees and will also refer to Section 3.22 below for travel reimbursements.
- (B) Compensation. Consistent with ORS 198.190, Board members are limited to compensation of \$50 per "...day or portion thereof as compensation for services performed as a member of the [Board]." Members may decide to forego this compensation.

3.20 Ethics Commission Requirements and Reporting

- (A) Board members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.400) dealing with use of public office for private financial gain.
- (B) Board members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Board members will maintain the highest standards of

DISTRICT COMPILED POLICIES

ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Board. This general obligation includes the duty to refrain from:

- (1) Disclosing confidential information or making use of knowledge or information they are aware of solely because of their role on the Board before it is made available to the general public.
 - (2) Making decisions involving business associates, customers, clients, and competitors.
 - (3) Promoting relatives, clients, or employees for boards and commissions.
 - (4) Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
 - (5) Seeking employment of relatives with the District.
 - (6) Actions benefitting a special interest group which benefits do not accrue to the District as a whole or that are at the expense of the District as a whole. Special interest group for purposes of this section means a person or group seeking to influence Board legislative policy to further often narrowly defined interests.
- (C) Board members shall not accept gifts or services that are offered due to their position with the District that goes above the limits set under ORS 244.025. Board members may not use or attempt to use their position to obtain a financial benefit or to obtain a benefit that is only available to them because of their position on the Board.

3.21 Board Member Development/Annual Training

- (A) Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the District. The Board has funds included within the annual budget for Board member attendance at such conferences.
- (B) The Board commits to conducting, in coordination with District staff and General Counsel, training on state ethics and harassment/discrimination.

3.22 Public Records & Electronic Communications

- (A) Consistent with ORS 192.005 to 192.170 and OAR Chapter 166, Divisions 30 and 150, the District is required to retain and destroy a variety of public records, documents and materials.

DISTRICT COMPILED POLICIES

- (B) The District will have records and information management operational policies and procedures in place administered by the Public Records Officer. These policies and procedures apply to all District officials, permanent and temporary employees, volunteers, contractors and consultants. It will assist in ensuring all relevant District records and information necessary for fulfilling operational, legal, regulatory and tax responsibilities are both accessible and retained for the appropriate period and then appropriately disposed of when their particular retention period has expired.
- (C) The use of privately owned email accounts or personal devices for sending and receiving District-related electronic messages is not recommended. However, if these resources are used for District-related purposes, the user must transfer all related messages to a District-owned system or network within 30 days and the user must realize that these private accounts and devices may be subject to discovery in the event of litigation, disclosure in a public records request and retention requirements.
- (D) Elected Officials. Oregon’s Public Meetings Law applies to all Oregon government entities and defines a “meeting” as the convening of a quorum of the governing body for an Oregon governmental entity “...in order to make a decision or to deliberate toward a decision on any matter.” (ORS 192.610(5)). A quorum can meet both in person (i.e., board meeting) or in any electronic forum. All records of conversations or discussions therein including paper records, electronic messages or transcripts of online chats are considered public records for the purposes of access and retention.
 - (1) Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. E-mail exchanges between or among three Board members should be limited as much as possible as such communication could be considered a decision or deliberation toward a Board decision under Oregon Public Meetings Law.
 - (2) The Manager may e-mail information and staff recommendations regarding District business to Board members. Board members may send e-mail to the Manager regarding any District business.

3.23 Board Travel & Expenses Reimbursement

- (A) The term “traveler” or “authorized traveler” means an elected/appointed Board member traveling outside the District on official District business where the travel was authorized by either the General Manager, Board action or the Board President. “Authorized traveler” does not include the spouse, children, other relatives, friends or companions accompanying the authorized traveler on District business unless otherwise qualified by being a Board member.
- (B) Authorized travelers are entitled to reimbursement of expenditures incurred while traveling on official business for the District. Reimbursable expenses include expenses for transportation; lodging; meals; registration fees for conferences,

DISTRICT COMPILED POLICIES

conventions and seminars; and other actual and necessary expenses (including gratuities) related to the official business of the Board member as noted below.

- (C) The District's preference is that transportation, lodging and conference/training registration be arranged using the General Manager's Executive Assistant. If done in this fashion, travel arrangements will be deemed in compliance with this policy and can be made using a District Purchasing Card thereby reducing the traveler's potential out-of-pocket expenses. However, individual Board members will have the option to make their own travel arrangements, though arrangements will not automatically be deemed in compliance with this policy and some or all of such arrangements are subject to being disallowed for reimbursement through failure to adhere to this policy.
- (D) Authorized travelers should exercise good judgment so as to avoid unnecessary District expense. The traveler remains responsible for excess costs and additional travel expenses resulted from taking route(s) or adjusted timing for personal reasons except where the route or timing reduces the District's total cost for the travel.
- (E) Allowable travel expenses will be reimbursed only for the relevant travel dates authorized in order to conduct District business. Allowable travel expenses are noted as follows:
- (1) Air Travel: all air travel must be booked in coach class. Class upgrades and itinerary changes not required to meet the business needs of the District, nor necessary due to an emergency situation, are the traveler's financial responsibility.
 - (2) Rental Vehicle: if used, rental vehicles must be in the economy/compact to mid-size range. Insurance for rental vehicles is not an allowable expense.
 - (3) Private Vehicle: reimbursement will be made for mileage incurred at the current rate as established by the Internal Revenue Code. Any traffic or parking infractions incurred will be the responsibility of the authorized traveler.
 - (4) Ground Transportation (taxis, shuttles, ride hailing (e.g., Uber), etc.): reimbursement will be made when use is necessary during travel (i.e., from airport to hotel and return, from hotel to meetings, etc.).
 - (5) Rail: reimbursement will be made for coach or tourist class; however, long distance rail travel should be avoided due to time constraints and the comparative cost to other methods of travel.
 - (6) Parking: parking meters, lot and garage fees will be reimbursed while on District business with receipt (or itemization if receipt is not available and under \$5). Airport parking for personal vehicles while on authorized travel

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should be in the most reasonably priced, available lot. Optional valet parking will not be reimbursed. Any parking infractions incurred will be the responsibility of the authorized traveler.

- (7) Lodging: allowable costs of accommodations will be paid at the single rate, plus tax, unless shared with another authorized traveler. In alignment with Section 3.23(C) above, reservations may be secured and paid with a District Purchasing Card as arranged by the Executive Assistant with final charges billed directly to the District prior to travel. If paid by the traveler, an itemized statement and receipt detailing the single rate must be submitted. If a discounted room rate is offered in conjunction with the travel purpose (designated conference hotel, a group rate arranged by the Executive Assistant, etc.) and the authorized traveler chooses accommodations other than the discounted room rate, reimbursement will be based on the discounted room rate unless the traveler's alternate accommodations are less than said discounted rate. Lodging will generally be allowable only for non-local travel.
 - (8) Meals: travelers will be reimbursed for meals (and covered incidentals) based on the GSA Per Diem Rate for the destination area unless otherwise provided via conference/training supplier or paid for by another party. Tipping is included in the GSA Per Diem Rate under covered incidentals and not separately allowable.
 - (9) Conference/Training Expenses: fees for a professional conference or training program, such as registration fees and training materials, should be paid in advance with a District Purchasing Card when possible. Otherwise, the Board member may pay such fees themselves and seek reimbursement in accordance with this policy.
 - (10) Other Allowable Expenses: business telephone calls and faxes, office supplies and postage, and other necessary business expenses are reimbursable if documented with receipts. Internet access for reviewing and sending District email should be obtained through Wifi connection at the facility, if available. Wifi charges are allowable only if necessary for conducting District business.
- (F) Authorized travelers will be reimbursed for eligible expenses upon completion of travel within 10 business days of submittal of documentation of travel expenses. Expenses considered excessive by the General Manager will not be allowed and reimbursement will be limited to reasonable expenses. Claims of \$5 or more for travel expense reimbursement must be supported by the original, itemized paid receipt (i.e., copy of a credit card statement is not sufficient). If the traveler has lost their original receipt then they may obtain a replacement receipt from the original place of issue and submit the same or, if not practical, draft a replacement receipt that

DISTRICT COMPILED POLICIES

notes the loss of the original receipt and that indicates the details, timing, and location of the transaction and submit the same for reimbursement.

- (1) Certain expenses are generally considered personal and therefore non-reimbursable including: laundry; personal telephone calls, except to advise of a change of official travel plans; entertainment; clothing; personal sundries and services; transportation to entertainment or similar personal activities; personal trip insurance; medical, dental or hospital services; alcoholic beverages and other intoxicants; tobacco products; fines and penalties; and dependent care.



MEMO

DATE: May 31, 2018
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: South Cooper Mountain Heights Park Master Plan

Introduction

Staff is seeking board input on the proposed interim master plan for the neighborhood park in the South Cooper Mountain Heights development. THPRD has worked with West Hills Development's design team to create this interim master plan. This is considered an interim master plan since it did not go through the full community engagement process, but it allows a limited level of park development that will serve the new residents in a timely manner. A formal master plan process will be conducted in the future when funding becomes available and surrounding housing developed. Staff will present an update to the board on the proposed interim master plan for the South Cooper Mountain Heights park at the June 19 regular board meeting.

Background

The City of Beaverton's South Cooper Mountain Concept Plan shows four future neighborhood park sites and a network of community trails connecting residents to parks, open space and the regional trail network. Staff have been working with the city and several developers to plan for these parks and trails during the early stages of land use review.

The South Cooper Mountain Heights development is a 109-acre, 721 home development master planned by West Hills Development. The development is located on the north side of SW Scholls Ferry Road to the immediate east of SW 175th Avenue, and will extend east to SW Loon Drive. The South Cooper Mountain Heights park site is 2.7 acres. It is in the southeast section of the South Cooper Mountain area. The property is bordered by SW Barrows Road on the north property line, SW Bittern Terrace borders the east and SW Oystercatcher Lane borders the south. The site holds an approximate 14-foot elevation change from the northern property line down to the southern property line. Included in the board packet for reference are a vicinity map (Exhibit A) and an aerial map (Exhibit B).

The goal for this project is to design and develop an initial phase of a neighborhood park in South Cooper Mountain to support the planned community. Currently, West Hills Development is in the early stages of construction of the surrounding neighborhood. West Hills Development desires to construct an initial phase of park improvements as part of their development, and hopes to begin construction this summer. This timeline necessitates an accelerated master planning process, but given the limited scope of the initial phase of improvements, staff is recommending approval of this plan as an interim master plan. This initial phase of the park development will provide usable recreational space for residents until the district collects sufficient system development charges from development in South Cooper Mountain to warrant a full master plan master plan, which will be subject to the district's full engagement process.

The project is following a modified public engagement process due to the lack of housing and adjacent neighbors to the park. Staff will be working with West Hills Development to hold two public meetings. One in July to present the interim master plan to seek general input and the second in August to seek input on the play equipment amenities. Staff intends to coordinate these presentations with the local Neighbors SW Neighborhood Association Committee. A web page will also be created to display the interim master plan and seek input from the public.

Staff is working with West Hills Development to establish a Memorandum of Understanding including the cost of the land and permanent amenities that are available for SDC credits.

Staff anticipates seeking board approval of this master plan at the August 7 board meeting.

Proposal Request

Staff are seeking board of directors input of the proposed interim master plan for the South Cooper Mountain Heights park (Exhibit C). The plan includes a play structure, open lawn area, a 6'-wide pathway within the park, retaining walls to provide a level grade, two staircase connections, landscape beds and an irrigation system. The development will also include a portion of the planned community trail along the western boundary of the park allowing for ADA access from the southern neighborhood. The surrounding road improvements will provide sidewalks adjacent to the park offering additional access and circulation.

Benefits of Proposal

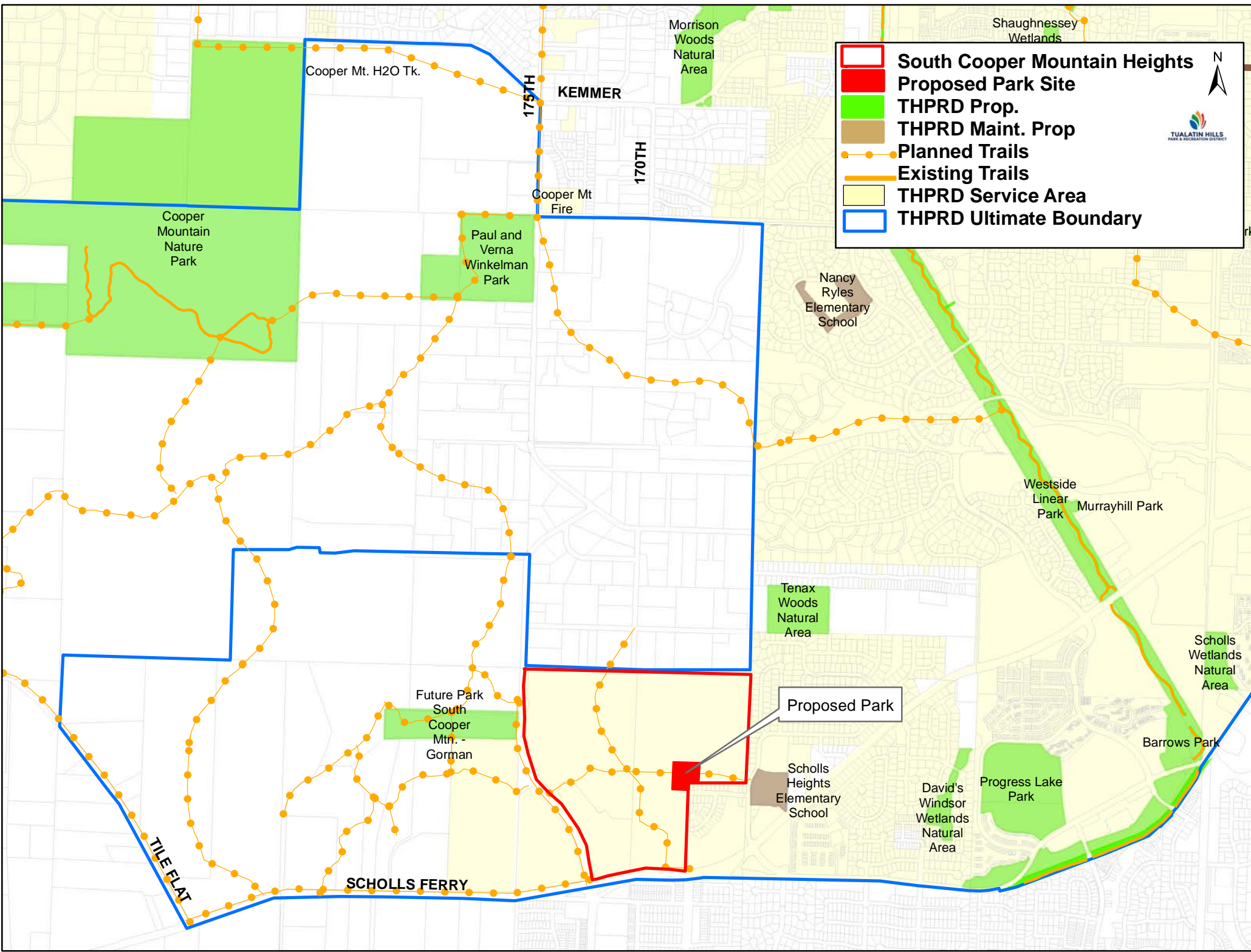
The proposed interim master plan will provide an initial phase of park development that provides usable recreational open space. Providing interim improvements for active recreation not only creates a benefit for surrounding residents, but also meets the city's desire to have park amenities available as residents move into the area, and shows a tangible commitment of the district to providing park and recreation service to the new urban area. It allows for the flexibility to complete a full master plan in the future when funding becomes available and the surrounding housing developed. This timeline will also allow these improvements to be constructed under an SDC credit agreement with West Hills Development which further expedites the delivery of these amenities to the community.

Potential Downside of Proposal

Due to the limited scope of the improvements and lack of established community in the vicinity of the park, the interim master plan has not been subject to the full community engagement process. For this reason, it is being proposed as an interim master plan, pending a full engagement process for the development of the final master plan.

Action Requested

No board of directors' action is requested. Staff is seeking input on the proposed interim master plan for the South Cooper Mountain Heights park.



South Cooper Mountain Heights

- Proposed Park Site
- THPRD Prop.
- THPRD Maint. Prop
- Planned Trails
- Existing Trails
- THPRD Service Area
- THPRD Ultimate Boundary

TUALATIN HILLS
PARK & RECREATION DISTRICT

Cooper Mt. H2O Tk.

KEMMER

175TH

170TH

Cooper Mt Fire

Paul and Verna Winkelman Park

Cooper Mountain Nature Park

Nancy Ryles Elementary School

Westside Linear Park

Murrayhill Park

Tenax Woods Natural Area

Scholls Wetlands Natural Area

Future Park South Cooper Mtn. - Gorman

Proposed Park

Scholls Heights Elementary School






David's Windsor Wetlands Natural Area


Progress Lake Park


Barrows Park

TILE FLAT

SCHOLLS FERRY

-  South Cooper Mountain Heights
-  Proposed Park Site
-  THPRD Prop.
-  THPRD Maint. Prop
-  Planned Trails

 N

 TUALATIN HILLS
PARK & RECREATION DISTRICT

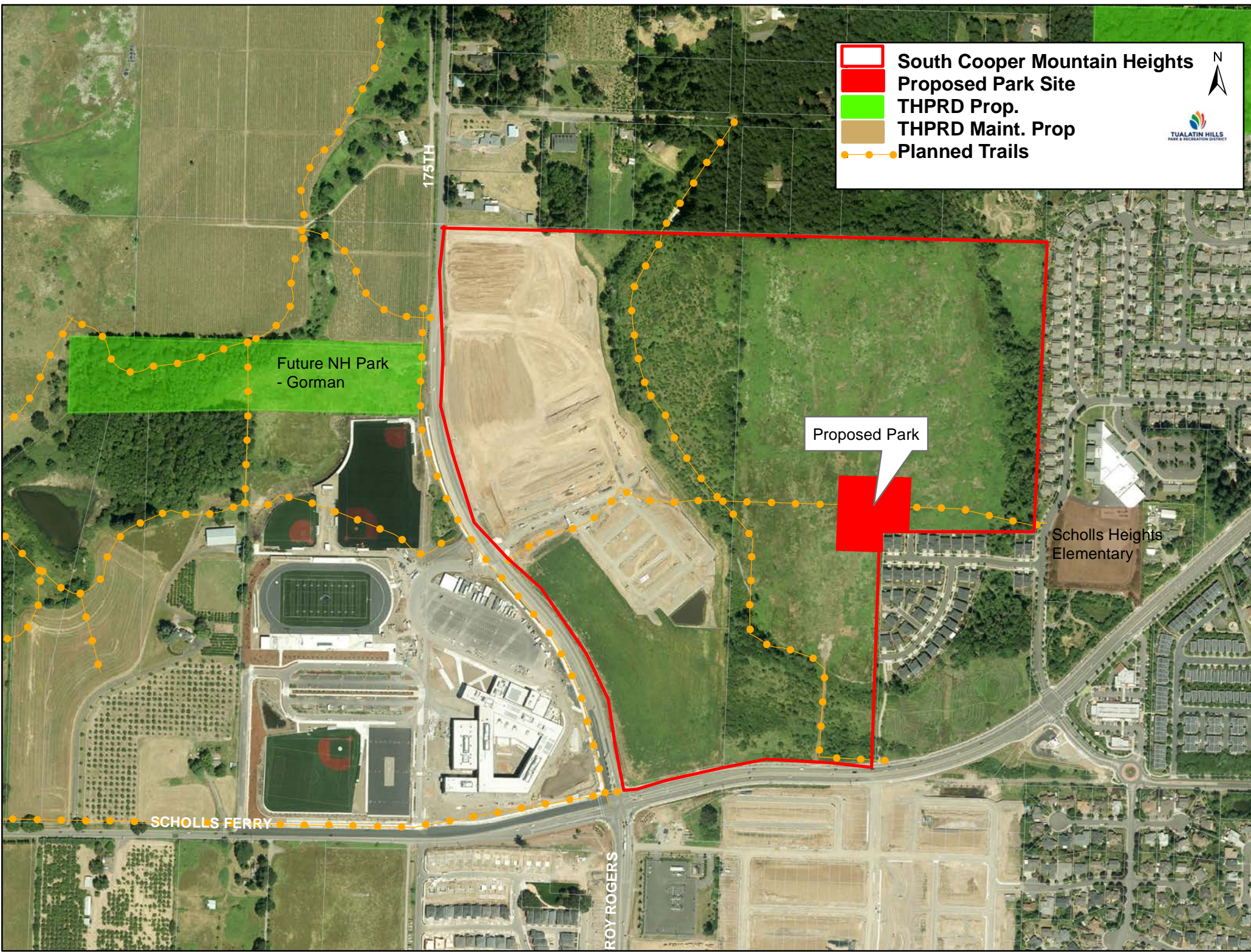


EXHIBIT C



Otak, Inc.
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 Portland, OR 97204
 503.287.6825
 www.otak.com

STAMP

CONSULTANT

SOUTH COOPER MOUNTAIN HEIGHTS
 BEAVERTON, OREGON
 CONCEPTUAL PARK DESIGN

TITLE

DATE DESCRIPTION

REVISIONS

DRAWN BY CHECKED BY

STATUS

DATE

PROJECT NUMBER

PARK3

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 If this drawing is not 22" x 34", it has been reduced/enlarged. Scale accordingly.



TRACT A PUBLIC PARK

