



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

**Board of Directors Regular Meeting
Tuesday, December 13, 2016
5:30 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. Personnel
 - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Presentation: Accept Audit Report on Park District Financial Statements for Fiscal Year 2015/16
5. Audience Time**
6. Board Time
7. Consent Agenda***
 - A. Approve: Minutes of November 7, 2016 Regular Board Meeting
 - B. Approve: Monthly Bills
 - C. Approve: Monthly Financial Statement
 - D. Approve: Resolution Amending District Compiled Policies Chapter 2 – District Governance
 - E. Approve: Resolution Amending District Compiled Policies Chapter 3 – Board Policies
 - F. Approve: Resolution Appointing Budget Committee Member
 - G. Approve: Resolution Adopting an Investment Policy Statement of the Tualatin Hills Park & Recreation District Retirement Plan
 - H. Approve: Consultant for New Neighborhood Park at Crowell Woods Design
8. Unfinished Business
 - A. Approve: Americans with Disabilities Act (ADA) Transition Plan
 - B. Update: Diversity Program
 - C. Information: General Manager's Report
9. 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: December 5, 2016
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: Information Regarding the December 13, 2016 Board of Directors Meeting

Agenda Item #4 – Audit Report on Park District Financial Statements for Fiscal Year 2015/16

Attached please find a memo reporting that Kathy Leader, Audit Committee member, will be at your meeting to present the Audit Report on the district's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016 and to answer any questions the board may have.

Action Requested: Board of directors acceptance of the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016.

Agenda Item #7 – Consent Agenda

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

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

- A. Approve: Minutes of November 7, 2016 Regular Meeting**
- B. Approve: Monthly Bills**
- C. Approve: Monthly Financial Statement**
- D. Approve: Resolution Amending District Compiled Policies Chapter 2 – District Governance**
- E. Approve: Resolution Amending District Compiled Policies Chapter 3 – Board Policies**
- F. Approve: Resolution Appointing Budget Committee Member**
- G. Approve: Resolution Adopting an Investment Policy Statement of the Tualatin Hills Park & Recreation District Retirement Plan**
- H. Approve: Consultant for New Neighborhood Park at Crowell Woods Design**

Agenda Item #7 – Unfinished Business

A. Americans with Disabilities Act (ADA) Transition Plan

Attached please find a memo requesting board of directors' adoption of the district's American with Disabilities Act Transition Plan. Aisha Panas, director of Park & Recreation Services, and Gery Keck, superintendent of Design & Development, will be at your meeting to provide an overview of the transition plan and to answer any questions the board may have.

Action Requested: Board of directors' adoption of the ADA Transition Plan and acknowledgment of the ADA Access Audit.

B. Diversity Program

Attached please find a memo reporting that Kylie Bayer-Fertterer, equity coordinator; Anabel Lopez-Salinas, community outreach coordinator; and Sabrina Taylor Schmitt, center supervisor for Conestoga Recreation & Aquatic Center, will be at your meeting to provide an update on the district's diversity program and to answer any questions the board may have.

C. General Manager's Report

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

Other Packet Enclosures

- Management Report to the Board
- Monthly Capital Report
- Monthly Bond Capital Report
- System Development Charge Report
- Newspaper Articles



MEMO

DATE: November 30, 2016
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Audit Report on Park District Financial Statements for Fiscal Year 2015/16**

Kathy Leader, a representative of the district's Audit Committee, will be at the December 13, 2016 board of directors meeting to present the Audit Report on the park district's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016 and to answer any questions the board may have.

Staff and the district auditors, Talbot, Korvola and Warwick LLP, presented the Draft Comprehensive Annual Financial Report to the district's Audit Committee on November 29, 2016, for their review and approval. A copy of the Audited Financial Statements is attached.

Furthermore, the district has once again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Ms. Leader will share the significance of this award and the various ways this ensures the district maintains fiscal credibility.

Action Requested

Board of directors' acceptance of the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016.

**TUALATIN HILLS PARK
AND RECREATION DISTRICT
BEAVERTON, OREGON**

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2016



**TUALATIN HILLS PARK
AND RECREATION DISTRICT
BEAVERTON, OREGON**

**COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2016**



**PREPARED BY THE
BUSINESS AND FACILITIES DIVISION
FINANCE DEPARTMENT**

**TUALATIN HILLS PARK AND RECREATION DISTRICT
 COMPREHENSIVE ANNUAL FINANCIAL REPORT
 FISCAL YEAR ENDED JUNE 30, 2016**

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INTRODUCTORY SECTION



November 29, 2016

To the Honorable Members of the Board of Directors
and the Citizens of the Tualatin Hills Park and Recreation District:

In accordance with state statutes, the Comprehensive Annual Financial Report (CAFR) of the Tualatin Hills Park and Recreation District (district) for the fiscal year ended June 30, 2016 is hereby submitted. Responsibility for both the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with management. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position and results of operations of the various funds of the district. All disclosures necessary to enable the reader to gain the maximum understanding of the district's financial activities have been included.

In developing and evaluating the district's accounting system, consideration is given to the adequacy of the internal accounting controls. Because the cost of internal controls should not outweigh their benefits, the district's framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free of material misstatement. Within this framework, management believes that the district's transactions are properly recorded, and the financial report is complete and reliable in all material respects.

As required by Oregon Revised Statutes Chapter 297, "the Municipal Audit Law", an independent audit must be conducted annually. Accordingly, the board of directors appointed the firm of Talbot, Korvola & Warwick, LLP to complete the audit of the district's records.

Talbot, Korvola & Warwick, LLP has issued an unmodified opinion on the district's financial statements for the year ended June 30, 2016. The independent auditor's report is located at the front of the financial section of this report. Immediately following, the reader will find Management's Discussion and Analysis (MD&A) that provides a narrative introduction, overview and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF THE GOVERNMENT

The Tualatin Hills Park and Recreation District is a special service district formed in 1955, operating under Oregon Revised Statutes Chapter 266 as a separate municipal corporation. The district is governed by a five member board of directors, elected to four-year terms of office, with daily operations administered by a general manager. The district provides year-round park and recreation services to a diverse population of over 240,000 residents within 50 square miles of east Washington County, Oregon, including the City of Beaverton.

- District facilities include: five indoor and two outdoor swim centers; a combined recreation/aquatic center; two recreation centers; an athletic center with six indoor multi-purpose athletic courts; a senior center; historic sites (Jenkins Estate, Fanno Farmhouse and John Quincy Adams Young House); a 220-acre Nature Park and Interpretive Center; the Cooper Mountain Nature Park and Interpretive Center; a tennis center with six indoor and eight outdoor courts (covered by two air structures for fall and winter season usage); and a camp for developmentally disabled patrons.
- The district maintains, either through direct ownership or joint use agreement (including school sites): 50 outdoor basketball pads; 102 outdoor tennis courts; six indoor tennis courts; 150 soccer/football/lacrosse fields; 106 softball/baseball fields; three skate parks; three bocce courts; five volleyball courts; and an outdoor hockey rink.
- The district has 295 park and recreation facility sites totaling approximately 2,366 acres, consisting of 1,284 acres of wetland/natural areas, and 1,082 acres of developed sites, including neighborhood, community and regional parks. District sites include three lakes, 27 miles of stream corridor, and 51 miles of off-street pathways.
- District programs include: aquatics instruction, leagues and drop-in programs; youth and adult sports leagues and fitness programs; youth and adult general and specialized recreation programs; youth after-school and day camps; senior fitness and recreation programs; developmentally disabled and special needs recreation programs; and natural resource education programs.

The district is required to adopt a final budget by no later than the close of the preceding fiscal year. The annual budget is intended to serve as a financial plan, operational plan and operations guide for the district's activities. The budget is prepared and adopted by fund and organizational unit, or division. Most budget changes after adoption require either a resolution by the board of directors, or a supplemental budget process.

FACTORS AFFECTING FINANCIAL CONDITIONS

Because of the unique focus of a special district, the information presented in the financial statements may be best understood when considered from the broader perspective of the specific environment within which the district operates.

Local economy – Due to Ballot Measure 50, passed by voters in May 1997, the district has a permanent tax rate of \$1.3073 per \$1,000 of assessed value. An annual 3.0 percent increase is allowed on maximum assessed valuation of existing properties, along with increases due to new construction, land partitions, zoning changes, etc. The district was able to maintain a stable revenue base throughout the recession. Over the past several years the district experienced significant revenue growth from System Development Charge (SDC) fees due to increased construction within the district boundaries. SDC fees increased by 51.8 percent from fiscal year 2014/15 over the previous fiscal year and remained relatively flat in fiscal year 2015/16.

Because the district's 2016 assessed value is only 70.9 percent of market value, there is an inherent cushion in property tax collections on most properties. However, during the recession, some properties had realized convergence, with comparable market/assessed values. Fiscal year 2015/16 resulted in a growth of 4.0 percent in general fund property taxes over fiscal year 2014/15, consisting of approximately 2.6 percent actual levy, and 1.4 percent exception based. Property values are continuing to rebound, and combined with three new urban expansion areas within the boundaries, the district is projecting growth in property taxes for fiscal year 2016-2017 of 4.5 percent with no convergence.

Washington County, the second most populous county in Oregon, experienced job growth of 3.6 percent over the previous year. All job categories showed an increase with a total increase of 9,500 jobs. Furthermore, the county's unemployment rate as of August, 2016 sits at 4.9 percent (seasonally adjusted), a lower rate than the state (5.4 percent) and equal to the national rate (4.9 percent). As mentioned above, the revenues received from the assessment of system development charges (SDC's) for new construction remains strong. SDC revenues are statutorily restricted to use for purchase or construction of new, or expansion of existing, facilities, improvements and land within the district.

Long-term financial planning

To address the ongoing funding and patron needs, the district continues to maintain the application of a long-term focus in decision-making. Utilizing the Comprehensive Plan (last updated in 2013), the Strategic Plan and the Service and Financial Sustainability Plan, the district is ensuring long-term perspective and financial viability. The eight long-term strategic goals, included in the comprehensive plan, remain the foundation of our annual budget process.

The final step necessary for this long-term focus was the completion of the five functional plans. These plans address five key areas (parks, programs, natural resources, trails and athletic fields) and provide a structured approach for implementation of the recommendations generated from the three main plans. All functional plans are complete as of the close of the 2015/16 fiscal year.

To implement the key priorities as identified annually by the board of directors, the district will undertake to address or complete the following during the 2016/17 budget year:

- Ensure the district is serving the entire community by eliminating barriers that may inhibit participation by developing an implementation plan for the completed Americans with Disabilities Act (ADA) access audit.
- Enhance communications and outreach efforts by continued funding of a real time feedback system available to patrons and residents.
- Maintain and enhance the levels of service and sustainability in the district's parks, trails, natural areas and recreational facilities by implementing several Natural Resource Functional Plan short-term milestones including the improvement of watershed scale habitat, funding outdoor fitness equipment and beginning the implementation of a new customer service program.
- Ensure continuity of service for our patrons by continued funding of a capital replacement reserve fund for long-term funding of capital asset needs, continued funding for an enhanced disaster recovery system for critical information systems

and extended seasons for the outdoor pools to accommodate swim clubs and lap swim during the maintenance closure of the Aquatic Center.

- Continue to work on moving cost recovery on park district services in line with targets established by the Service and Financial Sustainability Analysis including the implementation of the System Development Charge (SDC) rate changes resulting from an updated methodology, funding for energy savings capital improvements and the reduction in full time and regular part time staffing of 2.38 FTE.

During the budget process, the district actively monitors deferred and projected maintenance replacements for both major and routine replacement needs. The five-year funding projection, prepared during the annual budget process, illustrates the importance of addressing this long-term need, to avoid a decline in district assets. For the fiscal year ended June 30, 2016 the district policy for minimum fund balances/reserves (chapter 6.03) was positively impacted. This policy calls for the district to “measure its obligations for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact the district services.” In part this is being achieved through the creation of a capital replacement reserve that was funded for \$850,000 in the fiscal year ended June 30, 2016 with an additional \$850,000 budgeted for fiscal year 2016-2017. These reserve funds are currently a portion of the ending general fund balance. Over time, this reserve fund is anticipated to provide a sustainable source of funding to ultimately address both routine and major replacement needs.

MAJOR INITIATIVES

Bond measure

To facilitate the long-term vision of the district, a bond measure was developed for the November 2008 ballot, in the amount of \$100 million, payable by a dedicated property tax increase over the next 20 years. The measure provided funding for natural areas, trail expansions, athletic field additions, park additions and upgrades, building expansions and facility replacements and upgrades. Voters approved the measure, and subsequently, the district sold the first series of bonds (\$58.5 million) in April 2009, followed by sale of the second series (\$40.1 million) in September 2011.

In May 2015, the district advance refunded \$38.3 million of the Series 2009 issue to achieve an economic gain of over \$2.9 million and reduce the life of the debt by two years. Also, included in the Series 2015 borrowing was the final amount available (\$1.4 million) that fulfilled the \$100 million bond measure. The district's debt structure, capital improvements and ultimately, the tax payers have benefitted significantly from the low interest rate environment within the last seven years.

As of June 30, 2016, \$76.0 million total bond funds have been expended. Approximately \$27.7 million in funds are available for completion of the voter approved projects.

Future goals

The district will continue to maintain a long-term focus, monitoring a forward-looking 10-year projection of financial position, including the deferred maintenance backlog. With completion of all five functional plans, key implementation items will be identified and prioritized within the eight long-term strategic goals.

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association (GFOA) awarded a *Certificate of Achievement for Excellence in Financial Reporting* to the district for its CAFR for the fiscal year ended June 30, 2015. This was the eleventh year of submission, and subsequent receipt, of this prestigious award. In order to be awarded the Certificate of Achievement, the district had to publish an easily readable and efficiently organized CAFR that satisfied both GAAP and applicable legal requirements.

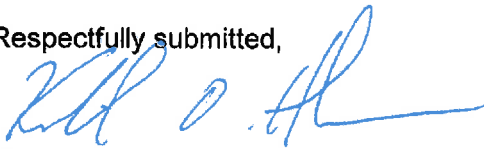
A Certificate of Achievement is valid for a period of one year only. Staff believes that our current CAFR continues to meet the Certificate of Achievement Program's requirements and will be submitting it to the GFOA to determine its eligibility for another certificate.

The district's Adopted Budget Document for the 2015/2016 Fiscal Year received the *Distinguished Budget Presentation* award from GFOA. This is the eleventh year that the district has received such an award. In order to qualify, the budget document must be judged proficient as a policy document, a financial plan, an operations guide and a communications device.

Finally, I would like to express my sincere gratitude to the personnel in the Finance Department who contributed in the preparation of this report. Without the efficient and dedicated services of the entire finance staff, completion of this report on a timely basis could not have been accomplished.

In closing, the dedication, commitment and professional contribution to the financial stability of the district made by the board of directors and general manager must be acknowledged. Their guidance and leadership are of invaluable assistance to the financial management of the district.

Respectfully submitted,



Keith D. Hobson
Director of Business and Facilities



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

Tualatin Hills Park and
Recreation District
Oregon

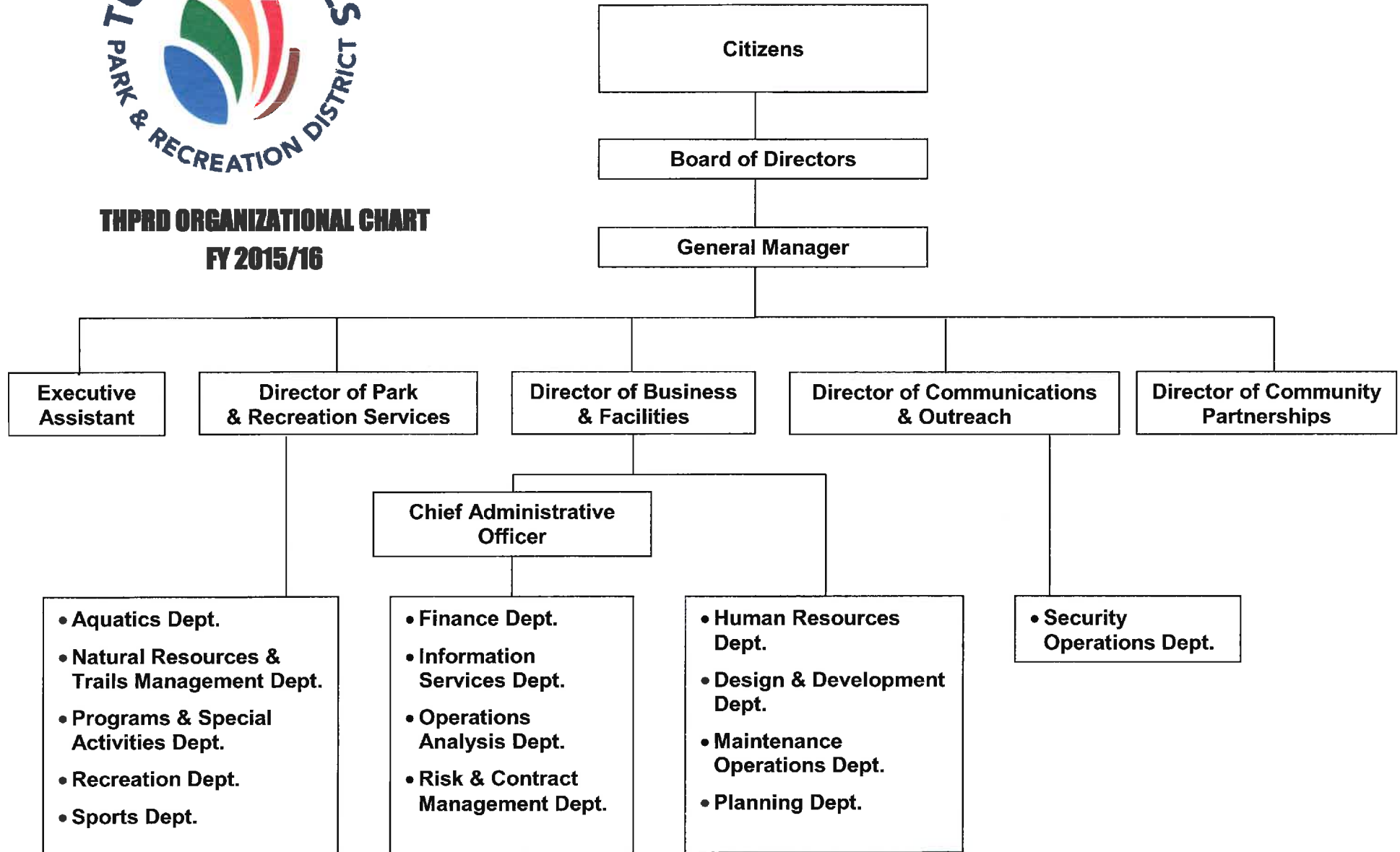
For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2015

Executive Director/CEO



**THPRD ORGANIZATIONAL CHART
FY 2015/16**



**TUALATIN HILLS PARK AND RECREATION DISTRICT
DIRECTORY OF OFFICIALS**

Administrative Office
15707 SW Walker Road
Beaverton, Oregon 97006

Board of Directors
as of June 30, 2016

<u>Name</u>	<u>Term Expires</u>
Larry Pelatt, President 9870 SW 158 th Ave. Beaverton, Oregon 97008	June 30, 2017
Jerry Jones Jr., Secretary 15915 SW Cormorant Dr. Beaverton, Oregon 97007	June 30, 2017
John Griffiths, Secretary Pro-tempore 10245 SW 153 rd Ave. Beaverton, Oregon 97007	June 30, 2019
Bob Scott 21302 NW Cannes Dr. Portland, Oregon 97229	June 30, 2017
Ali Kavarianian 9207 SW Davies Rd. Beaverton, Oregon 97008	June 30, 2019

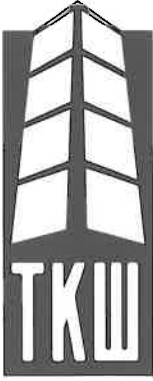
Register Agent and Office

Doug Menke
15707 SW Walker Road
Beaverton, Oregon 97006

General Manager
Doug Menke

Director of Business and Facilities
Keith D. Hobson

FINANCIAL SECTION



**Talbot, Korvola
& Warwick, LLP**

Certified Public Accountants
& Consultants

ACHIEVE MORE

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Tualatin Hills Park and Recreation District
Beaverton, Oregon

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Tualatin Hills Park and Recreation District (the District), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

INDEPENDENT AUDITOR'S REPORT (Continued)

Board of Directors
Tualatin Hills Park and Recreation District

OPINIONS

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2016, and the respective changes in financial position thereof and the budgetary comparison information of the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

OTHER MATTERS

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as Management's Discussion and Analysis, Schedule of Changes in Net Pension Liability and Related Ratios, Schedule of Contributions, and Schedule of Funding Progress, as listed in the Table of Contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplemental Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying Supplemental Information, as listed in the Table of Contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Supplemental Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplemental Information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

INDEPENDENT AUDITOR'S REPORT (Continued)

Board of Directors
Tualatin Hills Park and Recreation District

OTHER MATTERS (Continued)

Other Information

The Introductory Section, Other Financial Schedules, and Statistical Section, as listed in the Table of Contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

OTHER REPORTING REQUIRED BY OREGON MINIMUM STANDARDS

In accordance with *Minimum Standards for Audits of Oregon Municipal Corporations*, we have also issued our report dated November 29, 2016, on our consideration of the District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

TALBOT, KORVOLA & WARWICK, LLP

By 
Julie B. Fahey, Partner

Lake Oswego, Oregon
November 29, 2016



MANAGEMENT'S DISCUSSION AND ANALYSIS

The following discussion and analysis of the financial activities of the Tualatin Hills Park and Recreation District (district), has been prepared to provide a narrative review for the reader. The focus is based on current year activities and resulting changes, and should be read in conjunction with the basic financial statements, and notes to the basic financial statements that follow.

Financial Highlights

- The assets and deferred outflows of resources of the district exceeded its liabilities at June 30, 2016 by \$154,367,432.
- Net investment in capital assets (net of accumulated depreciation and related debt) accounts for most of net position, with a value of \$135,202,585.
- Of the remaining net position, \$6,814,560 may be used to meet the district's ongoing obligations to patrons and creditors, without legal restriction.
- The district's total net position increased by \$13,374,520 or 9.5 percent over the previous year as restated. Acquisitions of park property and improvements contributed mainly to the increase.
- As of the close of the current fiscal year, the district's governmental funds reported combined ending fund balances of \$49,012,902 a decrease of \$2,874,436, or 5.5 percent. Decreases were reported in the Bonded Debt Fund, Bond Capital Projects Fund, and System Development Charges Fund, combined with an increase in the General Fund due to increased property tax and program revenues.
- As of June 30, 2016, fund balance for the General Fund was \$9,271,337 or 23.6 percent of total general fund expenditures, on a modified accrual basis.

Overview of the Financial Statements

This discussion and analysis provides an introduction and overview to the district's basic financial statements. The district's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the basic financial statements.

Government-wide financial statements

The government-wide financial statements are structured to provide readers with a broad overview of the district's finances, in a manner similar to a private-sector business.

The **statement of net position** presents information on all of the district's assets (including deferred outflows of resources) and liabilities (including deferred inflows of resources), with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as one indicator of whether the financial position of the district is improving or deteriorating. Other indicators include the condition of the district's assets, changes in the property tax base, and general economic conditions within the area.

The **statement of activities** presents information showing how the district's net position changed during the current fiscal year. On this statement, program revenue (revenue generated by specific programs through charges for services, grants and contributions) is shown separately from general revenue (revenue provided by taxes and other sources not tied to a particular program). This

shows the extent each program relies on taxes for funding. All changes in net position are reported using the accrual basis of accounting, which requires that revenues be reported when they are earned and expenses be reported when goods and services are received. Items such as uncollected taxes, unpaid vendor invoices for items received by June 30, 2016, and earned but unused vacation leave are included in the statement of activities as revenue and expense. However, the cash associated with these items was not received or distributed until after June 30, 2016.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The district, like other state and local governments, uses fund accounting for compliance with finance-related legal requirements. All funds of the district fall into the governmental fund category, which accounts for the government's tax-supported activities.

Governmental funds

The Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances present separate columns of financial data for the General Fund, the Bonded Debt Fund, the Bond Capital Projects Fund, and the System Development Charges Fund, all of which are considered major funds. Data from the other governmental fund, the Mitigation Maintenance Fund is shown in a single presentation.

A comparison of budget to actual is also presented for the General Fund within the basic financial statements. A detailed comparison of budget to actual for General Fund expenditures and other funds are presented in the supplemental information portion of this report.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental fund financial statements focus on near-term, or current year, inflows and outflows of spendable resources and on balances of spendable resources available at the end of the fiscal year. Such information is useful in evaluating a government's near-term financing requirements in comparison to near-term resources available.

Because the focus of governmental fund financial statements is narrower than that of government-wide financial statements accrual focus, it is useful to compare information presented for **governmental funds** with similar information presented for **governmental activities** in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances, along with the Notes to the Basic Financial Statements, provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Budgetary highlights

The district maintains budgetary controls over its operating funds. Budgetary controls ensure compliance with legal provisions embodied in the annual budget appropriations. Governmental fund budgets are established in accordance with state law, and are adopted on a fund level except the General Fund. The General Fund budget is adopted on an organizational unit level.

Notes to the basic financial statements

The notes provide additional information that is essential to a full understanding of the data provided, and are an integral part of the government-wide and fund financial statements.

Government-wide Financial Analysis

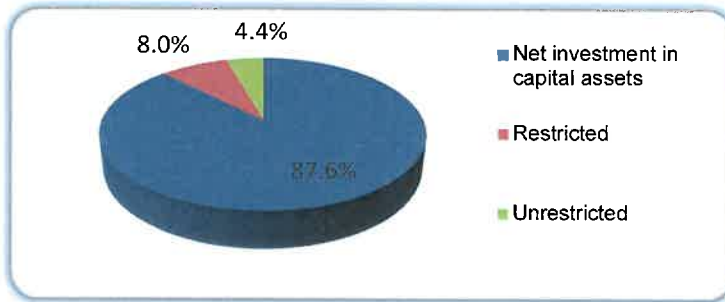
Statement of Net Position

As noted earlier, net position may serve over time as an indicator of the district's financial position. As of June 30, 2016, the district's assets and deferred outflows of resources exceeded liabilities by \$154,367,432.

The following is a condensed version of the government-wide Statement of Net Position.

Tualatin Hills Park and Recreation District Net Position

	Governmental Activities	
	June 30, 2016	June 30, 2015 (as restated)
Cash and investments	\$ 52,385,149	\$ 53,551,738
Other assets	2,774,726	3,501,473
Capital assets	199,866,238	189,384,398
Total assets	<u>255,026,113</u>	<u>246,437,609</u>
Deferred outflow of resources	10,640,791	10,053,495
Total assets and deferred outflow of resources	<u>265,666,904</u>	<u>256,491,104</u>
Other liabilities	4,966,120	4,172,834
Debt liabilities	95,363,853	100,419,277
Net pension and OPEB liability	10,969,499	9,729,323
Total liabilities	<u>111,299,472</u>	<u>114,321,434</u>
Deferred inflow of resources	-	1,176,758
Total liabilities and deferred inflow of resources	<u>111,299,472</u>	<u>115,498,192</u>
Net investment in capital assets	135,202,585	118,443,566
Restricted	12,350,287	13,104,560
Unrestricted	6,814,560	9,444,786
Total net position	<u>\$ 154,367,432</u>	<u>\$ 140,992,912</u>



The largest portion of the district's net position, \$135,202,585 or 87.6 percent reflects its investment in capital assets, less any related debt used to acquire these assets still outstanding. The district's assets (recorded at cost) are used to provide services to patrons. Consequently, these assets are not available for future spending, and debt repayment must be

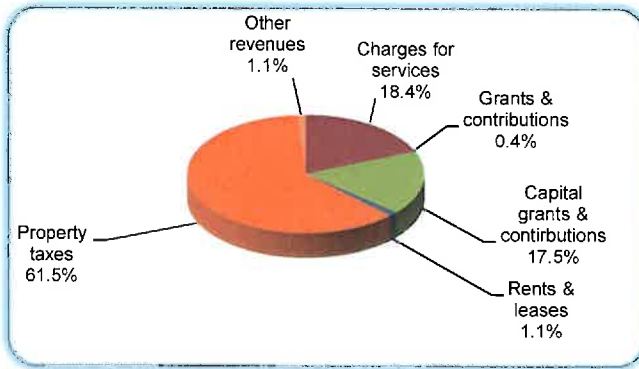
provided from other sources. An additional portion of the district's net position, \$12,350,287 or 8.0 percent represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$6,814,560 or 4.4 percent is unrestricted and may be used to meet the district's ongoing obligations. For the year ended June 30, 2016, the district had positive balances in all three categories of net position.

Statement of Activities

Governmental activities increased the district's net position by \$13,374,520 in this fiscal year. Key elements of this increase are as follows:

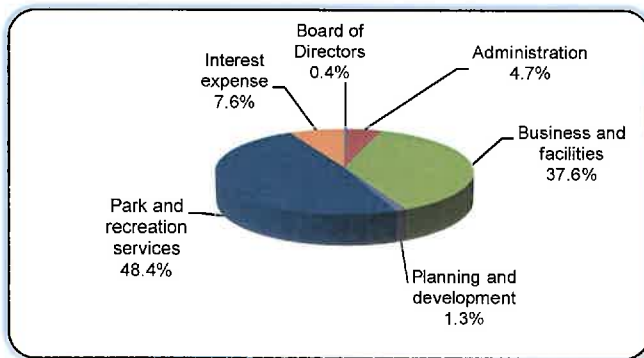
Tualatin Hills Park and Recreation District Changes in Net Position

	Governmental Activities	
	For the year ended	
	June 30, 2016	June 30, 2015
Revenues:		
Program revenues:		
Charges for services	\$ 10,485,707	\$ 10,633,560
Operating grants and contributions	32,385	91,112
Capital grants and contributions	9,994,683	7,096,827
General revenues:		
Property taxes	35,118,802	35,389,201
Rents and leases	648,897	-
Grants and contributions not restricted to specific programs	185,805	261,528
Other	647,045	584,402
Total revenues	57,113,324	54,056,630
Expenses:		
Board of directors	178,381	218,847
Administration	2,048,290	1,860,162
Business and facilities	16,447,289	14,575,963
Planning and development	550,044	554,465
Park and recreation services	21,180,758	19,188,743
Interest on long-term debt	3,334,042	3,853,264
Total expenses	43,738,804	40,251,444
Change in net position	13,374,520	13,805,186
Net position - beginning, as previously stated	140,992,912	129,554,206
Restatement	-	(2,366,480)
Net position - beginning, as restated	-	127,187,726
Net position - ending	\$ 154,367,432	\$ 140,992,912



Capital grants and contributions increased by \$2,897,856 over the prior year, or 40.8 percent due to park project improvement contributions and land donations. Property taxes remained level due to statutorily allowed increases in assessed value of existing properties offset by decrease in taxes received for debt service due to decrease in the debt levy by approximately \$1.6 million.

Expenses for the district increased by 8.6 percent over last year. This increase is due to several factors:



- Increase in personnel costs due to addition of one new position and regular cost-of-living and merit increases.
- Increase in capital outlay expenses due to increased material costs and focus on maintenance of existing assets.
- Reduction in pension expenditures recorded in prior year due to implementation of GASB Statement No. 68.

Financial Analysis of the District's Funds

As noted earlier, the district uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds analysis

The focus of the district's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the district's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. The district has four major funds, reported as the General Fund, a debt service fund, and two capital project funds.

During Fiscal Year 2015/16, the district's governmental funds reported a decrease in combined ending fund balances of \$2,874,436. The General Fund reported increases within the year while the remaining major funds reported decreases. The previous fiscal year had an increase of \$3,600,117, attributable primarily to development impact fees assessed on new construction within district boundaries in the System Development Charges fund and decrease in capital expenditures in the General Fund.

The **General Fund** is the chief operating fund of the district. At the end of the current fiscal year, the unassigned fund balance for the General Fund was \$8,955,176. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 22.8 percent of total General Fund expenditures, exceeding the district's financial policy guideline of 10.0 percent.

Program revenues increased by 2.1 percent or \$213,497 on the modified accrual method of accounting. Sports and recreation revenues experienced increases, while tennis and aquatics showed decreases from the previous year. Other than program revenues, General Fund revenues increased by \$193,906 or 0.7 percent over the previous year. Notable changes were:

- Increase of 4.1 percent or \$1,094,332 in property tax revenues related primarily to statutorily allowable growth in assessed property values.
- Decrease of grants and contributions of \$1,021,052, related primarily to one-time contribution from the Portland Timbers received in 2015 for construction of practice field.
- Decrease of 35.8 percent or \$183,192 of cost recovery from the Bond Capital Projects Fund due to elimination of bond accountant position and decrease in bond capital project spending.

Fund balance of the General Fund increased by \$834,279 over the previous year, due to increased growth and tight fiscal controls. Operating expenditures (excluding capital outlay and debt service) increased by \$1,320,187 or 3.9 percent, mainly from inflationary increases in personnel, costs. Capital expenditures increased from the previous year by \$1,155,051 or 52.3 percent due to annual variations in budgeted items.

The **Bonded Debt Fund** has a total fund balance of \$286,350, a decrease of \$164,395 versus the previous year, and is restricted for the payment of debt service on existing general obligation debt. Decrease is due primarily to reduction in property tax revenues related to reduction in applicable debt balance.

The **Bond Capital Projects Fund** accounts for the proceeds received from the sale of the general obligation bonds, Series 2009 for \$58,505,000 and Series 2011 for \$40,060,000, and Series 2015 for \$1,435,000 (new monies only). In November 2008, district voters authorized a total levy of \$100 million to target a specific list of projects and land acquisitions throughout the district. A total of \$3,154,855 was expended during the current fiscal year. The majority of capital projects have been substantially completed; however, three large park development and improvement projects, natural resource land acquisition/restoration and development of three new athletic fields will continue for at least three more years. As of the end of the year, total fund balance in this fund restricted for park development is \$27,226,923.

The **System Development Charges Fund** accounts for development impact fees assessed on new construction within the district boundaries. Total revenues decreased by \$472,744 or 8.0 percent over last year, due to the leveling-off of new construction activity in two new urban areas of the district. Total expenditures increased by \$4,735,771 due to a shift in capital spending from bond to system development charge funded projects. Fund balance decreased by \$589,879 or 4.7 percent over the previous year. This total fund balance of \$12,063,936 is entirely restricted for parks acquisition and development and improvements related to capacity expansion.

General Fund Budgetary Highlights

The district prepares and adopts its budget on an annual basis using a modified cash basis of accounting. General Fund revenues were slightly less than budget by 0.5 percent, largely due to anticipated grants not awarded or received. Expenditures stayed well under budget by 18.2 percent, primarily due to non-expenditure of contingency and capital replacement funds, control of costs in part-time personnel and capital expenditures at less than budgeted amounts. Budgetary basis accounting is now equivalent to GAAP basis accounting; in prior years certain transactions were shown as reconciling items between budgetary basis and GAAP basis. There were no differences between the original and final amended budget at the program level.

Capital Asset and Debt Administration

Capital assets

The district's investment in capital assets as of June 30, 2016, amounts to \$199,866,238 (net of accumulated depreciation). This investment in capital assets includes land, park sites and planning development, buildings and improvements, plus machinery, equipment and furnishings, and intangible assets. The net increase in the district's capital assets for the current fiscal year was \$10,481,840 or 5.5 percent.

Increases of \$8,075,426 were generated in land due to new acquisitions and donations of park and natural area parcels and net increases in construction in progress of \$2,268,666 due primarily to two significant park and trail projects during the year. Deferred maintenance was funded for both buildings and parks improvements, to the extent of available funds.

Tualatin Hills Park and Recreation District Capital Assets (net of depreciation)

	June 30,	
	2016	2015
Land	\$ 94,180,067	\$ 86,104,641
Park sits and planning development	53,134,786	52,731,548
Buildings and improvements	41,885,945	42,037,145
Equipment and furnishings	1,050,469	1,130,093
Intangible assets	26,539	61,205
Construction in progress	9,588,432	7,319,766
Total	<u>\$ 199,866,238</u>	<u>\$ 189,384,398</u>

Additional information on the district's capital assets can be found in Note IV.B on page 39 of this report.

Long-term debt and other long-term obligations

At June 30, 2016, the district had \$95.4 million in debt and other long-term obligations outstanding compared to \$100.4 million last year. Approximately \$6.2 million of the debt outstanding and other long-term obligations at June 30, 2016 is due within one year. Debt decreased by a net of \$5.0 million, mainly due to the retirement of existing debt.

Tualatin Hills Park and Recreation District Outstanding Debt and Obligations

	June 30,	
	2016	2015
General obligation bonds	\$ 77,350,000	\$ 81,045,000
Premiums	7,363,712	8,370,817
Full faith and credit obligations	9,140,000	9,380,000
Loans	381,695	407,785
Compensated absences	1,128,446	1,215,675
Total	<u>\$ 95,363,853</u>	<u>\$ 100,419,277</u>

The district's most recent credit rating, received in April 2015 was "Aa1" from Moody's for general obligation debt. Previously, the district received ratings of "AA" from Standard & Poor's on both general obligation and full faith and credit obligations and "Aa2" for full faith and credit obligations from Moody's.

Due to the district's strong credit rating, bond insurance was not financially advantageous, nor necessary, for the series 2009, 2011 and 2015 general obligation issues or the series 2010 full faith issues.

Additional information on the district's long-term obligations can be found in Note IV.C on pages 40 - 42.

Economic Factors and Next Year's Budget and Rates

Some of the factors considered during the preparation of the 2016/17 budget were:

- Assessed value on property was estimated to increase by approximately 4.5 percent over the previous year.
- Absorbing an overall increase of Personal Service costs of 4.4 percent, with a cost of living increase of 1.25 percent for full and regular part-time staff. The budget includes a net increase of two positions, from upgrading three regular part-time positions and decreasing one net full-time position. Two other regular part-time positions were also eliminated.
- Continue with implementation of cost recovery strategy and evaluation of program offerings to ensure sustainable revenues for the future.
- Adjust for expected water usage and rate increases while continuing to explore initiatives to reduce further utility cost impacts; for example, LED lighting, maintenance vehicle trip reductions and upgrades to heating/cooling control software and equipment.
- Funding an increase of 2.5 percent to Materials and Services for provision of program related services and adequate maintenance coverage for newly completed park improvements.
- Additional funding to adequately support the increased utilization of Inclusion Services.
- Continued funding of the capital replacement reserve for long-term funding of capital asset needs.
- Continued funding of necessary park planning personnel to complete the Bond Capital project program.
- Funding of land acquisition (increase of \$7 million) and new construction (increase of \$3 million) within the System Development Charges Fund.

Property taxes have been increased by the statutorily allowed 3.0 percent of assessed value on all properties. New development growth is conservatively estimated at 1.5 percent, for the combined rate of 4.5 percent. The district will continue to closely analyze the various properties to accurately estimate future resources. However, with the increased rate of new growth within district boundaries, and returning property values on existing homes, future resource growth should be strong and steady.

The district funds maintenance replacement at the maximum level available and it will continue to be a critical component of future budgetary plans. The district has seen growth in rental income from various properties and will actively target additional grant and contribution opportunities. Furthermore, the Tualatin Hills Park Foundation, a totally separate entity devoted to the betterment of the district and its patrons, has undertaken a serious focus on fundraising towards the future Southwest Community Park construction and operational costs, pledging approximately \$1.2 million. This mutually beneficial project is currently being constructed.

Overall, on a budgetary basis the General Fund shows an increase of \$1,593,252 or 20.7 percent over the anticipated beginning fund balance in the 2016/17 budget. This increase is largely due to factors such as:

- Increased patron participation in programs,
- Steady property tax collections,
- Strong budgetary controls and
- Capital funding carryforwards into the following year.

In order to remain financially sustainable, the district will continue with the long-term focus that has served well during the past years of instability. Continued implementation of the strategic and financial sustainability plans, and resulting functional plans, will assist in identification of key items to incorporate within the board approved long term strategic goals. Local parks and recreation programs offer an affordable alternative for families of all sizes and economic backgrounds, as reflected by our residents' involvement. The district will continue to examine existing programs, along with new and trending activities, to ensure we remain competitive and accessible for all.

Requests for Information

These financial statements are designed to provide a general overview of the district's finances for all those with an interest, and to demonstrate the district's accountability. Questions concerning any of the information provided within this report, or requests for further financial information, should be addressed to Business and Facilities Division, Finance Department, 15707 SW Walker Road, Beaverton, Oregon 97006.



Tualatin Hills Park and Recreation District
Statement of Net Position
June 30, 2016

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 30,715,945
Investments	20,642,300
Due from other governments	538,745
Receivables	1,919,820
Prepays	255,799
Inventories	60,362
Cash, cash equivalents and investments - restricted	1,026,904
Capital assets (net of accumulated depreciation):	
Land	94,180,067
Park sites and planning development	53,134,786
Buildings and improvements	41,885,945
Equipment and furnishings	1,050,469
Intangible assets	26,539
Construction in progress	9,588,432
Total assets	255,026,113
Deferred Outflows of Resources:	
Deferred outflows - pension	6,176,953
Deferred outflows - charge on debt refunding	4,463,838
Total deferred outflows of resources	10,640,791
Liabilities:	
Accounts payable and other current liabilities	2,909,121
Accrued interest payable	316,853
Unearned revenue	1,740,146
Long-term debt:	
Due within one year	6,160,028
Due in more than one year	89,203,825
Net OPEB liability	315
Net pension liability	10,969,184
Total liabilities	111,299,472
Net Position:	
Net investment in capital assets	135,202,585
Restricted for:	
Debt service	286,350
Capital improvements	12,063,937
Unrestricted	6,814,560
Total net position	\$ 154,367,432

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Statement of Activities
For the Year Ended June 30, 2016

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary government:					
Governmental activities:					
Board of Directors	\$ 178,381	\$ -	\$ -	\$ -	\$ (178,381)
Administration	2,048,290	-	-	-	(2,048,290)
Business and facilities	16,447,289	-	-	-	(16,447,289)
Planning and development	550,044	-	-	-	(550,044)
Park and recreation services	21,180,758	10,485,707	32,385	9,994,683	(667,983)
Interest on long-term debt	3,334,042	-	-	-	(3,334,042)
Total primary government	\$ 43,738,804	\$ 10,485,707	\$ 32,385	\$ 9,994,683	(23,226,029)

General revenues:

Property taxes levied for general purposes	28,213,082
Property taxes levied for debt service	6,905,720
Grants and contributions not restricted to specific programs	185,805
Rents and leases	648,897
Unrestricted investment earnings	458,566
Miscellaneous	188,479
Total general revenues	<u>36,600,549</u>
Change in net position	13,374,520
Net position - beginning balance, as previously reported	143,359,392
Restatement - change in actuarial assumptions	<u>(2,366,480)</u>
Net position - beginning balance, as restated	140,992,912
Net position - ending	<u>\$ 154,367,432</u>

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Balance Sheet
Governmental Funds
June 30, 2016

	General Fund	Bonded Debt Fund	Bond Capital Projects Fund	System Development Charges Fund	Other Governmental Fund	Total Governmental Funds
Assets						
Assets:						
Cash and cash equivalents	\$ 12,427,394	\$ 224,355	\$ 10,881,166	\$ 7,018,674	\$ 164,356	\$ 30,715,945
Investments	-	-	16,142,996	4,499,304	-	20,642,300
Receivables:						
Interest	236	166	79,913	7,090	-	87,405
Property taxes	1,307,353	382,885	-	-	-	1,690,238
Accounts receivable	142,175	-	-	-	-	142,175
Intergovernmental	90,507	21,456	-	426,782	-	538,745
Cash, cash equivalents and investments - restricted	117,095	-	785,520	124,289	-	1,026,904
Prepays	255,799	-	-	-	-	255,799
Inventories	60,362	-	-	-	-	60,362
Total assets	\$ 14,400,921	\$ 628,862	\$ 27,889,595	\$ 12,076,139	\$ 164,356	\$ 55,159,873
Liabilities, Deferred Inflows of Resources, and Fund Balances						
Liabilities:						
Accounts payable	\$ 1,350,292	\$ -	\$ 660,172	\$ 12,203	\$ -	\$ 2,022,667
Salaries payable	485,676	-	-	-	-	485,676
Retainages payable	39,698	-	2,500	-	-	42,198
Other current liabilities payable	358,577	-	-	-	-	358,577
Unearned revenue	1,740,146	-	-	-	-	1,740,146
Total liabilities	3,974,389	-	662,672	12,203	-	4,649,264
Deferred inflows of resources:						
Unavailable revenue - property taxes	1,155,195	342,512	-	-	-	1,497,707
Fund balances:						
Nonspendable:						
Prepays	255,799	-	-	-	-	255,799
Inventory	60,362	-	-	-	-	60,362
Restricted:						
Debt service	-	286,350	-	-	-	286,350
Capital improvements	-	-	27,226,923	12,063,936	-	39,290,859
Committed - mitigation maintenance	-	-	-	-	164,356	164,356
Unassigned	8,955,176	-	-	-	-	8,955,176
Total fund balance	9,271,337	286,350	27,226,923	12,063,936	164,356	49,012,902
Total liabilities, deferred inflows of resources and fund balances	\$ 14,400,921	\$ 628,862	\$ 27,889,595	\$ 12,076,139	\$ 164,356	\$ 55,159,873

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
For the fiscal year ended June 30, 2016

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund balances - total governmental funds:	\$ 49,012,902
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	199,866,238
Unavailable revenues for those amounts that were not available to pay current period expenditures.	1,497,707
Other long-term items are not available to pay for current period expenditures and, therefore, are deferred in the fund statements:	
Deferred outflows - pension	6,176,953
Deferred outflow - charge on debt refunding	4,463,838
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds:	
Accrued interest payable	(316,853)
Bonds, FFC, and loan payable	(94,235,408)
Compensated absences	(1,128,446)
Net OPEB liability	(315)
Net pension liability	(10,969,184)
Net position of governmental activities	\$ 154,367,432

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the fiscal year ended June 30, 2016

	General Fund	Bonded Debt Fund	Bond Capital Projects Fund	System Development Charges Fund	Other Governmental Fund	Total Governmental Funds
Revenues:						
Property taxes	\$ 28,067,647	\$ 6,884,746	\$ -	\$ -	\$ -	\$ 34,952,393
Aquatic programs	2,450,847	-	-	-	-	2,450,847
Tennis center	1,017,285	-	-	-	-	1,017,285
Sports programs	1,565,716	-	-	-	-	1,565,716
Recreation programs	5,451,861	-	-	-	-	5,451,861
Grants and sponsorships	279,707	-	-	-	-	279,707
Rents and leases	648,896	-	-	-	-	648,896
System development charges	-	-	-	5,367,366	-	5,367,366
Interest earned	152,866	38,007	202,422	64,331	940	458,566
Charges for services	328,170	-	-	-	-	328,170
Miscellaneous revenues	188,479	-	-	-	-	188,479
Total revenues	<u>40,151,474</u>	<u>6,922,753</u>	<u>202,422</u>	<u>5,431,697</u>	<u>940</u>	<u>52,709,286</u>
Expenditures:						
Current:						
Board of Directors	178,381	-	-	-	-	178,381
Administration	2,104,826	-	-	-	-	2,104,826
Business and facilities	16,074,842	-	-	-	-	16,074,842
Planning and development	1,262,721	-	-	-	-	1,262,721
Park and recreation services	15,499,027	-	-	-	2,948	15,501,975
Capital outlay	3,363,009	-	3,154,855	6,021,576	-	12,539,440
Debt service	834,389	7,087,148	-	-	-	7,921,537
Total expenditures	<u>39,317,195</u>	<u>7,087,148</u>	<u>3,154,855</u>	<u>6,021,576</u>	<u>2,948</u>	<u>55,583,722</u>
Net change in fund balance	834,279	(164,395)	(2,952,433)	(589,879)	(2,008)	(2,874,436)
Fund balances at beginning of year	<u>8,437,058</u>	<u>450,745</u>	<u>30,179,356</u>	<u>12,653,815</u>	<u>166,364</u>	<u>51,887,338</u>
Fund balances at end of year	<u>\$ 9,271,337</u>	<u>\$ 286,350</u>	<u>\$ 27,226,923</u>	<u>\$ 12,063,936</u>	<u>\$ 164,356</u>	<u>\$ 49,012,902</u>

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the fiscal year ended June 30, 2016

Amounts reported for governmental activities in the Statement of Activities are different because:

Net changes in fund balances - total governmental funds	\$ (2,874,436)
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays (for capitalized assets) exceeded depreciation in the current period.	5,916,039
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, and donations) is to increase net position.	4,565,800
Governmental funds defer revenues that do not provide current financial resources. However, the Statement of Activities recognizes such revenues at their net realizable value when earned, regardless of when received.	166,409
The issuance of long-term debt (e.g., bond, loans) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.	4,558,189
Some (expenses)/reductions in expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as (expenditures)/reductions in governmental funds.	
Accrued interest payable	29,306
Accrued compensated absences payable	87,229
Other post employment benefits	(8,218)
Net pension liability and related deferred outflows	934,202
Change in net position of governmental activities	\$ 13,374,520

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
General Fund
For the fiscal year ended June 30, 2016

	Original and Final Budgeted Amounts	Actual Amounts	Variance with Final Budget - Positive (Negative)
Revenues:			
Property taxes	\$ 27,745,905	\$ 28,067,647	\$ 321,742
Aquatic programs	2,899,023	2,450,847	(448,176)
Tennis center	1,055,081	1,017,285	(37,796)
Sports programs	1,279,734	1,565,716	285,982
Recreation programs	5,466,482	5,451,861	(14,621)
Grants and sponsorships	631,458	279,707	(351,751)
Rents and Leases	555,000	648,896	93,896
Interest earned	135,000	152,866	17,866
Charges for services	421,057	328,170	(92,887)
Miscellaneous revenues	160,350	188,479	28,129
Total revenues	40,349,090	40,151,474	(197,616)
Expenditures:			
Board of Directors	236,900	178,381	58,519
Administration	2,242,238	2,104,826	137,412
Business and facilities	18,236,151	17,299,834	936,317
Planning	1,337,057	1,262,721	74,336
Park and recreation services	16,438,264	15,499,027	939,237
Capital outlay	6,444,551	2,972,406	3,472,145
Contingency	2,300,000	-	2,300,000
Capital replacement reserve	850,000	-	850,000
Total expenditures	48,085,161	39,317,195	8,767,966
Net change in fund balance	(7,736,071)	834,279	8,570,350
Fund balances at beginning of year, as previously stated	7,736,071	9,751,071	2,015,000
Restatement*	-	(1,314,013)	(1,314,013)
Fund balance at beginning of year, as restated	7,736,071	8,437,058	700,987
Fund balance at end of year	\$ -	\$ 9,271,337	\$ 9,271,337

* Restatement to recognize net unearned revenue and prepaids previously presented within the budgetary fund balance.

The notes to the basic financial statements are an integral part of this statement



Tualatin Hills Park and Recreation District

NOTES TO THE BASIC FINANCIAL STATEMENTS JUNE 30, 2016

I. Summary of significant accounting policies

A. Reporting entity

Tualatin Hills Park and Recreation District (the district) is a special service district governed by an elected five member Board of Directors (the board), and operates as a separate municipal corporation. The district, as a primary government, is a financial reporting entity, which has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As required by accounting principles generally accepted in the United States (GAAP), these financial statements present the financial status and activities of the district.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the district.

The statement of activities demonstrates the degree to which the direct expenses of a given division or function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific division or function. *Program revenues* include 1) charges to patrons who purchase, use or directly benefit from goods, services or privileges provided by a given division or function, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular division or function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental, proprietary and fiduciary funds. Each fund is considered to be a separate accounting entity. Currently, the district has only governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement focus, basis of accounting and financial statement presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the district considers revenues to be available if they are collected within 60 days of the end of the year. Expenditures generally are recorded when the related fund liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the payment is due.

Property taxes, received within 60 days, system development impact fees and interest associated with the current year are all considered to be susceptible to accrual and so have been recognized as revenues of the year. All other revenue items are considered to be measurable and available only when cash is received by the district.

Activities between funds, which are similar to lending/borrowing arrangements, are reported as “due to/due from other funds”, when outstanding at the end of the fiscal year. Such balances are eliminated in the government-wide financial statements.

The district reports the following major governmental funds:

The *General Fund* is the district’s primary operating fund. It accounts for all financial resources of the district, except those required to be accounted for in another fund. The major sources of revenue are property taxes and user fees.

The *Bonded Debt Fund* accounts for the accumulation of resources to pay principal and interest on certain general obligation long-term bonded debt. The primary source of revenue is property taxes.

The *Bond Capital Projects Fund* accounts for the financial resources received from the voter approved general obligation bond passed in April, 2009. This fund details the acquisition and construction of the approved capital projects, utilizing the bond proceeds.

The *System Development Charges Fund* accounts for financial resources used for the acquisition of capital assets or construction of major capital projects. This fund accounts for fees charged developers to provide for expanding capacity of the district's facilities.

Other governmental fund

The other governmental fund includes the nonmajor fund of the district. The following details the Mitigation Maintenance Fund, a special revenue fund.

The *Mitigation Maintenance Fund* accounts for mitigation funds received from development impacting park property. These funds are accumulated for and committed to use on natural area restoration projects.

Flow of resources

When both restricted and unrestricted resources are available for use, normally it is the district's policy to use restricted resources first, and then unrestricted resources as they are needed. However, this flow assumption is determined annually through the budget process, and reflected in the approved appropriations.

D. Assets, liabilities, deferred outflows/inflows of resources and net position or fund balance

1. Cash, cash equivalents and investments

The cash and cash equivalents of the district are cash on hand, demand deposits and funds invested with the Oregon State Treasurer's Local Government Investment Pool (LGIP), with interest accruing to the benefit of each individual fund. The district considers cash on hand, demand deposits and short-term highly liquid investments with a maturity of three months or less, when purchased, to be cash and cash equivalents. Restricted cash and cash equivalents consist of short-term deposits pledged in lieu of performance bonds for capital projects in progress.

State statutes and the district’s investment policy authorize the district to invest in obligations of the U.S. Treasury, commercial paper, repurchase agreements, bankers' acceptances, municipal bonds, mutual funds and the LGIP. Investments are reported at fair value, based on quoted prices for identical investments.

The LGIP operates in accordance with appropriate state laws and regulations, but is not regulated by other laws, organizations or regulations. The reported value of the LGIP is equal to cash value. Investments are regulated by the Oregon Short-Term Fund Board (OSTF) and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The LGIP is not registered with the SEC as an investment company. While the LGIP is not currently rated by an independent rating agency, the LGIP's holdings provide very strong protection against losses from credit defaults.

2. Receivables and payables

Recorded property taxes receivable that are collected within 60 days after year-end are considered measurable and available and, therefore, are recognized as revenue in the fund financial statements. The remaining balance is recorded as unavailable revenue because it is not deemed available to finance operations of the current period in the fund financial statements. An allowance for doubtful accounts is not deemed necessary, as uncollectible taxes become a lien on the property and are substantially collected through foreclosure. Property taxes are levied and become a lien on July 1. Collection dates are November 15, February 15 and May 15 following the lien date. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

3. Inventory and prepaid items

The costs of the General Fund inventory are recorded as expenditures when purchased in the fund financial statements, to reflect the most conservative budgetary approach. At year-end, the items still on hand and unused are valued at cost, which approximates market value, using the first-in, first-out method.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. Capital assets

Capital assets, which include property, equipment, furnishings, improvements and intangible assets such as software, are reported in the government-wide financial statements. The district defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized in the government-wide statements as projects are constructed. All capital outlay is recorded as expenditures in the fund financial statements.

Property, improvements, equipment and intangible assets are depreciated using the straight line method in the government-wide financial statements over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	50
Building improvements	20
Park sites and planning development	20-50
Equipment and furnishings	5
Intangible assets	5

5. *Deferred outflows/inflows of resources*

In addition to assets, another financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The items that qualify in this category are the deferred charges from refunding, the employer contributions to the Defined Benefit Plan (the Plan) after the measurement date, the measurement experience related to the Plan, and the net differences between projected and actual investment earnings related to the Plan; all four reported in the government-wide statement of net position. Deferred charges, resulting from the carrying value of refunded debt and its reacquisition price, are deferred and amortized over the shorter of the life of the refunded debt or refunding debt.

In addition to liabilities, a separate section may also be required for *deferred inflows of resources*, representing acquisition of net position or fund balance that applies to a future period, and so will not be recognized as an inflow of resources (revenue) until that time. Both the statement of net position and the governmental funds balance sheet may report a separate section for deferred inflows of resources. The district has unavailable revenue, property taxes, that qualify for reporting in this category in the governmental funds balance sheet.

6. *Unearned revenue*

Governmental funds recognize unearned revenue in connection with resources that have been received, but not yet earned. The government-wide financial statements and governmental funds balance sheet report unearned revenue only for amounts that are received but not earned, relating to payments for recreation programs that occur July 1 or after.

7. *Compensated absences*

District policy permits employees to accumulate earned but unused vacation, compensatory and sick pay benefits. There is no liability for unpaid accumulated sick leave since the district does not have a policy to pay any amounts to employees upon separation of service. All vacation and compensatory pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

8. *Long-term obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

9. Fund balance

In the fund financial statements, fund balance classifications comprise a hierarchy based on the constraints imposed on the use of resources as reported in governmental funds. The five fund balance classifications are described below:

- Nonspendable fund balance represents amounts that are not in a spendable form because they are either legally or contractually required to be maintained intact. The nonspendable fund balance represents inventories and prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant or donor requirements, other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The board may set, modify or rescind commitments by resolution.
- Assigned fund balance represents amounts that are constrained by expressed intent to use resources for a specific purpose that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the board or designee to whom that authority has been given by the board, normally the General Manager or Director of Business and Facilities.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The board has approved the following order of spending regarding fund balance categories: restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and lastly, unassigned fund balance.

To ensure financial stability, the board has adopted a policy stating that the minimum level of ending fund balance will be at least 10 percent of operating expenses in the year. In any year in which the district is not at the targeted fund level, the budgeted contingency will be increased by 1 percent of property tax revenues.

II. Reconciliation of government-wide and fund financial statements

A. Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position

The governmental fund balance sheet includes reconciliation between *fund balance – total governmental funds* and *net position – governmental activities* as reported in the government-wide statement of net position. One element of that reconciliation explains that “long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.” The details of this \$(94,235,407) difference are as follows:

Bonds payable	\$ (77,350,000)
Plus: Issuance premiums (to be amortized over life of debt)	(7,341,847)
Full faith and credit obligations	(9,140,000)
Plus: Issuance premiums (to be amortized over life of debt)	(21,865)
Loans payable	<u>(381,695)</u>
Net adjustment to decrease <i>fund balance – total governmental funds</i> to arrive at <i>net position – governmental activities</i>	<u>\$ (94,235,407)</u>

B. Explanation of certain differences between the governmental fund statement of revenues, expenditures and changes in fund balances and the government-wide statement of activities

The governmental fund statement of revenues, expenditures, and changes in fund balances includes reconciliations between *net changes in fund balances – total governmental funds* and *changes in net position of governmental activities* as reported in the government-wide statement of net position. One element of that reconciliation explains that “Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.” The details of this \$5,916,039 difference are as follows:

Capital outlay (for capitalized assets)	\$ 11,601,318
Depreciation expense	<u>(5,685,279)</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u>\$ 5,916,039</u>

Another element of that reconciliation states “The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins and donations) is to increase net position.” The details of this \$4,565,800 difference are as follows:

Donations of capital assets increase the net position in the statement of net position, but do not appear in the governmental funds because they are not financial resources.	<u>\$ 4,565,800</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u>\$ 4,565,800</u>

Another element of that reconciliation states that “the issuance of long-term debt (e.g., bonds, loans) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.” The details of this \$4,558,189 difference are as follows:

Principal repayments:	
General obligation debt	\$ 3,695,000
Other long-term debt	266,090
Amortization of premiums	1,007,106
Amortization of deferred charges on refundings	<u>(410,007)</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u>\$ 4,558,189</u>

III. Stewardship, compliance and accountability

A. Budgetary information

Annual budgets are prepared for each fund in accordance with a modified cash basis of accounting and with the legal requirements set forth in the Oregon Local Budget Law. The district budgets each governmental fund type on a modified cash basis. The resolution authorizing appropriations for each fund set the level by which expenditures cannot legally exceed appropriations. All annual appropriations lapse at year-end. On or before the third week of February, departmental budgets are submitted to management for compilation of the proposed budget document. Initial budget review meetings begin in April, with the final public hearing and adoption completed before June 30 of each year.

Governmental fund budgets are established in accordance with state law, and are adopted on a fund level except the General Fund. The General Fund budget is adopted on an organizational unit level. Organizational units are the levels of control for all funds established by the resolution. The detail budget document, however, is required to contain more specific information for the above mentioned appropriation levels. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers and approval by the board. Original and supplemental budgets may be modified by the use of appropriations transfers between the levels of control. Such transfers require approval by the board.

IV. Detailed notes on all funds

A. Cash, cash equivalents and investments

Deposits with financial institutions include bank demand deposits and deposits in the LGIP, as authorized by Oregon statutes.

At June 30, 2016, the district had the following cash, cash equivalents and investments at fair value:

Demand deposits and short term commercial paper	\$ 669,617
Certificates of deposit	7,502
Commercial paper	1,534,921
Investments in the State Treasurer's Local Government Investment Pool	29,530,809
Government and agency obligations	<u>20,642,300</u>

Total cash, cash equivalents and investments \$ 52,385,149

Cash, cash equivalents and investments are reflected in the financial statements as follows:

Cash and cash equivalents	\$ 30,715,945
Investments	20,642,300
Cash, cash equivalents, and investments – restricted	<u>1,026,904</u>

Total cash, cash equivalents and investments \$ 52,385,149

The district categorizes its investments according to the fair value hierarchy established by GAAP. GASB Statement No. 72, *Fair value Measurement and Application*, which was implemented by the district for the 2015-16 fiscal year, provides a fair value hierarchy based on valuation inputs to measure the fair value of the investment. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Assets Valued at Fair Value as of June 30, 2016:

	<u>Level 2</u>
Commercial paper	\$ 1,534,921
Certificates of deposit	7,502
Government and agency obligations	<u>20,642,300</u>
Total	\$22,184,723

Investments in the LGIP are stated at share value, which approximates fair value, and is the value at which the shares can be withdrawn. The LGIP does not report all investments at fair value in accordance with the provisions of GASB Statement No. 31. The LGIP is required by Oregon Revised Statutes (ORS) to compute the fair value of all investments maturing more than 270 days from the date the computation is made. If the fair value totals more than one percent of the balance of the LGIP in terms of unrealized gain or loss, the amount is required to be distributed to the pool participants. Fifty percent of the LGIP portfolio must mature within 93 days. Up to 25% of the LGIP portfolio may mature in over one year and no investment may mature in over three years. At June 30, 2016, the district's share of the amount of unrealized gain reported by the LGIP was considered immaterial.

Current investments ratings are:

	N/A	Moody's Aaa	Total	Weighted Average Maturity (years)
Government and Agency Obligations	-	\$ 20,642,300	\$20,642,300	.96

The LGIP is unrated.

A. *Interest rate risk*

In accordance with its investment policy, the district manages its exposure to declines in fair values by limiting the weighted average maturity to ensure securities mature to meet cash requirements for ongoing operations, and investing operating funds primarily in shorter-term securities or short-term investment pools.

B. *Credit risk*

As incorporated into the district's investment policy, State statute allows the district to invest in general obligations of the U.S. Government and its agencies, bank repurchase agreements, bankers' acceptances, municipal bonds, commercial paper of at least an A1/A+ rating, and the LGIP among others. The district's investments in U.S. government securities are not required to be rated.

C. *Concentration of credit risk*

The district's investment policy stipulates diversification of investments by limiting over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities), limiting investment in high credit risk securities, investing with varying maturities, and maintaining a portion of the portfolio in readily available funds.

In accordance with GASB Statement No. 40, the district is required to report all individual non-federal investments, which exceed 5% of total invested funds. As of June 30, 2016, the district did not hold any non-federal investments exceeding 5% of invested funds.

D. Custodial credit risk – deposits

Deposits with financial institutions are comprised of bank demand deposits and certificates of deposit. The combined total bank balance is \$821,657. Of these deposits, \$250,000 is covered by federal depository insurance. As required by Oregon Revised Statutes, deposits in excess of federal depository insurance were held at a qualified depository for public funds. All qualified depositories for public funds are included in the multiple financial institution collateral pool that is maintained by and in the name of the Office of the State Treasurer.

E. Custodial credit risk – investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the district will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The district's investment policy minimizes this risk by investing in the safest securities, pre-qualifying the financial institutions and broker/dealers, diversifying the portfolio and actively monitoring the holdings for ratings changes and market conditions.

B. Capital assets

Capital asset activity for the year ended June 30, 2016 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 86,104,641	\$ 8,075,426	\$ -	\$ 94,180,067
Construction in progress	7,319,766	7,669,258	(5,400,592)	9,588,432
Total capital assets, not being depreciated	<u>93,424,407</u>	<u>15,744,684</u>	<u>(5,400,592)</u>	<u>103,768,499</u>
Capital assets, being depreciated:				
Parks sites and planning development	80,006,599	3,930,177	-	83,936,776
Buildings and improvements	67,060,143	1,511,923	-	68,572,066
Equipment and furnishings	7,103,508	380,927	(136,130)	7,348,305
Intangible assets	233,107	-	-	233,107
Total capital assets being depreciated	<u>154,403,357</u>	<u>5,823,027</u>	<u>(136,130)</u>	<u>160,090,254</u>
Less accumulated depreciation for:				
Park sites and planning development	(27,275,051)	(3,526,939)	-	(30,801,990)
Buildings and improvements	(25,022,998)	(1,663,123)	-	(26,686,121)
Equipment and furnishings	(5,973,415)	(460,551)	136,130	(6,297,836)
Intangible assets	(171,902)	(34,666)	-	(206,568)
	<u>(58,443,366)</u>	<u>(5,685,279)</u>	<u>136,130</u>	<u>(63,992,515)</u>
Total capital assets, being depreciated, net	<u>95,959,991</u>	<u>137,748</u>	<u>-</u>	<u>96,097,739</u>
Governmental activities capital assets, net	<u>\$ 189,384,398</u>	<u>\$ 15,882,432</u>	<u>\$ (5,400,592)</u>	<u>\$ 199,866,238</u>

Depreciation expense for governmental activities was charged to functions as follows:

Business and facilities	\$ 688,712
Parks and recreation services	4,996,567
Total depreciation expense – governmental activities	<u>\$ 5,685,279</u>

The district has the following significant construction commitments related to several projects begun prior to June 30, 2016:

	Commitments Made Before June 30, 2016	Commitments Made After June 30, 2016	Total Commitments
Projects:			
Aquatic Center Renovation	\$ 255,297	\$ 1,344,698	\$ 1,599,995
SW Community Park	4,639,149	856,794	5,495,943
SE Quadrant Field	521,752	464,445	986,197
Total capital assets, not being depreciated	<u>\$ 5,416,198</u>	<u>\$ 2,665,937</u>	<u>\$ 8,082,135</u>

C. Long-term debt

The table below presents current year changes in long-term debt, and the current portions due for each issue.

	Beginning Balance	Increase	Amortization/ Repayments	Ending Balance	Due Within One Year
General Obligation Bonds					
Series 2009	\$ 8,350,000	\$ -	\$ 1,825,000	\$ 6,525,000	\$ 1,990,000
Series 2011	34,815,000	-	1,455,000	33,360,000	1,570,000
Series 2015	37,880,000	-	415,000	37,465,000	600,000
plus premium	8,343,275	-	1,001,428	7,341,847	985,177
Full Faith & Credit					
Series 2006	595,000	-	110,000	485,000	110,000
Series 2010A	1,395,000	-	40,000	1,355,000	45,000
Series 2010B	6,820,000	-	-	6,820,000	-
Series 2010C	570,000	-	90,000	480,000	95,000
plus premium	27,542	-	5,677	21,865	4,848
Loans					
Energy Savings Contract	407,785	-	26,090	381,695	26,876
Compensated Absences	1,215,675	1,037,875	1,125,104	1,128,446	733,127
	<u>\$ 100,419,277</u>	<u>\$ 1,037,875</u>	<u>\$ 6,093,299</u>	<u>\$ 95,363,853</u>	<u>\$ 6,160,028</u>

General Obligations Bonds

The district issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities and improvements. General obligation bonds are direct obligations and pledge the full faith and credit of the district.

General obligations bonds, Series 2009 were issued on April 2, 2009 as the first series of the \$100 million voter approved 2008 bond measure in the amount of \$58,505,000, to finance land acquisition, improvements and development of parks and facilities, along with rehabilitation and acquisition of natural areas throughout the district. Stated interest rates for specific maturities ranged from 3.00% to 4.75%, in accordance with the terms agreed at issuance. The bonds are paid annually, with interest payments semi-annually, over a term of twenty years. General obligations bonds, Series 2011 were issued on September 13, 2011 in the amount of \$40,060,000, as the second series of the 2008 bond measure, to complete the voter approved list of acquisitions and projects. Stated interest rates for specific maturities ranged from 2.00% to 4.00%, in accordance with the terms agreed at issuance. The bonds are paid annually, with interest payments semi-annually, over a term of eighteen years.

Finally, on May 5, 2015 the district issued \$37,880,000 in general obligation bonds with interest rates ranging from 2.0% to 5.0%. From the proceeds, \$1,435,000 fulfilled the final series of the 2008 bond measure, and the balance was used to advance refund \$38,340,000, a portion of the Series 2009 general obligation issue. The net proceeds of \$43,401,471 (including a \$6,987,825 premium and payment of \$222,658 in closing costs) along with \$850,725 in resources were deposited in an irrevocable trust fund with an escrow agent to provide funds for the future debt service payment on the refunded bonds. As a result, this portion of the Series 2009 bond is considered defeased and the liability was removed from the statement of net position. The reacquisition price exceeded the net carrying amount of the old debt by \$4,840,819. This amount is amortized over the remaining life of the refunding debt. The bonds will be paid annually, with interest payments semi-annually, over a term of fourteen years.

Full Faith and Credit Obligations

On December 21, 2006, the district issued \$2,430,000 in Full Faith and Credit Obligations, Series 2006. Proceeds were used to advance refund the Certificates of Participation, Series 1997, and the Full Faith and Credit Obligations, Series 1997 and Series 2000. The coupon rates on Series 2006 ranged from 4.0% to 5.0% for specific maturities, in accordance with the terms agreed at issuance. These obligations are subject to optional and mandatory redemption prior to the stated maturity dates. Payment of the principal and interest, when due, is insured by a policy issued by Ambac Assurance Corporation. Due to a rating downgrade of Ambac Assurance Corporation by Standard & Poor's Rating Service, a material event notice was filed in compliance with continuing disclosure requirements.

On July 20, 2010, the district issued \$1,695,000 in Full Faith and Credit Obligations, Series 2010A. Proceeds were used to provide funding for the purchase and implementation of various energy conservation measures. Stated coupon rates for specific maturities ranged from 2.0% to 4.2%, in accordance with the terms agreed at issuance. The bonds are paid annually, with interest payments semi-annually, over a term of 21 years. Subsequent utility savings will offset future debt service costs over the life of the issue.

On November 30, 2010, the district issued \$7,815,000 in Full Faith and Credit Obligations, to finance the acquisition, construction and renovation of a new maintenance facility and related capital projects, centrally located within district boundaries. The bonds were issued as Series 2010B and 2010C, for \$6,820,000 and \$995,000, respectively. Series 2010B was issued on a taxable basis, with a Recovery Zone Economic Development Bond subsidy associated with the issue. The stated coupon rates on specific maturities range from 5.25% to 6.741%, with a subsidy rate of 45% on the total interest cost, for the term of the bonds. Series 2010B bonds are paid annually, with principal payments commencing after ten years in 2021, for a thirty year term. Interest payments will be semi-annually, commencing in 2011, over a term of 30 years. Because a portion of the new warehouse may be leased to a for-profit enterprise, Series 2010C was issued on a taxable basis with stated coupon rates on specific maturities ranging from 1.064% to 4.972%, in accordance with the terms agreed at issuance. Series 2010C bonds are paid annually, with interest payments semi-annually, over a term of 11 years.

Loans Payable

On February 15, 2013, the district borrowed \$457,100 for the purchase and implementation of various continued energy conservation measures. This loan bears an interest rate of 2.99%, and is payable over fifteen years. This loan is not collateralized.

Annual principal requirements for all issues are as follows:

Year ending June 30,	General Obligation Series			Full Faith & Credit Series			Loans	Total	
	2009	2011	2015	2006	2010A	2010B			2010C
Principal									
2017	\$ 1,990,000	\$ 1,570,000	\$ 600,000	\$ 110,000	\$ 45,000	\$ -	\$ 95,000	\$ 26,876	\$ 4,436,876
2018	2,170,000	1,685,000	665,000	120,000	50,000	-	100,000	27,686	4,817,686
2019	2,365,000	1,820,000	715,000	125,000	55,000	-	100,000	28,520	5,208,520
2020	-	1,985,000	3,325,000	130,000	60,000	-	105,000	29,378	5,634,378
2021	-	2,155,000	3,645,000	-	70,000	165,000	80,000	30,264	6,145,264
2022-2026	-	13,420,000	23,715,000	-	440,000	1,360,000	-	165,555	39,100,555
2027-2031	-	10,725,000	4,800,000	-	635,000	1,595,000	-	73,416	17,828,416
2032-2036	-	-	-	-	-	1,905,000	-	-	1,905,000
2037-2041	-	-	-	-	-	1,795,000	-	-	1,795,000
	<u>\$ 6,525,000</u>	<u>\$ 33,360,000</u>	<u>\$ 37,465,000</u>	<u>\$ 485,000</u>	<u>\$ 1,355,000</u>	<u>\$ 6,820,000</u>	<u>\$ 480,000</u>	<u>\$ 381,695</u>	<u>\$ 86,871,695</u>

Annual interest requirements for all issues are as follows:

Year ending June 30,	General Obligation Series			Full Faith & Credit Series			Loans	Total	
	2009	2011	2015	2006	2010A	2010B			2010C
Principal									
2017	\$ 218,425	\$ 1,225,356	\$ 1,728,300	\$ 24,250	\$ 52,920	\$ 436,918	\$ 21,016	\$ 11,213	\$ 3,718,398
2018	158,725	1,193,956	1,716,300	18,750	51,270	436,918	17,630	10,404	3,603,953
2019	82,775	1,143,406	1,689,700	12,750	49,695	436,918	13,458	9,570	3,438,272
2020	-	1,070,606	1,668,250	6,500	47,970	436,918	8,936	8,710	3,247,890
2021	-	991,206	1,502,000	-	45,670	436,918	3,978	7,826	2,987,598
2022-2026	-	3,777,084	4,433,000	-	180,350	2,000,430	-	24,891	10,415,755
2027-2031	-	878,200	144,000	-	68,355	1,564,276	-	2,765	2,657,596
2032-2036	-	-	-	-	-	999,692	-	-	999,692
2037-2041	-	-	-	-	-	308,066	-	-	308,066
	<u>\$ 459,925</u>	<u>\$ 10,279,814</u>	<u>\$ 12,881,550</u>	<u>\$ 62,250</u>	<u>\$ 496,230</u>	<u>\$ 7,057,054</u>	<u>\$ 65,018</u>	<u>\$ 75,379</u>	<u>\$ 31,377,220</u>

Compensated Absences

The district's compensated absences of \$1,128,446 are liquidated by the General Fund.

Short-term Debt

The district issued Tax and Revenue Anticipation Notes, Series 2015, in the amount of \$4,500,000 on July 24, 2015 to continue operations of the general government prior to receipt of annual tax revenue. These notes matured on December 31, 2015, with an interest rate of 0.76%.

V. Other information

A. Defined benefit pension plan

The district maintains a single-employer, defined benefit pension plan ("plan") trusteesd by The Standard Insurance Company. The plan provides retirement and death benefits (pre-retirement) to plan members and beneficiaries. The plan does not issue a publicly available financial statement. The plan's authority for vesting and benefit provisions is provided by the Plan Agreement (last restatement July 1, 2012) and is governed by the district's Board of Directors. Amendments to the plan require approval of the Board of Directors.

General information about the Pension Plan

Plan Description

Within the plan, Tier I, a defined benefit plan, applies to all full-time employees hired before July 1, 2010, and is now closed to new enrollment. Tier II, a hybrid plan consisting of two components, applies to all full-time employees hired on or after July 1, 2010, and all regular part-time (RPT) employees. The two components are the employer paid pension fund and an Individual Account Program (IAP). Employees in both Tier I and Tier II were/are eligible for participation in the plan after six months of service.

Membership in the Plan as of July 1, 2015 was:

<u>Group</u>	<u>Tier I</u>	<u>Tier II</u>
Active participants	132	67
Terminated	17	1
Retired receiving medical premium benefits	10	-
Total	159	68

Benefits Provided

The Tier I normal retirement benefit, as authorized by the Board of Directors, is equal to 1.9% of the participant's average monthly earnings multiplied by the years and months of employment with the district. Normal retirement age is 58, or an employee may elect early retirement at a reduced benefit of 5% per year after age 55 with ten years of service. Active participants that have reached normal retirement age (58) and accrued 20 years of benefit service may elect to receive an "in-service" distribution of the benefits accrued to the date of distribution. Tier I retiring employees may choose between several annuity options or a single lump sum benefit payment.

The Tier II normal retirement benefit is equal to 1.5% of the participant's average monthly earnings multiplied by the years and months of employment with the district. Normal retirement age is 65, or an employee may elect early retirement at a reduced benefit of 5% per year after age 55 with ten years of service. Retiring employees may choose between several annuity options. There is no "in-service" distribution or single lump sum benefit payment allowed within the Tier II plan.

Average monthly earnings are based upon eligible compensation paid during the 36 consecutive month period which produces the highest average. For Tier I participants only, eligible compensation also includes upon termination or in-service distribution, 100% of unused vacation leave, and upon retirement including in-service distribution, 50% of unused sick leave.

The plan does not have a disability benefit, but a participant qualified under a program administered by the Social Security Administration will continue to earn vesting service credits during the period of disability. In the event of death prior to retirement, an amount equal to the present value of the vested accrued benefit will be paid. Death benefits paid post-retirement are provided only by the annuity form elected at the time of retirement. Terminated employees who have completed five years of vesting service are entitled to receive a vested monthly benefit starting at normal retirement date. A participant is always 100% vested in mandatory/IAP and voluntary employee accounts.

Benefit terms allow the plan administrator to periodically apply a cost of living adjustment (COLA) up to 2% (or negative 2%) to amounts being distributed to retirees. In no event shall the amount of any participant's monthly benefit be less than would have been paid had no COLA been applied.

Contributions

The plan is funded by a combination of employer and employee contributions. The terms of the plan dictate that employee contributions are made on a pre-tax basis at a rate of 6% of eligible earnings for both Tier I and Tier II. Per board direction, the employer contributions are based on an actuarially determined rate to contribute whatever amounts are required in addition to employee contributions, to provide benefits and pay expenses of the plan. For the year ended June 30, 2015,

an actuarially determined rate to contribute are amounts required in addition to employee contributions, to provide benefits and pay expenses of the plan. For the year ended June 30, 2015, the district contribution was 22.8% (a blended rate for both plans) of annual covered budgeted payroll for 2014/15. Total actual contributions to the plan for the fiscal year ended June 30, 2015 totaled \$3,103,438 which is 22.3% of annual covered payroll of \$13,874,307. Pension expense for the fiscal year ended June 30, 2016 was \$1,572,417.

Tier I participants may make voluntary contributions up to a maximum of 10% of monthly salary. Tier II participants may make voluntary contributions up to a maximum of 25% of their earnings. Benefits derived from such contributions are in addition to other Plan benefits. Both mandatory and voluntary contributions are fully vested at all times.

Net Pension Liability

Actuarial Valuation Assumptions

The total pension liability reported as of June 30, 2016 was determined using the following actuarial assumptions from the July 1, 2014 actuarial valuation, applied to all periods included in the measurement:

Actuarial cost method	Entry age normal
Mortality assumptions	RP-2000 (combined)
Discount rate	7.0%
Salary growth assumption	4.0%
Inflation (post retirement COLA)	2.0%
Investment rate of return (net of expenses)	7.0%

Discount rate - the projection of cash flows used to determine the discount rate assumed the district contributions will be made at actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Investment rate of return - the long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Domestic equity	66%	5.75%
Fixed income	34%	0.75%

Changes in Net Pension Liability

The following table presents the changes in the net pension liability for the fiscal year ended June 30, 2016 based on the measurement date of June 30, 2015:

	Increase (Decrease)		
	Total Pension Liability	Plan Net Position	Net Pension Liability
Balances at 6/30/2015, as restated	\$ 32,657,015	\$ 22,927,692	\$ 9,729,323
Changes for the year:			
Service cost	1,440,139	-	1,440,139
Interest	2,319,600	-	2,319,600
Total contributions	-	3,103,438	(3,103,438)
Net investment income	-	(471,679)	471,679
Benefit payments	(1,920,016)	(1,920,016)	-
Administration expense	-	(111,881)	111,881
Net changes	1,839,723	599,862	1,239,861
Balances at 6/30/2016	<u>\$ 34,496,738</u>	<u>\$ 23,527,554</u>	<u>\$ 10,969,184</u>

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following table presents the sensitivity of the net pension liability calculation to a one percent increase or decrease in the discount rate used to measure the total pension liability:

	Discount		
	1% Decrease (6%)	Rate (7%)	1% Increase (8%)
Net Pension Liability	\$ 16,024,908	\$ 10,969,184	\$ 6,776,528

Pension Expense/(Income) and Deferred Outflows of Resources Related to the Pension Plan

For the year ended June 30, 2016, the district recognized pension expense of \$1,572,417. The following table presents the components of deferred outflows of resources for the fiscal year ended June 30, 2016:

	Deferred Outflows of Resources
Differences between expected and actual earnings on investments	\$ 808,728
Contributions after measurement date	3,286,864
Differences between expected and actual experience in the measurement of total pension liability	2,081,361
Total	<u>\$ 6,176,953</u>

Deferred outflows of resources related to pensions of \$3,286,864 resulting from district contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2017.

The following table, excluding the district contributions subsequent to measurement date, presents the future amortization of deferred outflows and inflows of resources to be recognized in pension expense:

Fiscal Years Ending June 30,	Deferred Outflows of Resources
2017	\$ 413,753
2018	413,753
2019	413,753
2020	707,942
2021	285,118
Thereafter	655,770
	\$ 2,890,089

B. Other post employment benefits (OPEB)

Plan Description

The district administers a single-employer defined benefit healthcare plan per the requirements of the collective bargaining agreement. The plan provides the opportunity for postretirement healthcare insurance for eligible retirees from the Tier I plan, and their spouses, through the district's group health care insurance plan, which covers both active and retired participants.

The plan, as authorized by the board, provides a Tier I participant who terminates employment the monthly benefit of \$10 per year of benefit service, with a minimum monthly benefit of \$60, and a maximum monthly benefit of \$200. This benefit is payable from retirement to age 65, at which point the monthly benefit will be reduced to one-half the original benefit, with a minimum of \$60. In no event will the monthly medical premium benefit be greater than the actual medical premium. This medical premium benefit is payable for life, and is extended to retirees selecting the lump sum benefit retirement payment option. The benefits may be amended by the board.

Funding Policy

The district does not pay any portion of the health insurance premium for retirees; however the retirees do receive benefits, as described below, through the district's retirement plan. Also, retirees receive an implicit benefit of a tiered healthcare premium at the same rate provided to active employees. Retirees may not convert either benefit into an in-lieu payment to secure coverage under independent plans. At June 30, 2016, 37 retirees were receiving post-employment healthcare benefits.

Annual OPEB Cost and Net OPEB (Benefit) Obligation

The district's annual other postemployment benefit cost is calculated based on the annual required contribution (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liability or excess over a period not to exceed 30 years. For 2016, the district's annual OPEB cost was less than the required contribution due to a recalculation of the ARC after funding had been remitted for the year. IRS regulations do not allow adjustments to the OPEB plan once payment has been received; therefore, an overpayment (benefit) resulted in application towards the following year.

The district's annual OPEB cost and net OPEB benefit to the Plan for the year ended June 30, 2016 were as follows:

Annual required contribution	\$ 30,329
Interest on net OPEB obligations	(553)
Adjustment to annual required contribution	<u>868</u>
Annual OPEB cost	30,644
Contributions made	<u>(22,426)</u>
Increase (decrease) in net OPEB (benefit) obligations	8,218
Net OPEB (benefit) obligations beginning of year	<u>(7,903)</u>
Net OPEB (benefit) obligations end of year	<u>\$ 315</u>

The district's annual OPEB cost, the percentage contributed to the plan and the net OPEB obligations are as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage Contributed	Net OPEB (Benefit) Obligation
06/30/16	\$ 30,644	73.2%	\$ 315
06/30/15	10,994	172.0%	(7,903)
06/30/14	34,327	100.0%	-

Funded Status and Funding Progress

As of July 1, 2016, the most recent actuarial valuation date, the plan was 91.3 percent funded. The actuarial accrued liability for benefits was \$1.7 million, and the actuarial value of assets was \$1.5 million, resulting in an unfunded actuarial liability of approximately \$147,000. The covered payroll (annual payroll of active employees covered by the plan) was \$6.3 million, and the ratio of the unfunded actuarial liability to the covered payroll was 2.3 percent.

The schedule of funding progress, presented as RSI following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets are increasing or decreasing over time relative to the actuarial liability for benefits.

Actuarial Assumptions

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of future events. Examples include assumptions about future employment, mortality, claims costs and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contribution are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

In the July 1, 2016 actuarial valuation, the aggregate actuarial cost method was used to determine the ARC. The actuarial assumptions included an investment rate of return (net of expenses) of 7.00%. The valuation of assets is based on market value as of the first day of the plan year, increased by the amount of any accrued contributions and decreased by the amount of any accrued expenses. Because of the limitation on monthly benefits within the plan, the healthcare cost trend is not a factor in the valuation of the medical component. An assumption is made that all retirees will receive the maximum benefit amount, so healthcare cost increases or decreases, would have no impact.

Because the aggregate actuarial cost method does not identify or separately amortize unfunded actuarial liabilities, information about funded status and funding progress has been prepared using the entry age actuarial cost method for that purpose, and the information presented is intended to approximate the funding progress of the plan. In consideration of healthcare cost trends, the plan assumes that each newly retired participant will purchase medical insurance with premiums of at least the benefit provided by the plan. The amortization period was considered closed, meaning all active participants, inactive participants with vested benefits and retired participants receiving medical insurance premium benefits were included in the valuation period. The remaining amortization period as of June 30, 2016 is approximately nine years. The valuation of assets is based on market value as of the first day of the plan year, increased by the amount of any accrued contributions and decreased by the amount of any accrued expenses.

C. Risk management

The district is a member of the Special Districts Insurance Services (SDIS). The Special Districts Association of Oregon created SDIS in 1984 for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. SDIS has over 800 members, and is governed by a five member board of directors who are elected to three-year terms. In-house services of SDIS include risk management consultation, claims and litigation administration, investigation and loss analyses. SDIS contracts for specialists in land use problems and lobbyist services.

SDIS is fully funded by its members, who pay annual assessments on an experience rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, and administrative expenses. New members initially contract for a one-year term, and thereafter automatically renew on an annual basis. Termination does not relieve a former member from its unresolved loss history incurred during membership. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

D. Commitments and contingencies

The district has no pending litigation, nor has it been made aware of any legal concerns, that may have a material adverse effect on the financial condition of the district.

The district has a three year contract, effective July 1, 2016, with an employee union defining compensation and other considerations that expires at June 30, 2019.

On January 21, 2011, the district entered into an operating lease agreement with Peregrine Sports, LLC, doing business as the Portland Timbers (the Timbers), a professional soccer team, to lease a portion of the Fanno Creek Service Center for an initial term beginning July 1, 2011 and ending June 30, 2021. The Timbers initially occupied 6,000 square feet of the facility for a locker room, training area and office space, along with land underlying the Timbers practice field. The contract was amended on January 2, 2013 to add an additional 900 square feet of the facility. Then, on September 23, 2014, the district entered into the third amendment of the operating lease agreement to add an additional 2,400 square feet of interior space and expand usage of the synthetic turf field located at the Fanno Creek Service Center. Peregrine will pay \$43,394 per year for office space and \$67,500 for field space for the balance of the term (10 years), due by December 31 of each year.

On October 29, 2013, the district entered into an operating lease agreement with Dynamic 21st Enterprise, Inc., an Oregon corporation doing business as SMI, Ltd., an office furniture manufacturer to lease 16,200 square feet of interior space of the Fanno Creek Service Center for an initial term beginning November 1, 2013 and ending February 28, 2019. The agreement was amended September 10, 2014 to reduce the leased space to 15,540 square feet. SMI, Ltd. will pay \$5,546 per month through the 36th month (October 2016) of the lease, with annual increases of 2.5% for months 36 through 64.

The Fanno Creek Service Center facility contains 90,000 square feet of interior space and was purchased and renovated at a cost of \$8.9 million in 2011-2012. Total annual depreciation expense for the facility is \$184,100 and the net carrying value as of June 30, 2016 is approximately \$8 million. The synthetic turf practice field was purchased and constructed at a cost of \$2.1 million in 2014. Total annual depreciation for the constructed field is \$57,000 and the carrying value of the land and the constructed field approximates \$1.8million.

Lease payments for the balance of the terms are as follows:

Year ending June 30,	Timbers	SMI, Ltd.	Total
2017	\$ 110,894	\$ 67,656	\$ 178,550
2018	110,894	69,344	180,238
2019	110,894	47,192	158,086
2020	110,894	-	110,894
2021	110,894	-	110,894
	<u>\$ 554,470</u>	<u>\$ 184,192</u>	<u>\$ 738,662</u>

E. Subsequent Events

The district entered into a taxable non-revolving line of credit, Master Note Series 2016, in the amount of \$6,000,000 on July 12, 2016 to continue operations of the general government prior to receipt of annual tax revenue. Outstanding balances on the line of credit are due December 31, 2016 and bear interest at prime rate minus 1.55%.

On October 12, 2016, the district issued \$8,710,000 in general obligation bonds. The net proceeds of \$10,131,469 (including a premium of \$1,284,847) were used to advance refund a \$8,620,000 portion of the Series 2011 general obligation issue. The Series 2016 bonds have an average interest rate of 3.3% and will be repaid over a period of 12 years.

F. Restatements

The beginning net position of the District was reduced by \$2,366,480 to reflect a correction to the actuarially determined net pension liability as of June 30, 2015.

The fund balance of the General Fund on the budgetary basis was reduced by \$1,314,013 at June 30, 2015 to reflect the recognition of net unearned program revenue and prepaids in accordance with the modified accrual basis of accounting.

**REQUIRED
SUPPLEMENTARY
INFORMATION**

Tualatin Hills Park and Recreation District
REQUIRED SUPPLEMENTARY INFORMATION

Pension Plan
Schedule of Changes in Net Pension Liability and Related Ratios

	June 30,	
	2016	2015 (restated)
Total pension liability:		
Service cost	\$ 1,440,139	\$ 1,212,449
Interest	2,319,600	2,114,196
Benefit payments	(1,920,016)	(4,052,930)
Difference between expected and actual experience	-	2,366,480
Effect of plan changes	-	-
Effect of changes in assumptions	-	-
Effect of economic/demographic (gains) or losses	-	-
Net change in total pension liability	1,839,723	1,640,195
Total pension liability, beginning	32,657,015	31,016,820
Total pension liability, ending	34,496,738	32,657,015
Plan fiduciary net position:		
Total contributions	3,103,438	3,191,093
Net investment income	(471,679)	2,972,365
Benefit payments	(1,920,016)	(3,999,039)
Administrative expense	(111,881)	(104,035)
Net change in plan fiduciary net position	599,862	2,060,384
Plan fiduciary net position, beginning	22,927,692	20,867,308
Plan fiduciary net position, ending	23,527,554	22,927,692
Net pension liability	\$ 10,969,184	\$ 9,729,323
Plan fiduciary net position as a percent of total pension liability	68.2%	70.2%
Covered employee payroll	\$ 13,874,307	\$ 12,442,910
Net pension liability as a percent of covered employee payroll	79.1%	78.2%

Tualatin Hills Park and Recreation District
REQUIRED SUPPLEMENTARY INFORMATION

Pension Plan
Schedule of Contributions

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Actuarially determined contribution	\$ 3,286,864	\$ 3,098,289	\$ 3,191,093
Contributions recognized by the plan	3,286,864	3,098,289	3,191,093
Contribution deficiency (excess)	\$ -	\$ -	\$ -
Covered employee payroll	\$ 12,331,990	\$ 13,874,307	\$ 12,442,910
Contributions as a percent of covered employee payroll	26.7%	22.3%	25.6%

Notes to Required Supplementary Information

Valuation date:	July 1, 2014
Measurement date:	June 30, 2015
Actuarial determined contribution method:	Aggregate cost
Actuarial cost method:	Entry age normal
Amortization method:	Level percentage of payroll, closed
Remaining amortization period:	Eight years
Actuarial assumptions:	
Inflation (post retirement COLA)	2.0%
Discount rate	7.0%
Salary growth assumption:	4.0%
Investment rate of return (net of expenses):	7.0%
Mortality assumptions:	RP-2000 (combined)

Tualatin Hills Park and Recreation District
REQUIRED SUPPLEMENTARY INFORMATION

Other Post Employment Benefits
Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Present Value of Future Benefits (b)	Difference (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	Difference as a Percentage of Covered Payroll ((b-a)/c)
6/30/2014	\$ 1,481,508	\$ 1,522,750	\$ 41,242	97.3%	\$ 7,525,388	0.5%
6/30/2015	1,516,984	1,767,551	250,567	85.8%	7,487,102	3.3%
6/30/2016	1,531,406	1,677,947	146,541	91.3%	6,271,134	2.3%

SUPPLEMENTAL INFORMATION

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016

	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
BOARD OF DIRECTORS:				
Part time salaries	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Payroll taxes	300	300	264	36
Personal services	<u>3,300</u>	<u>3,300</u>	<u>3,264</u>	<u>36</u>
Professional services	186,500	186,500	144,494	42,006
Office supplies	6,000	6,000	1,677	4,323
Dues and memberships	6,100	6,100	4,450	1,650
Conferences	35,000	35,000	24,496	10,504
Materials and services	<u>233,600</u>	<u>233,600</u>	<u>175,117</u>	<u>58,483</u>
Total Board of Directors	<u>236,900</u>	<u>236,900</u>	<u>178,381</u>	<u>58,519</u>
ADMINISTRATION:				
General Manager				
Full time salaries	288,974	288,974	272,466	16,508
Employee benefits	94,037	94,037	103,088	(9,051)
Payroll taxes	21,911	21,911	20,513	1,398
Personal services	<u>404,922</u>	<u>404,922</u>	<u>396,067</u>	<u>8,855</u>
Telecommunications	9,300	9,300	6,712	2,588
Office supplies	4,500	4,500	2,074	2,426
Dues and memberships	20,150	20,150	15,289	4,861
Conferences	23,950	23,950	24,080	(130)
Technical training	5,000	5,000	17,092	(12,092)
Staff transportation	8,000	8,000	7,800	200
Materials and services	<u>70,900</u>	<u>70,900</u>	<u>73,047</u>	<u>(2,147)</u>
Total General Manager	<u>475,822</u>	<u>475,822</u>	<u>469,114</u>	<u>6,708</u>
Communications and Outreach				
Full time salaries	434,320	434,320	416,411	17,909
Part time salaries	26,814	26,814	45,173	(18,359)
Employee benefits	156,377	156,377	173,844	(17,467)
Payroll taxes	40,506	40,506	42,656	(2,150)
Personal services	<u>658,017</u>	<u>658,017</u>	<u>678,084</u>	<u>(20,067)</u>
Professional services	48,500	48,500	54,365	(5,865)
Technical services	63,312	63,312	7,235	56,077
Printing and publications	148,200	148,200	140,351	7,849
Postage	99,450	99,450	89,771	9,679
Advertising	107,400	107,400	85,680	21,720
Office supplies	11,500	11,500	8,847	2,653
Program supplies	12,820	12,820	5,057	7,763
Dues and memberships	6,910	6,910	7,030	(120)
Conferences	5,000	5,000	2,409	2,591
Technical training	500	500	433	67
Staff transportation	8,640	8,640	3,942	4,698
Small furniture and equipment	1,375	1,375	3,481	(2,106)
Materials and services	<u>513,607</u>	<u>513,607</u>	<u>408,601</u>	<u>105,006</u>
Total Communications and Outreach	<u>1,171,624</u>	<u>1,171,624</u>	<u>1,086,685</u>	<u>84,939</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
ADMINISTRATION (continued):				
Security Operations				
Full time salaries	\$ 95,944	\$ 95,944	\$ 95,940	\$ 4
Part time salaries	116,940	116,940	108,102	8,838
Employee benefits	38,007	38,007	43,261	(5,254)
Payroll taxes	22,046	22,046	21,671	375
Personal services	<u>272,937</u>	<u>272,937</u>	<u>268,974</u>	<u>3,963</u>
Technical services	90,546	90,546	69,274	21,272
Maintenance services	7,941	7,941	7,194	747
Printing and publications	163	163	-	163
Telecommunications	2,547	2,547	2,074	473
Office supplies	399	399	64	335
Program supplies	6,703	6,703	3,493	3,210
Dues and memberships	106	106	74	32
Conferences	208	208	-	208
Technical training	957	957	774	183
Staff transportation	151	151	-	151
Materials and services	<u>109,721</u>	<u>109,721</u>	<u>82,947</u>	<u>26,774</u>
Total Security Operations	<u>382,658</u>	<u>382,658</u>	<u>351,921</u>	<u>30,737</u>
Community Partnerships				
Full time salaries	132,747	132,747	128,124	4,623
Employee benefits	25,563	25,563	25,413	150
Payroll taxes	10,931	10,931	10,996	(65)
Personal services	<u>169,241</u>	<u>169,241</u>	<u>164,533</u>	<u>4,708</u>
Professional services	37,620	37,620	28,693	8,927
Technical services	1,200	1,200	-	1,200
Staff transportation	3,600	3,600	3,600	-
Materials and services	<u>42,420</u>	<u>42,420</u>	<u>32,293</u>	<u>10,127</u>
Total Community Partnerships	<u>211,661</u>	<u>211,661</u>	<u>196,826</u>	<u>14,835</u>
Total Administration	<u>2,241,765</u>	<u>2,241,765</u>	<u>2,104,546</u>	<u>137,219</u>
BUSINESS AND FACILITIES:				
Director of Business and Facilities				
Full time salaries	391,604	506,504	466,229	40,275
Part time salaries	-	-	337	(337)
Employee benefits	156,794	181,794	187,509	(5,715)
Payroll taxes	32,501	32,501	40,159	(7,658)
Personal services	<u>580,899</u>	<u>720,799</u>	<u>694,234</u>	<u>26,565</u>
Professional services	6,250	6,250	5,750	500
Technical services	140,300	90,300	25,469	64,831
Rental equipment	42,000	42,000	38,535	3,465
Bank charges and fees	6,250	6,250	4,675	1,575
Printing and publications	5,000	5,000	2,847	2,153
Postage	62,400	62,400	28,763	33,637
Advertising	2,100	2,100	820	1,280
Telecommunications	3,600	3,600	2,501	1,099
Office supplies	61,200	61,200	28,325	32,875
Dues and memberships	3,560	3,560	4,160	(600)

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Conferences	\$ 15,300	\$ 15,300	\$ 13,776	\$ 1,524
Technical training	2,900	2,900	116	2,784
Staff transportation	5,580	5,580	5,235	345
Small furniture and equipment	-	-	1,209	(1,209)
Materials and services	<u>356,440</u>	<u>306,440</u>	<u>162,181</u>	<u>144,259</u>
Debt principal	266,090	266,090	266,090	-
Debt interest	693,640	693,640	568,299	125,341
Debt service	<u>959,730</u>	<u>959,730</u>	<u>834,389</u>	<u>125,341</u>
Total Director of Business and Facilities	<u>1,897,069</u>	<u>1,986,969</u>	<u>1,690,804</u>	<u>296,165</u>
Finance				
Full time salaries	420,362	420,362	399,817	20,545
Employee benefits	193,242	168,242	163,990	4,252
Payroll taxes	41,041	41,041	35,586	5,455
Personal services	<u>654,645</u>	<u>629,645</u>	<u>599,393</u>	<u>30,252</u>
Professional services	12,060	12,060	32,643	(20,583)
Technical services	43,025	3,025	25,705	(22,680)
Bank charges and fees	18,000	18,000	15,793	2,207
Printing and publications	5,270	5,270	1,775	3,495
Telecommunications	504	504	470	34
Office supplies	1,075	1,075	988	87
Dues and memberships	635	635	355	280
Conferences	5,500	5,500	2,821	2,679
Technical training	2,390	2,390	150	2,240
Staff transportation	300	300	141	159
Materials and services	<u>88,759</u>	<u>48,759</u>	<u>80,841</u>	<u>(32,082)</u>
Total Finance	<u>743,404</u>	<u>678,404</u>	<u>680,234</u>	<u>(1,830)</u>
Human Resources				
Full time salaries	290,784	290,784	294,071	(3,287)
Employee benefits	112,065	112,065	125,766	(13,701)
Payroll taxes	25,911	25,911	26,550	(639)
Personal services	<u>428,760</u>	<u>428,760</u>	<u>446,387</u>	<u>(17,627)</u>
Professional services	50,400	25,500	15,296	10,204
Technical services	17,775	17,775	11,645	6,130
Printing and publications	470	470	448	22
Advertising	2,600	2,600	1,374	1,226
Telecommunications	540	540	773	(233)
Office supplies	1,106	1,106	83	1,023
Program supplies	1,200	1,200	523	677
Dues and memberships	1,975	1,975	190	1,785
Conferences	9,000	9,000	4,832	4,168
Technical training	48,400	48,400	48,057	343
Staff transportation	450	450	220	230
Materials and services	<u>133,916</u>	<u>109,016</u>	<u>83,441</u>	<u>25,575</u>
Total Human Resources	<u>562,676</u>	<u>537,776</u>	<u>529,828</u>	<u>7,948</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Information Services				
Full time salaries	\$ 404,522	\$ 404,522	\$ 404,532	\$ (10)
Employee benefits	178,175	178,175	199,629	(21,454)
Payroll taxes	36,032	36,032	36,048	(16)
Personal services	<u>618,729</u>	<u>618,729</u>	<u>640,209</u>	<u>(21,480)</u>
Professional services	71,000	71,000	32,585	38,415
Technical services	245,010	245,010	240,197	4,813
Telecommunications	76,000	76,000	65,481	10,519
Office supplies	-	-	542	(542)
Program supplies	39,000	39,000	23,072	15,928
Maintenance supplies	15,000	15,000	7,246	7,754
Technical training	11,000	11,000	4,909	6,091
Staff transportation	1,000	1,000	15	985
Small furniture and equipment	4,000	4,000	383	3,617
Materials and services	<u>462,010</u>	<u>462,010</u>	<u>374,430</u>	<u>87,580</u>
Computer technology replacement	90,000	90,000	78,882	11,118
Computer technology improvement	50,400	50,400	45,301	5,099
Capital outlay	<u>140,400</u>	<u>140,400</u>	<u>124,183</u>	<u>16,217</u>
Total Information Services	<u>1,221,139</u>	<u>1,221,139</u>	<u>1,138,822</u>	<u>82,317</u>
Risk and Contract Management				
Full time salaries	163,461	163,461	163,468	(7)
Part time salaries	-	-	606	(606)
Employee benefits	73,277	73,277	78,969	(5,692)
Payroll taxes	14,556	14,556	14,362	194
Personal services	<u>251,294</u>	<u>251,294</u>	<u>257,405</u>	<u>(6,111)</u>
Professional services	9,000	9,000	583	8,417
Technical services	11,400	11,400	2,609	8,791
Miscellaneous other services	4,840	4,840	4,564	276
Insurance	324,310	324,310	311,217	13,093
Printing and publications	1,900	1,900	1,268	632
Advertising	600	600	55	545
Telecommunications	2,520	2,520	1,320	1,200
Office supplies	1,750	1,750	420	1,330
Program supplies	8,700	8,700	11,851	(3,151)
Dues and memberships	1,750	1,750	1,239	511
Conferences	2,000	2,000	92	1,908
Technical training	9,000	9,000	3,918	5,082
Staff transportation	1,368	1,368	981	387
Small furniture and equipment	500	500	1,657	(1,157)
Materials and services	<u>379,638</u>	<u>379,638</u>	<u>341,774</u>	<u>37,864</u>
Total Risk and Contract Management	<u>630,932</u>	<u>630,932</u>	<u>599,179</u>	<u>31,753</u>
Maintenance Operations				
Full time salaries	4,190,764	4,190,764	4,114,630	76,134
Part time salaries	1,900,540	1,900,540	1,644,333	256,207
Employee benefits	2,037,840	2,037,840	2,115,270	(77,430)
Payroll taxes	635,105	635,105	578,879	56,226
Personal services	<u>8,764,249</u>	<u>8,764,249</u>	<u>8,453,112</u>	<u>311,137</u>
Instructional services	520	520	-	520
Professional services	3,500	3,500	1,195	2,305
Technical services	75,880	75,880	59,095	16,785

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Maintenance Operations (continued)				
Heat	\$ 488,008	\$ 488,008	\$ 396,508	\$ 91,500
Electricity	790,001	790,001	776,654	13,347
Water and sewer	814,921	814,921	873,825	(58,904)
Refuse services	124,284	124,284	108,137	16,147
Rental facility	2,000	2,000	-	2,000
Rental equipment	19,100	19,100	9,258	9,842
Maintenance services	420,314	420,314	413,599	6,715
Vehicle and equipment services	29,050	29,050	29,812	(762)
Advertising	-	-	140	(140)
Telecommunications	113,822	113,822	114,482	(660)
Office supplies	4,666	4,666	4,360	306
Program supplies	18,300	18,300	22,743	(4,443)
Maintenance supplies	1,007,041	1,007,041	996,171	10,870
Gas & oil (vehicles)	180,800	180,800	111,324	69,476
Dues and memberships	2,880	2,880	607	2,273
Conferences	4,000	4,000	2,174	1,826
Technical training	19,635	19,635	10,883	8,752
Staff transportation	8,050	8,050	9,440	(1,390)
Small furniture and equipment	1,710	1,710	1,028	682
Materials and services	4,128,482	4,128,482	3,941,435	187,047
Fleet capital replacement	288,200	288,200	266,420	21,780
Capital outlay	288,200	288,200	266,420	21,780
Total Maintenance Operations	13,180,931	13,180,931	12,660,967	519,964
Total Business and Facilities	18,236,151	18,236,151	17,299,834	936,317
PLANNING:				
Director of Planning				
Full time salaries	202,222	202,222	186,651	15,571
Part time salaries	165,929	165,929	104,606	61,323
Employee benefits	71,276	71,276	72,794	(1,518)
Payroll taxes	34,066	34,066	29,770	4,296
Personal services	473,493	473,493	393,821	79,672
Telecommunications	2,000	2,000	3,349	(1,349)
Office supplies	200	200	85	115
Program supplies	200	200	-	200
Dues and memberships	1,115	1,115	890	225
Conferences	3,800	3,800	1,690	2,110
Staff transportation	3,700	3,700	984	2,716
Small furniture and equipment	-	-	895	(895)
Materials and services	11,015	11,015	7,893	3,122
Total Director of Planning	484,508	484,508	401,714	82,794
Planning and Development				
Full time salaries	534,566	534,566	532,333	2,233
Employee benefits	211,686	211,686	233,839	(22,153)
Payroll taxes	47,547	47,547	46,468	1,079
Personal services	793,799	793,799	812,640	(18,841)
Professional services	30,000	30,000	24,328	5,672
Telecommunications	1,950	1,950	2,770	(820)
Office supplies	7,000	7,000	4,850	2,150

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PLANNING (continued)				
Planning and Development (continued)				
Program supplies	\$ 3,000	\$ 3,000	\$ 1,928	\$ 1,072
Dues and memberships	2,300	2,300	1,785	515
Conferences	6,500	6,500	6,567	(67)
Technical training	1,500	1,500	1,658	(158)
Staff transportation	5,500	5,500	4,032	1,468
Small furniture and equipment	1,000	1,000	449	551
Materials and services	<u>58,750</u>	<u>58,750</u>	<u>48,367</u>	<u>10,383</u>
Total Planning and Development	<u>852,549</u>	<u>852,549</u>	<u>861,007</u>	<u>(8,458)</u>
Total Planning	<u>1,337,057</u>	<u>1,337,057</u>	<u>1,262,721</u>	<u>74,336</u>
PARK AND RECREATION SERVICES:				
Director of Park and Recreation				
Full time salaries	196,486	269,810	278,605	(8,795)
Employee benefits	43,843	74,379	75,911	(1,532)
Part time salaries	18,418	18,418	14,592	3,826
Payroll taxes	17,613	26,182	26,045	137
Personal services	<u>276,360</u>	<u>388,789</u>	<u>395,153</u>	<u>(6,364)</u>
Professional services	215,901	215,901	198,897	17,004
Fee reductions-family assistance	300,000	300,000	167,882	132,118
Printing and publications	1,000	1,000	-	1,000
Telecommunications	10,000	10,000	7,857	2,143
Office supplies	11,322	12,655	3,367	9,288
Dues and memberships	-	-	119	(119)
Conferences	15,000	15,000	15,191	(191)
Technical training	3,000	3,000	1,884	1,116
Staff transportation	2,500	2,500	4,942	(2,442)
Small furniture and equipment	-	-	991	(991)
Materials and services	<u>558,723</u>	<u>560,056</u>	<u>401,130</u>	<u>158,926</u>
Total Director of Park and Recreation	<u>835,083</u>	<u>948,845</u>	<u>796,283</u>	<u>152,562</u>
Aquatics				
Full time salaries	1,284,681	1,220,309	1,275,051	(54,742)
Part time salaries	1,738,457	1,738,457	1,453,553	284,904
Employee benefits	659,590	630,061	669,623	(39,562)
Payroll taxes	307,463	301,131	270,859	30,272
Personal services	<u>3,990,191</u>	<u>3,889,958</u>	<u>3,669,086</u>	<u>220,872</u>
Advertising	-	-	200	(200)
Telecommunications	5,000	5,000	4,125	875
Office supplies	2,300	2,300	2,361	(61)
Program supplies	63,740	63,740	58,476	5,264
Dues and memberships	1,632	1,632	113	1,519
Conferences	12,000	12,000	9,988	2,012
Technical training	16,300	16,300	13,870	2,430
Staff transportation	2,400	2,400	2,106	294
Small furniture and equipment	500	500	797	(297)
Materials and services	<u>103,872</u>	<u>103,872</u>	<u>92,036</u>	<u>11,836</u>
Total Aquatics	<u>4,094,063</u>	<u>3,993,830</u>	<u>3,761,122</u>	<u>232,708</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PARK AND RECREATION SERVICES (continued):				
Sports				
Full time salaries	\$ 879,006	\$ 879,006	\$ 871,209	\$ 7,797
Part time salaries	973,125	973,125	812,070	161,055
Employee benefits	497,574	497,574	523,489	(25,915)
Payroll taxes	186,453	186,453	167,249	19,204
Personal services	<u>2,536,158</u>	<u>2,536,158</u>	<u>2,374,017</u>	<u>162,141</u>
Instructional services	150,330	150,330	91,249	59,081
Rental facility	42,500	42,500	30,798	11,702
Printing and publications	1,000	1,000	-	1,000
Telecommunications	1,000	1,000	7,754	(6,754)
Office supplies	10,224	10,224	6,413	3,811
Program supplies	174,188	174,188	189,408	(15,220)
Dues and memberships	1,180	1,180	1,082	98
Conferences	4,000	4,000	9,991	(5,991)
Staff transportation	2,568	2,568	1,822	746
Small furniture and equipment	1,100	1,100	917	183
Materials and services	<u>388,090</u>	<u>388,090</u>	<u>339,434</u>	<u>48,656</u>
Total Sports	<u>2,924,248</u>	<u>2,924,248</u>	<u>2,713,451</u>	<u>210,797</u>
Recreation				
Full time salaries	1,208,018	1,199,066	1,218,138	(19,072)
Part time salaries	2,437,852	2,437,852	2,233,533	204,319
Employee benefits	604,303	603,296	651,900	(48,604)
Payroll taxes	362,371	360,134	351,905	8,229
Personal services	<u>4,612,544</u>	<u>4,600,348</u>	<u>4,455,476</u>	<u>144,872</u>
Professional services	-	-	144	(144)
Technical services	-	-	11,308	(11,308)
Maintenance services	3,181	3,181	1,118	2,063
Miscellaneous other services	-	-	45	(45)
Printing and publications	8,750	8,750	-	8,750
Advertising	900	900	775	125
Telecommunications	3,360	3,360	4,593	(1,233)
Office supplies	48,154	48,154	25,937	22,217
Program supplies	381,199	379,866	318,344	61,522
Dues and memberships	1,080	1,080	-	1,080
Conferences	9,000	9,000	14,228	(5,228)
Technical training	1,320	1,320	-	1,320
Staff transportation	3,436	3,436	2,779	657
Small furniture and equipment	16,439	16,439	7,446	8,993
Materials and services	<u>476,819</u>	<u>475,486</u>	<u>386,717</u>	<u>88,769</u>
Total Recreation	<u>5,089,363</u>	<u>5,075,834</u>	<u>4,842,193</u>	<u>233,641</u>
Programs and Special Activities				
Full time salaries	433,956	433,956	456,707	(22,751)
Part time salaries	613,172	613,172	688,855	(75,683)
Employee benefits	201,561	201,561	220,705	(19,144)
Payroll taxes	103,150	103,150	115,977	(12,827)
Personal services	<u>1,351,839</u>	<u>1,351,839</u>	<u>1,482,244</u>	<u>(130,405)</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PARK AND RECREATION SERVICES (continued):				
Programs and Special Activities (continued)				
Technical services	\$ 101,394	\$ 101,394	\$ 113,269	\$ (11,875)
Rental facility	2,400	2,400	2,400	-
Rental equipment	5,940	5,940	8,212	(2,272)
Maintenance services	7,030	7,030	2,717	4,313
Postage	500	500	530	(30)
Advertising	3,500	3,500	2,125	1,375
Telecommunications	3,000	3,000	2,253	747
Office supplies	10,384	10,384	9,790	594
Program supplies	104,611	104,611	69,583	35,028
Dues and memberships	1,000	1,000	621	379
Conferences	10,000	10,000	9,590	410
Technical training	1,000	1,000	260	740
Staff transportation	5,346	5,346	2,769	2,577
Small furniture and equipment	-	-	1,223	(1,223)
Foundation support (gas)	-	-	501	(501)
Materials and services	<u>256,105</u>	<u>256,105</u>	<u>225,843</u>	<u>30,262</u>
Total Programs and Special Activities	<u>1,607,944</u>	<u>1,607,944</u>	<u>1,708,087</u>	<u>(100,143)</u>
Natural Resources and Trails				
Full time salaries	731,794	731,794	675,154	56,640
Part time salaries	515,115	515,115	436,697	78,418
Employee benefits	289,601	289,601	310,413	(20,812)
Payroll taxes	128,513	128,513	114,981	13,532
Personal services	<u>1,665,023</u>	<u>1,665,023</u>	<u>1,537,245</u>	<u>127,778</u>
Instructional services	3,938	3,938	1,610	2,328
Professional services	-	-	8,990	(8,990)
Technical services	28,026	28,026	25,229	2,797
Rental equipment	19,780	19,780	16,110	3,670
Maintenance services	3,900	3,900	1,368	2,532
Printing and publications	1,000	1,000	693	307
Advertising	750	750	362	388
Telecommunications	5,100	5,100	3,823	1,277
Office supplies	12,750	12,750	15,293	(2,543)
Program supplies	43,746	43,746	37,983	5,763
Maintenance supplies	87,250	87,250	22,345	64,905
Dues and memberships	1,400	1,400	924	476
Conferences	5,000	5,000	2,273	2,727
Technical training	3,750	3,750	630	3,120
Staff transportation	3,150	3,150	1,020	2,130
Small furniture and equipment	3,000	3,000	1,993	1,007
Materials and services	<u>222,540</u>	<u>222,540</u>	<u>140,646</u>	<u>81,894</u>
Total Natural Resources and Trails	<u>1,887,563</u>	<u>1,887,563</u>	<u>1,677,891</u>	<u>209,672</u>
Total Park and Recreation Services	<u>16,438,264</u>	<u>16,438,264</u>	<u>15,499,027</u>	<u>939,237</u>

**Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2016**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
CAPITAL OUTLAY:				
Carryforward projects	\$ 4,593,048	\$ 4,593,048	\$ 1,715,031	\$ 2,878,017
Athletic facility replacement	334,800	334,800	374,982	(40,182)
Athletic facility improvement	3,300	3,300	-	3,300
Park and trail replacement	419,060	419,060	215,553	203,507
Park and trail improvements	401,600	401,600	56,370	345,230
Building replacement	557,543	557,543	524,343	33,200
Building improvements	13,200	13,200	7,237	5,963
ADA projects	24,500	24,500	15,999	8,501
Program facility challenge grants	97,500	97,500	62,891	34,609
Total Capital Outlay	6,444,551	6,444,551	2,972,406	3,472,145
CONTINGENCY:				
Contingency	2,300,000	2,300,000	-	2,300,000
CAPITAL REPLACEMENT RESERVE:				
Capital replacement reserve	850,000	850,000	-	850,000
Total General Fund Expenditures	\$ 48,084,688	\$ 48,084,688	\$ 39,316,915	\$ 8,767,773

Tualatin Hills Park and Recreation District
Bonded Debt Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
For the fiscal year ended June 30, 2016

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Property taxes	\$ 6,796,635	\$ 6,884,746	\$ 88,111
Interest earned	38,017	38,007	(10)
Total revenues	<u>6,834,652</u>	<u>6,922,753</u>	<u>88,101</u>
Expenditures:			
Issuance costs	-	2,500	(2,500) *
Debt service	7,084,652	7,084,648	4
Total expenditures	<u>7,084,652</u>	<u>7,087,148</u>	<u>(2,496)</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	<u>(250,000)</u>	<u>(164,395)</u>	<u>85,605</u>
Fund balance at beginning of year	<u>250,000</u>	<u>450,745</u>	<u>200,745</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 286,350</u>	<u>\$ 286,350</u>

* The budget variance meets an exception to ORS 294.338(1) as described in ORS 294.338(4)(c); issuance costs relate to refunded debt in FY17.

Tualatin Hills Park and Recreation District
Bond Capital Projects Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Interest earned	\$ 140,000	\$ 202,422	\$ 62,422
Total revenues	<u>140,000</u>	<u>202,422</u>	<u>62,422</u>
Expenditures:			
Capital outlay	31,030,469	3,154,855	27,875,614
Total expenditures	<u>31,030,469</u>	<u>3,154,855</u>	<u>27,875,614</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(30,890,469)</u>	<u>(2,952,433)</u>	<u>27,938,036</u>
Other financing sources:			
Proceeds from bonds issued	1,435,000	-	(1,435,000)
Premiums on bonds issued	315,000	-	(315,000)
Total other financing sources	<u>1,750,000</u>	<u>-</u>	<u>(1,750,000)</u>
Net change in fund balance	(29,140,469)	(2,952,433)	26,188,036
Fund balance at beginning of year	<u>29,140,469</u>	<u>30,179,356</u>	<u>1,038,887</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 27,226,923</u>	<u>\$ 27,226,923</u>

Tualatin Hills Park and Recreation District
System Development Charges Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget to Actual
For the fiscal year ended June 30, 2016

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
System development charges	\$ 4,740,600	\$ 5,367,366	\$ 626,766
Interest earned	40,150	64,331	24,181
Total revenues	<u>4,780,750</u>	<u>5,431,697</u>	<u>650,947</u>
Expenditures:			
Capital outlay	16,221,498	6,021,576	10,199,922
Total expenditures	<u>16,221,498</u>	<u>6,021,576</u>	<u>10,199,922</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	(11,440,748)	(589,879)	10,850,869
Fund balance at beginning of year	11,440,748	12,653,815	1,213,067
Fund balance at end of year	<u>\$ -</u>	<u>\$ 12,063,936</u>	<u>\$ 12,063,936</u>

Tualatin Hills Park and Recreation District
Mitigation Maintenance Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
For the fiscal year ended June 30, 2016

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Interest earned	\$ 500	\$ 940	\$ 440
Miscellaneous income	-	-	-
Total revenues	<u>500</u>	<u>940</u>	<u>440</u>
Expenditures:			
Materials and services	<u>163,000</u>	<u>2,948</u>	<u>160,052</u>
Total expenditures	<u>163,000</u>	<u>2,948</u>	<u>160,052</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	(162,500)	(2,008)	160,492
Fund balance at beginning of year	<u>162,500</u>	<u>166,364</u>	<u>3,864</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 164,356</u>	<u>\$ 164,356</u>



**OTHER
FINANCIAL
SCHEDULES**

Tualatin Hills Park and Recreation District
 Schedule of Property Tax Transactions and Outstanding Balances
 For the fiscal year ended June 30, 2016

	Taxes Uncollected June 30, 2015	Add Levy as Extended by Assessor	Add (Deduct) Discounts Allowed	Add Interest Received	Add (Deduct) Cancellations and Adjustments	Deduct Interest and Tax Collected	Taxes Uncollected June 30, 2016
2015-2016	\$ -	\$ 36,088,203	\$ (968,916)	\$ 8,483	\$ (35,124)	\$ (34,488,930)	\$ 603,716
2014-2015	614,339	-	60	18,821	(11,033)	(294,109)	328,078
2013-2014	320,960	-	6	14,429	(2,551)	(88,112)	244,732
2012-2013	231,630	-	5	21,079	(2,115)	(87,959)	162,640
2011-2012	140,022	-	1	8,949	(473)	(32,389)	116,110
2010-2011	117,064	-	2	2,702	(120)	(7,656)	111,992
Prior Years	125,925	-	-	4,425	1,787	(9,167)	122,970
	<u>\$ 1,549,940</u>	<u>\$ 36,088,203</u>	<u>\$ (968,842)</u>	<u>\$ 78,888</u>	<u>\$ (49,629)</u>	<u>\$ (35,008,322)</u>	<u>\$ 1,690,238</u>

General Fund	\$ 1,175,762	\$ 1,307,353
Debt Service Fund	374,178	382,885
	<u>\$ 1,549,940</u>	<u>\$ 1,690,238</u>

Tualatin Hills Park and Recreation District
Schedule of District Pension Contributions
Last Nine Years

Fiscal Year	Actuarially Determined Contribution (ADC)	District Contributions	District Contributions as a Percentage of ADC	Contribution Deficiency (Excess)
2008	\$ 1,249,866	\$ 1,249,866	100.00 %	\$ -
2009	1,663,456	1,663,456	100.00	-
2010	2,132,920	2,132,920	100.00	-
2011	2,411,109	2,440,915	101.24	(29,806)
2012	2,164,122	2,140,583	98.91	23,539
2013	2,294,355	2,198,333	95.81	96,022
2014	2,331,957	2,423,313	103.92	(91,356)
2015	2,321,835	2,318,042	99.84	3,793
2016	2,491,300	2,491,219	99.99	81

Source: The Standard Tualatin Hills Park & Recreation District Retirement Plan GASB 67/68
Accounting Valuation Report, Valuation Date July 1, 2014



STATISTICAL SECTION

This part of the Tualatin Hills Park and Recreation District's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements and note disclosures say about the district's overall financial health.

CONTENTS	PAGE
Financial Trends <i>These schedules contain trend information to help the reader understand how the district's financial performance and well-being have changed over time.</i>	70
Revenue Capacity <i>These schedules contain information to help the reader assess the district's most significant local revenue source, the property tax.</i>	74
Debt Capacity <i>These schedules present information to help the reader assess the affordability of the district's current levels of outstanding debt and the district's ability to issue additional debt in the future.</i>	81
Demographic and Economic Information <i>These schedules offer demographic and economic indicators to help the readers understand the environment within which the district's financial activities take place.</i>	85
Operating Information <i>These schedules contain service and infrastructure data to help the reader understand how the information in the district's financial report relates to the services the district provides and the activities it performs.</i>	87

Sources: Unless otherwise noted, the information in these schedules is derived from the annual financial reports for the relevant year.

Tualatin Hills Park and Recreation District
NET POSITION BY COMPONENT
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2007	2008 (as restated)	2009	2010	2011	2012	2013	2014	2015 (as restated)	2016
Governmental activities										
Net investment in capital assets	\$ 81,461,139	\$ 86,885,092	\$ 89,588,161	\$ 97,699,300	\$ 102,325,244	\$ 111,753,935	\$ 115,214,103	\$ 120,178,588	\$ 118,443,566	\$ 135,202,585
Restricted	5,233,264	4,089,447	4,914,904	5,388,324	4,966,711	3,393,951	5,506,718	8,113,102	13,104,560	12,350,287
Unrestricted	3,965,498	3,577,389	2,826,589	2,681,289	6,419,121	6,270,492	7,578,867	7,413,183	9,444,786	6,814,560
Total primary government net position	<u>\$ 90,659,901</u>	<u>\$ 94,551,928</u>	<u>\$ 97,329,654</u>	<u>\$ 105,768,913</u>	<u>\$ 113,711,076</u>	<u>\$ 121,418,378</u>	<u>\$ 128,299,688</u>	<u>\$ 135,704,873</u>	<u>\$ 140,992,912</u>	<u>\$ 154,367,432</u>

Tualatin Hills Park and Recreation District
CHANGES IN NET POSITION
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2007	2008 (as restated)	2009	2010	2011	2012	2013	2014	2015	2016
Expenses										
Governmental activities:										
Board of Directors	\$ 187,210	\$ 151,139	\$ 252,707	\$ 158,614	\$ 212,527	\$ 229,942	\$ 200,248	\$ 154,475	\$ 218,847	\$ 178,381
Administration	1,148,393	1,620,813	1,435,073	1,510,804	1,603,306	1,678,446	1,717,417	1,963,226	1,860,162	2,048,290
Business and facilities	2,942,845	2,963,834	13,414,199 ¹⁾	14,022,988	14,061,469	14,337,163	14,917,033	15,126,974	14,575,963	16,447,289
Planning and development	-	-	925,029 ²⁾	724,568	571,594	640,871	800,198	897,304	554,465	550,044
Park and recreation services	22,854,097	25,260,805	16,749,941	17,769,469	17,750,967	18,210,409	19,536,037	19,758,250	19,188,743	21,180,758
Interest on long-term debt	1,063,732	935,564	1,117,606	3,032,756	3,106,160	4,085,516	4,124,974	3,946,193	3,853,264	3,334,042
Total governmental activities expenses	\$ 28,196,277	\$ 30,932,155	\$ 33,894,555	\$ 37,219,199	\$ 37,306,023	\$ 39,182,347	\$ 41,295,907	\$ 41,846,422	\$ 40,251,444	\$ 43,738,804
Program Revenues										
Governmental activities:										
Park and recreation services:										
Charges for services	\$ 6,720,311	\$ 7,379,076	\$ 8,158,928	\$ 8,673,796	\$ 9,087,924	\$ 9,622,209	\$ 10,248,497	\$ 10,244,780	\$ 10,633,560	\$ 10,485,707
Operating grants and contributions	35,185	27,599	42,756	143,768	155,727	195,890	173,616	214,865	91,112	32,385
Capital grants and contributions	2,283,436	2,372,111	2,958,270	4,560,810	3,522,996	3,621,810	3,925,320	4,685,175	7,096,827	9,994,683
Total governmental program revenues	\$ 9,038,932	\$ 9,778,786	\$ 11,159,954	\$ 13,378,374	\$ 12,766,647	\$ 13,439,909	\$ 14,347,433	\$ 15,144,820	\$ 17,821,499	\$ 20,512,775
Net(expense)/revenue										
Governmental activities	<u>\$(19,157,345)</u>	<u>\$(21,153,369)</u>	<u>\$(22,734,601)</u>	<u>\$(23,840,825)</u>	<u>\$(24,539,376)</u>	<u>\$(25,742,438)</u>	<u>\$(26,948,474)</u>	<u>\$(26,701,602)</u>	<u>\$(22,429,945)</u>	<u>\$(23,226,029)</u>
Total primary government net expense	<u>\$(19,157,345)</u>	<u>\$(21,153,369)</u>	<u>\$(22,734,601)</u>	<u>\$(23,840,825)</u>	<u>\$(24,539,376)</u>	<u>\$(25,742,438)</u>	<u>\$(26,948,474)</u>	<u>\$(26,701,602)</u>	<u>\$(22,429,945)</u>	<u>\$(23,226,029)</u>
General Revenues and Other Changes in Net Position										
Governmental activities:										
Property taxes	\$ 22,162,377	\$ 23,201,119	\$ 24,440,625	\$ 30,576,672	\$ 31,633,996	\$ 32,536,833	\$ 32,998,488	\$ 34,325,378	\$ 35,389,201	\$ 35,118,802
Unrestricted grants and contributions	186,127	232,743	234,137	215,450	197,632	233,515	245,112	237,636	261,528	185,805
Rents and leases	-	-	-	-	-	-	-	-	-	648,897 ³⁾
Investment earnings	1,059,117	637,812	488,973	793,970	445,603	507,727	447,101	365,782	380,671	458,566
Miscellaneous	4,553,011	1,879,872	348,592	693,992	204,308	171,665	139,083	159,819	203,731	188,479
Total governmental activities	\$ 27,960,632	\$ 25,951,546	\$ 25,512,327	\$ 32,280,084	\$ 32,481,539	\$ 33,449,740	\$ 33,829,784	\$ 35,088,615	\$ 36,235,131	\$ 36,600,549
Change in Net Position										
Governmental activities	<u>\$ 8,803,287</u>	<u>\$ 4,798,177</u>	<u>\$ 2,777,726</u>	<u>\$ 8,439,259</u>	<u>\$ 7,942,163</u>	<u>\$ 7,707,302</u>	<u>\$ 6,881,310</u>	<u>\$ 8,387,013</u>	<u>\$ 13,805,186</u>	<u>\$ 13,374,520</u>
Total primary government	<u>\$ 8,803,287</u>	<u>\$ 4,798,177</u>	<u>\$ 2,777,726</u>	<u>\$ 8,439,259</u>	<u>\$ 7,942,163</u>	<u>\$ 7,707,302</u>	<u>\$ 6,881,310</u>	<u>\$ 8,387,013</u>	<u>\$ 13,805,186</u>	<u>\$ 13,374,520</u>

¹⁾ In FY 2009 the Maintenance department was moved from Park and recreation services to Business and facilities.

²⁾ In FY 2009 the Planning department was moved from Business and facilities to its own division of Planning and development.

³⁾ In FY 2016, revenues from Rents and Leases were reported separately (previously in Grants & Contributions, Program and Miscellaneous revenues).

Tualatin Hills Park and Recreation District
FUND BALANCE OF GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2007	2008	2009	2010 (as restated)	2011 (as restated)	2012	2013	2014	2015	2016
General fund										
Reserved	\$ 75,840	\$ 112,826	\$ 116,712	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved	4,261,281	4,548,093	4,185,875	-	-	-	-	-	-	-
Nonspendable	-	-	-	131,319	93,642	64,728	211,223	225,668	172,449	316,161
Unassigned	-	-	-	3,717,581	5,302,475	3,773,265	4,895,327	5,302,635	8,264,609	8,955,176
Total general fund	\$ 4,337,121	\$ 4,660,919	\$ 4,302,587	\$ 3,848,900	\$ 5,396,117	\$ 3,837,993	\$ 5,106,550	\$ 5,528,303	\$ 8,437,058	\$ 9,271,337
All other governmental funds										
Reserved, reported in:										
Special revenue fund	\$ 83,943	\$ 161,686	\$ 175,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt service fund	418,913	338,212	255,341	-	-	-	-	-	-	-
Capital project funds	4,814,351	3,751,235	62,683,669	-	-	-	-	-	-	-
Restricted, reported in:										
Debt service fund	-	-	-	189,152	303,177	413,134	440,064	477,206	450,745	286,350
Capital project funds	-	-	-	59,866,624	43,383,093	70,061,111	56,750,162	42,117,723	42,833,171	39,290,859
Committed, reported in:										
Special revenue fund	-	-	-	182,010	182,820	183,657	182,071	163,989	166,364	164,356
Total all other governmental funds	\$ 5,317,207	\$ 4,251,133	\$ 63,114,935	\$ 60,237,786	\$ 43,869,090	\$ 70,657,902	\$ 57,372,297	\$ 42,758,918	\$ 43,450,280	\$ 39,741,565

1) GASB Statement No. 54 was implemented in fiscal year 2011. Fund balances were restated for fiscal year 2010 forward.

Tualatin Hills Park and Recreation District
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Revenues										
Property taxes	\$22,095,939	\$23,064,951	\$ 24,227,511	\$30,429,777	\$ 31,656,648	\$ 32,122,160	\$ 33,076,378	\$ 34,203,849	\$ 35,471,678	\$ 34,952,393
Aquatic programs	2,820,884	2,070,276	2,236,943	2,438,104	2,542,840	2,604,415	2,680,571	2,567,782	2,761,776	2,450,847
Tennis center	630,856	779,947	798,424	867,529	869,498	853,427	881,620	952,762	1,025,969	1,017,285
Sports programs	676,849	756,520	991,443	1,123,287	1,233,700	1,287,406	1,338,838	1,424,626	1,423,992	1,565,716
Recreation programs	2,571,571	3,824,758	4,192,324	4,307,171	4,555,062	4,770,489	5,295,594	5,177,432	5,060,475	5,451,861
Grants and sponsorships	221,312	857,212	950,096	1,906,063	1,441,320	1,742,561	1,608,261	1,275,106	1,300,759	279,707
Rents and leases	-	-	-	-	-	-	-	-	-	648,896 ³⁾
System development charges	2,283,436	1,775,241	1,406,672	2,370,160	1,939,855	1,897,759	2,676,196	3,858,370	5,855,512	5,367,366
Interest earned	1,074,988	632,735	488,973	793,970	445,603	507,727	447,101	365,782	380,671	458,566
Charges for services	-	-	-	553,515	712,478	799,091	689,931	579,099	511,362	328,170
Miscellaneous	267,646	342,161	378,292	710,592	192,203	278,137	190,957	281,997	565,079	188,479
Total revenues	32,643,481	34,103,801	35,670,678	45,500,168	45,589,207	46,863,172	48,885,447	50,686,805	54,357,273	52,709,286
Expenditures										
Board of Directors	\$ 187,210	\$ 151,139	\$ 252,707	\$ 158,614	\$ 212,527	\$ 229,942	\$ 200,248	\$ 154,475	\$ 218,847	\$ 178,381
Administration	1,141,833	1,599,223	1,449,070	1,547,895	1,590,784	1,675,574	1,713,305	1,953,992	2,028,622	2,104,826
Business and facilities	2,529,507	2,643,563	12,970,222 ¹⁾	13,836,899	13,796,771	14,018,655	14,590,241	14,901,004	15,621,414	16,074,842
Planning and development	-	-	907,994 ²⁾	1,250,838	1,282,382	1,430,176	1,503,184	1,497,804	1,211,690	1,262,721
Park and recreation services	20,710,852	22,205,573	13,199,722	14,341,740	14,201,551	13,996,776	14,476,812	14,593,069	14,725,729	15,501,975
Capital outlay	12,772,256	5,334,604	4,471,549	9,619,570	28,607,214	22,534,645	19,924,569	22,563,320	9,421,194	12,539,440
Debt service										
Principal	1,880,000	1,958,000	2,061,000	4,790,000	5,695,000	5,100,000	4,605,000	5,018,988	5,390,327	3,961,090
Interest	1,127,798	990,961	1,345,100	3,285,448	3,298,121	4,566,274	4,346,236	4,195,779	4,225,622	3,960,447
Total expenditures	40,349,456	34,883,063	36,657,364	48,831,004	68,684,350	63,552,042	61,359,595	64,878,431	52,843,445	55,583,722
Excess of revenues over (under) expenditures	(7,705,975)	(779,262)	(986,686)	(3,330,836)	(23,095,143)	(16,688,870)	(12,474,148)	(14,191,626)	1,513,828	(2,874,436)
Other financing sources (uses)										
Proceeds from debt issuance	2,515,383	-	58,505,000	-	9,510,000	40,060,000	-	-	37,880,000	-
Premiums on debt issuance	-	-	492,215	-	22,166	1,859,558	-	-	6,987,825	-
Proceeds from sale of land	-	-	494,941	-	-	-	-	-	399,283	-
Payment to escrow	(2,509,360)	-	-	-	-	-	-	-	(43,180,819)	-
Loan proceeds	-	-	-	-	-	-	457,100	-	-	-
Total other financing sources (uses)	6,023	-	59,492,156	-	9,532,166	41,919,558	457,100	-	2,086,289	-
Net change in fund balances	\$ (7,699,952)	\$ (779,262)	\$ 58,505,470	\$ (3,330,836)	\$ (13,562,977)	\$ 25,230,688	\$ (12,017,048)	\$ (14,191,626)	\$ 3,600,117	\$ (2,874,436)
Debt service as a percentage of noncapital expenditures	12.1%	9.9%	10.4%	20.5%	22.4%	23.3%	21.2%	21.5%	21.9%	18.0%

¹⁾ In FY 2009 the Maintenance department was moved from Park and recreation services to Business and facilities.

²⁾ In FY 2009 the Planning department was moved from Business and facilities to its own division of Planning and development.

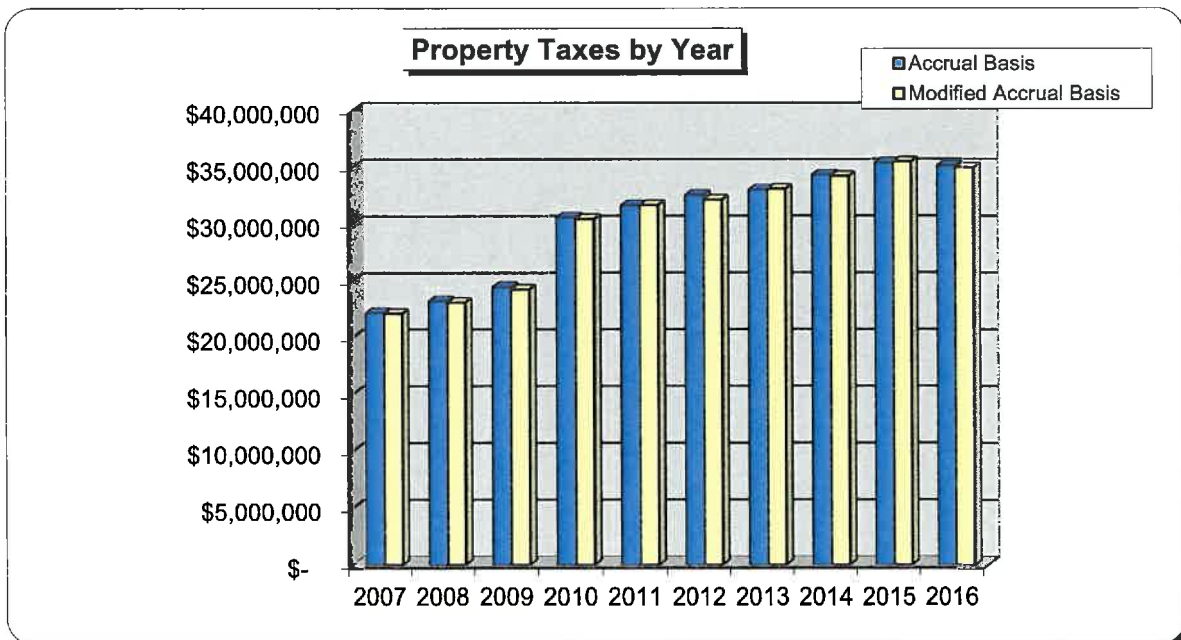
³⁾ In FY 2016, revenues from Rents and Leases was reported separately (previously in Grants & Contributions, Program and Miscellaneous revenues).

Tualatin Hills Park and Recreation District
GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE
Last Ten Fiscal Years
(accrual basis of accounting)

<u>Fiscal Year</u>	<u>Property Tax</u>
2007	\$ 22,162,377
2008	23,201,119
2009	24,440,625
2010	30,576,672
2011	31,633,996
2012	32,536,833
2013	32,998,488
2014	34,325,378
2015	35,389,201
2016	35,118,802

(modified accrual basis of accounting)

<u>Fiscal Year</u>	<u>Property Tax</u>
2007	\$ 22,095,939
2008	23,064,951
2009	24,227,511
2010	30,429,777
2011	31,656,648
2012	32,122,160
2013	33,076,378
2014	34,203,849
2015	35,471,678
2016	34,952,393



**Tualatin Hills Park and Recreation District
 ASSESSED VALUES AND ESTIMATED ACTUAL VALUE
 OF TAXABLE PROPERTY
 Last Ten Fiscal Years**

Fiscal Year Ended June 30	Real Property		Personal Property		Public Utilities		Total		Assessed Value as a Percentage of Market Value	Direct Tax Rate per \$1,000
	Market Value	Assessed Value	Market Value	Assessed Value	Market Value	Assessed Value	Market Value	Assessed Value		
2007	\$ 25,189,449,597	\$ 14,767,708,060	\$ 571,413,816	\$ 569,749,216	\$ 401,502,509	\$ 399,247,240	\$ 26,162,365,922	\$ 15,736,704,516	60.15	% 1.4425
2008	27,801,627,008	15,557,016,280	607,128,846	605,124,136	409,574,071	404,696,250	28,818,329,925	16,566,836,666	57.49	1.4341
2009	28,690,818,930	16,428,933,960	646,678,370	644,613,810	488,253,163	487,065,660	29,825,750,463	17,560,613,430	58.88	1.4291
2010	26,842,700,370	17,044,511,490	584,058,386	580,800,516	542,678,941	542,600,920	27,969,437,697	18,167,912,926	64.96	1.7343
2011	25,415,795,100	17,588,772,400	576,119,940	568,963,800	562,879,594	560,660,160	26,554,794,634	18,718,396,360	70.49	1.7428
2012	24,106,665,298	18,012,341,620	587,010,937	580,369,457	578,886,050	555,788,140	25,272,562,285	19,148,499,217	75.77	1.7372
2013	23,607,540,340	18,581,040,050	617,142,106	610,830,076	624,892,048	559,899,100	24,849,574,494	19,751,769,226	79.49	1.7298
2014	25,100,916,650	19,261,563,030	607,228,905	600,748,735	637,019,227	565,666,850	26,345,164,782	20,427,978,615	77.54	1.7282
2015	27,933,899,694	20,049,326,753	610,281,231	603,605,791	647,433,574	592,184,300	29,191,614,499	21,245,116,844	72.78	1.7167
2016	30,055,910,584	21,034,184,283	661,326,115	652,465,905	701,056,667	598,739,300	31,418,293,366	22,285,389,488	70.93	1.6246

Source: Washington County, Department of Assessment and Taxation

**Tualatin Hills Park and Recreation District
PROPERTY TAX RATES
Direct and Overlapping Governments
Last Ten Fiscal Years**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Direct Government:										
Tualatin Hills Park and Recreation District										
Permanent Tax Rate	1.3073	1.3073	1.3073	1.3073	1.3073	1.3073	1.3073	1.3073	1.3073	1.3073
Bond Levy Tax Rate	0.1352	0.1268	0.1218	0.4270	0.4355	0.4299	0.4225	0.4209	0.4094	0.3173
Overlapping Government:										
Washington County	2.4493	3.0331	2.9840	2.9840	2.9798	2.9744	2.9670	2.9605	2.8254	2.8235
Washington County - Enhanced Patrol	1.1120	1.0920	1.3099	1.2823	1.2660	1.2477	1.2285	1.3165	1.3165	1.3165
Washington County - Road Maintenance	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456
Washington County - RFPD #2	1.1219	1.6919	1.7890	1.6919	1.6919	1.6919	1.6919	1.6919	1.6919	1.6919
Washington County - North Bethany SD	-	-	-	-	-	1.2500	1.2500	1.2500	1.2500	1.2500
Northwest Regional ESD	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538	0.1536	0.1534	0.1530	0.1528
Multnomah ESD	0.4576	0.4576	0.4576	0.4576	0.4576	0.4134	0.4576	0.4576	0.4576	0.4576
Portland Community College	0.4889	0.5051	0.5031	0.6325	0.6359	0.5981	0.6646	0.7329	0.7199	0.5837
School District No. 48, Beaverton	6.2900	6.7358	6.5643	6.8793	6.7841	6.8603	6.7749	8.0537	8.0368	7.9571
School District No. 1J, Hillsboro	6.5240	8.0581	7.1016	7.4600	7.5846	7.4663	7.4881	7.3794	7.3812	7.1812
School District No. 1J, Portland	5.2781	6.5281	6.5281	6.5281	6.5281	6.5166	7.2681	8.3571	8.3535	8.3632
School District - Hillsboro, Reedville Bonds	0.2268	0.2493	0.2617	0.4102	-	-	-	-	-	-
Tualatin Valley Fire and Rescue	1.8194	1.8692	1.8434	1.8947	1.8828	1.9302	1.9145	1.9061	1.8911	2.1078
Port of Portland	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0699	0.0697	0.0697
City of Beaverton	4.2117	4.1841	4.1153	4.1986	4.2034	4.1791	4.2350	4.3662	4.3517	4.3279
Urban Renewal - Beaverton	-	-	-	-	-	-	0.0113	0.0361	0.0929	0.1731
City of Hillsboro	4.7665	4.7665	5.3865	5.3865	5.3865	5.3827	5.3815	5.3755	5.3652	5.3621
Urban Renewal - Hillsboro	-	-	-	-	-	0.0141	0.0187	0.0415	0.0776	0.0867
City of Portland	7.2395	7.2779	6.7554	7.0862	7.0527	6.9497	7.0558	7.2043	7.1759	7.0455
Urban Renewal - Portland	1.0022	1.0502	1.0508	1.1624	1.1722	1.1314	1.1529	1.1727	1.0878	1.0608
Metro Service District	0.2782	0.4292	0.3984	0.4368	0.4088	0.3154	0.4043	0.4667	0.4575	0.3876
TriMet	0.0973	0.0856	0.0803	0.0863	0.0878	0.0583	-	-	-	-

Rate per \$1,000 of assessed valuation

Source: Washington County, Department of Assessment and Taxation

**Tualatin Hills Park and Recreation District
DISTRICT PRINCIPAL PROPERTY TAXPAYERS
Current Year and Nine Years Ago**

Taxpayer	2016			2007		
	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$ 501,865,820	1	2.25 %	\$ 327,175,134	1	2.08 %
Comcast Corporation	170,816,800	2	0.77	-	-	-
Portland General Electric	147,981,000	3	0.66	101,587,750	6	0.65
Northwest Natural Gas Co.	115,250,600	4	0.52	76,241,000	8	0.48
Maxim Integrated Products, Inc.	114,027,620	5	0.51	123,831,590	4	0.79
Beaverton LLC	92,143,920	6	0.41	-	-	-
Frontier Communications	80,049,000	7	0.36	-	-	-
Nike IHM	75,540,430	8	0.34	-	-	-
Bernard Properties Partnership	67,040,330	9	0.30	50,965,130	9	0.32
Nike Woodside 1 LLC	58,968,800	10	0.26	-	-	-
Verizon	-	-	-	147,980,585	2	0.94
Tektronix, Inc.	-	-	-	135,098,946	3	0.86
ERP Operating LP	-	-	-	108,787,770	5	0.69
PS Business Parks LP	-	-	-	96,770,507	7	0.61
EOP-Nimbus Corp.	-	-	-	49,357,060	10	0.31
All other taxpayers	20,861,705,168		93.62	14,518,909,044		92.27
Totals	\$ 22,285,389,488		100.00 %	\$ 15,736,704,516		100.00 %

Source: Washington County, Department of Assessment and Taxation

Tualatin Hills Park and Recreation District
WASHINGTON COUNTY PRINCIPAL PROPERTY TAXPAYERS
Current Year and Nine Years Ago

Taxpayer	2016			2007		
	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Intel	\$ 2,218,043,675	1	3.90 %	\$ 1,043,164,799	1	2.64 %
Nike, Inc.	661,926,149	2	1.16	333,402,234	3	0.84
Portland General Electric	478,753,431	3	0.84	317,363,394	4	0.80
Pacific Realty Associates	339,535,573	4	0.60	245,937,009	6	0.62
Northwest Natural Gas Co.	319,249,270	5	0.56	262,931,030	5	0.66
Comcast Corporation	314,888,200	6	0.55	-	-	-
Frontier Communications	190,166,000	7	0.33	-	-	-
Verizon Communications	177,142,000	8	0.31	352,920,852	2	0.89
Genentech Inc.	165,225,810	9	0.29	-	-	-
PPR Washington Square LLC	142,625,935	10	0.25	-	-	-
Maxim Integrated Products	-	-	-	152,395,039	7	0.39
Tektronix Inc.	-	-	-	135,416,474	8	0.34
ERP Operating LP	-	-	-	108,787,770	9	0.27
Novellus Systems, Inc.	-	-	-	105,490,595	10	0.27
All other taxpayers	51,903,336,197		91.21	36,521,805,211		92.28
Totals	\$ 56,910,892,240		100.00 %	\$ 39,579,614,407		100.00 %

Source: Washington County, Department of Assessment and Taxation

**Tualatin Hills Park and Recreation District
PROPERTY TAX LEVIES AND COLLECTIONS
Last Ten Fiscal Years**

Fiscal Year Ended June 30	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2007	\$ 22,775,894	\$ 21,687,609	95.2 %	\$ 480,035	\$ 22,167,644	97.3 %
2008	23,818,049	22,614,565	94.9	451,751	23,066,316	96.8
2009	25,095,569	23,896,079	95.2	803,975	24,700,054	98.4
2010	31,527,965	29,768,038	94.4	843,039	30,611,077	97.1
2011	32,641,290	30,901,476	94.7	584,011	31,485,487	96.5
2012	33,334,482	31,713,114	95.1	503,384	32,216,498	96.6
2013	34,166,612	32,623,087	95.5	570,892	33,193,979	97.2
2014	35,308,500	33,590,906	95.1	477,427	34,068,333	96.5
2015	36,433,185	34,828,560	95.6	294,109	35,122,669	96.4
2016	36,088,203	34,488,930	95.6	-	34,488,930	95.6

Tualatin Hills Park and Recreation District
SYSTEM DEVELOPMENT CHARGE REVENUE SCHEDULE
Last Ten Fiscal Years

Fiscal Year Ended June 30	Rate per Type of Dwelling Unit			
	Single Family	Multi-Family	Manufactured	Non-residential
2007	\$ 3,574	\$ 2,749	\$ 2,749	\$ 112
2008	6,783	5,071	2,521	176
2009	6,888	5,150	-	179
2010	6,175	4,617	-	160
2011	5,551	4,151	-	144
2012	5,299	3,963	-	137
2013	5,247	3,924	-	136
2014	5,524	4,131	-	143
2015	6,450	4,824	-	167
2016	6,450	4,824	-	167

Source: Tualatin Hills Park and Recreation District

Tualatin Hills Park and Recreation District
RATIOS OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years

Governmental Activities

Fiscal Year	General Obligation Bonds	Full Faith & Credit Obligations	Loans Payable	Total Primary Government	Percentage of Personal Income ^{a)}	Per Capita ^{b)}
2007	\$ 14,173,958	\$ 3,020,383	\$ 509,000	\$ 17,703,341	0.089 %	\$ 80.32
2008	12,684,080	2,665,383	346,000	15,695,463	0.073	70.01
2009	70,126,571	2,262,962	180,000	72,569,533	0.342	318.25
2010	65,710,924	1,832,764	140,000	67,683,688	0.314	291.83
2011	60,577,893	10,755,454	100,000	71,433,347	0.310	315.01
2012	97,915,383	10,059,107	60,000	108,034,490	0.444	470.77
2013	93,313,622	9,851,204	477,100	103,641,926	0.417	446.27
2014	88,345,559	9,634,002	433,112	98,412,673	0.374	418.73
2015	89,388,275	9,407,542	407,785	99,203,602	n/a	417.09
2016	84,691,847	9,161,865	381,695	94,235,407	n/a	391.50

n/a - not available at time of printing

^{a)} based on Washington County total population

^{b)} based on estimated population of district

Source: State of Oregon, OLMIS

Portland State University Center for Population Research and Census

U.S. Department of Commerce, Bureau of Economic Analysis

**Tualatin Hills Park and Recreation District
RATIOS OF GENERAL BONDED DEBT OUTSTANDING
Last Ten Fiscal Years**

Fiscal Year	General Obligation Bonds	Less: Amounts Available in Debt Service Fund	Total	Percentage of Estimated Actual Taxable Value of Property	Per Capita ^{a)}
2007	\$ 14,173,958	\$ 418,913	\$ 13,755,045	0.09	% \$ 62.40
2008	12,684,080	338,212	12,345,868	0.07	55.07
2009	70,126,571	255,341	69,871,230	0.40	306.42
2010	65,710,924	189,152	65,521,772	0.36	282.51
2011	60,577,893	303,177	60,274,716	0.32	265.80
2012	97,915,383	413,134	97,502,249	0.51	424.87
2013	93,313,622	440,064	92,873,558	0.47	399.90
2014	88,345,559	477,206	87,868,353	0.43	373.87
2015	89,388,275	450,745	88,937,530	0.42	373.93
2016	84,691,847	286,350	84,405,497	0.38	350.67

^{a)} per capita based on estimated district population

Source: Portland State University Center for Population Research and Census

Tualatin Hills Park and Recreation District
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
June 30, 2016

<u>Overlapping Government</u>	<u>Overlapping Debt</u>	<u>Percentage Applicable</u>	<u>Estimated Share of Overlapping Net Direct Debt</u>
Debt repaid with property taxes:			
Tualatin Hills Park and Recreation District	\$ 84,691,847	100.00%	\$ 84,691,847
Direct debt	<u>84,691,847</u>		<u>84,691,847</u>
Metro	\$ 199,855,000	13.15%	\$ 26,284,130
Portland Community College	335,095,000	16.50%	55,291,345
City of Portland	194,580,568	0.01%	13,426
City of Hillsboro	34,975,000	0.18%	64,424
City of Beaverton	722,076	99.02%	715,026
Washington County	53,679,570	40.14%	21,548,912
Washington County EPD	90,020	72.85%	65,580
Tualatin Valley Fire and Rescue	52,000,000	45.31%	23,562,136
School District No. 23, Tigard-Tualatin	86,394,152	0.05%	42,074
School District No. 48, Beaverton	808,153,784	81.73%	660,503,280
School District No. 1J, Hillsboro	269,460,000	3.07%	8,274,578
School District No. 1J, Hillsboro Bd	4,583,144	3.08%	141,078
School District No. 1J, Portland	710,094,161	0.42%	3,013,640
Overlapping debt	<u>2,749,682,475</u>		<u>799,519,629</u>
Other Debt:			
Tualatin Hills Park and Recreation District	\$ 9,543,560	100.00%	\$ 9,543,560
Direct debt	<u>9,543,560</u>		<u>9,543,560</u>
Metro	\$ 28,835,000	13.15%	\$ 3,792,264
Portland Community College	91,760,000	16.50%	15,140,584
City of Portland	468,757,348	0.01%	32,344
City of Hillsboro	10,000,157	0.18%	18,420
Washington County	26,740,000	40.14%	10,734,399
Tualatin Valley Fire and Rescue	1,000,000	45.31%	453,118
Northwest Regional ESD	4,340,000	31.68%	1,374,808
Multnomah ESD	29,870,000	0.32%	94,718
Port of Portland	63,760,760	12.11%	7,718,941
City of Beaverton	4,010,000	99.02%	3,970,846
Overlapping debt	<u>729,073,265</u>		<u>43,330,442</u>
Total direct and overlapping debt	<u>\$ 3,572,991,147</u>		<u>\$ 937,085,478</u>

Note: Overlapping taxing jurisdictions are those that coincide, at least in part, with the geographic boundaries of the district. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the district.

Source: Oregon State Treasury, Municipal Debt Information System

**Tualatin Hills Park and Recreation District
LEGAL DEBT MARGIN INFORMATION
Last Ten Fiscal Years**

	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Debt limit	\$ 654,059,148	\$ 720,458,248	\$ 745,643,762	\$ 699,235,942	\$ 663,869,866	\$ 631,814,057	\$ 621,239,362	\$ 658,629,120	\$ 729,790,362	\$ 785,457,334
Total net debt application to limit	14,173,958	12,684,080	70,126,571	65,710,924	60,577,893	97,915,383	93,313,622	88,345,559	89,388,275	84,691,847
Legal debt margin	<u>\$ 639,885,190</u>	<u>\$ 707,774,168</u>	<u>\$ 675,517,191</u>	<u>\$ 633,525,018</u>	<u>\$ 603,291,973</u>	<u>\$ 533,898,674</u>	<u>\$ 527,925,740</u>	<u>\$ 570,283,561</u>	<u>\$ 640,402,087</u>	<u>\$ 700,765,487</u>
Total net debt applicable to the limit as a percentage of debt limit	2.17%	1.76%	9.40%	9.40%	9.12%	15.50%	15.02%	13.41%	12.25%	10.78%

Legal Debt Margin Calculation for Fiscal Year 2016

Real market value (2015/16)	\$ 31,418,293,366
General obligation debt capacity (2.5% of Real market value)	785,457,334
Less: Outstanding debt	<u>84,691,847</u>
Remaining legal debt capacity	<u>\$ 700,765,487</u>

Source: Tualatin Hills Park and Recreation District

**Tualatin Hills Park and Recreation District
DEMOGRAPHIC AND ECONOMIC STATISTICS
Last Ten Fiscal Years**

Washington County

Fiscal Year	District Population (estimated)	Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
2007	220,422	511,075	\$ 19,945,179	\$ 38,371	4.8 %	37,958
2008	224,192	519,925	21,185,612	40,188	4.9	37,552
2009	228,025	527,140	21,205,286	39,465	10.0	37,536
2010	223,837	529,710	21,586,715	40,606	10.6	38,460
2011	226,764	540,410	23,042,656	42,639	7.8	38,571
2012	229,486	547,672	24,314,446	44,396	6.9	39,054
2013	232,240	554,996	24,839,911	44,757	6.4	38,775
2014	235,027	562,998	26,299,466	46,713	5.7	39,088
2015	237,847	574,326	n/a	n/a	5.1	40,725
2016	240,701	n/a	n/a	n/a	4.7	40,568

- Source:
- a) U.S. Census Bureau
 - b) U.S. Dept. of Commerce, Bureau of Economic Analysis
 - c) U.S. Dept. of Labor, Metropolitan District
 - d) Beaverton School District

n/a data not available at time of printing

Tualatin Hills Park and Recreation District
MAJOR EMPLOYMENT INDUSTRIES IN WASHINGTON COUNTY
Current Year and Nine Years Ago

Industry	2016*		2007	
	Annual Average	Percentage of Total County Employment	Annual Average	Percentage of Total County Employment
Mining and logging	400	0.1%	400	0.2%
Construction	13,300	4.8%	15,600	6.2%
Manufacturing:				
Computer and electronic products	27,900		27,100	
Other durable goods	13,200		13,900	
Non-durable goods	6,300		6,400	
	47,400	17.2%	47,400	18.8%
Trade, transportation and utilities:				
Wholesale trade	13,000		17,500	
Retail trade	31,100		30,100	
Transportation, warehousing and utilities	4,500		3,800	
	48,600	17.7%	51,400	20.4%
Information	7,400	2.7%	7,900	3.1%
Financial activities	16,400	6.0%	17,000	6.8%
Professional and business services:				
Professional and technical services	14,300		11,400	
Management of companies and enterprises	13,900		5,200	
Administrative and waste services	24,200		19,000	
	52,400	19.0%	35,600	14.1%
Educational and health services	33,700	12.3%	26,400	10.5%
Leisure and hospitality	24,000	8.7%	20,400	8.1%
Other services	8,200	3.0%	7,600	3.0%
Government:				
Federal government	800		800	
State government	3,300		2,600	
Local government	7,900		7,300	
Local education	11,300		11,300	
	23,300	8.5%	22,000	8.8%
Total non-farm employment	275,100	100.0%	251,700	100.0%

* Fiscal Year 2016 information includes data through 12/31/2015

Source: Oregon Labor Market Information System

Tualatin Hills Park and Recreation District
FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION
Last Ten Fiscal Years

Function	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Administration										
Administration	6	6	2	2	2	2	2	2	3	3
Communications and outreach	2	5	6	7	6	6	6	7	7	7
Security operations	3	4	4	4	4	4	4	4	4	4
Community partnerships	-	-	-	-	-	-	-	-	1	1
Business and facilities										
Director	3	1	4	4	4	4	4	4	4	4
Finance services	6	6	6	6	7	7	7	7	7	7
Information services	5	5	5	5	5	5	5	5	5	5
Human resources	1	2	3	3	3	3	3	3	4	4
Risk and contract management	4	2	2	2	2	2	2	2	2	2
Maintenance										
Operations	4	4	3	3	3	3	5	5	6	7
Park maintenance	44	44	45	46	46	46	43	43	45	45
Vehicles and equipment	6	6	6	6	6	6	6	6	6	6
Athletic facilities	17	21	23	23	23	23	25	25	26	26
Building and pool maintenance	44	44	49	48	49	49	50	51	49	48
Planning	-	-	1	2	2	2	3	3	3	3
Design and development	6	6	6	6	10	10	11	9	8	7
Park and recreation										
Director	3	2	2	3	3	3	3	3	3	3
Aquatics	78	81	80	81	81	73	74	77	79	83
Sports	29	31	31	33	32	31	31	29	30	45
Programs and special activities	38	40	41	42	42	41	42	42	38	23
Recreation	93	97	104	107	106	105	102	100	100	101
Natural resources and trails	13	14	17	21	24	23	25	25	27	29
Total full-time equivalent employees	405	421	440	454	460	448	453	452	457	463

Source: Tualatin Hills Park and Recreation District

Tualatin Hills Park and Recreation District
OPERATING INDICATORS BY FUNCTION
Last Ten Fiscal Years

	2007 actual	2008 actual	2009 actual	2010 actual	2011 actual	2012 actual	2013 actual	2014 actual	2015 actual	2016 estimate
Parks and Recreation										
Cultural and recreational activities:										
Aquatics										
Attendance at open/drop-in programs and classes	531,225	577,934	603,018	589,522	563,160	621,093	728,660	790,889	813,257	840,225
Number of classes held	5,019	4,722	5,452	5,421	5,740	5,123	5,282	4,823	5,029	5,222
Sports ¹⁾										
Attendance at open/drop-in programs and classes	814,653	700,000	697,335	654,533	710,364	679,600	650,623	607,130	781,490	782,460
Number of classes held	521	512	521	395	583	700	527	537	1,985	2,025
Recreation										
Attendance at open/drop-in programs and classes	731,157	740,206	870,704	924,770	947,841	944,324	945,676	1,022,117	929,397	1,006,000
Number of classes held	4,556	4,802	4,896	4,869	4,794	3,972	4,236	4,199	4,184	4,243
Programs and special activities										
Attendance at open/drop-in programs and classes	338,275	342,314	354,960	374,644	375,255	284,232	285,698	265,174	140,440	143,000
Number of classes held	1,366	1,185	1,349	1,547	1,798	1,954	1,819	2,283	575	585
Natural resources and trails										
Attendance at open/drop-in programs and classes	249,159	195,018	136,960	188,450	171,449	180,704	198,997	197,877	233,790	250,000
Number of classes held	278	293	338	545	580	643	647	707	664	675
Maintenance activities:										
Buildings maintained (shown per 1,000 sq. ft)	326	355	366	368	368	450	461	461	461	461
Cost per sq. ft. of buildings	\$7.66	\$6.21	\$7.28	\$7.17	\$8.20	\$6.30	\$6.52	\$6.61	\$6.63	\$7.11
Pool facilities maintained (shown per 1,000 sq. ft.)	152	152	152	152	152	117	117	117	117	117
Cost per sq. ft. of pools	\$11.42	\$14.71	\$12.03	\$15.87	\$12.57	\$17.01	\$16.15	\$16.29	\$17.28	\$17.51
Parks maintained - developed acres	1,041	1,076	1,076	1,071	1,083	1,026	1,024	1,052	1,062	1,082
Cost per developed acre	\$2,523	\$2,560	\$2,638	\$2,796	\$2,765	\$2,879	\$2,720	\$2,740	\$2,892	\$3,308
Parks maintained - undeveloped acres	848	859	867	1,077	900	1,186	1,233	1,236	1,244	1,284
Cost per undeveloped acre	\$163	\$169	\$172	\$146	\$175	\$131	\$254	\$260	\$274	\$292
Vehicle and equipment units maintained	389	413	427	434	436	436	472	490	490	503
Cost per vehicle and equipment unit	\$1,800	\$1,752	\$1,870	\$1,860	\$1,937	\$1,990	\$1,757	\$1,801	\$1,768	\$1,821

¹⁾ method of computation changed - comparisons to previous years not available

Source: Tualatin Hills Park & Recreation District

Tualatin Hills Park and Recreation District
CAPITAL ASSET STATISTICS BY FUNCTION
June 30, 2016

Parks and Recreation:

Number of parks	295
Park acreage:	
Developed sites (neighborhood, community and regional parks)	1,082
Undeveloped sites (wetlands and natural areas)	1,284
Pathways and trails mileage	51
Lakes	3
Stream corridor mileage	27
 Facilities:	
Swim Centers:	
Indoor	5
Outdoor	2
Recreation Centers	2
Combined Recreation/Aquatic Center	1
Athletic Center	1
Senior Center	1
Historical Facilities (weddings, meetings, community events)	3
Interpretive Centers/Nature Parks	2
Tennis Center	1
Camp Rivendale (developmentally disabled patrons)	1
 Fields and courts:	
Tennis:	
Indoor	6
Outdoor ¹⁾	102
Basketball:	
Indoor	6
Outdoor ¹⁾	50
Volleyball ¹⁾	5
Sports fields: ¹⁾	
Soccer/football/lacrosse	150
Softball/baseball	106
Bocce	3
Hockey	1
Indoor running track	1
Skate park	3

¹⁾ these facilities are maintained either through direct ownership or joint use agreement

Source: Tualatin Hills Park and Recreation District

**INDEPENDENT AUDITOR'S
REPORT REQUIRED BY
OREGON STATE
REGULATIONS**



**Talbot, Korvola
& Warwick, LLP**

Certified Public Accountants
& Consultants

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INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

Board of Directors
Tualatin Hills Park and Recreation District
Beaverton, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Tualatin Hills Park and Recreation District (the District) as of and for the year ended June 30, 2016, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 29, 2016.

COMPLIANCE

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the *Minimum Standards for Audits of Oregon Municipal Corporations*, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the *Minimum Standards for Audits of Oregon Municipal Corporations*.

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS (Continued)**

Page 2

OAR 162-10-0230 INTERNAL CONTROL

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

RESTRICTIONS ON USE

This report is intended solely for the information and use of the Board of Directors, Oregon Secretary of State Audits Division, and management and is not intended to be and should not be used by anyone other than these specified parties.

Talbot, Karvola & Warwick, LLP

Lake Oswego, Oregon
November 29, 2016



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Monday, November 7, 2016, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6 pm; Regular Meeting 7:30 pm.

Present:

Jerry Jones Jr. (<i>via telephone</i>)	President/Director
Ali Kavianian	Secretary/Director
Bob Scott	Secretary Pro-Tempore/Director
John Griffiths	Director
Larry Pelatt	Director
Doug Menke	General Manager

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

Secretary Ali Kavianian called executive session to order for the following purposes:

- To consider the employment of a public officer, employee, staff member or individual agent,
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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

Secretary Kavianian noted that representatives of the news media and designated staff may attend executive session. Representatives of the news media were specifically directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session. At the end of executive session, the board returned to open session and welcomed the audience into the room.

Agenda Item #2 – Call Regular Meeting to Order

The Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by Secretary Ali Kavianian on Monday, November 7, 2016, at 7:40 pm.

Agenda Item #3 – Action Resulting from Executive Session

Bob Scott moved that the board of directors authorize staff to grant a temporary construction easement and permanent slope easement in the northeast quadrant, subject to the standard due diligence review and approval by the general manager. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Audience Time

Todd Griswold, 1795 SW Warwick Avenue, Portland, is before the board of directors this evening regarding a proposed ice arena on THPRD property. Todd noted that he has heard discussion from the hockey community regarding a proposed ice arena being considered by THPRD at the HMT Recreation Complex. As an in-district business owner that provides programs, he has concerns related to the district's plans for programming the space and public benefit. He stated that such an amenity is not referenced within the district's 2013 Comprehensive Plan, nor is it identified as an area of important focus in public surveys. He questioned whether a service assessment matrix has been completed for the proposal as prescribed within the district's comprehensive plan and Service & Financial Sustainability Analysis, noting that he does not believe that it has and that this, along with a lack of public outreach on the proposal, supports an appearance that district staff has not followed board-adopted practices in the development of the proposal. He commented that he has spoken with both General Manager Doug Menke and board member Larry Pelatt regarding his concerns about THPRD competing with the private sector; however, there has been no forward movement in putting into place an operational policy regarding the practice. In conclusion, he asked that the board become more transparent through this process, including community involvement and completing all due diligence in accordance with board-adopted plans, as well as direct staff to complete an operational policy regarding competition with the private sector. A written copy of Todd's testimony was entered into the public record.

Agenda Item #5 – Board Time

Larry Pelatt noted that, in the interest of full disclosure, he acknowledged that he has spoken with Todd Griswold and that the conversations never elevated and included no promises on his part.

- ✓ Secretary Kavianian added that any such negotiations that are or are not taking place between private and public entities are confidential matters that could affect the district negatively if prematurely disclosed.

Agenda Item #6 – Consent Agenda

Larry Pelatt moved that the board of directors approve consent agenda items (A) Minutes of October 11, 2016 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) HMT Field #2 Synthetic Turf Field Contract, and (E) Service District Initiated Annexation Resolution. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #7 – Unfinished Business

A. General Manager's Report

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

- Summer Special Events Recap
 - Debra Fife, coordinator of Volunteer Services and Special Events, provided a PowerPoint presentation, a copy of which was entered into the record, highlighting this year's summer events.
- 2016 Summer Maintenance Projects Recap
 - Jon Campbell, superintendent of Maintenance Operations, provided a PowerPoint presentation, a copy of which was entered into the record, highlighting maintenance projects completed this summer.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Secretary Kavianian commented that he and his family had a fantastic time at the district events they attended this summer and asked what is planned for the 2017 summer event season.

- ✓ General Manager Doug Menke commented that district staff is meeting in a few weeks to discuss the upcoming 2017 event season. In general, the summer concerts will remain as-is with the possible addition of one or two concerts or other activities, such as a movie night. The district is also exploring additional partnership opportunities with the City of Beaverton on some additional concepts, including possible involvement in their welcoming event planned for September and the night markets. Regarding Groovin' on the Grass, the district is adhering to the concept of cautious involvement and learning as much as possible each time. Doug noted that some of these new opportunities will be seen via the district's upcoming budget process, noting that these events represent a unique way for the district to reach out to its residents.

John Griffiths referenced the Groovin' on the Grass concert that sold out at 3,500 attendees this year and asked what would need to happen in order to accommodate more people.

- ✓ Deb replied that a larger area would be needed, such as Field #5 on the HMT Recreation Complex versus Field #3, which is currently used.
- ✓ Doug added that the greater question that needs to be part of the review process is the consideration of the optimal size given that the HMT Recreation Complex can only hold so many people due to parking and logistics. The reality is that it takes a large effort to offer a concert with an attendance of 3,500 and going over that number offers additional unique complexities above just increasing the number of district staff to work the event.
- ✓ Larry Pelatt expressed agreement with Doug's comments, noting that any increase in attendance would need to be substantial in order for it to make sense financially, which would also change the feel of the event.
- ✓ Doug added that the district learned a lot by hosting the US Davis Cup, which had 6,000 attendees. There was a lot of US Davis Cup event staff involved in order to make such a large event go smoothly.

Bob Scott referenced the underground spring in Lowami Hart Woods that damaged a relatively new section of trail and asked why the spring was not discovered during construction.

- ✓ Jon replied that it is unknown why it went undiscovered and described the manner in which the trail was repaired so that it would not happen again.
- ✓ General Manager Doug Menke guessed that the groundwater became disturbed during construction and that it took time for enough water to rise to the surface to cause damage.

John Griffiths asked if the Maintenance Department has experienced a noticeable uptick in maintaining the district's most aging recreational facilities, such as Cedar Hills Recreation Center, as compared to the district's newer facilities.

- ✓ Jon replied that the maintenance of such aging facilities is still manageable without much extra effort.
- ✓ Keith Hobson, director of Business & Facilities, added that one indication of the district's maintenance standards and investments over time in such facilities came recently when the older facilities were tested for lead in the water and all tested out very well.

Agenda Item #8 – New Business

A. Somerset West Park Master Plan

Tim Bonnin, park planner, provided a brief overview of the memo included within the board of directors' information packet, noting that Somerset West Park is a neighborhood park redevelopment project funded via the district's 2008 Bond Measure. He noted that staff is

requesting board review and comment on the preferred master plan and proposed phasing this evening, which will be brought back before the board at the January meeting for consideration of approval. Tim introduced René Brucker, park planner, and Melinda Graham with Zink Studios, the project consultant, to present an overview of the preferred Somerset West Park master plan.

René described the public outreach process used in the development of the master plan, which included three neighborhood meetings, as well as a prioritization survey of park amenities posted to the project website and mailed to neighborhood residents. She noted that the need for phasing the project was discussed at the last neighborhood meeting in September 2015, noting that comments from the neighborhood meeting and prioritization survey have been incorporated into the master plan being presented to the board for consideration this evening.

Melinda provided a detailed overview of the proposed Somerset West Park master plan and amenities included in each funding phase via a PowerPoint presentation of the materials included within the board of directors' information packet.

Tim concluded the staff presentation by providing a brief overview of the project budget and current cost estimates, noting that the current total project cost estimate for phase 1 of the master plan is \$1,471,453, which is \$447,915 above the current available project funding. If the entire master plan were to be completed without phasing, the total project cost estimate is \$2,400,000. The creek daylighting cost of \$150,778 is not included in the project cost estimate since it will be fully funded by the Natural Resource Preservation/Restoration bond fund category. Permitting will determine if the project will receive mitigation credit, or if a wetland mitigation fee would be required, which would increase the phase 1 project cost estimate to \$1,576,453. Tim noted that based on the board's feedback this evening, staff will present revised plans to the public in early December and will then return to the board in January to request final master plan approval, and offered to answer any questions the board may have.

General board discussion took place clarifying the project budget and available funding.

Bob Scott expressed agreement with the proposal to phase the buildout of the master plan, but is surprised at how costly it is for the full buildout of the master plan.

Ali Kavianian asked for confirmation that the public has seen the proposed phase 1 master plan.

- ✓ René confirmed this, noting that the December public meeting will feature the master plan with any revisions made by the board this evening and the phasing plan.

John Griffiths asked how much of phase 1 could be completed while remaining within the project budget of approximately \$1,023,000.

- ✓ Keith Hobson, director of Business & Facilities, replied that the staff recommendation is completing phase 1 as outlined this evening. Staff will explore whether there are elements within the master plan that could be grant funded and will also explore value engineering opportunities. A last resort would be using system development charge (SDC) funds to make up any difference. Another possibility is transferring extra funds from otherwise completed bond categories, which could result in an additional \$300,000 at most. The best alternative will be looking at value engineering and identifying grant funding.

Larry Pelatt recognized that the end result for funding this project may require the use of SDC funds to supplement this project; however, it is a great redevelopment project for a park that is heavily used and highly valued by the community. He does not want to see this project detrimentally affected by any more delays as construction costs continue to climb.

President Jones asked district staff to further explore other means in funding the entire Somerset West Park master plan without phasing, explaining that the park is an icon in the area and that the district should consider completing the entire project now rather than waiting until rising construction costs make it even more difficult to complete phase 2 in the future.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 8:25 pm.

Jerry Jones Jr., President

Ali Kavianian, Secretary

Recording Secretary,
Jessica Collins

Check #	Check Date	Vendor Name	Check Amount
294344	10/05/2016	Earthworks Excavation and Construction, Inc.	9,500.00
294494	10/14/2016	Northwest Playground Equipment, Inc.	4,997.00
		Capital Outlay - ADA Improvements	\$ 14,497.00
294776	10/25/2016	Solutions Construction Services, LLC	4,300.00
		Capital Outlay - ADA Projects	\$ 4,300.00
294495	10/14/2016	OPSIS Architecture, LLP	14,860.20
294572	10/14/2016	2KG Contractors, Inc.	925,857.17
294766	10/25/2016	OPSIS Architecture, LLP	9,884.00
		Capital Outlay - Aquatic Center Renovation	\$ 950,601.37
294493	10/14/2016	Mid Pac Construction, Inc.	48,200.00
		Capital Outlay - Athletic Facility Replacement	\$ 48,200.00
294504	10/14/2016	Scott Warner Construction	1,445.00
		Capital Outlay - Bond - ADA Projects	\$ 1,445.00
294334	10/05/2016	BBL Architects	10,166.31
294581	10/14/2016	Cedar Mill Construction Company, LLC	78,424.66
		Capital Outlay - Bond - Facility Rehabilitation	\$ 88,590.97
294794	10/25/2016	Integra Realty Resources	3,200.00
		Capital Outlay - Bond - Land Acquisition	\$ 3,200.00
33165	10/14/2016	Impact Sign Co.	2,295.00
294576	10/14/2016	Beaverlake Nursery	1,150.00
		Capital Outlay - Bond - Natural Resources Projects	\$ 3,445.00
294337	10/05/2016	Benchmark Contracting, Inc.	120,672.80
		Capital Outlay - Bond - New Linear Park & Trail Development	\$ 120,672.80
294342	10/05/2016	David Evans & Associates, Inc.	37,133.11
294506	10/14/2016	Soil Solutions	8,610.00
294770	10/25/2016	P & C Construction	557,980.00
294788	10/25/2016	Carlson Testing, Inc.	3,107.75
ACH	10/25/2016	Fieldturf USA, Inc.	97,937.47
294962	10/31/2016	Washington County	4,075.20
		Capital Outlay - Bond - New/Redevelop Community Parks	\$ 708,843.53
294337	10/05/2016	Benchmark Contracting, Inc.	279,357.00
294779	10/25/2016	Sustainable Performance Solutions LLC	135,490.00
294785	10/25/2016	AKS Engineering & Forestry, LLC	6,699.90
294788	10/25/2016	Carlson Testing, Inc.	791.25
ACH	10/25/2016	Fieldturf USA, Inc.	240,003.42
		Capital Outlay - Bond - Youth Athletic Field Development	\$ 662,341.57
32885	10/14/2016	The Pool & Spa House, Inc.	2,788.00
		Capital Outlay - Building & Pool Equipment Improvements	\$ 2,788.00
294333	10/05/2016	Arctic Sheet Metal, Inc.	14,635.00
294491	10/14/2016	M&W Fiberglass, Inc.	4,660.00
		Capital Outlay - Building Replacements	\$ 19,295.00
294336	10/05/2016	Belson Outdoors, Inc.	1,500.00
		Capital Outlay - Entry Garbage Cans	\$ 1,500.00

Check #	Check Date	Vendor Name	Check Amount
294774	10/25/2016	RMT Equipment Capital Outlay - Fleet Capital Replacement	15,590.00 \$ 15,590.00
294343	10/05/2016	Dell Marketing L.P. Capital Outlay - Information Technology Improvement	1,618.79 \$ 1,618.79
294494	10/14/2016	Northwest Playground Equipment, Inc. Capital Outlay - Park & Trail Improvements	1,383.00 \$ 1,383.00
294256	10/05/2016	Northwest Playground Equipment, Inc.	1,270.00
294349	10/05/2016	Hal's Construction, Inc.	19,942.00
32625	10/14/2016	GISI Marketing Group	1,231.15
294494	10/14/2016	Northwest Playground Equipment, Inc. Capital Outlay - Park & Trail Replacements	5,539.40 \$ 27,982.55
294344	10/05/2016	Earthworks Excavation and Construction, Inc. Capital Outlay - Ped Path & Playgrd Equip	41,087.50 \$ 41,087.50
294357	10/07/2016	Beynon Sports Surfaces, Inc Capital Outlay - Resurface 6 Indr Tennis Cts-HMT	32,316.62 \$ 32,316.62
294585	10/14/2016	Day Appraisal Company	5,000.00
294693	10/19/2016	Oregon Department of Transportation	81,293.58
294766	10/25/2016	OPSIS Architecture, LLP	4,570.00
294793	10/25/2016	Green Banks, LLC	2,086.25
294796	10/25/2016	JLA Public Involvement	8,230.23
294900	10/28/2016	EC Company Capital Outlay - SDC - Park Development/Improvement	35,558.23 \$ 136,738.29
ACH	10/05/2016	Marilou Caganap	1,126.47
ACH	10/12/2016	Douglas R. Menke	1,341.19
ACH	10/21/2016	Lindsay K. Bjork	1,010.18
ACH	10/28/2016	Sue LeBlanc Conferences	2,195.51 \$ 5,673.35
294251	10/05/2016	PGE	1,867.08
294252	10/05/2016	PGE	32,505.24
294516	10/14/2016	PGE	4,523.18
294758	10/25/2016	PGE	1,867.08
294759	10/25/2016	PGE Electricity	19,590.54 \$ 60,353.12
294485	10/14/2016	Standard Insurance Company	210,135.75
294968	10/31/2016	Kaiser Foundation Health Plan	248,714.74
294969	10/31/2016	Moda Health Plan, Inc.	28,847.92
294973	10/31/2016	Standard Insurance Co.	12,831.31
294979	10/31/2016	UNUM Life Insurance-LTC Employee Benefits	1,320.70 \$ 501,850.42
294484	10/14/2016	PacificSource Administrators, Inc.	3,653.19
294486	10/14/2016	Standard Insurance Company	31,681.54
294487	10/14/2016	Standard Insurance Company	3,292.67
294490	10/14/2016	Voya Retirement Insurance & Annuity Co.	9,935.00
294971	10/31/2016	PacificSource Administrators, Inc.	4,714.19
294972	10/31/2016	PacificSource Administrators, Inc.	10,246.60
294974	10/31/2016	Standard Insurance Company	34,540.24
294975	10/31/2016	Standard Insurance Company	4,042.67
294978	10/31/2016	THPRD - Employee Assn.	13,355.20
294981	10/31/2016	Voya Retirement Insurance & Annuity Co. Employee Deductions	9,935.00 \$ 125,396.30

Check #	Check Date	Vendor Name	Check Amount
294508	10/14/2016	THPRD - Petty Cash Fall Festival Cash Boxes	3,800.00 \$ 3,800.00
294250	10/05/2016	NW Natural	11,248.33
294757	10/25/2016	NW Natural	3,130.63
33262	10/31/2016	NW Natural Heat	3,894.77 \$ 18,273.73
294258	10/05/2016	Oregon ASA Softball, Inc.	1,752.00
294767	10/25/2016	Oregon ASA Softball, Inc. Instructional Services	1,116.00 \$ 2,868.00
294264	10/05/2016	Special Districts Association of Oregon Insurance	8,594.36 \$ 8,594.36
294381	10/07/2016	United Site Services	15,224.77
32547	10/14/2016	Guaranteed Pest Control Service Co, Inc.	1,711.00
33019	10/14/2016	Beaverton Plumbing, Inc.	1,070.00
294505	10/14/2016	SimplexGrinnell LP	1,108.20
294511	10/14/2016	United Site Services	2,491.00
294588	10/14/2016	The Farley Group, Inc.	14,207.00
294781	10/25/2016	United Site Services Maintenance Services	5,678.00 \$ 41,489.97
294336	10/05/2016	Belson Outdoors, Inc.	3,592.60
32713	10/14/2016	Step Forward Activities, Inc.	2,100.00
33090	10/14/2016	Coastwide Laboratories	14,280.92
33114	10/14/2016	Target Specialty Products	1,260.00
294497	10/14/2016	Pioneer Manufacturing Co.	3,255.00
294576	10/14/2016	Beaverlake Nursery	2,300.00
ACH	10/14/2016	Northwest Techrep, Inc.	1,645.00
ACH	10/14/2016	ORCA Pacific, Inc.	1,994.90
294706	10/21/2016	Keith Watson	1,013.54
294792	10/25/2016	Fazio Brothers Sand & Gravel	13,038.90
ACH	10/25/2016	Northwest Techrep, Inc.	940.80
294834	10/26/2016	Heritage Seedlings, Inc. Maintenance Supplies	2,059.30 \$ 47,480.96
294499	10/14/2016	Ricoh USA Inc.	15,659.41
294773	10/25/2016	Ricoh USA Inc.	2,004.27
294783	10/25/2016	A & E Imaging Office Supplies	1,255.99 \$ 18,919.67
294772	10/25/2016	Pitney Bowes	1,167.00
294782	10/25/2016	US Postal Service CMRS-PB Postage	3,000.00 \$ 4,167.00
32625	10/14/2016	GISI Marketing Group Printing & Publication	1,419.00 \$ 1,419.00
294350	10/05/2016	Kittelson & Associates, Inc.	2,152.50
294507	10/14/2016	Structured Communication Systems Inc.	1,600.00
294580	10/14/2016	Bullard Law, P.C.	2,252.50
294592	10/14/2016	Linda G. Laviolette	2,775.00
ACH	10/14/2016	SWCA Environmental Consultants	1,375.07
294701	10/21/2016	Mersereau & Shannon, LLP	4,500.00
ACH	10/25/2016	Northwest Techrep, Inc.	825.00
ACH	10/25/2016	Beery, Elsnor & Hammond, LLP Professional Services	10,720.67 \$ 26,200.74

Check #	Check Date	Vendor Name	Check Amount
294335	10/05/2016	Beaverton School District #48	7,169.85
32573	10/14/2016	Koeber's, Inc.	1,696.00
294594	10/14/2016	Lone Mountain Sportswear	1,773.10
ACH	10/21/2016	Erin McClellan	1,164.55
		Program Supplies	\$ 11,803.50
294875	10/26/2016	Tualatin Valley Youth Lacrosse League	1,309.00
		Refund	\$ 1,309.00
33269	10/31/2016	Waste Management of Oregon	7,439.85
		Refuse Services	\$ 7,439.85
294348	10/05/2016	First Student, Inc.	5,718.70
294511	10/14/2016	United Site Services	1,113.50
294578	10/14/2016	Beaverton School District #48	4,638.60
		Rental Equipment	\$ 11,470.80
294260	10/05/2016	Peter Corvallis Productions, Inc.	2,673.75
294262	10/05/2016	Showcall Event Services	3,385.32
294346	10/05/2016	F & F Farm and Reforestation LLC	5,159.00
ACH	10/05/2016	Smith Dawson & Andrews	3,000.00
ACH	10/05/2016	Northwest Techrep, Inc.	10,659.04
294505	10/14/2016	SimplexGrinnell LP	16,583.27
294511	10/14/2016	United Site Services	3,124.50
294696	10/19/2016	Starplex Corporation	3,680.19
294763	10/25/2016	Mears Design Group, LLC	1,545.00
294777	10/25/2016	Sound Security, Inc.	11,838.00
294791	10/25/2016	Edwards Enterprises	2,045.60
		Technical Services	\$ 63,693.67
ACH	10/21/2016	Sabrina Taylor Schmitt	2,535.50
		Technical Training	\$ 2,535.50
294755	10/25/2016	Electric Lightwave	4,867.16
33264	10/31/2016	AT&T Mobility	7,828.61
		Telecommunications	\$ 12,695.77
294801	10/25/2016	Oregon Department of State Lands	4,890.43
		Unclaimed Property Remittance	\$ 4,890.43
ACH	10/05/2016	Marc Nelson Oil Products, Inc.	2,144.81
294509	10/14/2016	Tualatin Valley Water District	6,872.82
294780	10/25/2016	Tualatin Valley Water District	7,006.06
ACH	10/25/2016	Marc Nelson Oil Products, Inc.	2,657.64
		Vehicle Gas & Oil	\$ 18,681.33
33270	10/31/2016	City of Beaverton	21,322.06
33271	10/31/2016	Clean Water Services	2,828.46
33272	10/31/2016	Tualatin Valley Water District	111,557.86
33273	10/31/2016	West Slope Water District	2,238.80
		Water & Sewer	\$ 137,947.18
		Grand Total	\$ 4,025,390.64

Tualatin Hills Park & Recreation District

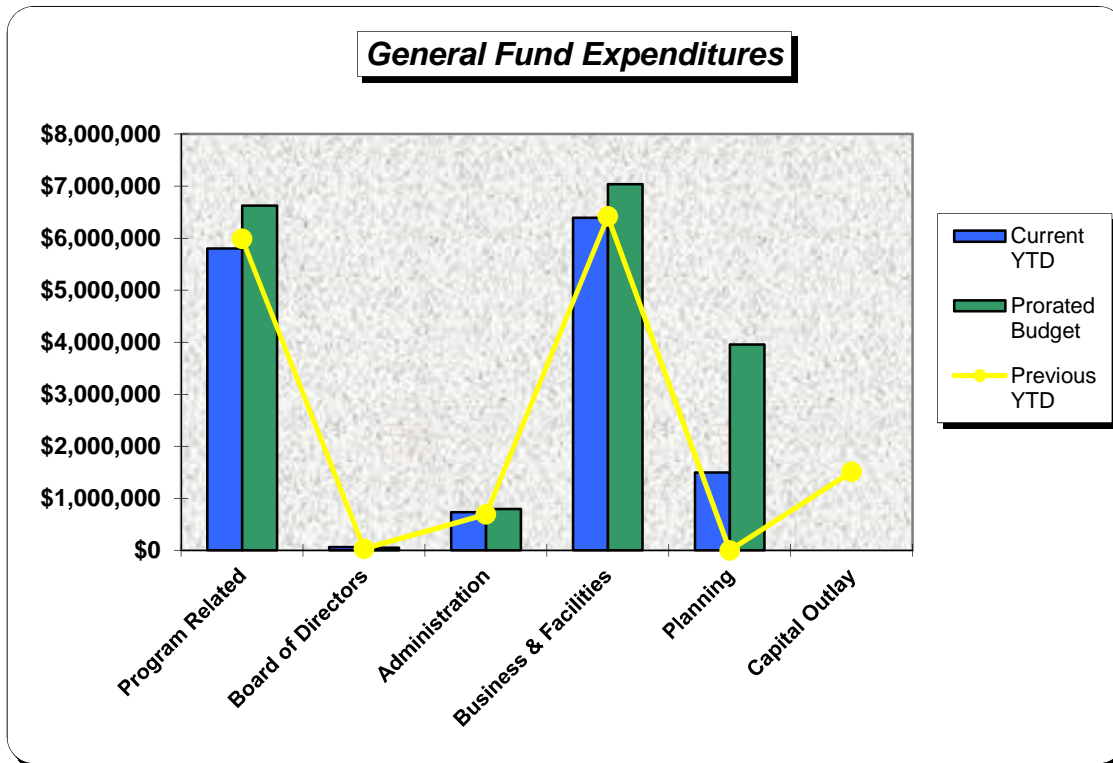
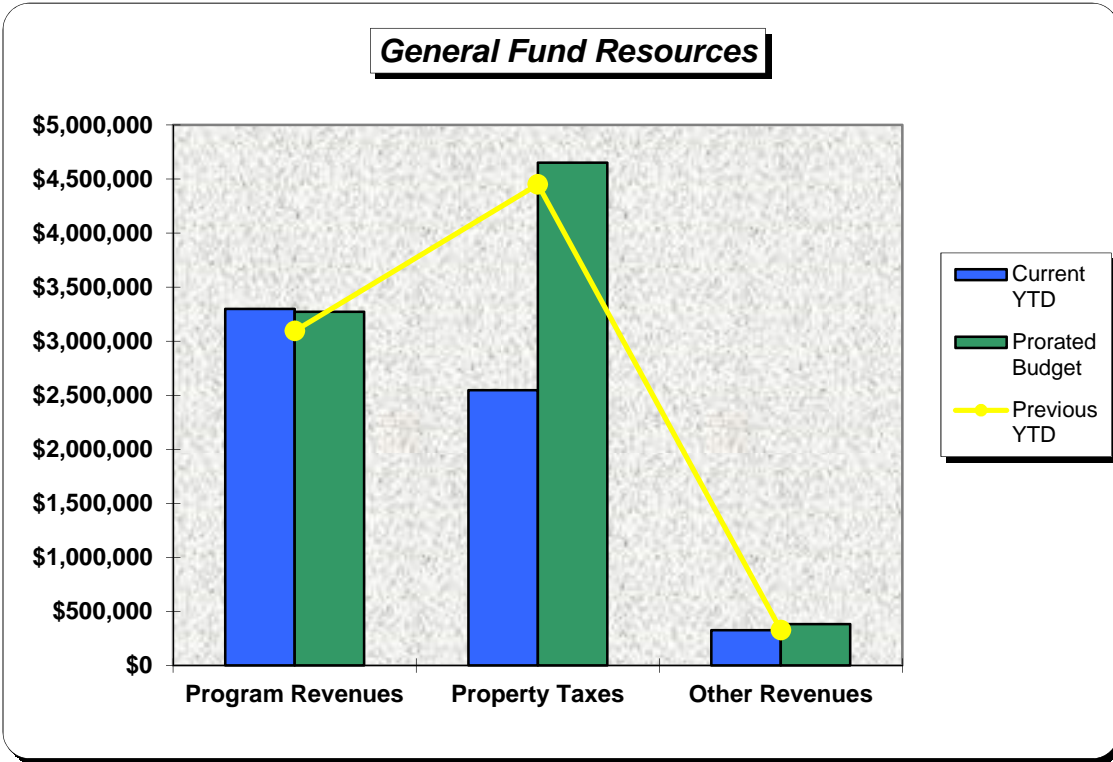
General Fund Financial Summary
October, 2016

	Current Month	Year to Date	Prorated Budget	% YTD to Prorated Budget	Full Fiscal Year Budget
Program Resources:					
Aquatic Centers	\$ 96,954	\$ 811,746	\$ 1,122,188	72.3%	\$ 3,038,333
Tennis Center	67,909	274,965	294,076	93.5%	1,090,883
Recreation Centers & Programs	381,115	1,660,668	1,331,557	124.7%	4,975,712
Sports Programs & Field Rentals	138,247	444,234	432,387	102.7%	1,583,634
Natural Resources	19,421	108,603	91,130	119.2%	392,278
Total Program Resources	703,646	3,300,217	3,271,337	100.9%	11,080,840
Other Resources:					
Property Taxes	2,513,617	2,546,255	4,652,449	54.7%	29,251,852
Interest Income	1,979	19,553	22,952	85.2%	145,000
Facility Rentals/Sponsorships	23,959	170,012	157,076	108.2%	579,650
Grants	1,100	4,600	80,324	5.7%	1,615,844
Miscellaneous Income	32,671	131,327	123,414	106.4%	494,833
Total Other Resources	2,573,326	2,871,747	5,036,215	57.0%	32,087,179
Total Resources	\$ 3,276,972	\$ 6,171,964	\$ 8,307,552	74.3%	\$43,168,019
Program Related Expenditures:					
Parks & Recreation Administration	37,443	157,055	370,606	42.4%	858,709
Aquatic Centers	279,520	1,371,302	1,555,173	88.2%	4,083,168
Tennis Center	84,859	358,625	346,269	103.6%	1,052,732
Recreation Centers	366,188	2,007,196	2,126,510	94.4%	5,413,845
Programs & Special Activities	83,906	409,720	452,537	90.5%	1,291,440
Athletic Center & Sports Programs	124,589	800,834	1,001,491	80.0%	2,433,452
Natural Resources & Trails	147,156	697,710	769,618	90.7%	1,979,201
Total Program Related Expenditures	1,123,661	5,802,442	6,622,204	87.6%	17,112,547
General Government Expenditures:					
Board of Directors	16,715	60,781	49,039	123.9%	288,100
Administration	183,523	737,015	796,740	92.5%	2,379,289
Business & Facilities	1,718,703	6,393,849	7,037,178	90.9%	20,357,451
Capital Outlay	1,093,929	1,498,758	3,955,336	37.9%	7,458,717
Contingency/Capital Replacement Reserve	-	-	-	0.0%	4,100,000
Total Other Expenditures:	3,012,870	8,690,404	11,838,293	73.4%	34,583,557
Total Expenditures	\$ 4,136,531	\$14,492,845	\$ 18,460,497	78.5%	\$51,696,104
Revenues over (under) Expenditures	\$ (859,559)	\$ (8,320,882)	\$ (10,152,944)	82.0%	\$ (8,528,085)
Beginning Cash on Hand		9,271,337	8,528,085	108.7%	8,528,085
Ending Cash on Hand		\$ 950,455	\$ (1,624,859)	-58.5%	\$ -

Tualatin Hills Park and Recreation District

General Fund Financial Summary

October, 2016





MEMO

DATE: November 29, 2016
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **Resolution Amending District Compiled Policies Chapter 2 – District Governance**

Introduction

Board of directors' approval is being requested of a resolution adopting proposed changes to Chapter 2 (District Governance) of the District Compiled Policies (DCP). The proposed changes reflect general housekeeping edits proposed by district legal counsel.

Background

DCP Chapter 2 (District Governance) was originally adopted by the board of directors on April 6, 2009, as part of the overall DCP development, review and adoption process. District legal counsel recently reviewed the policy and has suggested general housekeeping edits.

Proposal Request

Board approval is being requested of the attached resolution amending DCP Chapter 2 to reflect the proposed edits. Also attached is a redline version of DCP Chapter 2, which identifies the proposed amendments.

The proposed edits to DCP Chapter 2 have been reviewed and approved by district legal counsel.

Action Requested

Board of directors' approval of Resolution 2016-17 amending District Compiled Policies Chapter 2.

DISTRICT COMPILED POLICIES

CHAPTER 2 – DISTRICT GOVERNANCE

2.01 Boundaries

The District includes all territory within its boundaries as they now exist or ~~may be~~ are ~~legally~~ modified. The District will maintain an accurate ~~and~~ current description of the boundaries as a public record.

2.02 Powers

The District is an Oregon local government formed and existing consistent with under ORS Chapter 266. The District has all powers that Oregon law statutes expressly or impliedly grant or allow the District.

~~2.03 Construction~~

~~—The statutes and the DCP will be liberally construed so that the District may exercise fully all powers possible under Oregon law and these policies.~~

2.04 Distribution

The Oregon Constitution reserves the initiative and referendum powers ~~as to legislative authority~~ to District voters. ORS Chapter 266 is the statutory foundation for the District, setting its powers and the conduct of its affairs. The Board is designated as the “governing body” for the District and is to exercise the District’s powers. The Board may ~~The DCP vests all other delegate all but its legislative powers/authority to others, including District staff. District powers in the Board except as the DCP otherwise provides.~~ The Board has legislative, administrative and quasi-judicial authority. The Board exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. ~~The Board may not delegate its authority to adopt ordinances.~~

2.05 Board

- (A) Composition. The Board is the five-member governing body of the District, ~~that exercises all powers and duties of the District under ORS 266.~~
- (B) Individual Authority. Individual Board members have no ~~legal~~ authority to act on behalf of ~~for~~ the District as individuals but only as a member of the Board ~~except~~ at Board meetings, except as the Board may authorize otherwise. ~~No Board member may act on behalf of the District or Board in any manner without the approval of the Board.~~
- (C) Personal Expression. Individual Board mMembers may express their personal opinions on any subject matter ~~to any audience prior to or after a Board action, but should~~ ~~Members must~~ clearly state that it is their opinion and does not necessarily reflect the view of the Board as a whole or of the District.

DISTRICT COMPILED POLICIES

2.06 President

- (A) Election. ~~At its first meeting of each fiscal year~~ At the June regular meeting each year, the Board ~~shall~~ must elect a Board President from its membership.
- (B) Authority. The President presides over and facilitates Board meetings, preserves order, enforces Board procedures, and determines the order of Board business. The President ~~shall~~ must sign all records of Board decisions.
- (C) Representation. ~~If t~~The President ~~is~~ may be asked to speak on behalf of the Board, ~~he/she.~~ ~~The President~~ may do so provided as long as the comments are limited to a description of the actions the Board actions taken, has or has not taken. ~~The President may speak without prior approval of the Board.~~ If the Board has taken no action, the President ~~should~~ must state ~~that any the~~ comments are personal. ~~opinions only.~~

2.07 Quorum

Three members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by rule.

2.08 Vote Required

The express approval of a majority of a quorum of the Board is necessary for any Board decision, except when the DCP requires s approval by a majority of the Board.

2.09 Record

A record of Board meetings must be kept in a manner prescribed by law.

2.10 Legislative Authority

- (A) Ordinances. The Board ~~shall exercise its has~~ legislative authority ~~under ORS 266.450 and~~ consistent with ORS 198.510 to 198.600. ~~that it will exercise by adopting ordinances.~~ The enacting clause for all ordinances ~~shall~~ must state “The Tualatin Hills Park & Recreation District ordains:”
- (B) Ordinance Adoption.
 - (1) Except as authorized by subsection (2), the Board must adopt an ordinance with the approval of a majority of the Board at two meetings.
 - (2) The Board may adopt an ordinance at a single meeting by the unanimous approval of at least three members of the Board, provided the proposed

DISTRICT COMPILED POLICIES

ordinance is available to the public at least one week before the meeting and the notice requirements of ORS 198.540 are met.

- (3) Any substantive amendment to a proposed ordinance must be read aloud or made available to the public before the Board adopts the ordinance at that meeting.
- (4) After the adoption of an ordinance, the vote of each member must be entered into the Board minutes.

~~(5) Within seven (7) days~~ After the adoption of an ordinance, the President must sign and the Board Clerk (Clerk) ~~must~~ shall must attest to the adoption and the date ~~thereof, adoption.~~ The Clerk ~~shall must~~ file a certified copy of each ordinance with the Washington County clerk.

~~(5)(6) For emergency ordinances, In addition,~~ the Clerk ~~shall must also~~ comply with the notice requirements ~~imposed by of~~ ORS 198.560(3), ~~for emergency ordinances.~~

- (C) Effective Date. ~~Non-emergency o~~Ordinances ~~normally~~ take effect on the 30th day after adoption, or on a later day provided in the ordinance. Emergency ordinances may take effect upon adoption. ~~An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.~~

2.11 Administrative Authority

- (A) Resolutions. The Board ~~will normally~~ exercises its administrative authority by ~~approving~~ resolutions. The approving clause for resolutions ~~shall may~~ state: “The Tualatin Hills Park & Recreation District resolves:”

(B) Resolution Approval.

- (1) A resolution ~~or any other Board administrative decision~~ may be approved by the Board at one ~~public~~ meeting.
- (2) Any substantive amendment to a pending resolution ~~shall must~~ be read aloud or ~~otherwise~~ made available to the public ~~in advance of before~~ the Board’s consideration of ~~approves~~ the resolution at ~~that~~ meeting.
- (3) After the Board vote on approval of a resolution, ~~or other administrative decision,~~ the vote of each Board member ~~shall must~~ be entered into the Board minutes.
- (4) After ~~the~~ approval of a resolution, the President ~~shall must~~ sign it and ~~the~~ Clerk ~~must then~~ attest to the resolution’s adoption by name, title and date of approval.

DISTRICT COMPILED POLICIES

- (C) Effective Date. Resolutions ~~and other administrative decisions~~ take effect on the date of approval, or ~~such on a later~~ day as may be provided in the resolution.

2.12 Quasi-Judicial Authority

- (A) Orders. The Board ~~will normally~~ exercises its quasi-judicial authority by ~~approving~~ orders. The approving clause for orders ~~shall may~~ state: “The Tualatin Hills Park & Recreation District hereby orders:”

- (B) Order Approval.

- (1) An order ~~or any other Board quasi-judicial decision~~ may be issued approved by the Board at one meeting.

- ~~(2) Any substantive amendment to an order must be read aloud or made available to the public at the meeting before the Board approves the order.~~

- ~~(3)~~(2) The order will indicate the vote thereon. After the approval of an order or other Board quasi-judicial decision, the vote by of each member and include its effective date. must be entered into the Board minutes. After entry, the Board President must sign the order and the Clerk attest to the date of its approval.

- ~~(4)~~(3) After the approval of an order, the President must sign it and the Clerk must attest to the date of approval.

- (C) Effective Date. Orders and other quasi-judicial decisions take effect upon entry into the District’s records on the date of final approval, or ~~such on a~~ later day provided in the order.

2.13 Elections (ORS Chapter 255)

- (A) State Law. Board elections and nominations must conform to the requirements of state law for special districts (ORS Chapter 255 (2015)).

- (B) Qualifications.

- (1) To hold a District elective position, each person must be a qualified elector under state law, and reside within the District ~~for at least one year immediately before election or appointment to office.~~

- (2) No Board member may be employed by the District.

- (3) The Board is the final judge of the election and qualifications of its members.

DISTRICT COMPILED POLICIES

- (C) Nominations. ~~See, ORS 255.235 (2015) As set forth in ORS chapter 249:~~
- ~~(1) — A candidate for election as a member of the Board will be nominated by filing with the county election officer either:~~
- ~~(a) — A petition for nomination signed by at least 25 registered voters; or~~
- ~~(b) — A declaration of candidacy accompanied by the appropriate filing fee.~~
- ~~(2) — A petition for nomination or declaration of candidacy must be filed with the county election officer not later than:~~
- ~~(a) — The 35th day before the date of a regular District election; or~~
- ~~(b) — The 70th day before the date of a District election if the election is held on the same date as a primary or general election held throughout the state.~~
- ~~(3) — Subject to any other applicable law, the county election officer will prescribe the form and content of petitions for nominations and declarations of candidacy.~~
- (D) Terms. ~~The term of a Board member elected at a District election begins on the first day of July after Washington County certifies election results, and continues until the successor qualifies and assumes the office.~~

Oath. To hold a Board position each person must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon. If the person is elected to their Board position, they are required by the terms of ORS 266.340 (2015) to take the oath within ten (10) days of their receipt of their certificate of election from the County.

2.14 Vacancies

- (A) Defined.
- (1) A vacancy exists upon the incumbent's:
- (a) Death;
- (b) Adjudicated incompetence;
- (c) Recall from the office; or
- (d) Resignation.
- (2) Or upon declaration by the Board after the incumbent's:
- (a) Failure to qualify for the office within 10 days of the time the term of office is to begin;
- (b) Absence from the District for 30 days without Board consent, or from all Board meetings within a 90-day period;

DISTRICT COMPILED POLICIES

- (c) Ceasing to reside in the District;
 - (d) Ceasing to be a qualified elector under state law;
 - (e) Conviction of a public offense punishable by loss of liberty; or
 - (f) Resignation from the office.
- (B) Notice. If there is a vacancy on the Board, the Board must publish notice to the general public of the vacancy.
- (C) Filling. If the vacancy occurs within three months before a regular District election, the vacancy will remain vacant and be filled by District voters. In the event of a vacancy occurring more than three months prior to a regular District election the Board position will be filled by a new member appointed by a majority of the remaining Board members following an open application process and interviews of applicants. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office.
- (D) Temporary. If a temporary disability prevents a member from attending Board meetings, a majority of the Board may appoint a member *pro tempore*.

RESOLUTION NO. 2016-17

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPROVING DISTRICT COMPILED POLICIES CHAPTER TWO,
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 Two concerning District Governance for general housekeeping edits.

Now, therefore,

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. The DCP Chapter 2, as amended and attached as Exhibit A to this resolution, is adopted. This new Chapter 2 replaces the Chapter previously adopted by the board on April 6, 2009.

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

BOARD OF DIRECTORS APPROVAL: December 13, 2016.

Jerry Jones Jr., President

Ali Kavianian, Secretary

ATTEST:

Jessica Collins, Recording Secretary

DISTRICT COMPILED POLICIES

CHAPTER 2 – DISTRICT GOVERNANCE

2.01 Boundaries

The District includes all territory within its boundaries as they now exist or may be modified. The District will maintain an accurate current description of the boundaries as a public record.

2.02 Powers

The District is an Oregon local government formed and existing consistent with ORS Chapter 266. The District has all powers that Oregon law expressly or impliedly grant or allow the District.

2.03 Distribution

The Oregon Constitution reserves the initiative and referendum powers to District voters. ORS Chapter 266 is the statutory foundation for the District, setting its powers and the conduct of its affairs. The Board is designated as the “governing body” for the District and is to exercise the District’s powers. The Board may delegate all but its legislative powers/authority to others, including District staff. The Board has legislative, administrative and quasi-judicial authority. The Board exercises legislative authority by ordinance, administrative authority by resolution and quasi-judicial authority by order.

2.04 Board

- (A) Composition. The Board is the five-member governing body of the District.
- (B) Individual Authority. Individual Board members have no authority to act on behalf of the District as individuals but only as a member of the Board at Board meetings, except as the Board may authorize otherwise.
- (C) Personal Expression. Individual Board members may express their opinions on any subject matter but should clearly state that it is their opinion and does not necessarily reflect the view of the Board as a whole or of the District.

2.05 President

- (A) Election. At the June regular meeting each year, the Board shall elect a Board President from its membership.
- (B) Authority. The President presides over and facilitates Board meetings, preserves order, enforces Board procedures and determines the order of Board business. The President shall sign all records of Board decisions.

DISTRICT COMPILED POLICIES

- (C) Representation. If the President is asked to speak on behalf of the Board, he/she may do so provided the comments are limited to a description of Board actions taken. If the Board has taken no action, the President should state any comments are personal.

2.06 Quorum

Three members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by rule.

2.07 Vote Required

The express approval of a majority of a quorum of the Board is necessary for any Board decision, except when the DCP requires approval by a majority of the Board.

2.08 Record

A record of Board meetings must be kept in a manner prescribed by law.

2.09 Legislative Authority

- (A) Ordinances. The Board shall exercise its legislative authority consistent with ORS 198.510 to 198.600. The enacting clause for all ordinances shall state “The Tualatin Hills Park & Recreation District ordains:”

- (B) Ordinance Adoption.

- (1) Except as authorized by subsection (2), the Board must adopt an ordinance with the approval of a majority of the Board at two meetings.
- (2) The Board may adopt an ordinance at a single meeting by the unanimous approval of at least three members of the Board, provided the proposed ordinance is available to the public at least one week before the meeting and the notice requirements of ORS 198.540 are met.
- (3) Any substantive amendment to a proposed ordinance must be read aloud or made available to the public before the Board adopts the ordinance at that meeting.
- (4) After the adoption of an ordinance, the vote of each member must be entered into the Board minutes.
- (5) Within seven (7) days after adoption of an ordinance, the President must sign and Board Clerk (Clerk) attest to the adoption and the date thereof. The Clerk shall file a certified copy of each ordinance with the Washington County clerk.

DISTRICT COMPILED POLICIES

- (6) For emergency ordinances, the Clerk shall also comply with the notice requirements imposed by ORS 198.560(3).
- (C) Effective Date. Non-emergency ordinances take effect on the 30th day after adoption or on a later day provided in the ordinance. Emergency ordinances may take effect upon adoption.

2.10 Administrative Authority

- (A) Resolutions. The Board exercises its administrative authority by resolution. The approving clause for resolutions shall state: “The Tualatin Hills Park & Recreation District resolves:”
- (B) Resolution Approval.
 - (1) A resolution may be approved by the Board at one meeting.
 - (2) Any substantive amendment to a pending resolution shall be read aloud or otherwise made available to the public in advance of the Board’s consideration of the resolution at a meeting.
 - (3) After the Board vote on a resolution, the vote of each Board member shall be entered into the Board minutes.
 - (4) After approval of a resolution, the President shall sign it and Clerk then attest to the resolution’s adoption by name, title and date of approval.
- (C) Effective Date. Resolutions take effect on the date of approval, or such day as may be provided in the resolution.

2.11 Quasi-Judicial Authority

- (A) Orders. The Board exercises its quasi-judicial authority by order. The approving clause for orders shall state: “The Tualatin Hills Park & Recreation District hereby orders:”
- (B) Order Approval.
 - (1) An order may be issued by the Board at one meeting.
 - (2) The order will indicate the vote thereon by each member and include its effective date. After entry, the Board President must sign the order and the Clerk attest to the date of its approval.

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- (C) Effective Date. Orders and other quasi-judicial decisions take effect upon entry into the District's records or such later day provided in the order.

2.12 Elections (ORS Chapter 255)

- (A) State Law. Board elections and nominations must conform to the requirements of state law for special districts (ORS Chapter 255 (2015)).
- (B) Qualifications.
- (1) To hold a District elective position, each person must be a qualified elector under state law and reside within the District.
 - (2) No Board member may be employed by the District.
 - (3) The Board is the final judge of the election and qualifications of its members.
- (C) Nominations. See, ORS 255.235 (2015)
- (D) Oath. To hold a Board position each person must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon. If the person is elected to their Board position, they are required by the terms of ORS 266.340 (2015) to take the oath within ten (10) days of their receipt of their certificate of election from the County.

2.13 Vacancies

- (A) Defined.
- (1) A vacancy exists upon the incumbent's:
 - (a) Death;
 - (b) Adjudicated incompetence;
 - (c) Recall from the office; or
 - (d) Resignation.
 - (2) Or upon declaration by the Board after the incumbent's:
 - (a) Failure to qualify for the office within 10 days of the time the term of office is to begin;
 - (b) Absence from the District for 30 days without Board consent, or from all Board meetings within a 90-day period;
 - (c) Ceasing to reside in the District;
 - (d) Ceasing to be a qualified elector under state law;
 - (e) Conviction of a public offense punishable by loss of liberty; or
 - (f) Resignation from the office.

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- (B) Notice. If there is a vacancy on the Board, the Board must publish notice to the general public of the vacancy.
- (C) Filling. If the vacancy occurs within three months before a regular District election, the vacancy will remain vacant and be filled by District voters. In the event of a vacancy occurring more than three months prior to a regular District election the Board position will be filled by a new member appointed by a majority of the remaining Board members following an open application process and interviews of applicants. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office.
- (D) Temporary. If a temporary disability prevents a member from attending Board meetings, a majority of the Board may appoint a member *pro tempore*.



MEMO

DATE: November 29, 2016
TO: The Board of Directors
FROM: Doug Menke, General Manager

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

Introduction

Board of directors' approval is being requested of a resolution adopting proposed changes to Chapter 3 (Board Policies) of the District Compiled Policies (DCP). The proposed changes reflect changes in practice, general housekeeping edits proposed by district legal counsel, as well as new sections pertaining to public records and board of directors' travel and expenses reimbursement.

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. District staff and legal counsel recently reviewed the policy and have suggested edits based on changes in practice (for example, the board of directors' new meeting schedule of Tuesday evenings), general housekeeping edits proposed by district legal counsel, as well as two new sections added pertaining to public records and board travel. The public records policy is consistent with Oregon Revised Statutes pertaining to the retention of public records. The board travel policy formalizes what has already been the board's practice in regard to traveling on district business and travel expense reimbursement.

Proposal Request

Board approval is being requested of the attached resolution amending DCP Chapter 3 to reflect the proposed edits. Also attached is a redline version of DCP Chapter 3, which identifies the proposed amendments.

The proposed edits to DCP Chapter 3 have been reviewed and approved by district legal counsel.

Action Requested

Board of directors' approval of Resolution 2016-18 amending District Compiled Policies Chapter 3.

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CHAPTER 3 – BOARD POLICIES

3.01 Board Meetings

- (A) Regular meetings to conduct Board business are normally held the ~~first Monday~~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 N~~otices for meetings will be posted in public view at all District facilities ~~designed for and used by the general public that allow for public access.~~
- (F) Minutes will be taken consistent with ~~as provided by~~ the Oregon Public Records Law.
- (G) Telephonic / electronic meetings ~~shall be held consistent with~~ may be held in compliance 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 ~~of Board members, and as a result they who~~ 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~~of the President~~, the Secretary presides and the Secretary pro tempore acts as Secretary.
- (C) The election of officers is held annually at the first June Board meeting ~~of each fiscal year, and with~~ the term of each office is 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; 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, ~~not a personal viewpoint.~~

(B) Governing District.

- (1) Without prior approval of the Board, no member may interfere 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~~ If the Board asks a member to become involved in District operations, the Board must clearly state in writing that Board member's operational duties/functions assigned to the Board member. ~~Said~~ The duties/functions must be agreed to by the President and ~~the~~ the Manager prior to ~~the beginning of~~ the Board member beginning the assignment project.

(C) Censure.

- (1) ~~The Board may make and enforce its own rules relative to the conduct of both its meetings and that of Board members. and ensure compliance with state laws applicable to governing bodies.~~
- ~~(1)~~(2) If a Board member substantially violates a substantive provision of the District's Compiled Policies these rules or state law, the Board may take action against the Board member in order to protect Board and District integrity by issuance of and discipline the member with a public censure to the Board member reprimand.
- ~~(2)~~(3) The Board may investigate the action(s) of any Board member and consistent with ORS 192.660(2)(b) meet ~~in executive session~~ to deliberate whether discuss any finding that reasonable grounds exist to support a Board finding that a substantial violation of either state law or District Compiled Policy has occurred. ~~Under ORS 192.660(2)(b), the Board member under investigation may request an open hearing.~~

3.04 Board Discussions and Decorum

- (A) Conduct. Board members will conduct themselves in ways that do not to bring discredit to upon the District, that promote ensuring non-discriminatory delivery of District provided-public services to the public in addition to; keeping informed

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about matters coming before the Board and abiding by Board decisions, ~~regardless of the member's whether or not the member~~ voted on the particular matter prevailing side.

- (B) Order and Decorum. Board members will assist the President ~~to in~~ preserving order and decorum during Board meetings and ~~may should not, by conversation or other action;~~ delay or interrupt the proceedings or fail to comply with a refuse to obey the ruling of the President or Board rules. When addressing staff or members of the public, members ~~will~~ should confine themselves to questions ~~or 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 necessary information and ask questions of District staff before meetings.
 - (2) Board members will be given ~~have~~ 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) Board members will not speak on behalf of the Board or District; unless ~~they have been~~ authorized by a vote of the Board to do so.
 - (4) During public meetings, Board members ~~will~~ 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 ~~will~~ should first be sought to accomplish ~~the~~ Board objectives.
 - (5) Board members will be open, direct and candid in the Board forum. Members should be ~~brief and~~ 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 ~~that are~~ not relative relevant to the then current discussion.
 - (7) The President will recognize members ~~who~~ 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 will not disguise statements as questions or use repetitions as a way to convince others.~~
 - ~~(9)~~ (8) Board members ~~will~~ should keep discussions moving and call for a “process

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check” if the Board becomes bogged down in discussions.

~~(10)(9)~~ Board members will ~~set and~~ adhere to established time limits on discussions.

~~(11)(10)~~ Board members will refrain from criticizing or berating each other, staff or other persons.

~~(12)(11)~~ If a Board member wishes to discuss a major policy issue, it ~~will~~ should be scheduled for a future agenda rather than being discussed or and ~~not~~ considered at the current meeting.

3.05 Public Participation

(A) Public and community group sign-up forms will be available at each regular business 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 included on the agenda. At both Audience Time the time on the agenda designated for public comment and during any public hearing or specific agenda item, any 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) — 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 discuss items that are not included on the agenda. If there are such persons, the President will ask the persons to state their names and addresses before addressing the Board. The Board may set time limits for comments.~~

~~(C)~~(B) During public hearings, all public comment must be addressed to the President and relate to the matter under discussion unless made during Audience Time.

~~(D)~~(C) Generally, Board members will-should not respond to comments made during ~~the public comment agenda time, Audience Time~~ except to ask clarifying questions. Any public requests for Board action will-should be referred to staff for review before they are 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 ~~the~~ conduct of Board meetings except where these rules specifically apply 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

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- (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. Board members may request ~~that~~ items be placed on an agenda. Board members may make agenda suggestions at any Board meeting or by communication with the Manager at least seven days before ~~a~~~~the~~ regular Board meeting where the item would be considered. ~~Any~~ Board member may move to add an item to the agenda at the beginning of a meeting. If approved by the Board, the item ~~will~~~~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 ~~should~~ 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., ~~then~~ 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 ~~who made~~making the motion and the ~~member who made the~~ second.

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- (3) The motion maker, President or Clerk should repeat the motion prior to a Board vote~~voting~~.
 - (4) Most motions die without ~~if they do not receive~~ a second. Motions for nomination, withdrawal of a motion, agenda order, roll call vote or and a point of order do not require a second. ~~Any~~ motion on which a second is not made but where on which discussion begins is deemed automatically seconded by the member beginning the discussion.
 - (5) Discussion of a motion is open to all Board members who wishing to address it. A member must be recognized by the President before prior to speaking on the motion.
 - (6) The President may will ask for a voice vote for 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 ~~for some reason~~. A member unable to who does not vote must state the basis for any conflict of interest or other disqualification. The Clerk will maintain a record of the votes. ~~Any member may request a roll call vote on any motion~~.
 - (7) At the conclusion of any vote, the President will announce the results. Board members who wishing to explain their votes may should do so briefly and 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 ~~that receives~~ receiving a tie vote fails.
- (D) Table. A motion to table is not debatable and precludes all any amendments 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 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 ~~to call~~ 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.

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- (G) Amendment. A motion to amend may be made to a ~~previous-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 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 ~~of the Board~~ will comply with ~~provisions of~~ ORS 192.650 and by containing (at a minimum) the following: ~~information at a minimum:~~
 - (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

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- (5) Reference to any document discussed at the meeting.
- (B) The Board may amend ~~the~~ minutes to ~~reflect more~~ accurately reflect what transpired at ~~the~~ 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 ~~make an~~ audio recording ~~ing of~~ all meetings. The Clerk will maintain custody of all ~~tapes, recordings and~~ but a Board members may obtain a copy of any ~~tape~~ recording. A Board member may ~~obtain request~~ a full or partial meeting transcript ~~or partial transcript~~ if it can be produced with nominal staff time. If ~~the~~ transcript ~~would~~ requires more than a nominal significant amount of staff time, the Clerk may ~~only~~ 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 determine to have a~~ public hearings on topics the Board may choose, in addition to those that may be required by applicable state law, ~~at its discretion in connection with the development of any park site or other facility.~~

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. Any member of the public serving on two District committees may not act as be chair ~~person~~ of both simultaneously except relative to. ~~This limitation does not apply to~~ service on the District Budget Committee.

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- (4) Board members may suggest persons for committee membership ~~who that~~ 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 ~~for sufficient cause~~ 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 ~~they must~~ 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 ~~will be determined by the Board~~. Terms for standing advisory committee members will ~~generally~~ be for two ~~years 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) The Board will determine the number of standing advisory committees. The Board expects to create a committee for each major service area, as defined by the Board, that will make reports and recommendations to the Board.~~
- ~~(3)~~(2) At the Manager's option, discretion of the Manager, a staff liaison and/or resource person may be present at all committee meetings.
- ~~(4)~~(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.

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- (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) The Board may ask ad hoc advisory committees to evaluate an existing program area or facility. The Board will provide each ad hoc advisory committee with a written statement or charge regarding its assigned responsibilities.~~
- ~~(3) Ad hoc advisory committees may be appointed to serve in such areas as deemed necessary by the Board and for such time as is needed to accomplish their assigned purpose(s).~~
- ~~(4)~~(2) Ad hoc advisory committees ~~may~~will 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 ~~each year~~annually before preparation of the budget. The adopted goals will guide the budget's development ~~of the budget.~~ The Board may carry over or revise goals from one year to the next.

The goals and budget will be developed ~~in accordance~~consistent with state law, contractual obligations with employees, vendors, contractors ~~and others,~~ 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, ~~as~~ appointed by the Board, each of ~~which~~ 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.
- (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;

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- (2) Appointment ~~ment 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 ~~s~~ of budget work sheets;
- (7) Staff budget review process;
- (8) Manager budget message;
- (9) ~~Publishing~~ Publication of ~~the~~ budget notice;
- (10) Budget Committee meetings for considerations and approval of proposed budget;
- (11) Preparation of R~~esolution~~ for any required election;
- (12) ~~Publishing~~ 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; ~~and~~
- (15) ~~Budget Committee meetings quarterly or as called by the Board or Budget Committee.~~

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 staff as a team in the spirit of mutual respect and support;
 - (2) Except in a Board meeting, not attempting to influence a District employee or the Manager concerning 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, the sharing of ideas on these matters is appropriate;

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- (3) Limiting individual contact with District staff to the Manager 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) 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.
- (C) The President ~~will~~ should refer ~~any~~ comments or questions regarding District personnel or administration to the Manager. The President may ~~re~~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. 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 or a designated Board member.

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- (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 ~~who discloses-disclosing~~ a confidential matter or otherwise ~~violates these rules~~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 ~~appropriate~~ permission before representing another member's view or position with the media.

3.18 Board Expenses and Compensation

- (A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees.
- (B) Compensation. Consistent with ORS 198.190(20165), Board members are limited to may receive compensation ~~for service as a Board member~~ of \$50 per "...day or portion thereof as compensation for services performed as a member of the [Board]." ~~month~~. Members may decide to forego this compensation.

3.19 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.
- (C) 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."

~~3.20—E-Mail Policy~~

- (A) ~~Generally. All e-mail messages relating to District business must be conducted solely using District provided e-mail accounts. All documents created, sent, received~~

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~~or retained on District e-mail accounts are public records and subject to disclosure and retention under state law.~~

(B) ~~Board E-mail Use.~~

(1) ~~Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. There must be no e-mail exchange between or among three Board members if such communication could be considered a decision or deliberation toward a Board decision.~~

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

(3) ~~Board members may send e-mail to the Manager regarding any District business.~~

~~3.201~~ Professional Growth

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

(B) Board members and appropriate District staff are encouraged to attend annual conferences for appropriate professional organizations.

(C) The Manager will inform Board members and appropriate District staff about other conferences, meetings and publications that may provide useful information.

~~3.212~~ 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 THPRDDistrict 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 THPRDDistrict-related purposes, the user must transfer~~

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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.

3.223 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.

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- (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 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.
 - (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, etc.): reimbursement will be made when use is necessary during travel, i.e., from airport to hotel and return.
 - (5) Rail: reimbursement will be made for coach or tourist class; however, long distance rail travel should be avoided due to time constraints and cost.
 - (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, reservations should be secured and paid with a District Purchasing Card 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

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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.

(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.

(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).

(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. 2016-18

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 public records and electronic communications, and board travel and expenses reimbursement.

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 January 13, 2014.

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

BOARD OF DIRECTORS APPROVAL: December 13, 2016.

Jerry Jones Jr., President

Ali Kavianian, Secretary

ATTEST:

Jessica Collins, Recording Secretary

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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 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 or is the official position of the District; and

DISTRICT COMPILED POLICIES

- (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 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) Censure.

- (1) The Board may make and enforce its own rules relative to the conduct of both its meetings and that of Board members.
- (2) 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 investigate the action(s) of any Board member and consistent with ORS 192.660(2)(b) meet to deliberate whether reasonable grounds exist to support a Board finding that a violation of either state law or District Compiled Policy has occurred.

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 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

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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 necessary information 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) Board members will not speak on behalf of the Board or District unless authorized by a vote of the Board to do so.
 - (4) 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.
 - (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, it should be scheduled for a future agenda rather than being discussed or considered at the current meeting.

3.05 Public Participation

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- (A) Public and community group sign-up forms will be available at each regular business 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 included on the agenda. At both Audience Time and during any public hearing or specific agenda item, 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 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. Board members may request items be placed on an agenda. Board members may make agenda suggestions at any Board meeting or by communication with the Manager at least seven days before the regular Board meeting where the item would be considered. A Board member may 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

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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.
- (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.

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- (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 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 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.

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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.
- (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

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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.
- (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.

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- (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.

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.
 - (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;

DISTRICT COMPILED POLICIES

- (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;
- (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 staff as a team in the spirit of mutual respect and support;
 - (2) Except in a Board meeting, not attempting to influence a District employee or the Manager concerning 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, the sharing of ideas on these matters is appropriate;
 - (3) Limiting individual contact with District staff to the Manager 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

DISTRICT COMPILED POLICIES

- (4) 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.
- (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. 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 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

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- (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.

3.18 Board Expenses and Compensation

- (A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees.
- (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]." Members may decide to forego this compensation.

3.19 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.
- (C) 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."

3.20 Professional Growth

- (A) The Manager will inform Board members of background, change and developments relating to park and recreation matters.
- (B) Board members and appropriate District staff are encouraged to attend annual conferences for appropriate professional organizations.
- (C) The Manager will inform Board members and appropriate District staff about other conferences, meetings and publications that may provide useful information.

DISTRICT COMPILED POLICIES

3.21 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.
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 - (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.

3.22 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.

DISTRICT COMPILED POLICIES

“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.
- (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 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.
 - (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, etc.): reimbursement will be made when use is necessary during travel, i.e., from airport to hotel and return.

DISTRICT COMPILED POLICIES

- (5) Rail: reimbursement will be made for coach or tourist class; however, long distance rail travel should be avoided due to time constraints and cost.
 - (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, reservations should be secured and paid with a District Purchasing Card 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.
 - (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.
 - (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

DISTRICT COMPILED POLICIES

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).

- (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.



MEMO

DATE: November 30, 2016
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: Resolution Appointing Budget Committee Member

Introduction

Staff requests board of directors' appointment of one budget committee member.

Background

There is one open position on the district's budget committee due to the expiration of one committee members' term (Susan Cole). The positions are three-year terms. Notice of the vacancy was published and applications to serve on the committee were accepted from November 4-16. Two applications were received (attached), including Susan Cole requesting reappointment to the committee.

Proposal Request

Staff requests board reappointment of Susan Cole to the budget committee for a three-year term expiring on June 30, 2019.

Action Requested

Board of directors' approval of Resolution 2016-19 appointing Susan Cole to the budget committee for a term of three years.

**RESOLUTION 2016-19
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON**

**A RESOLUTION APPOINTING A
BUDGET COMMITTEE MEMBER**

WHEREAS, the Tualatin Hills Park & Recreation District Board of Directors must appoint committee members by resolution; and

WHEREAS, the committee members shall be appointed by the board for three-year terms; and

WHEREAS, the selected committee member has demonstrated her interest and knowledge in the committee's area of responsibility. Now, therefore

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS FOLLOWS:

The Board of Directors approves the appointment of Susan Cole to the Budget Committee.

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 13th day of December 2016.

Jerry Jones Jr., Board President

Ali Kavarianian, Board Secretary

ATTEST:

Jessica Collins
Recording Secretary



TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

Name: Susan Cole

Date: November 16, 2016

Please note you must reside within the Park District's boundaries to serve on the Budget Committee.

1. Please explain your interest in serving on the Budget Committee:

I have lived in THPRD's district since moving to Oregon in 2004. I really enjoy the trails, the aquatic facilities, and places for kids to have parties. I've only taken one class, but they all look great! I believe a healthy parks system is important to the community and would be honored to use my professional expertise and experience to give back to the community by serving on the budget committee.

2. How long have you lived in the community?

9 years

3. Have you served on other volunteer committees? Yes [] No [X] If yes, please explain where, when, and what your responsibilities were:

* Not government committees. 15 years ago I served on an Alumni Association committee for my high school. 10 years ago I was on the planning committee for my college reunion.

4. Have you or your family participated in any District activities?

What: Various parties, individual fitness - swimming, trails; family picnics; off-leash dog parks, etc.; Ballroom dance lessons; tennis

When: Over the last 9 years

Where: Conestoga Rec Center, Garden Home Rec Center, Tualatin Hills Tennis, Tualatin Hills Aquatics, Aloha Aquatics, Harman Aquatics, Buthornet Park, Rosa Park, Hazeldale Park, Jenkins Estate, T.H. Nature Park, McMillian Park, Fanno Creek Trail

5. If employed, what is your occupation?

* Oct. 2013 - City of Portland, Parks + Rec, Finance Supervisor
* Sept 2004 - Oct 2013: City of Forest Grove, Admin Services Dept, Asst. Director (Budgets, CIP, accounting, etc.)
* City of Seattle + King County before that

6. Please describe any work experience or areas of expertise that you feel would benefit the

Budget Committee: working on budgets since career began in 1993. I've worked on County budgets, city budgets, and non-profit budgets. I've staffed numerous budget committees; I've done forecasting + cost analysis; I've worked on general obligation bonds and revenue bonds; member of Oregon Municipal Finance Officers Association.

Please return application and background check authorization form by November 16, 2016 to:

Mail: Attn: Jessica Collins, Executive Assistant
Tualatin Hills Park & Recreation District
15707 SW Walker Road, Beaverton, OR 97006

Fax: 503-629-6303

Email: jcollins@thprd.org



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

Tualatin Hills Park & Recreation District Budget Committee Application

Name: Nancy Wells	Date: 11/7/2016
Address: [REDACTED]	
Phone: [REDACTED]	[REDACTED]
Email: [REDACTED]	

Please note you must reside within the Park District's boundaries to serve on the Committee.

1. Please explain your interest in serving on the Budget Committee:

I very much support THPRD's mission and purpose. I understand it takes participation from active, diligent community members to enable transparency and accountability.

2. How long have you lived in the community?

Since August 2006

3. Have you served on other volunteer committees? Yes [X] No []

If yes, please explain where, when, and what your responsibilities were:

Finance Committee Northwest Academy (August 2016 ->) – Advise board of directors on recommendations for financial planning and decision making (timing issues on billing, audit approvals, review budgets/forecasts, investment reviews, and financial management tool usage)

Oversight Committee for THPRD bond measure (August 2015-> August 2017) - Focused on delivery of overall bond measure obligations, not specific projects or activities. The committee has reported annually on overall progress in meeting objectives. Members can recommend improvements in efficiency, administration and performance.

ISACA Willamette Valley (June 2014-June 2016) – Board member and Education Coordinator responsible for Education and development budget and actuals, and annual preparation and review of full operational budget for professional organization.

LPPTA Finance – (2003-2005) - Prepared financial reporting for children's activity non-profit in Lexington, Massachusetts. Reported actuals at monthly meetings and managed bank balances across 15 budgets.

4. Have you or your family participated in any District activities?

If yes, please describe where, when and what those activities were:

-6 years of swimming/diving classes at Beaverton, Sunset, etc (2006-2015) (children)
-2 years yoga at Garden Home 2006-2008, (adult)

- Drop in yoga Cedar Hills Rec center (adult)
- 2 years Tennis at Tennis Center 2010-2012 (adult/child)
- Various summer camps at Cedar Hills Rec Center, Nature Center (2007-2011)
- High School Soccer (2014/2015)
- Skate Park, park usage, etc.

5. If employed, what is your occupation? Operational Risk Management at Wells Fargo
6. Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee:

I have worked on budgeting and finance in many of my volunteer roles, owning reconciliations, and budgeting approval in several. I spent four years in Audit with an emphasis on IT at Providence Health and Services, another two supporting Sarbanes Oxley internal control development for a fortune 200 corporation. Now I am managing SOX compliance risk for a top 6 US bank. I carry several credentials and maintain ongoing continuing training and education to that end. I have a degree in Business Administration with emphasis on Finance. I am an avid volunteer and have long since taken the "Pay it Forward" approach, I look forward to continuing work with THPRD.

Please return completed application and background check consent form by November 16, 2016 to:

Mail: Attn: Jessica Collins, Executive Assistant
Tualatin Hills Park & Recreation District
15707 SW Walker Road, Beaverton, OR 97006
Fax: 503-629-6303
Email: jcollins@thprd.org



[7G]

MEMO

DATE: December 1, 2016
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Resolution Adopting an Investment Policy Statement of the Tualatin Hills Park & Recreation District Retirement Plan**

Introduction

Staff are seeking board of directors' approval of a resolution adopting a revised Investment Policy Statement of the Tualatin Hills Park & Recreation District Retirement Plan with authorization for the general manager and the Chair of the Retirement Plan Committee to execute the policy.

Background

On January 1, 2016, the district engaged the Multnomah Group, Inc. for investment advisory services related to the district retirement plan. Included in their services is the drafting of a revised investment policy for the plan. The last update to the retirement plan investment policy was October 2009.

Elements of the 2016 revised plan include the formation of a Retirement Plan Committee which is comprised of the general manager, the director of Business & Facilities, and a board member representative as well as selected other district staff to determine and monitor the investments in the plan. More specifically, this Investment Policy describes:

- The plan's investment goals and objectives
- The roles of those responsible for the plan's investments
- The target asset allocation for the plan's portfolio with appropriate diversification
- The criteria and procedures for initially selecting and continued monitoring of investment managers
- The measurement procedures and monitoring criteria for the ongoing evaluation of investment managers

Proposal Request

Staff are seeking board of directors' approval of a resolution adopting a revised Investment Policy Statement of the Tualatin Hills Park & Recreation District Retirement Plan with authorization for the general manager and the Chair of the Retirement Plan Committee to execute the policy.

A draft of the Investment Policy Statement of the Tualatin Hills Park & Recreation District Retirement Plan is included as Exhibit A.

Benefits of Proposal

The approval of the resolution adopting the revised Investment Policy Statement of the district retirement plan will enable the Retirement Plan Committee to work with the retirement plan investment advisors to implement an investment strategy that best serves the needs of the retirement plan and the plan participants. It also ensures that there is clear policy guidance between the board of directors, staff, and the retirement plan investment advisor.

Potential Downside of Proposal

There is no apparent downside to the requested action.

Action Requested

Board of directors' approval of Resolution 2016-20 adopting an Investment Policy Statement of the Tualatin Hills Park & Recreation District Retirement Plan with authorization for the general manager and the Chair of the Retirement Plan Committee to execute the policy.

RESOLUTION NO. 2016-20

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION ADOPTING AN INVESTMENT POLICY STATEMENT FOR THE TUALATIN HILLS PARK & RECREATION DISTRICT RETIREMENT PLAN AND DIRECTING THE DISTRICT’S GENERAL MANAGER AND THE CHAIR OF THE RETIREMENT PLAN COMMITTEE TO EXECUTE THE POLCIES EMBODIED IN SAID RETIREMENT PLAN.

WHEREAS, Tualatin Hills Park & Recreation District (THPRD) sponsors a retirement plan for the benefit of THPRD’s eligible employees called the Tualatin Hills Park & Recreation District Retirement Plan (“Plan”).

WHEREAS, as the Plan’s sponsor, THPRD has a fiduciary responsibility to eligible employees to ensure the prudent management of the investments utilized by the Plan is accomplished.

WHEREAS, THPRD has created a Retirement Plan Committee (“Committee”) to select and monitor the investment funds utilized by the Plan and THPRD wishes to formally adopt an Investment Policy Statement for the Plan to be used by the Committee in performing its duties relative to the Plan’s selection and monitoring of the investment funds and other matters.

NOW THEREFORE, it is hereby resolved as follows:

Section 1. “The Investment Policy Statement of the Tualatin Hills Park & Recreation District Retirement Plan” (attached hereto as Exhibit A) dated December 13, 2016 (“Plan”) is hereby adopted.

Section 2. The general manager and Chairperson for the Retirement Plan Committee are hereby authorized and directed to execute the policies reflected in the Plan.

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Section 3. This resolution shall and is effective from and after its adoption by the board.

BOARD OF DIRECTORS APPROVAL: December 13, 2016

Jerry Jones Jr., President

Ali Kavianian, Secretary

Adoption and date attested by:

Jessica Collins
Recording Secretary

EXHIBIT A

**INVESTMENT POLICY STATEMENT
OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
RETIREMENT PLAN**

December 13, 2016

Plan Information

Plan Sponsor: Tualatin Hills Park and Recreation District
Plan Name: Tualatin Hills Park & Recreation District Retirement Plan
Policy Statement Adoption Date: December 13, 2016

Tualatin Hills Park and Recreation District sponsors the Tualatin Hills Park & Recreation District Retirement Plan (the "Plan") for the benefit of their eligible employees as described more fully in the Plan document. The Plan intends to comply with all applicable laws and regulations, as amended from time to time.

The Plan sponsor maintains a fiduciary responsibility to manage the investments within the Plan. In order to meet this obligation, the Tualatin Hills Park and Recreation District has appointed a Retirement Plan Committee ("Committee") to select and monitor the investment funds utilized in the Plan. This Committee will act as fiduciary for the Plan in selecting and monitoring the investment funds. As such, the Committee will act with the skill, diligence, and care a prudent person acting in a like capacity would undertake in accordance with all applicable laws and regulations. In executing these responsibilities, the Committee can retain any individuals or firms that they deem prudent to provide counsel or advice to the Committee. This Investment Policy Statement will hereafter guide the Committee in making decisions regarding the Plan's investment funds.

Purpose of the Investment Policy Statement

This Investment Policy Statement sets forth the process that Tualatin Hills Park and Recreation District has adopted to make investment related decisions with respect to assets of the Plan. It outlines the underlying investment philosophy of the Committee and the specific processes utilized in the initial selection, monitoring and evaluation of the investment managers and products offered in the Plan. More specifically, this Investment Policy Statement:

- Describes the Plan's investment goals and objectives;
- Describes the roles of those responsible for the Plan's investments;
- Describes the target asset allocation for the Plan's portfolio;
- Describes the criteria and procedures for initially selecting investment managers;
- Establishes measurement procedures and monitoring criteria for the ongoing evaluation of investment managers;

- Describes ways to address investment managers who fail to satisfy the established criteria; and
- Provides appropriate diversification within and among various investment funds.

The Investment Policy Statement will be reviewed by the Committee periodically, and if appropriate, can be amended to reflect changes in philosophy, objectives or any other factors relevant to the operation of the Plan. The Committee reserves the discretion to make exceptions to this document, either generally or in specific instances.

Plan Assets

The Committee is solely responsible for the selection of the investment funds available within the Plan. All decisions regarding the suitability of an investment fund will be made by the Committee and/or its delegates, if any.

Investment Objectives

The key objective of Plan assets is to satisfy the Plan's pension benefit obligations. Plan assets are to be invested in a prudent manner that is designed to achieve a long-term total rate of return consistent with the chosen asset allocation. Plan assets will be invested solely for the benefit of Plan participants. Plan investments will be structured in a manner that is designed to maintain liquidity that is sufficient to pay benefit obligations when due and, in combination with future contributions to the Plan, to keep pace over the long term with the growth of accrued liabilities for future benefit payments.

The Plan has a long-term time horizon and is not restricted from taking investment risk that is consistent with its long-term objectives. However, the Plan assets are to be broadly diversified in a manner that is designed to limit the risk of large losses, preserve capital, and earn a return that is reasonable for the risk of capital loss that is taken. The Plan's asset allocation will consider the volatility of the overall investment strategy in relation to its expected rate of return. The focus of the asset allocation is the returns relative to the change in liabilities with the objective of minimizing fluctuations in the Plan's cost and funding requirements. The asset allocation may be changed from time to time, in consideration of the circumstances then prevailing at any given time.

In addition, the Plan will seek to achieve the following long-term investment objectives:

- Meet Actuarial Assumptions – Realize a long-term rate of return that meets or exceeds the assumed actuarial rate as stated in the Plan's actuarial report and,

- Match or Exceed Benchmark Returns – Realize a long term rate of return that is at least equal to appropriate benchmark returns for each of the asset classes/funds over a full market cycle. Obtain a reasonable long-term return consistent with the level of risk assumed.

Roles and Responsibilities

Various parties are responsible for the management and administration of the Plan's assets. Those parties include, but are not limited to:

1. **Tualatin Hills Park and Recreation District.** Tualatin Hills Park and Recreation District is responsible for selecting the trustee/custodian of Plan assets, hiring the Plan actuary/administrator and/or investment advisers, and appointing members of the Committee.
2. **Committee.** The Committee, as appointed by Tualatin Hills Park and Recreation District, is responsible for:
 - Developing and maintaining the investment policy statement;
 - Determining the appropriate asset allocation for the Plan;
 - Supervising the investment of Plan assets;
 - Regularly reviewing the investment performance of the Plan and the investment funds utilized within the Plan;
 - Reviewing pertinent investment-related information provided by the investment managers, pooled funds, consultants, staff, and trustee custodian and taking any actions that are deemed appropriate as a result of such information;
 - Recommending investment fund changes, if necessary; and
 - Monitoring and evaluating the performance of any consultants or advisers hired by the Plan.
3. **Investment Adviser.** The Plan's investment adviser, if any, will provide qualified retirement plan consulting and investment advisory services to the Plan. Investment advisory services include, but are not limited to:
 - Assistance in the development and maintenance of the investment policy statement in conjunction with the Committee and in accordance with the standards described by the Committee;
 - Offering additional resources for investment due diligence and independent third-party analysis;
 - Screening and evaluating the Plan's investment funds;

- Preparing regular reports monitoring the evaluation criteria specified in the investment policy statement;
 - Recommending investment fund changes, if deemed appropriate; and,
 - Attending Committee meetings discussing the investment funds offered in the Plan.
4. **Investment Managers.** An investment manager is a person qualified under ERISA to whom the Plan's fiduciaries delegate responsibility for investing and managing Plan assets in accordance with this investment policy statement and applicable law. The investment managers are responsible for making investment decisions consistent with the stated investment objectives of the product they manage, as discussed in the product's prospectus and/or other offering documents.
5. **Trustee or Custodian.** The trustee/custodian is responsible for holding and investing Plan assets in accordance with the trust/custodial agreements. Specifically, the trustee/custodian:
- Serves as a directed, non-discretionary trustee/custodian, primarily in areas related to the custody of assets and associated reporting;
 - Executes securities trades and other related transactions as directed by the Plan and/or the participants directing their investments;
 - Has possession of securities for safekeeping;
 - Collects income, processes contributions and withdrawals;
 - Provides periodic Plan accounting statements and financial reports; and
 - Meets with the Committee as required to present reports relative to the financial status of the Plan.
6. **Actuary.** The actuary is responsible for making participant benefit calculations and for conducting an actuarial valuation of the Plan. Specifically, the actuary:
- Calculates annual cash funding requirements for the Plan;
 - Prepares annual reporting;
 - Determines annual pension expense;
 - Provides cost projections for future benefit expenses; and
 - Meets with the Committee as necessary to present reports relative to the financial status of the Plan and discuss relevant topics.

Asset Allocation and Rebalancing

Plan contributions will be invested on a timely basis after deposit. Plan assets will be invested such that no more than 70% of the entire investment fund will be invested in either (i) fixed income investments or (ii) equities. The Committee will determine a specific asset allocation within the constraints of this policy. The Committee can waive the 70% limit, including converting all Plan assets to cash, if deemed necessary to protect Plan assets from loss due to extraordinary or unforeseen events. Such waiver will require unanimous consent of all Committee members. Any such waiver will require notification to the Board of Directors as soon as is practical.

The Committee will periodically review the asset allocation to determine whether the current asset allocation is outside acceptable minimum and maximum ranges. If the asset allocation is outside acceptable ranges, the Committee will instruct the Trustee/Custodian to rebalance the portfolio back toward the target allocation. The Committee may use its discretion with regards to the timing of rebalancing and target weights that fall within the acceptable range.

Selection of Investment Managers

In choosing the investment funds made available to Plan participants through the Plan, the Committee will follow a selection process utilizing the criteria and considerations outlined below.

1. The Committee will select the asset classes to be utilized through the Plan. In deciding which asset classes to utilize, the Committee will examine the risk/return characteristics of each asset class, as demonstrated by the benchmark index and/or the average investment product in the asset class. The Committee will also consider the ability to incorporate the asset class into a prudent, diversified portfolio.
2. After selecting the asset classes, the Committee will evaluate investment managers and choose a manager(s) for each asset class offered. Each manager must meet certain minimum criteria, as follows, to be evaluated:
 - The manager is a bank, insurance company, investment management company, or an investment adviser under the Investment Advisers Act of 1940.
 - The manager operates in good standing with all applicable regulators and has no material pending or concluded legal actions within the past 5 years.

- The manager provides detailed information regarding the history of the firm, its investment philosophy and process, its principals, fees and other relevant information.
3. If the minimum criteria above are met, the manager/product will be screened against additional criteria in the following categories:
- Expenses
 - Diversification
 - Experience
 - Investment Style
 - Manager Skill
 - Consistency
 - Risk
 - Performance
4. Investment managers who pass the quantitative screening test will then face a qualitative review by the Committee. Information the Committee will consider may include:
- History of the organization
 - Culture of the firm
 - Investment philosophy and process
 - Depth and quality of the research staff
 - Stability of the management team and staff
 - Other commitments (i.e. other investment products managed)
 - Firm's compliance procedures
5. Upon a complete review of the quantitative and qualitative investment criteria established above, the Committee will select the investment funds to be utilized in the Plan. A current list of investment funds approved by the Committee is listed in the Plan's periodic fund performance report, including their comparative benchmarks and peer groups.

Investment Monitoring

The Committee is responsible for the ongoing monitoring of the investment funds offered by the Plan to review for the continuing suitability of each investment. While frequent turnover of the investment funds in the Plan is neither expected nor desirable, the Committee will act to terminate an investment if it deems appropriate.

Investment funds will be benchmarked against the initial criteria used in their selection. Should an investment fund fail to meet the initial selection criteria on an ongoing basis, or should other extraordinary events occur, the investment manager will be placed on a watch list.

Examples of extraordinary events include, but are not limited to:

- Change in portfolio managers;
- Increase in expense ratio;
- Portfolio characteristics relative to benchmarks;
- Fund mergers; or,
- Change in investment style or category.

The Committee, with the assistance of its investment adviser, if any, will select appropriate measures to determine watch list status. An investment fund's appearance on the watch list will not immediately prompt a removal by the Committee; however, it will require that the Committee perform additional analysis to determine whether the watch-listed investment fund remains suitable for the Plan. If the Committee determines the investment fund remains a suitable investment, no further action will be taken. However, when the Committee determines that an investment fund is no longer suitable, it will take appropriate remedial action, which may include termination.

Investment Manager Termination

The Committee will take action when an investment manager is no longer a suitable investment fund for Plan participants. Examples of factors that could result in a terminated manager include, but are not limited to:

- Unjustified increases in expenses;
- Replacement of a portfolio manager with an unsatisfactory successor;
- Change in investment objectives of the fund;
- Lack of confidence in the ability of the manager to meet the investment objectives;
- Significant turnover of staff within the investment manager;
- Persistent underperformance relative to benchmarks; or
- Increase in risk profile of product beyond acceptable bounds.

The Committee will analyze investment managers pursuant to the process outlined above to determine whether the investment manager remains a suitable alternative for Plan participants. The Committee will make decisions on an individual basis for each investment manager and may rely on the quantitative and qualitative criteria listed above.

Should the Committee decide to take action with regard to an investment manager that no longer meets the objectives and criteria listed above, the Committee may:

- Remove and replace the manager with a new investment manager (map assets);
- Freeze contributions to the current investment manager and direct future contributions to the new investment manager;
- Phase out an investment manager over a specific time period;
- Retain the current investment manager and add an alternative investment manager in the same asset class; or,
- Remove the investment manager and not offer a replacement.

Any new investment managers added during the termination process will be considered and screened based on the initial selection criteria listed above.

Committee Discretion

While this IPS describes specific acts and criteria, they are for the purposes of guidance only. The Plan fiduciaries are not bound by the literal terms of this IPS but should instead exercise discretion and considered judgment in making their decisions for the benefit of Plan participants.

Plan Document Coordination

If any term or condition of this investment policy statement conflicts with any provision or condition of the Plan document, the provisions and conditions of the Plan document shall control.

EXECUTED FOR THE COMMITTEE:

BY:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date



MEMO

DATE: November 28, 2016
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Consultant for New Neighborhood Park at Crowell Woods Design**

Introduction

Staff is requesting board of directors' approval of the highest-scoring consultant team based on proposals for professional consulting services for the Crowell Woods neighborhood park improvement project, and authorization to award the contract to this team.

Background

The new neighborhood park at Crowell Woods is listed as the System Development Charge-funded project "NW Quadrant New Neighborhood Park Development" in the fiscal year 2016/17 budget.

On October 12, 2016, staff provided a Request for Proposal (RFP) to six landscape architectural firms for the Crowell Woods neighborhood park improvement project. On November 4, 2016, staff received four proposals. From the information these four firms submitted in their proposals, staff believes they are all qualified consultant firms/teams for this neighborhood park improvement project.

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

Staff is currently engaged with the firm JLA Public Involvement on an expanded community outreach process. The goal of the expanded community outreach process is to reach out to a diverse community to get input about the project before the master plan process begins. The input gathered during this outreach process will help to shape the master plan for the future neighborhood park.

WHP and their consultant team have submitted a fee of \$223,796 to provide professional services from the master plan phase through construction of the park and project close out.

Proposal Request

Staff is requesting board of directors' approval of the WHP led consultant team for professional consulting services for the Crowell Woods neighborhood park improvement project for the proposed fee of \$223,796. Staff is also requesting authorization for the general manager or his

designee to execute the professional services contract. A vicinity map (Exhibit A) and aerial map (Exhibit B) of the park's location is attached for reference.

Benefits of Proposal

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

Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

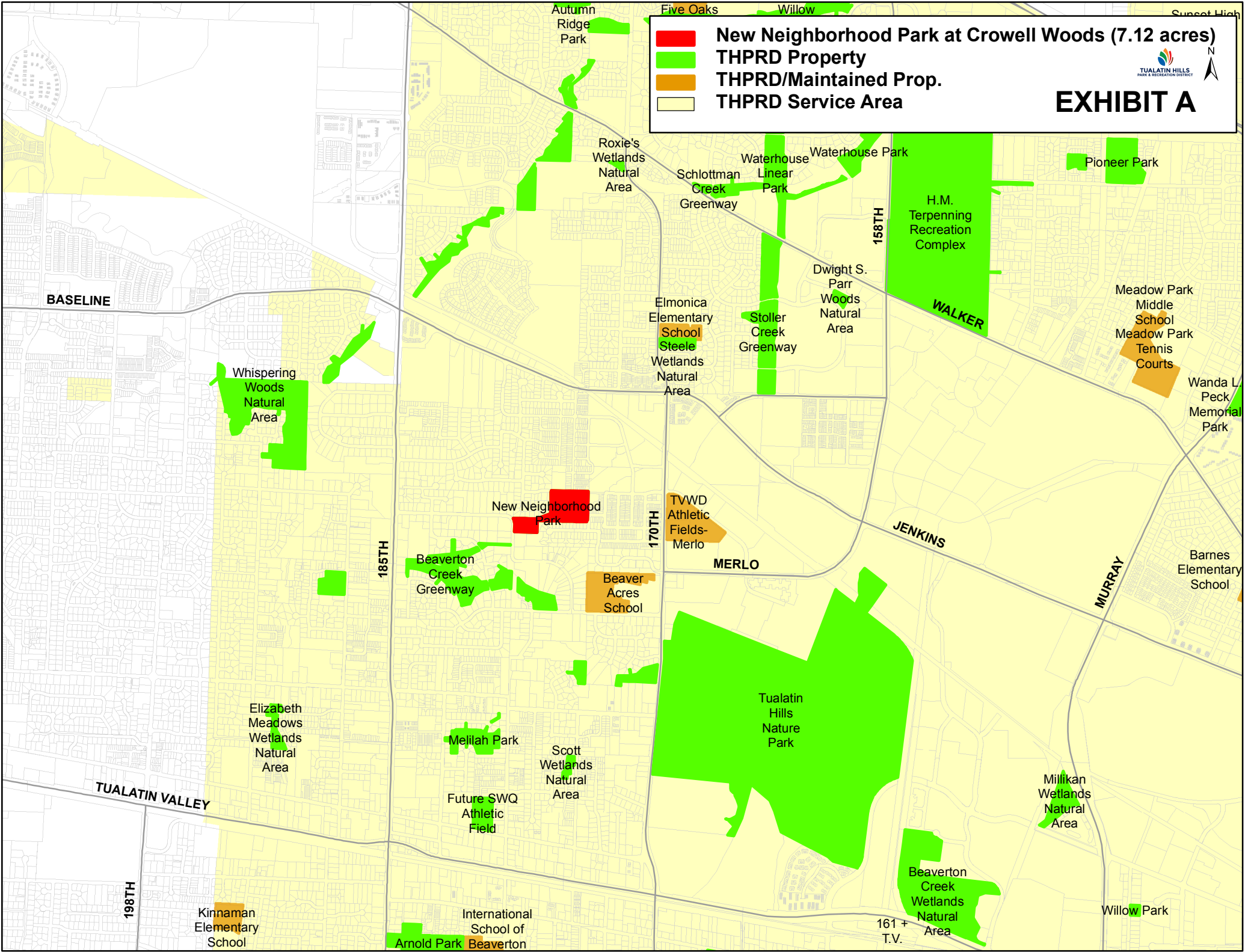
Board of directors' approval of the following items:

1. Approval of the consultant team led by WHPacific for professional consulting services for the Crowell Woods neighborhood park improvement project; and
2. Authorization for the general manager or his designee to execute the professional services contract in the amount of \$223,796.

- New Neighborhood Park at Crowell Woods (7.12 acres)**
- THPRD Property**
- THPRD/Maintained Prop.**
- THPRD Service Area**



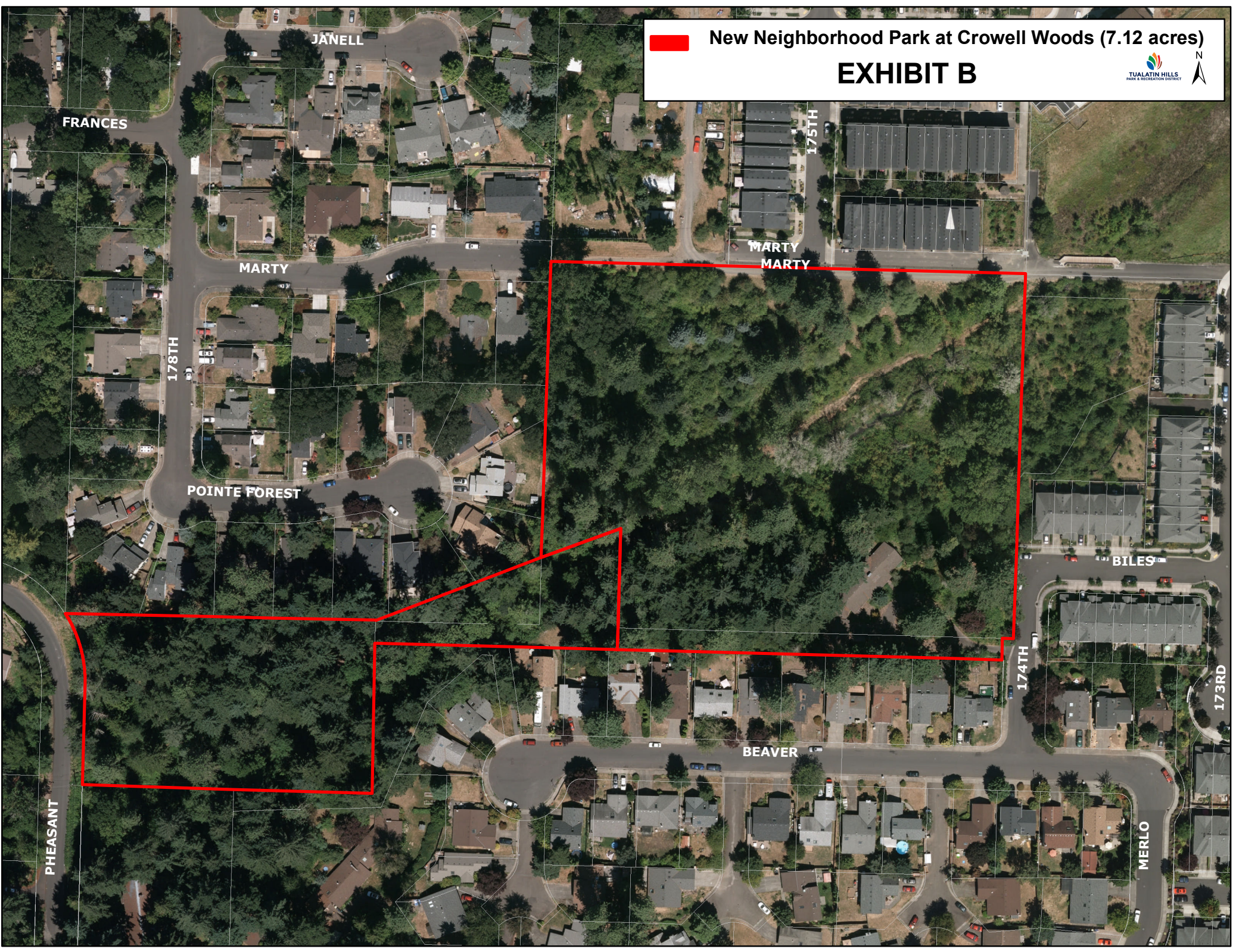
EXHIBIT A





New Neighborhood Park at Crowell Woods (7.12 acres)

EXHIBIT B



FRANCES

JANELLE

MARTY

178TH

POINTE FOREST

PHEASANT

175TH

MARTY

174TH

BEAVER

MERLO

BILES

173RD



MEMO

DATE: December 1, 2016
TO: Doug Menke, General Manager
FROM: Aisha Panas, Director of Park & Recreation Services

RE: **Americans with Disabilities Act (ADA) Transition Plan**

Introduction

Staff is requesting board of directors' adoption of the Americans with Disabilities Act (ADA) Transition Plan.

Background

Under Title II of the ADA, the district is required to reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. In order to meet this requirement, an ADA Transition Plan needs to be completed. In July of 2015, staff began the process to develop the ADA Transition Plan as well as the ADA Access Audit. In July of 2016, drafts of both documents were completed and staff began the public outreach phase.

In early October, the draft ADA Transition Plan was posted to the district's website to seek public input. On October 10, 2016, staff presented the ADA Transition Plan to the Elise Stuhr Center Friends Group and received positive feedback. Then, on October 18, staff presented the plan to the district's Parks and Facilities Advisory Committee as well as the Programs and Events Advisory Committee to seek their input. At this meeting, staff answered several questions and again received positive feedback. A third public meeting is scheduled to be held on December 7, 2016, at the Beaverton Swim Center to take additional input on the plan.

Proposal Request

The ADA Transition Plan is intended to provide guidance to improve access to district programs and facilities for people with disabilities. The development of the ADA Transition Plan was guided by information compiled in an Access Audit, which is a comprehensive evaluation of existing conditions in 105 district sites including parks, facilities and regional trails. The audit provides reference diagrams, barrier identification, conceptual solutions, code references, preliminary costs and the proposed priority level of each barrier. It also includes a spreadsheet for district staff to track the progress of each identified barrier's completion. The Transition Plan provides background on ADA access requirements as well as a framework on how to obtain ADA accessibility throughout district sites, facilities and programs.

Benefits of Proposal

The proposal will assist the district by identifying policy, program and physical barriers to accessibility, and to develop barrier removal solutions so that all individuals have an opportunity to access district facilities. Following the adoption of the ADA Transition Plan, the district will be in compliance with Title II of the ADA.

Potential Downside of Proposal

There are no potential downsides to this proposal.

Action Requested

Board of directors' adoption of the ADA Transition Plan and acknowledgment of the ADA Access Audit.

Tualatin Hills Park & Recreation District: Americans with Disabilities Act (ADA) Transition Plan

December 13, 2016



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Acknowledgements

Many individuals were involved with the development of the ADA Transition Plan.

Board of Directors

Jerry Jones Jr., President

Ali Kavarianian, Secretary

Bob Scott, Secretary Pro-Tempore

John Griffiths, Director

Larry Pelatt, Director

General Manager

Doug Menke

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Julie Rocha, Athletic Center Supervisor

Kristin Smith, Tualatin Hills Nature Center Supervisor

Brian Leahy, Tennis Center Supervisor

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

Cathi Ellis, Garden Home Recreation Center Supervisor

Consultants



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1.0 Introduction

1.1 Executive Summary

This ADA Title II Transition Plan is being prepared to partially fulfill the requirements set forth in Title II of the Americans with Disabilities Act (ADA). The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This report will assist the Tualatin Hills Park & Recreation District to identify policy, program and physical barriers to accessibility, and to develop barrier removal solutions that will facilitate the opportunity of access to all individuals.

The Transition Plan described in Chapter 2 is the result of a detailed evaluation of the district's facilities where programs, activities and services are available to the public. Facilities include the interior and exteriors of recreation centers, swim centers, and administrative buildings, parks and trails.

The facility evaluations were conducted in the summer and fall of 2015 using the most recent ADA 2010 Standards, Oregon Structural Specialty Code, and the Architectural Barriers Act Accessibility Guidelines; Outdoor Developed Areas. The facility evaluations are available as an appendix (Appendix #1) under separate cover available through the district's ADA Team.

The Transition Plan is intended to provide a framework for the continuous improvement of district facilities for people with disabilities. Barriers to district facilities will be removed systematically based on established program priorities. It is the intent of the district to address and remove barriers to accessibility in its facilities upon on the immediate necessity of programmatic access, degree of complexity, and overall cost. The information contained in Chapter 2 describes the schedule for barrier removal in the district's facilities. The preliminary schedule represents a 15-year plan for barrier removal.

The district's ADA Team is led by the Superintendent of Community Programs, who serves as the ADA Coordinator. The ADA Team includes staff from throughout the district and represents programming, maintenance, finance, and design and development staff. The ADA Coordinator is responsible for coordinating the efforts of the district to comply with Title II and for investigating any complaints that the district has violated. The ADA Coordinator is also responsible for coordinating the efforts of the district to comply with Chapter 11 of the Oregon Structural Specialty Code and all other applicable State and Federal physical and program accessibility requirements.

A public open house was held on November 16, 2015 to introduce the project and receive

questions and comments related to the ADA Transition Plan. After the draft plan was internally reviewed by staff, the draft transition plan was presented to the THPRD Board of Directors on August 15, 2016. After incorporating edits from the Board, the draft plan was shared with the public on the district's website from October 5, 2016 through December 7, 2016. A second public meeting was held October 10, 2016 at the Elsie Stuhr Center Friends Group meeting to provide an opportunity for the public to ask questions and to comment on the plan. A third public meeting was held on October 18, 2016 at the district's joint advisory committee meeting to seek input and feedback. On December 7, 2016 the district held a final public meeting at the Beaverton Swim Center. Staff received positive feedback throughout the public outreach process and has updated the ADA Transition Plan accordingly.

1.2 Legislative Mandate

The American with Disabilities Act (ADA) is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to ensure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

The development of a Transition Plan is a requirement of the federal regulations implementing the Rehabilitation Act of 1973, which requires that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities. The Act, which has become known as the "civil rights act" of persons with disabilities, states that:

No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Section 504)

Subsequent to the enactment of the Rehabilitation Act, Congress passed the Americans with Disabilities Act on July 26, 1990. Title II of the ADA covers programs, activities, and services of public entities. The Department of Justice's Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination for the ADA. Specifically, the district may not, either directly or through contractual arrangements, do any of the following¹:

- Deny persons with disabilities the opportunity to participate as members of advisory boards and committees.
- Deny persons with disabilities the opportunity to participate in services, programs, or

¹ Department of Justice, Title II Regulations Subpart B § 35.130

activities that are not separate or different from those offered others, even if the district offers permissibly separate or different activities.

- In determining the location of facilities, make selections that have the effect of excluding or discriminating against persons with disabilities.

1.3 Discrimination and Accessibility

This section provides an overview of physical and programmatic accessibility and the basic methods of providing access. There are two kinds of accessibility:

- Program accessibility; and
- Physical accessibility

Absence of discrimination requires that both types of accessibility be provided. Program accessibility includes physical accessibility, but also entails all of the policies, practices, and procedures that permit people with disabilities to participate in programs and to access important information. Physical accessibility requires that a facility be barrier-free. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility. Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from a public entity's programs and services. Program accessibility may be achieved by either structural or non-structural methods. Non-structural methods include acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate sites.

Programs offered by the district to the public must be accessible. Accessibility includes advertisement, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

The district may achieve program accessibility by a number of methods:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aides; and
- Providing services at alternate accessible sites.

It is required that when choosing a method of providing program access, the district will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the district must provide equality of opportunity.

1.4 ADA Self-Evaluation and Transition Plan Requirements and Process

The ADA Self -Evaluation and Transition Plan is intended to provide a framework for the continuous improvement of the district programs and facilities for people with disabilities. The Transition Plan is intended to be a living document that is regularly updated as programs and services change, and as barriers are removed, and new facilities come under ownership or control of the district. Programs, activities, and services offered by the Tualatin Hills Park & Recreation District to the public must be accessible for people with and without disabilities. Accessibility applies to all aspects of programs or services provided by the district, including:

- accessible/adaptive equipment;
- customer service;
- emergency evacuation procedures;
- facilities;
- notice requirements;
- printed information;
- program eligibility and admission;
- public meetings;
- public telephones and communication devices;
- special events on public properties;
- televised and audiovisual public information;
- tours and trips;
- training and staffing;
- transportation services;
- use of consultants for delivering program services; and
- website.

The ADA Self-Evaluation for programmatic access identifies and makes recommendations to correct those policies and practices in the above mentioned programs and services that are inconsistent with Title II requirements and result in limitations on access for persons with disabilities. As part of the Self-Evaluation², the district:

- Identifies the district’s programs, activities, and services;
- Reviews the policies, practices, and procedures that govern the administration of the district’s programs, activities, and services;
- Provides opportunity for public comment;
- Makes the report available to the public; and
- Corrects any programs, activities, and services that are not consistent with the requirements.

A Transition Plan is a document that outlines a strategy for the district to progress toward compliance with the Americans with Disabilities Act. The Transition Plan identifies barriers for

² Department of Justice, Title II Regulations Subpart D § 35.105

persons with disabilities and a schedule to remove those barriers over time and must include³:

- A list of the physical barriers in the district’s facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
- A detailed outline of the methods to be used to remove these barriers and make the facilities accessible;
- A schedule for taking the steps necessary to achieve compliance with the ADA, Title II;
- Provide opportunity for the public to provide comment on the Transition Plan; and
- The name of the individual responsible for the plan's implementation.

This Transition Plan is an assessment of the interiors and exteriors of district recreation centers, swim centers, administrative buildings, and parks to determine if there are barriers to district services, programs, and activities for persons with disabilities. The district has identified access barriers for persons with disabilities and has developed a schedule for barrier removal to comply with Title II of the ADA. The Transition Plan for these facilities is described in Chapter 2 and is the result of a detailed evaluation of all district facilities where programs, activities, and services are available to the public.

1.5 Facility Evaluations

The Tualatin Hills Park & Recreation District performed an access audit to evaluate 105 of its facilities in the summer and fall of 2015 (see Appendix #1). At the time of the facilities evaluations, the ADA 2010 Standards, 2012 Oregon Structural Specialty Code (OSSC) Chapter 11 Accessibility, and the 2013 Architectural Barriers Act Accessibility Guidelines; Outdoor Developed Areas (AGODA) were used to identify barriers at district facilities. Building codes are revised every few years. The barrier evaluations conducted provide an assessment of current conditions as viewed by current code and provide a baseline for future barrier removal.

1.6 Undue Burden

The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of its program or activity, would create a hazardous condition resulting in a direct threat to the participant or others, or would represent an undue financial and administrative burden.

The determination that an undue burden would result must be based on an evaluation of all resources available for use in the district. For example, if a barrier removal action is judged unduly burdensome, the district must consider other options for providing access to the benefits and services of the program or activity by individuals with disabilities.

³ Department of Justice, Title II Regulations Subpart D § 35.150pag

1.7 Safe Harbor Provisions

The 2010 ADA regulations introduced the concept of “safe harbor”, which allows facilities built prior to March 15, 2012 that comply with the 1991 ADA Standards to remain as-is until the structural feature is altered. For example, the 1991 Standards allowed a 54 inches maximum for a side reach range, and the 2010 Standard lowered the side reach range to 48 inches maximum. Items positioned at the 54 inch height would fall under safe harbor if built before March 15th 2012⁴ until the time of an alteration.

The exception applies to elements that might otherwise have to be modified under: 1) the program access requirement for public entities; 2) the readily achievable barrier removal requirement for places of public accommodation; or 3) the path of travel requirement for any alteration that affects the usability of a primary function area in any covered facility⁵.

In addition to the exceptions, Title II Regulations specify structural elements not previously included in the 1991 ADA Standards that do not fall under the safe harbor provision:

§ 35.150(b)(2)(ii) The safe harbor provided in § 35.150(b)(2)(i) does not apply to those elements in existing facilities that are subject to supplemental requirements (i.e., elements for which there are neither technical nor scoping specifications in the 1991 Standards). Elements in the 2010 Standards not eligible for the element-by-element safe harbor are identified as follows—

- (A) Residential facilities dwelling units, sections 233 and 809.*
- (B) Amusement rides, sections 234 and 1002; 206.2.9; 216.12.*
- (C) Recreational boating facilities, sections 235 and 1003; 206.2.10.*
- (D) Exercise machines and equipment, sections 236 and 1004; 206.2.13.*
- (E) Fishing piers and platforms, sections 237 and 1005; 206.2.14.*
- (F) Golf facilities, sections 238 and 1006; 206.2.15.*
- (G) Miniature golf facilities, sections 239 and 1007; 206.2.16.*
- (H) Play areas, sections 240 and 1008; 206.2.17.*
- (I) Saunas and steam rooms, sections 241 and 612.*
- (J) Swimming pools, wading pools, and spas, sections 242 and 1009.*
- (K) Shooting facilities with firing positions, sections 243 and 1010.*
- (L) Miscellaneous.*

⁴ § 35.150 Existing facilities (b)(2)(i) Safe harbor. Elements that have not been altered in existing facilities on or after March 15, 2012, and that comply with the corresponding technical and scoping specifications for those elements in either the 1991 Standards or in the Uniform Federal Accessibility Standards (UFAS), Appendix A to 41 CFR part 101–19.6 (July 1, 2002 ed.), 49 FR 31528, app. A (Aug. 7, 1984) are not required to be modified in order to comply with the requirements set forth in the 2010 Standards.

⁵ ADA Safe Harbor Provisions, Evan Terry Associates, August 22, 2013

- (1) Team or player seating, section 221.2.1.4.*
- (2) Accessible route to bowling lanes, section. 206.2.11.*
- (3) Accessible route in court sports facilities, section 206.2.12.*

1.8 Construction Tolerances

The ADA Standards reflect the need for small variations between the standards and the resulting constructed feature. All dimensions are subject to conventional industry tolerances except where the requirement is stated as a range with specific minimum and maximum end points. Application of conventional industry tolerances must be on a case-by-case, project-by-project basis. Predetermined guidelines for construction tolerances could unnecessarily encourage contractors and others to deviate from the access regulations and may wrongfully be viewed by some to have the effect of law.

Conventional building industry tolerances include those for field conditions and those that may be a necessary consequence of a particular manufacturing process. Recognized tolerances are not intended to apply to design work. The barrier reports available under separate cover through the district do not reflect the application of construction tolerances. The district will evaluate the application of construction tolerances on a case by case basis when alterations or barrier remediation actions are undertaken.

1.9 Public Outreach

A public open house was held on November 16, 2015 to introduce the project and receive questions and comments related to the ADA Transition Plan. After the draft plan was internally reviewed by staff, it was presented to the THPRD Board of Directors on October 11, 2016. The Draft Plan was shared with the public on the district's website from October 5, 2016 through December 7, 2016. The second public meeting was held October 10, 2016 at the Stuhr Center Friends Group meeting to provide an opportunity for the public to ask questions and to comment on the plan. In addition, the district met with the Program and Events Advisory Committee along with the Parks and Facilities Advisory Committee on October 18, 2016 to seek their input and answer any questions they had. On December 7, 2016 the district held a final public meeting at the Beaverton Swim Center. Staff received positive feedback throughout the public outreach process and has updated the ADA Transition Plan accordingly.

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2.0 ADA Transition Plan

Title II of the ADA requires that public entities having responsibility for or authority over facilities, streets, roads, sidewalks, and/or other areas meant for public use to develop a Transition Plan to make their facilities meet the standards for Program Accessibility. Program Accessibility means that a program, activity and/or service are accessible when viewed in its entirety. Simply put, a Transition Plan transitions inaccessible facilities into environments that are accessible to and functional for individuals with disabilities.

Transition Plan for Facilities

The Transition Plan for the removal of structural barriers to program access must contain the following information:

- Identification of the barriers to program access;
- Identification of the specific barrier removal action(s);
- Identification of a schedule for barrier removal; and
- Identification of responsibility for ensuring barrier removal.

The specific structural modifications required to make programs accessible are listed in the district's Barriers Analysis Tool, which is an Excel workbook of barriers identified during the facility evaluations. The workbook details a complete list of structural barriers and barrier removal actions for each of the district's facilities. Not all of these barriers must be removed in order to provide program access.

The district will accomplish barrier removals based on two strategies: policy and procedure modifications to remove programmatic barriers; and maintenance and construction projects to remove structural barriers. The responsibility for ensuring barrier removal will reside with the district's ADA Coordinator. In compliance with the requirements of the ADA, the district will maintain in working order equipment and features that are required to provide access to individuals with disabilities.

Barrier Removal Scheduling

Barriers identified at all of the district's facilities will be removed systematically based on established program priorities. It is the intent of the district to address and remove barriers to accessibility at district facilities based on the need for programmatic access, degree of complexity, and overall cost.

The Tualatin Hills Park & Recreation District reserves the right to modify barrier removal priorities in order to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, changes in district programs, and

funding opportunities and constraints. Interim measures will be explored and implemented in order to provide programmatic access to the public pending the implementation of physical barrier removal projects.

2.1 Facilities

The facility ADA barrier assessment was completed in the spring and fall of 2015, which included an evaluation of all portions of interior and exterior features of facilities and park sites used by the public. The assessment identified physical barriers in each facility that limit accessibility and compared each facility to the 2010 ADA and 2014 Oregon Structural Specialty Code. In addition to the ADA 2010 Standards, park facilities were also evaluated using the Architectural Barriers Act - Accessibility Guidelines for Outdoor Developed Areas (AGODA) adopted in 2013.

Facility Evaluations

The site evaluations were accomplished using a team of accessibility assessors equipped with measuring devices, facility diagrams and evaluation checklists. Diagrammatic sketches of each site were annotated during the evaluation process and were included with the facility reports to the district. These resulting reports are available under separate cover from the district, however these reports are a snapshot in time of the conditions observed during the evaluation period. The information contained in these reports has been transferred to a Microsoft Excel barrier analysis workbook. The workbook is the living Transition Plan document and is the district's on-going record of the remediation of barriers. The tracking tool will be updated over time as the district either removes barriers or finds programmatic solutions to barriers. The record is maintained by the district's ADA Coordinator. For the most current status of the remediation of barriers, contact the district's ADA Coordinator.

2.2 Priorities for Barrier Removal

The following prioritization process is referenced in the ADA Regulations. The principle of the priorities is to ensure basic access to facilities and amenities, access to activities, and allowing alternatives to structural modifications when appropriate. Translating these priorities into action plans must be accomplished using a programmatic approach. The following guidelines were used by the district to prioritize barriers found within district facilities:

Priority One

Removing barriers that impede accessibility at the main entrance of a facility, or improving a path of travel to the portion of the facility where program activities take place. Examples:

- Connection to the public rights-of-way
- Parking and passenger loading
- Entrance walks
- Entrance ramps
- Entrance stairs
- Entrance doors

Priority Two

Removing barriers that impede access to program use areas. Examples:

- Transaction counters
- Recreation environments/features
- Public offices
- Public restrooms

Priority Three

Removing barriers that impede access to amenities serving program areas. Examples:

- Drinking fountains
- Public telephones
- Site furnishings
- Vending machines

Priority Four

The fourth priority addresses features that are not required to be modified for accessibility because no public programs are located in this area, or there are nearby duplicate accessible features.

2.3 Program Barrier Removal Priorities

A prioritization meeting was conducted with district staff on January 26, 2016. All of the district's facilities in which the district provides programs, activities, and services were reviewed and ranked based on the following criteria:

- **Level of use by the public:** Facilities that have a high level of public use can be assigned a higher priority;
- **Program uniqueness:** Some programs are unique to a building, facility, or park and cannot occur at another location. Seasonal availability and programs that emphasize health and wellness can be assigned a higher priority;
- **Geographic distribution:** Selecting a range of facilities that are distributed throughout the district, and considering the proximity of these facilities to public transportation help provide maximum accessibility for all residents;
- **Critical nature of the service provided:** Facilities that provide services related to accessibility, health, safety, and the administration of essential district services such as permitting and licensing can be assigned a higher priority; and
- **Identified complaints:** Facilities that have a history of citizen complaints related to accessibility can be assigned a higher priority.

2.4 Phasing Schedule

The tables on the following pages describe the schedule priorities for barrier removal at district facilities. Table 1 addresses the district's aquatic facilities, Table 2 includes the district's buildings, and Table 3 addresses the schedule for parks and trails. These preliminary schedules represent a 15-year plan for barrier removal. It is the district's intent to review all barriers during the first year of Plan implementation and address those barriers that can be resolved through programmatic modifications and/or new projects. The district will then revise the following schedule for removal of the remaining barriers.

The district intends to complete any maintenance⁶ projects involving access barriers within the next one to three years. Small capital⁷ projects which can be handled in-house or by a contractor will be completed within the next one to six years. Large capital⁸ projects which are longer term projects requiring the hiring of a contractor and applying for permits will be completed in the next one to 15-years.

⁶ Maintenance projects can be completed in-house for less than \$1,000.

⁷ Small capital projects can be completed in-house or by using a contractor for \$1,000 to \$5,000.

⁸ Large capital projects require the hiring of a contractor and applying for permits and are greater than \$5,000.

Table 1: Aquatics Transition Plan Schedule

Location	Years 1 to 3	Years 1 to 6	Years 1 to 15
Aloha Swim Center	•		•
Beaverton Swim Center	•		•
Conestoga Recreation Center	•		•
Harman Swim Center	•	•	
HMT Complex: Tualatin Hill Aquatic Center	•	•	
Raleigh Swim Center Park	•		•
Somerset West Swim Center/Park	•		•
Sunset Swim Center/Park	•		•

Table 2: Buildings Transition Plan Schedule

Location	Years 1 to 3	Years 1 to 6	Years 1 to 15
Cedar Hills Recreation Center	•		•
Conestoga Recreation Center	•		•
Cooper Mountain Nature Park	•		•
Elsie Stuhr Center	•	•	
Fanno Creek Service Center	•		•
Fanno Farmhouse	•		•
Garden Home Recreation Center	•		•
HMT Complex: Admin Building	•		•
HMT Complex: Schlottmann House	•		•
HMT Complex: Tualatin Hills Athletic Center	•	•	
HMT Complex: Tualatin Hills Tennis Center	•	•	
Jenkins Estate	•		•
Tualatin Hills Nature Center	•		•

Table 3: Parks & Trails Transition Plan Schedule

Location	Years 1 to 3	Years 1 to 6	Years 1 to 15
A.M. Kennedy Park	•	•	
Arnold Park	•		•
Autumn Ridge Park	•		•
Bannister Creek Greenway	•		•
Barrows Park	•	•	
Barsotti Park	•	•	
Bethany Lake Community Garden	•		•
Bonny Slope Park	•		•
Buckskin Park	•		•
Burnsridge Park	•		•
Burntwood Park			•
Butternut Park	•		•
Camille Park	•	•	
Carolwood Park	•		•
Cedar Hills Park	•	•	
Cedar Hills Recreation Center	•		•
Cedar Mill Park	•	•	
Center Street Park	•		•
Channing Heights Park	•		•
Commonwealth Lake Park	•	•	
Cooper Mountain Nature Park	•	•	
Cooper Park	•		•
Eichler Park	•		•
Evelyn M. Schiffler Memorial Park	•	•	

Table 3: Parks & Trails Transition Plan Schedule (cont.)

Location	Years 1 to 3	Years 1 to 6	Years 1 to 15
Fanno Creek Regional Trail	•	•	
Fifth Street Park	•		•
Fir Grove Park	•		•
Florence Pointe Park	•		•
Foege Park	•		•
Foothills Park	•		•
Forest Hills Park	•		•
Garden Home Park	•	•	
George W. Otten Park	•		•
Greenway Park	•		•
Hansen Ridge Park	•	•	
Hart Meadows Park			•
Hazeldale Park	•	•	
Hideaway Park	•		•
Hiteon Park	•		•
HMT Complex: Grounds	•	•	
Jackie Husen Park	•	•	
John Marty Park	•	•	
Kaiser Woods Park	•	•	
Lawndale Park	•		•
Little Peoples Park	•		•
Lost Park	•		•
McMillan Park	•		•
Meadow Waye Park	•		•

Table 3: Parks & Trails Transition Plan Schedule (cont.)

Location	Years 1 to 3	Years 1 to 6	Years 1 to 15
Melilah Park	•		•
Mitchell Park	•		•
Murrayhill Park	•		•
Neighborhood Square Park	•	•	
Northwest Park	•		•
Paul and Verna Winkelman Park	•	•	•
PCC Rock Creek Recreational	•	•	
Pioneer Park	•		•
Progress Lake Park	•	•	
Raleigh Scholls Park	•		•
Raleigh Swim Center Park	•	•	
Ridgecrest Park	•		•
Ridgewood Park	•		•
Rock Creek Greenway			•
Rock Creek Landing Park	•		•
Rock Creek Park	•		•
Rock Creek Regional Trail	•	•	
Roger Tilbury Memorial Park	•		•
Roxbury Park	•		•
Roy E. Dancer Park	•		•
Sexton Mountain Park	•		•
Skyview Park	•		•
Somerset Meadows Park	•	•	
Somerset West Swim Center/Park	•	•	

Table 3: Parks & Trails Transition Plan Schedule (cont.)

Location	Years 1 to 3	Years 1 to 6	Years 1 to 15
Southminster Community Garden	•		•
Summercrest Park	•		•
Sunset Swim Center/Park	•	•	
Terra Linda Park	•	•	
The Bluffs Park	•		•
Tualatin Hills Nature Park	•	•	
Valley Park	•		•
Valley West Park	•		•
Veterans Memorial Park	•		•
Vista Brook Park	•		•
Wanda L. Peck Memorial Park	•		•
Waterhouse Park	•	•	
Waterhouse Trail	•		•
West Slope Park	•		•
West Sylvan Park	•		•
Westside Regional Trail	•	•	
Wildhorse Park	•		•
Wildwood Park	•		•
Willow Park	•		•
Wonderland Park	•		•

2.5 Historic Facilities

A qualified historical building or structure is any structure or collection of structures, and their associated sites deemed of importance to the history, architecture or culture of an area by an appropriate local or state governmental jurisdiction. This includes structures on existing or future national, state or local historical registers or official inventories, such as the National Register of Historic Places, State Historical Landmarks, State Points of Historical Interest, and city or county registries or inventories of historical or architecturally significant sites, places, historic districts or landmarks. The district has two locations that fall under this category of facility: the Fanno Farmhouse and the Jenkins Estate.

U.S. Department of Justice-Historic Facilities

The U.S. Department of Justice has specified the actions an agency needs to take in addressing accessibility in historically significant facilities.

Historically significant facilities are those facilities or properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law. Structural changes to these facilities that would threaten or destroy the historical significance of the property or would fundamentally change the program being offered at the historic facility need not be undertaken. Nevertheless, a city must consider alternatives to structural changes in these instances -- including using audio-visual materials to depict the inaccessible portions of the facility and other innovative solutions.

If alterations are being made to a historically significant property, however, these changes must be made in conformance with the ADA Standards for Accessible Design, ("the Standards"), 28 C.F.R. Part 36, § 4.1.7, or the Uniform Federal Accessibility Standards, ("UFAS") § 4.1.7, to the maximum extent feasible. If following either set of standards would threaten or destroy the historical significance of the property, alternative standards, which provide a minimal level of access, may be used. This decision must be made in consultation with the appropriate historic advisory board designated in the Standards or UFAS, and interested persons should be invited to participate in the decision-making process. 28 C.F.R. §§ 35.150(b)(2); 35.151(d); Standards § 4.1.7; UFAS § 4.1.7. If these lesser standards would threaten or destroy historically significant features, then the programs or services conducted in the facility must be offered in an alternative accessible manner or location⁹.

⁹ U.S. Department of Justice, Civil Rights Division, Disability Rights Section, The ADA and City Governments: Common Problems, <http://www.ada.gov/comprob.htm>

3.0 ADA Policy and Complaint Procedure

If a public entity has 50 or more employees, it is required to designate at least one responsible employee to coordinate Americans with Disabilities Act (ADA) compliance. The Tualatin Hills Park & Recreation District has designated an ADA Coordinator for coordinating the efforts of the district to comply with Title II, and for investigating any complaints that the district has violated Title II of the ADA. The Coordinator also is responsible for coordinating the efforts of the district to comply with all other applicable State and Federal physical and program accessibility requirements.

3.1 ADA Grievance Procedure

The ADA under, Title II requires that a grievance procedure be established for any program, service or activity offered by the district, whether federally funded or not. Neither Title II nor its implementing regulations describe what ADA grievance procedures must include. However, the Department of Justice has developed a model grievance procedure that is included in this section. The grievance procedure should include:

- A description of how and where a complaint under Title II may be filed with the government entity;
- If a written complaint is required, a statement notifying potential complainants that alternative means of filing will be available to people with disabilities who require such an alternative;
- A description of the time frames and processes to be followed by the complainant and the government entity;
- Information on how to appeal an adverse decision; and
- A statement of how long complaint files will be retained.

Sample ADA Grievance Procedure:

Tualatin Hills Park & Recreation District
Grievance Procedure under
The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Tualatin Hills Park & Recreation District. The district's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination

such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Deb Schoen

**ADA Coordinator and Superintendent of Community Programs
15707 SW Walker Road, Beaverton OR 97006**

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Tualatin Hills Park & Recreation District and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or her designee may appeal the decision within 15 calendar days after receipt of the response to the General Manager or his/her designee.

Within 15 calendar days after receipt of the appeal, the General Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the General Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or her designee, appeals to the General Manager or his/her designee, and responses from these two offices will be retained by the Tualatin Hills Park & Recreation District for at least three years.

4.0 Definitions

The following is a summary of many definitions found in the ADA. Please refer to the Americans with Disabilities Act¹⁰ for the full text of definitions and explanations¹¹.

4.1 Auxiliary Aids and Services

The term auxiliary aids and services include:

- Qualified interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments;
- Qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments; and
- Acquisition or modification of equipment or devices; and other similar services and actions.

4.2 Complaint

A complaint is a claimed violation of the ADA.

4.3 Disability

The term disability means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- A record of such impairment; or
- Being regarded as having such impairment.

4.4 Discrimination on the Basis of Disability

Discrimination on the basis of disability means to¹²:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;

¹⁰ ADA.gov United States Department of Justice Civil Rights Division, <http://www.ada.gov/>

¹¹ Title II Regulations. 28 C.F.R. § 35.104 Definitions.

¹² Title II Regulations. 28 C.F.R. § 35.130 General prohibitions against discrimination.

- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;
- Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the organization's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

4.5 Having a Record of Impairment

An individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity; or has been diagnosed, correctly or incorrectly, as having such impairment.

4.6 Physical or Mental Impairments

Physical or mental impairments may include, but are not limited to¹³: vision, speech, and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; Hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

The following conditions are not physical or mental impairments: transvestitism; illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper if not symptoms of a mental or physiological disorder.

4.7 Qualified Individual with a Disability

A qualified individual with a disability means an individual with a disability who, with or without reasonable modification to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

¹³ Title II Regulations. Appendix B 28 C.F.R. Test C—Being regarded as having such an impairment.

4.8 Reasonable Program Modifications

If the individual's disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether reasonable program modifications would enable an individual to perform the essential functions of the program or activity¹⁴.

Reasonable program modification is any change in program or activity or in the way things are customarily done that enables an individual with a disability to enjoy equal program opportunities. Accommodation means modifications or adjustments:

- To a registration or application process to enable an individual with a disability to be considered for the program or activity;
- To the program or activity environment in which the duties of a position are performed so that a person with a disability can perform the essential functions of the program or activity; and
- That enables individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities.

Modification applies to:

- All decisions and to the application or registration process;
- All services provided in connection with the program or activity; and
- Known disabilities only.

Modification is not required if:

- It changes the essential nature of a program or activity of the person with a disability;
- It creates a hazardous situation;
- Adjustments or modifications requested are primarily for the personal benefit of the individual with a disability; or
- It poses an undue burden on the district.

4.9 Regarded as Having a Disability

An individual is disabled if she or he is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists.

¹⁴ Title II Regulations. 28 C.F.R. § 35.130 General prohibitions against discrimination. Subpart B—General Requirements

4.10 Substantial Limitations on Major Life Activities

Individuals are disabled if they have a physical or mental impairment that (a) renders them unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which they can perform a particular major life activity in comparison to other people. Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- The nature and severity of the impairment;
- The duration or expected duration of the impairment; and
- The permanent or long-term impact (or expected impact) of or resulting from the impairment.

4.11 Undue Burden

The Tualatin Hills Park & Recreation District shall not provide an accommodation that imposes an undue burden on the operation of the district's business.

Undue burden means significant difficulty or expense incurred in the provision of accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the district.

Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. If a particular modification is determined to cause an undue burden to the Tualatin Hills Park & Recreation District, the district shall attempt to identify another modification that would not pose such a burden. If cost causes the undue burden, the district must consider whether funding for modification is available from an outside source. If no such funding is available, the district must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

The following factors shall be considered in determining whether a program modification would create an undue burden: the nature and cost of the modification, the financial resources of the district available to make the modification, the impact the expense of the accommodation will have on the affected district operation, and the permanence of the alterations affecting the site.

5.0 Program Accessibility Guidelines, Standards and Resources

5.1 Introduction

In order to facilitate access to all district programs, the district will maintain the program accessibility guidelines, standards and resources. The information is available to all employees and volunteers. The district will add to these guidelines when necessary to address its needs and include information and technological devices that help staff members and volunteers communicate with individuals with a variety of disabilities. The district will periodically review the components of this section as new technologies are developed, in order to ensure that the best types of modifications are included.

5.2 Federal Accessibility Standards and Regulations

There are both State and Federal regulations for accessible facilities. Below are resources for both the Federal and State of Oregon facility regulations.

U.S. Department of Justice

The U.S. Department of Justice provides many free ADA materials including the Americans with Disability Act (ADA) text. Printed materials may be ordered by calling the ADA Information Line [(800) 514-0301 (Voice) or (800) 514-0383 (TTY)]. Publications are available in standard print as well as large print, audiotape, Braille and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the Department of Justice website. <http://www.ada.gov/>

- **ADA Regulation for Title II:** This publication describes Title II of the Americans with Disabilities Act, Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and of qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.

http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

- **Title II Technical Assistance Manual (1993) and Yearly Supplements:** The 56-page manual explains in lay terms what state and local governments must do to ensure that their services, programs and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.
<http://www.ada.gov/taman2.html>
- **Accessibility of State and Local Government Websites to People with Disabilities:** The 5-page publication provides guidance on making state and local government websites accessible. <http://www.ada.gov/websites2.htm>
- **ADA Information for Law Enforcement:** This page contains compliance assistance materials to help state and local law enforcement officers understand how to interact with victims, witnesses, suspects and others who have disabilities.
<http://www.ada.gov/policeinfo.htm>

Title II: U.S. Department of Justice Publications

Title II Technical Assistance Manual | Supplement

A 56-page manual that explains in lay terms what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. (1993) <http://www.ada.gov/taman2.html>

The ADA and City Governments: Common Problems | PDF

A 9-page document that contains samples of common problems shared by city governments of all sizes, provides examples of common deficiencies and explains how these problems affect persons with disabilities. (2000) <http://www.ada.gov/comprob.htm>

ADA Guide for Small Towns | PDF

A 21-page guide that presents an informal overview of some basic ADA requirements and provides cost-effective tips on how small towns can comply with the ADA. (2000)
<http://www.ada.gov/smtown.htm>

Accessibility of State and Local Government Websites to People with Disabilities | PDF

A 5-page publication providing guidance on making state and local government websites accessible. (2003) <http://www.ada.gov/websites2.htm>

ADA Checklist for Polling Places | PDF

A 39-page checklist used as a self-help survey for voting officials to determine whether a polling place has basic accessible features needed by most voters with disabilities. (2004)
<http://www.ada.gov/votingchecklist.htm>

An ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities | PDF

An 11-page illustrated publication that provides guidance on preparing for and carrying out emergency response programs in a manner that results in the services being accessible to people with disabilities. (2006) <http://www.ada.gov/emergencyprep.htm>

Access for 9-1-1 and Telephone Emergency Services | PDF

A 10-page publication explaining the requirements for direct, equal access to 9-1-1 for persons who use teletypewriters (TTYs). (1998) <http://www.ada.gov/911ta.htm>

Commonly Asked Questions About the ADA and Law Enforcement

A 12-page publication providing information for law enforcement agencies in a simple question and answer format. (2006) http://www.ada.gov/q&a_law.htm

Communicating with People Who Are Deaf or Hard of Hearing: ADA Guide for Law Enforcement Officers | PDF

An 8-panel pocket guide providing basic information for officers about ADA requirements for communicating effectively with people who are deaf or hard of hearing. (2006)
<http://www.ada.gov/lawenfcomm.htm>

Model Policy for Law Enforcement on Communicating with People Who Are Deaf or Hard of Hearing | PDF

A 4-page document serving as a model for law enforcement agencies to adopt policies on effective communication with people who are deaf or hard of hearing. Agencies are encouraged to download and adapt the policy to suit their needs. (2006)
<http://www.ada.gov/lawenfmodpolicy.htm>

Questions and Answers: The ADA and Hiring Police Officers

A 5-page publication providing information on ADA requirements for interviewing and hiring police officers. (1997) <http://www.ada.gov/copsq7a.htm>

U.S. Access Board Publications

The full texts of federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded or ordered by completing a form available on the Access Board's website. In addition to regular print, publications are available in large print, disk, audiocassette and Braille. <http://www.access-board.gov/>

Communications & IT

Access to information and communication technology (ICT) is addressed by Board standards and guidelines issued under Section 508 of the Rehabilitation Act and Section 255 of the Telecommunications Act.

- **Section 508 Standards:** <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards>
- **Refresh of the Section 508 Standards and the Telecommunications Act Guidelines:** <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh>
- **Telecommunications Act Accessibility Guidelines:** <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-telecommunications-act-guidelines>

Buildings & Sites

Standards issued under the Americans with Disabilities Act (ADA) address access to buildings and sites nationwide in new construction and alterations.

- **2010 ADA Standards for Accessible Design:** This document contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990. These scoping and technical requirements are to be applied during the design, construction and alteration of buildings and facilities covered by Titles II and III of the ADA, to the extent required by regulations issued by federal agencies including the Department of Justice and the Department of Transportation. This document must be used in conjunction with Chapter 11 - Accessibility of the Oregon Structural Specialty Code.
- **2010 ADA Standards:** <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards>

Recreation Facilities

Access to recreation facilities, including play areas, swimming pools, sports facilities, fishing piers, boating facilities, golf courses and amusement rides, is addressed in the ADA standards. The ABA standards address outdoor developed areas guidelines which currently are applicable to Federal facilities and cover access to trails, picnic sites, camping sites and beach access routes.

- **Recreation Facilities:** <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/about-recreation-facilities>
- **Outdoor Developed Areas:** <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas>

Streets and Sidewalks

New guidelines in development by the Board cover access to public rights-of-way including sidewalks, intersections, street crossings and on-street parking. The Board is also addressing access to shared use paths providing off-road means of transportation and recreation.

- **Public Rights-of-Way:** <http://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way>
- **Shared Use Paths:** <http://www.access-board.gov/guidelines-and-standards/streets-sidewalks/shared-use-paths/about-this-rulemaking>

5.3 State of Oregon Accessibility Standards and Regulations

Chapter 11 - Accessibility, Oregon Structural Specialty Code

http://www.bcd.oregon.gov/programs/structural/2010_ADA_OSSC_Ch11_Comm_updated_figures.pdf

The State of Oregon has also adopted a set of design guidelines for accessible facilities, which can be found in the Oregon Structural Specialty Code Chapter 11 (OSSC). OSSC contains general building design and construction requirements relating to fire and life safety, structural safety and access compliance. OSSC provisions provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures and certain equipment. The Oregon Building Code Division follows the 2012 International Building Code (IBC) with amendments and provisions specific to the State of Oregon.

Because building codes are updated every few years, the district should have an ongoing program of regularly reviewing changes and updating policies and procedures related to accessibility to ensure compliance with current code.

5.4 Resources

Resources for Providing Accessible Programs and Facilities

- **ADA Document Portal:** This website provides links to an ADA Collection consisting of more than 7,400 documents on a wide range of topics. The ADA Document Portal is supported by the ten ADA & IT Technical Assistance Centers. <https://adata.org/ada-document-portal>
- **American Alliance of Museums:** Accessible exhibit design publications are available for purchase from AAM's website, including Everyone's Welcome (available in a variety of formats), which addresses museum programs and the ADA, The Accessible Museum, which offers model programs of accessibility for older people and people with

disabilities, and What Museum Guides Need to Know to provide access to blind and visually impaired visitors. <http://www.aam-us.org>

- **Beneficial Designs:** Beneficial Designs works toward universal access through research, design and education. Beneficial Designs develops assistive and adaptive technology, performs rehabilitation research, contract design, legal consultation and standards development and serves as a rehabilitation information resource. Contact Beneficial Designs, Inc. at 2240 Meridian Blvd, Suite C, Minden, NV 89423-8628, (775) 783-8822. <http://www.beneficialdesigns.com/>
- **Disability.gov:** The website is a one-stop interagency portal for information on Federal programs, services and resources for people with disabilities, their families, employers, service providers and other community members. <https://www.disability.gov/>
- **National Center on Accessibility:** The Center is a cooperative project between the National Park Service and Indiana University to provide information and technical assistance, primarily on recreation access. An example of the research activities of the NCA is the National Trails Surface Study. This study is primarily the result of questions that NCA receives from organizations, agencies and individuals who desire to make their trails accessible and are interested in an unobtrusive surface that blends, is friendly to the environment and provides a quality trail experience for people with and without disabilities. NCA also publishes ‘What is an Accessible Trail?’ which summarizes the Federal guidelines for outdoor developed areas and is available for downloading from its website. The NCA website also has information on campground accessibility, accessible picnic tables, access to beaches and inclusion of people with disabilities in aquatic venues. <http://www.ncaonline.org/>
- **National Center on Health, Physical Activity and Disability:** The Center provides information and resources on physical activity to help people with disabilities find ways to become more active and healthier. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps and health and leisure services. <http://www.nchpad.org/>
- **Smithsonian Institution:** The Accessibility Program has developed the Smithsonian Guidelines for Accessible Exhibition Design (1996), which are available for downloading from their website. Further information is available from the Smithsonian Accessibility Program at the Arts and Industries Building, Room 1239 MRC 426, Washington, D.C. 20560 (202) 786-2942. <http://www.si.edu/accessibility>

Resources for Assistive Technologies (General)

The district should utilize the many disability-related resources available through the Internet.

- **The National Institute on Disability and Rehabilitation Research:** This agency of the U.S. Department of Education maintains a national web-based service that provides up-to-date links to assistive technologies and disability-related resources.
<http://www.abledata.com/>
- **Oregon Technology Access Program:** The Oregon Technology Access Program (OTAP) provides training, information, technical assistance and resources regarding the uses of technology for children with disabilities. OTAP services are available to anyone concerned with the needs of Oregon's children with disabilities from birth to age twenty-one. The program is sponsored by the Oregon Department of Education (ODE).
<http://www.otap-oregon.org>

Alternative Format Communications

Resources to produce standardized publications such as applications and registration forms in Braille, audiotape, large-print text and accessible electronic media will be assembled.

Information regarding Braille Services and other accommodations for people with visual disabilities is available by contacting:

- **American Council of the Blind:** ACB is a national organization advocating on behalf of persons who are blind or have low vision. ACB also publishes A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired, which is available online, in regular print, large print, Braille or on cassette tape. ACB is located at 1155 15th St. NW, Suite 1004, Washington, DC 20005 (800) 424-8666. Email info@acb.org or go to <http://www.acb.org/>.
- **National Center on Accessibility:** NCA publishes 'What are Alternative Formats? How Do They Apply to Programs and Services?' which is available for downloading from their website. <http://www.ncaonline.org/>
- **National Center for Accessible Media:** NCAM is a research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces and communities. Developers of Web- and CD-ROM-based multimedia need an authoring tool for making their materials accessible to persons with disabilities. NCAM has developed two such tools, version 1.0 and 2.01 of the Media Access Generator (MAGpie), for creating captions and audio descriptions for rich media. MAGpie is available for downloading from NCAM's website.
<http://ncam.wgbh.org>
- **American Sign Language Interpreters:** A pool of on-call American Sign Language interpreters should be developed. This list should be routinely updated to ensure their

availability. Some programs may need to have a pool of interpreters who are available on a twenty-four-hour basis to handle emergency procedures.

The required qualifications of these interpreters should be established. Many non-certified interpreters provided by local services may have excellent skills and be qualified to handle most circumstances. However, certain circumstances, such as the provision of emergency medical services, may require interpreters who are approved by the courts and can ensure a level of confidentiality.

You may want to contact each agency in advance of a need for services to determine their rates so that you are prepared to cover the communication expenses, should the need arise.

You should always request RID certified interpreters. Only in the event that certified interpreters are unavailable should you rely on non-certified interpreters.

Individuals who are hard of hearing generally do not use ASL interpreters. Always ask the individual requesting an accommodation what type of accommodation works best for them. Determining what accommodation(s) will be provided is an interactive process. Depending on the situation, accommodating an individual who is hard of hearing may include note writing, use of assistive listening devices and/or provision of Computer Assisted Real-Time (CART) captioning.

Assistive Listening Systems and Devices

Systems and devices to amplify sound for persons with hearing disabilities should be available for public meetings and events. Various technologies exist for these devices. Different types of devices are more suitable for different types of hearing disabilities. Devices should be chosen to accommodate the greatest number of individuals.

- See the Assistive Listening Systems Technical Bulletins available on the U.S. Access Board's website. <http://www.access-board.gov/>
- **Closed Caption Machine:** To the extent practical, district departments should have access to a device for encoding closed captioning on films and videotapes used for training and other programs.
- **Optical Readers:** Equipment that can translate printed information into an audio format should be available to the district programs.
- **Text Telephone (TTY):** District programs should have access to a text telephone or have access to a telephone transfer service as required by the law and offered by public telephone companies. See the Text Telephones Technical Bulletin available on the U.S.

Access Board's website. <http://www.access-board.gov/>

- **TDI:** TDI's (formerly known as Telecommunications for the Deaf, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened or deaf blind. TDI's on-line resources include information about telecommunications access such as TTY, pagers, telephony, VoIP and more. <http://tdiforaccess.org/>
- **Video Relay Services (VRS):** Video Relay Service (VRS) is a form of Telecommunications Relay Service (TRS) that enables persons with hearing disabilities who use American Sign Language to communicate with voice telephone users through video equipment, rather than through typed text. Video equipment links the VRS user with a TRS operator – called a “communications assistant” (CA) – so that the VRS user and the CA can see and communicate with each other in signed conversation. Because the conversation between the VRS user and the CA flows much more quickly than with a text-based TRS call, VRS has become a popular form of TRS. www.fcc.gov/guides/video-relay-services
- **Hands on Video Relay Service:** (877) 467-4877 for English, or (877) 467-4875 for Spanish
- **Sorenson Video Relay:** Using a standard telephone, simply call the toll-free number (866)-327-8877. Have the contact information of the deaf or hard-of-hearing individual (i.e. name, videophone number or IP address) ready. Remain on hold until the call is answered by the next available interpreter.
- **Sprint VRS:** (877)709-5776 or <http://www.sprintrelay.com/>

Enlarging Printed Materials

A copy machine capable of enlarging printed materials should be available for staff.

Guide to Disabilities and Disability Etiquette

A guide to disabilities and disability etiquette should be assembled and distributed to staff and volunteers. The guide will ensure that staff and volunteers are familiar with a variety of types of disabilities and sensitive to the abilities and needs of people with disabilities in order not to offend or demean them. The guide should be periodically updated to ensure that it includes current acceptable language for talking about disabilities.

- **Disability Etiquette:** Interacting with People with Disabilities is available on-line at the County of Long Beach's website. http://www.longbeach.gov/hr/ada/disability_etiquette.asp

Resources and Organizations Serving People with Disabilities

- **The Arc:** The Arc (formerly Association for Retarded Citizens of the United States) is the country's largest voluntary organization committed to the welfare of all children and adults with mental retardation and their families. <http://www.thearc.org>

- **American Association of People with Disabilities:** The American Association of People with Disabilities is the largest nonprofit, nonpartisan, cross-disability organization in the United States. <http://www.aapd.com/>
- **American Foundation for the Blind:** The American Foundation for the Blind (AFB) is committed to improving accessibility in all aspects of life—from cell phones to ATMs, on web sites and in workplaces. Services include assistance in making products and services accessible to people with visual impairments. AFB offers expert consulting services and accessible media production. AFB provides objective product evaluations of adaptive technologies through its assistive technology product database. <http://www.afb.org/>
- **Center on Technology and Disability:** Funded by the U.S. Department of Education's Office of Special Education Programs, the Center on Technology and Disability provides a wide range of resources on assistive technology, from introductory fact sheets and training materials to in-depth discussion of best practices and emerging research. <http://www.ctdinstitute.org/>
- **Disability.gov's** online resources for High School: Guidelines for Accessing Alternative Format, inclusion materials, educational technology, a comprehensive list including college preparatory materials, transition issues for children with special needs and more. <https://www.disability.gov/education>
- **Disability Resources, Inc.:** Disability Resources, Inc. is a national nonprofit organization that provides information about resources for independent living. DRI maintains an on-line directory of assistive technology resources. <http://www.disabilityresources.org/>
- **Institute for Human Centered Design:** The Institute (formerly known as Adaptive Environments) is a non-profit organization committed to advancing the role of design in expanding opportunity and enhancing experience for people of all ages and abilities. The organization provides education and consultation to public and private entities about strategies, precedents and best practices that go beyond legal requirements for human centered design for places, things, communication and policy that integrate solutions with the reality of human diversity. <http://humancentereddesign.org/>
- **National Association of the Deaf:** NAD is a national consumer organization representing people who are deaf and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website. <http://www.nad.org/>
- **National Federation of the Blind:** NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provides on-line resources for technology for the blind, including a technology resource list, a computer resource list, screen access technology, sources of large print software for computers and sources of closed circuit TV (CCTV's). <http://www.nfb.org/>

- **National Organization on Disability:** The National Organization on Disability promotes the full and equal participation and contribution of America's 54 million men, women and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources. <http://www.nod.org/>
- **Paralyzed Veterans of America:** PVA is a national advocacy organization representing veterans. PVA's Sports and Recreation Program promotes a range of activities for people with disabilities, with special emphasis on activities that enhance lifetime health and fitness. PVA's website provides information on useful sports publications and a list of contacts. <http://www.pva.org>
- **United Cerebral Palsy Association:** UCP's mission is to advance the independence, productivity and full citizenship of people with cerebral palsy and other disabilities, through a commitment to the principles of independence, inclusion and self-determination. UCP's Sports and Leisure Channel is designed for people with disabilities who are interested in sports and other leisure activities and proposes creative ideas for inclusive community recreation programs, including outdoor adventure activities for people with disabilities. Information about the Sports and Leisure Channel is available on UCP's website. <http://www.ucp.org>
- **United Spinal Association:** United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal cord injuries or disease regardless of their age, gender or veteran status. Information on accessibility training and consulting services and recreational opportunities for people with spinal cord injuries or disease is available on their website. <http://www.unitedspinal.org>
- **World Institute on Disability:** WID is an international public policy center dedicated to carrying out research on disability issues. WID maintains an online information and resource directory on technology, research, universal design and ADA. <http://www.wid.org/resources/>

Organizations Serving Oregon, Clackamas County and Washington County

- **Aging and Disability Resource Connection of Oregon:** ADRC is a statewide resource providing information about local public and privately paid services to address aging or disability needs. The organization's trained professional staff can help with immediate needs or planning for the future. <https://adrcforegon.org>
- **The Arc Multnomah-Clackamas:** Since 1953, The Arc of Multnomah-Clackamas has been advocating for, supporting and serving children and adults with intellectual and developmental disabilities and their families. The Arc of Multnomah-Clackamas, serving both Multnomah and Clackamas Counties, offers a wide variety of community programs

for individuals and families, all designed to help children and adults with intellectual and developmental disabilities achieve their greatest potential. <http://thearcmult.org/>

- **Autism Society of Oregon:** This affiliate of the Autism Society, the nation’s leading grassroots autism organization, exists to improve the lives of all affected by autism by increasing public awareness about the day-to-day issues faced by people on the spectrum, advocating for appropriate services for individuals across the lifespan and providing the latest information regarding treatment, education, research and advocacy. <http://autismsocietyoregon.org/>
- **Clackamas County Aging Services Advisory Council:** The Council is an advisory group that meets monthly to advise Clackamas County Social Services Division on their programs and services for seniors and persons with disabilities. Members are appointed by the Clackamas County Board of County Commissioners. The group advocates both locally and at the state level on issues related to aging. The Advisory Council has a number of subcommittees devoted to specific issues such as transportation and nutrition. http://www.clackamas.us/socialservices/committee_aaa.html
- **Clackamas County Developmental Disabilities Advisory Council:** The Council, comprised of recipients of service, advocates, professionals, provider representatives and lay citizens, meets monthly to advise the Director of Health Housing and Human Services, Director of Social Services and the DD Program Manager in planning and reviewing programs and recommending policy for developmental disabilities program areas. <http://www.clackamas.us/socialservices/community.html>
- **Family and Community Together (FACT):** Family and Community Together (FACT) is a family leadership organization for individuals and their families experiencing disability, working collaboratively to facilitate positive change in policies, systems, and attitudes through family support, advocacy, and partnerships. <http://factoregon.org/>
- **Imagine Possibilities:** Imagine Possibilities was formerly The Arc of Washington County but disaffiliated from the national and state organizations in 2012. The organization provides services to children and adults with intellectual and developmental disabilities. <http://www.imaginepossibilities.net/wordpress/>
- **Independent Living Resources:** In 1957, Independent Living Resources (ILR) manually transcribed and duplicated Braille textbooks. Eventually expanded services to the blind community included activities such as orientation and mobility, skills training, crafts and recreation. Since 1994 services have been extended to people with all disabilities. ILR helps people to help themselves through the four core services of Advocacy, Information and Referral, Peer Counseling and Skills Training. <http://www.ilr.org>
- **Northwest ADA Center, National Institute on Disability and Rehabilitation Research:** The ADA National Network Centers are a national platform of ten centers comprised of

ADA professionals and experts charged with assisting businesses, state and local governments and people with disabilities as they manage the process of changing our culture to be user friendly to disability and the effect the variety of health conditions can have on society. The Northwest ADA Center is a part of the Department of Rehabilitation Medicine at the University of Washington, and collaborates with the Center for Technology and Disability Studies, a program within the Center for Human Development and Disability and the Department of Rehabilitation Medicine.

<http://nwadacenter.org/>

- **Oregon Department of Human Services, Aging and People with Disabilities:** The mission of the Oregon Department of Human Services, Aging and People with Disabilities is to make it possible for seniors and people with disabilities to become independent, healthy and safe with opportunities for community living, employment, family support and services that promote independence, choice and dignity. <http://www.oregon.gov/DHS/spwpd/Pages/index.aspx>
- **Oregon Disabilities Commission:** Initially formed in 1983 and re-formed in 2005 after a brief hiatus, the Oregon Disabilities Commission (ODC) is a Governor-appointed commission housed in the Department of Human Services. The commission is composed of 15 members broadly representative of major public and private agencies that are experienced in or have demonstrated particular interest in the needs of individuals with disabilities. <http://www.oregon.gov/dhs/spd/Pages/ODCindex.aspx>
- **Ride Connection:** Ride Connection, a non-profit organization, is dedicated to providing responsive, accessible transportation options for those in need. While many customers are older adults and people with disabilities, the organization strives to provide transportation solutions for the community at large. <http://www.rideconnection.org/>
- **State Independent Living Council:** The State Independent Living Council (SILC) is a federally mandated, Governor appointed body, designed to ensure that people with disabilities have a major role in designing Oregon's Independent Living program services. The Independent Living Services Program is a nonresidential, consumer-directed model of peer support, information and referral, skills training and advocacy for people with disabilities. <http://www.oregon.gov/dhs/silc>
- **Washington County Developmental Disabilities Advisory Council:** This Council functions in an advisory capacity the Department of Health and Human Services and the Board of Commissioners on program development, planning, monitoring and funding issues. The council is comprised of 15 members including recipients of service, advocates, professionals in the field, key referral sources, provider representatives and lay citizens. <http://www.co.washington.or.us/HHS/DevelopmentalDisabilities/Advisory-Council.cfm>

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The ADA Transition Plan: Access Audit Report is available upon request

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MEMO

DATE: November 30, 2016
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **Diversity Program**

The following updates regarding the district's diversity program efforts will be provided to the board at your December 13, 2016, regular board meeting:

Internal Diversity Development Plan

Kylie Bayer-Fertterer, equity coordinator, will provide an update on the district's Internal Diversity Development Plan. THPRD now has its first Internal Diversity Development Plan designed to guide the district's efforts to operate as a more equitable and inclusive organization. The plan contains four goals related to training and development, hiring and retention, building an inclusive organizational culture, and designing inclusive organizational policies. The plan places a strong emphasis on communication, the multidimensional aspect of diversity, sustainability in a financial sense as well as how it relates to our organizational capacity to take on this work, and evaluation and accountability. An Equity Council of eight employees from various departments and employment classifications was convened on October 17, 2016, to prioritize work for the upcoming year. The Equity Council meets every four to six weeks to assess progress on goals and determine next steps.

External Outreach Efforts

Anabel Lopez-Salinas, community outreach coordinator, will summarize the district's expanded outreach process for the new 7.5-acre park to be developed in the Crowell Woods area of Aloha (near Beaver Acres Elementary School). The outreach process may become a template for future park planning and design projects. She will also discuss the district's community partnership efforts with VIVE Northwest, Beaverton's Health & Science School, and Unite Oregon. She will conclude by outlining key outreach goals for 2017.

Events & Programming

Sabrina Taylor Schmitt, Conestoga Recreation & Aquatic Center supervisor, will provide an overview of Conestoga Recreation & Aquatic Center's commitment to diversity in 2016 by highlighting monthly programs and events that celebrate diversity. These activities were developed by using nationally recognized heritage months and partnerships with the community. This effort has increased awareness, created new partnerships, and has been well received by the community. Due to the success of the program in 2016, the center will continue to explore and highlight different cultures in 2017.



MEMO

DATE: December 1, 2016
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **General Manager's Report for December 13, 2016**

Cyber Seniors Technology Program

The Elsie Stuhr Center partnered with the Beaverton Police Activities League (PAL), Beaverton High School and Best Buy to offer a new program. The Cyber Seniors program was a free 8-week technology tutorial class facilitated by Elsie Stuhr Center staff, and led by local youth volunteers from PAL and Beaverton High School. Twenty-five seniors worked with teen mentors to practice using devices such as smart phones, tablets and laptops. The program not only provided a valuable service to seniors, it was a meaningful volunteer experience for students, narrowing the generation gap and helping to dispel age stereotypes.

Nature in Neighborhood Grant Award for Fanno Creek Floodplain Restoration

Natural Resources staff were awarded a Metro Nature in Neighborhoods grant for the Fanno Creek Greenway. The grant complements a current bond-funded habitat restoration project. Staff have been working with Clean Water Services on potential designs that would change the channel location of Fanno Creek in order to allow the creek to better access its floodplain and remove culverts that restrict fish passage. The project will reduce erosion and improve wildlife habitat.

The \$245,000 grant will pay for design and construction of a bridge that will take patrons on the Fanno Creek Trail over the creek, replacing the culverts. Clean Water Services funds of more than \$600,000 will allow the reshaping of the creek channel into a more natural, sinuous shape. Construction on the project is expected to take place in summer 2018. Friends of Trees and Cascade Education Corps will work with the community to plant trees and shrubs after the construction phase is complete.

Substantial Completion Achieved on Three Important Projects

Staff are happy to report that three important projects have achieved substantial completion. While there still may be minor project items yet to complete, the projects have reached the milestone where they are safe and open for public use. The first two projects are bond measure projects.

The new synthetic turf athletic field at Conestoga Middle School achieved substantial completion on November 23, 2016. The project consisted of converting the existing natural grass field to a synthetic turf field with lights. The project also included the installation of some retaining walls, an ADA pathway, fencing and landscaping. The Natural Resources Department will continue with restoration efforts working in the existing Clean Water Services (CWS) buffer into 2018. Programmed use of the new field began on December 5, 2016.

The Westside to Waterhouse trail connection achieved substantial completion on November 28, 2016. The 0.3-mile trail segment now connects the existing Westside Trail from the eastside of the THPRD Nature Park to the Merlo Light Rail station on Merlo Road. The project consisted of installing a pervious asphalt trail over the existing railroad ballast, upgrading and resurfacing the old railroad trestle, and installing fencing and minor landscaping. Additionally, channelization barriers and a pedestrian flasher signal were installed at the Merlo Light Rail station along with a mid-block crossing and rapid flashing beacon to aid trail users in crossing Merlo Road to access the Waterhouse Trail.

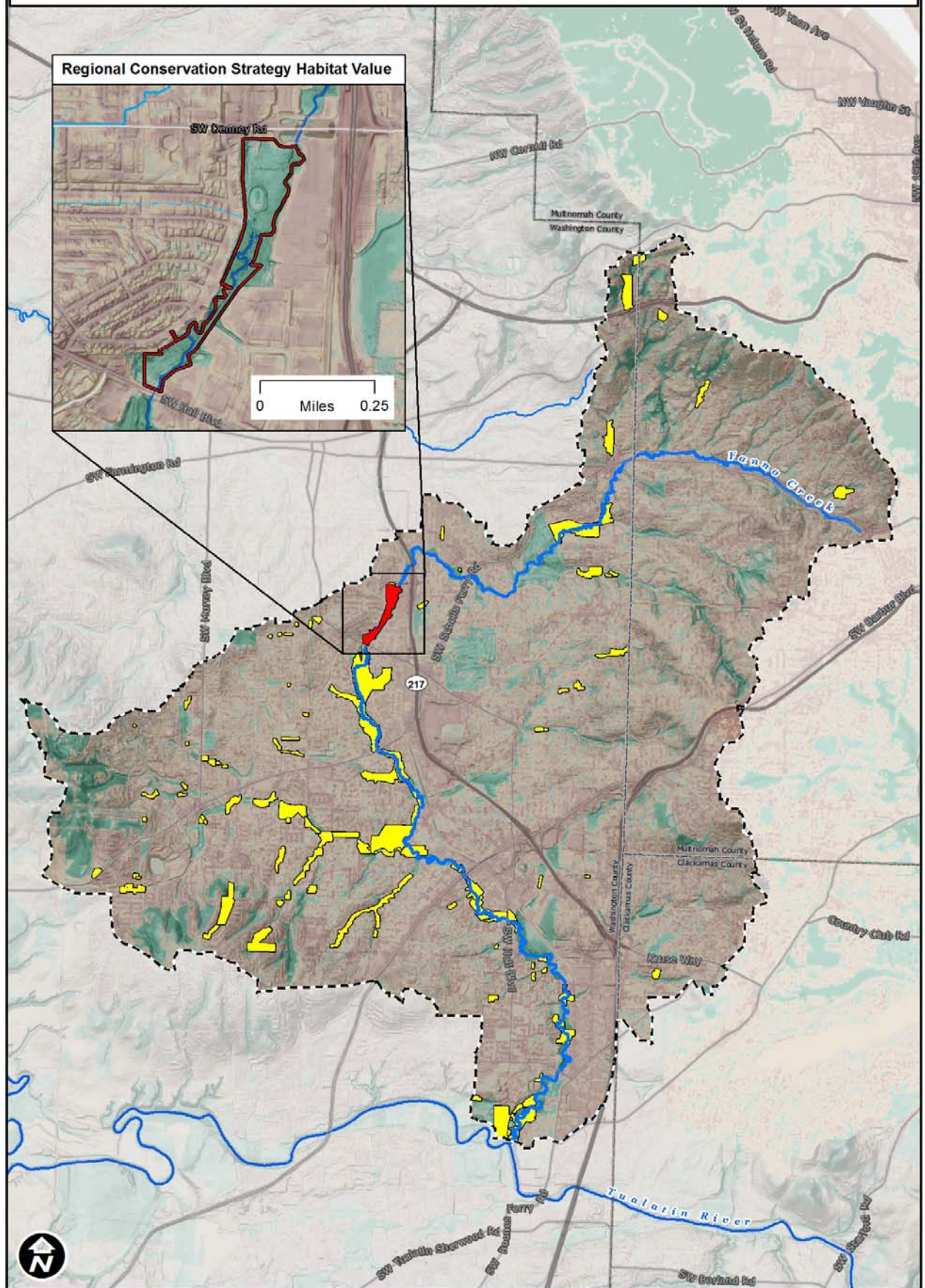
The third project is the Tualatin Hills Aquatic Center roof replacement and HVAC upgrade. This project achieved substantial completion on December 5, 2016, and was reopened to the public on schedule. The project included a new roof system, increased insulation and structural upgrades. In addition, the HVAC upgrades included new dampers, filter racks and updating pneumatic controls with digital equipment. The combination of this work is anticipated to bring an energy savings of approximately \$30,000 a year. The district also received two different Energy Trust of Oregon (ETO) incentive awards for the project: \$17,141 for insulation upgrades and \$110,591 for HVAC controllers and constant volume fans; the savings generated by this latter improvement will provide a payback of 1.9 years when netting the ETO incentive against the total cost of the upgrades. Plans are being finalized for a reopening celebration on December 17, 2016, which will include diving and synchronized swimming exhibitions, new program introductions, a free open swim, and refreshments.

Board of Directors & Budget Committee Meeting Schedule

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

- January 10, 2017
- February 14, 2017
- February 21, 2017 (budget committee mid-year review)
- March 14, 2017
- April 11, 2017
- April 18, 2017 (budget committee work session)
- May 9, 2017
- May 16, 2017 (budget committee budget approval)

Habitat Value and Proximity to Current Enhancement Sites in Fanno Basin



Map Created
4/18/2016

Project Centroid
45.467 N, 122.79 W

Regional Conservation Strategy
Regional Habitat Value

Higher Lower

Fanno Creek Basin
 Fanno Creek - Denney to Hall
 Current Enhancement Sites
 County Boundary

0 Miles 1



Coordinate System: NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl Projection: Lambert Conformal Conic
Source: Clean Water Services Last Saved By: prozmann on 4/18/2016 at 12:01:37 PM Regional Data: ©2014 Oregon Metro www.oregonmetro.gov/lis

Disclaimer: This map and the data represented are not authoritative and are subject to change. This was created for reference and is not intended as a definitive property description. All users of this information should perform a separate investigation of conditions before commencing any plan, design, construction, or other activities. Further, there are no warranties, expressed or implied, including the warranty of merchantability or fitness for a particular purpose, concerning this information.

Fanno Floodplain: Culvert Replacement and Site Enhancement Map




Map Created
4/18/2016

Project Centroid
45.467 N, 122.79 W

-  Project Area
-  Fanno Creek - Denney to Hall
-  Floodplain Grading
-  Fanno Creek Realignment
-  Culvert
-  Bridge
-  Contours (2ft)
-  Large Woody Debris

0 Feet 175



Coordinate System: NAD 1983 HARN StatePlane Oregon North FIPS 3601 Projection: Lambert Conformal Conic
Source: Clean Water Services Last Saved By: prozmann on 4/18/2016 at 12:29:28 PM Regional Data: ©2014 Oregon Metro www.oregonmetro.gov/ris

Disclaimer: This map and the data represented are not authoritative and are subject to change. This was created for reference and is not intended as a definitive property description. All users of this information should perform a separate investigation of conditions before commencing any plan, design, construction, or other activities. Further, there are no warranties, expressed or implied, including the warranty of merchantability or fitness for a particular purpose, concerning this information.







Management Report to the Board December 13, 2016

Communications & Outreach

Bob Wayt, Director of Communications & Outreach

1. A postcard has been mailed to all households within park district boundaries to invite them to sign up for winter classes, programs and activities. Registration starts Dec. 10 for in-district residents, Dec. 12 for those outside THPRD boundaries. Patrons can view THPRD's winter/spring activities guide online at www.thprd.org or pick up a printed copy at any center or the Administration Office. The postcard also included good news from Bob Scott, representing the THPRD Board of Directors. His message highlighted favorable bond sales and refinancings that have reduced, by \$31 million, the taxpayer liability for the 2008 bond measure.
2. The park district is once again working with the Beaverton School District and other community partners to create a brighter holiday season for those in need in the Beaverton area. THPRD is collecting toys, clothing and other items for selected families and homeless children within its boundaries. The park district is also collecting food for the Oregon Food Bank-Washington County Services and personal hygiene products for the Union Gospel Mission LifeChange Center for Women & Children, both located in Beaverton. Donations of non-perishable food and personal hygiene products will be accepted through December 21.

Community Partnerships

Geoff Roach, Director of Community Partnerships

1. Fundraising: At the end of November 2016, the campaign has \$153,000 remaining to achieve the capital goal and is following up on outstanding pledges due by December 31.
2. Park Naming: An eight-member naming committee is in place to assist in the THPRD process of providing a permanent name for the SW Quadrant Community Park. The committee is led by Chet Orloff, an Oregon authority on State history, geography and naming. Collection of name proposals from the public began November 28, 2016, and will remain open through January 15, 2017. The naming committee will review proposed names and prepare a recommendation for the THPRD board of directors' consideration in late spring/early summer of 2017.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatics

1. New programs scheduled to begin this winter at the Aquatic Center will feature stand-up paddle boards, funded through the capital improvement budget. These new programs include Stand-Up Paddle Board Yoga and Introduction to Stand-Up Paddle Boarding. The paddle boards will also be available for rent during our Open Swims.
2. Projects are being finalized, clean-up is underway, and putting all of the equipment back in place is on target at the Aquatic Center for reopening on December 5. Plans are being finalized for a reopening celebration on December 17, which will include diving and swimming exhibitions, new program introductions, a free open swim, and refreshments.

Maintenance

Jon Campbell, Superintendent of Maintenance Operations

1. Portland General Electric is partnering with THPRD to improve a sidewalk connection along Cornell Road, directly behind Sunset Park. PGE will remove six Red Maple trees; THPRD will replace damaged sidewalk panels that have been impacted by the tree roots. THPRD will replace the trees with a different variety in the future.
2. The Burntwood Park playground has been closed because the 30-year-old playground no longer meets several national Consumer Product Safety Commission safety standards. Due to proximity to power lines, utility approval will need to be secured before it can be replaced in the current location. A public meeting at the site is scheduled for December 10. District staff will look for opportunities to replace or relocate it with a new play structure.
3. Athletic Facilities staff refurbished Fir Grove baseball field #1. Staff made improvements to the high-use field by removing worn sod, installing a new irrigation system, regrading the soil, and installing new sod. A new backstop screen was also installed this fall.
4. A consultant collected 126 water samples from 97 water fountains from our parks, including dog water features. This is in addition to the sampling already completed within our facilities. All samples have been sent to a local lab and the results are pending.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Newt Day. Nearly 300 people turned out on a cold, rainy day to celebrate seasonal natural changes, including the migration of rough-skinned newts.

Planning, Design & Development

Steve Gulgren, Superintendent of Design & Development

Jeannine Rustad, Superintendent of Planning

1. SW Quadrant Community Park: Construction to build the community park began when Mountain View Middle School closed for summer break in mid-June 2016. After securing the site, P&C Construction began a massive grading operation of the 21.5-acre site to make way for the double synthetic turf and Champions Too turf fields. The onsite soil was used to minimize elevation changes so all site amenities are accessible without using steps. Improvements to the Mountain View Middle School parking lot and street frontages were completed over the summer for a fall school opening. Construction work continued with the installation of site utilities, field lights and turf field preparation.

Site improvements will continue through the winter as the general contractor begins to focus on the prefabricated concession stand and restroom buildings. The construction of three shade canopies will follow thanks to funding from the Oregon Parks and Recreation Department's grant program, which was awarded to the district earlier this year. The project remains within budget. The project and is scheduled to open in the fall 2017, although the district's Natural Resources Department will continue with restoration efforts of sensitive natural areas through 2018.

2. Staff attended the Home Builders Association Housing Forecast. Introductory speakers included Ted Wheeler, Portland Mayor-elect, and Robert Dietz, Chief Economist, National Association of Home Builders, followed by economists Jerry Johnson, Principal, Johnson Economics, and professor Tim Duy, Senior Director, Oregon Economics Forum at the

University of Oregon. The economists were in agreement that there is currently a housing shortage in the Portland metropolitan region due to three factors: (1) lots; (2) labor; and (3) lending. With an estimated three-month housing supply, there is little chance of over-building (an over-supply would be more than six months). Single-family homes have seen an increase in cost of approximately 30% over the last five years. To date, the increased cost is supported by salaries in the region. Production of single-family homes is still 80% of the norm, due primarily to constraints on lots and labor. While multi-family housing starts peaked in 2015, there is still a high level of production in this housing type. Looking forward, both economists do not see a recession on the horizon, with Jerry Johnson opining that, even if there is a recession, it will not be of the magnitude of the last one.

Recreation

Eric Owens, Superintendent of Recreation

1. Conestoga Recreation & Aquatic Center held their annual Monster Bash October 28. The event included a dive-in movie, Wipe Out in the pool, gym games, crafts as well as a candy walk. In 2015, there were 195 preregistered and 53 drop-in participants. This year's event had 235 preregistered and 50 drop-in participants.
2. The Elsie Stuhr Center hosted their first table tennis tournament for players 55 years and better on November 26. There were 27 participants with players traveling from Tigard, Beaverton, Portland and Salem to compete. Winners were awarded prizes for first, second and third place in both competitive and recreational divisions. Prizes were donated by the Elsie Stuhr Friends Group and the Paddle Palace in Tigard.
3. Cedar Hills Recreation Center converted a half-day preschool program to a full-day program for the 2016/17 school year. The class is full with 19 participants which has increased revenue by 48% this year compared to 2015 for the nine-month program.
4. The Garden Home Recreation Center's seismic upgrade work is nearly complete. The final project will be to install a new covered area near the playground starting in mid-December.

Security Operations

Mike Janin, Superintendent of Security Operations

1. Park Patrol maintains a professional approach when locating unlawful camping and campers on our property. If the camper is located, Park Patrol explains the district rule and provides the camper with a *Street Roots Guide* handbook which lists resources in the Washington and Multnomah county area. If necessary, exclusions are issued to prevent the continuance of camping on park district property. Often times, Park Patrol locates camps that are abandoned which results in cleanup operations involving staff members for an extended period of time. Property that appears to be claimable is inventoried and stored while refuse and debris is discarded. Park Patrol reports that compliance with the district rule for the most part is respected a majority of the time.

Sports

Keith Watson, Superintendent of Sports

1. Babette Horenstein Tennis Center. A celebration highlighting the renaming of the Tennis Center in honor of Babette Horenstein will take place on Sunday, December 11, 1 to 4 pm. Planned activities include a guest appearance and free clinic by former professional player Jonathan Stark and a round-robin mixer for attendees. The dedication ceremony is at 2 pm.

2. Conestoga Turf Field. The new synthetic turf field at Conestoga Middle School was deemed substantially complete on November 23. THPRD will begin scheduling the field in early December.
3. Winter Basketball Leagues.
 - A. Youth: Pre-season jamborees are scheduled for December 10 (5th grade) and December 17 (6th-8th grade). High school games begin December 11.
 - B. Adult: Games started week of November 22.
 - C. Participants: 5th-8th grade (757), high school (137), adult (31 teams).
4. Skate Park Community Meeting. Staff organized and presented a public meeting on December 6 to discuss existing skate parks, THPRD's commitment to future skate parks, and the possibility of a partnership that would add an ice rink facility to the HMT campus. About 50 guests attended. A positive line of communication was opened with the skateboarding community and staff is committed to maintain it.

Business Services

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

1. The Information Services Department has worked with the Natural Resources Department to create a website that will help gather community input regarding efforts to refine and improve Raleigh Park. This website will play a key role in communicating with our patrons and allow them to be a part of the planning process for the park.
2. The THPRD Energy Team drafted an energy policy, signed in November, with a district-wide energy reduction goal of 10% by FY 2020 from a baseline of FY 2016. The five sites enrolled in the Strategic Energy Management (SEM) Program have saved a combined 26,884 kWhs and 8,303 therms in year one, reducing greenhouse gas emissions by 54 metric tons of CO₂e. The Energy Team achieved all four SEM milestones, earning the district additional incentives of \$4,000 to be appropriated for energy-saving activities in FY 2018. The district is working with Energy Trust of Oregon (ETO) on projects including HVAC upgrades to the Aquatic Center and Conestoga Recreation & Aquatic Center; LED lighting installations at Conestoga Middle School, SW Quadrant Community Park, and Babette Horenstein Tennis Center; and site evaluations at Sunset Swim Center and Cedar Hills Recreation Center. ETO is providing incentives of 75% or approximately \$163,500 of the total project cost for the HVAC upgrades, with additional incentives for the lighting and other projects to be determined.
3. Risk Management has completed its review and updating of THPRD's insurance schedule for the upcoming 2017 renewal period with the help of our agent of record, Brown & Brown Northwest. THPRD will receive a maximum 10% discount on our general liability, auto liability and property premiums for completing the SDIS Best Practice requirements. In 2015/16, THPRD qualified to receive a longevity credit due to the district's outstanding five-year loss ratio. THPRD will receive its second payment of \$26,738 in longevity credits in early 2017.

December

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

Garden Home
Holiday Bazaar 9 am
@ Garden Home Rec
Ctr

Dive-In Movie 5:30
pm @ Aloha Swim
Ctr

4

5

6

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

7

ADA Transition Plan
Public Meeting
2:30 pm @ Beaverton
Swim Ctr

8

9

10

Burntwood Park
Public Meeting 10 am
@ Burntwood Park

WipeOut! 12:15 pm
@ Aloha Swim Ctr

11

12

13

**Board Meeting 7 pm
@ Dryland/HMT**

14

15

16

Winter Wonderland
Holiday Festival 6:30
pm @ Conestoga Rec
& Aquatic Ctr

17

Grand Reopening
Celebration @ HMT
Aquatic Center
12-4:30pm.

18

19

20

21

22

23

24

25

26

27

WipeOut! 1 pm @
Sunset Swim Ctr

28

29

30

31

2016

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10 Board Meeting 7 pm @ Dryland/HMT	11	12	13	14
15	16 HOLIDAY	17 Joint Advisory Committee Meeting (all committees) 6:30 pm @ Fanno Creek Service Ctr	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2017

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7	8	9	10 Daddy-Daughter Dinner Dance 6-8 pm @ Cedar Hills Rec Ctr	11
12	13	14 Board Meeting 7 pm @ HMT/Dryland	15	16	17	18
19	20 HOLIDAY	21 Budget Committee Meeting 7 pm @ HMT/Dryland	22 Steppin' Out Open House 2-3:30pm @ Elsie Stuhr Ctr	23	24	25
26	27	28				

2017

Tualatin Hills Park and Recreation District

Monthly Capital Project Report

Estimated Cost vs. Budget

Through 10/31/16

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
<u>CARRY FORWARD PROJECTS</u>													
JQAY House Renovation	100,000	1,800	-	100,000	1,800	87,371	-	1,800	Budget	89,171	1,800	10,829	-
Challenge Grant Competitive Fund	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Aquatic Center Renovation	1,829,794	1,821,584	796,000	2,625,794	2,617,584	282,296	1,092,714	1,184,964	Award	2,559,974	2,277,678	65,820	339,906
Entry Garbage Cans	5,000	4,780	5,000	10,000	9,780	-	1,500	8,280	Budget	9,780	9,780	220	-
Play Equipment Design-Cedar Hills	17,500	10,680	-	17,500	10,680	-	390	10,290	Budget	10,680	10,680	6,820	-
Parking Lot-Hazeldale	236,480	194,414	-	236,480	194,414	19,387	2,269	214,824	Budget	236,480	217,093	-	(22,679)
Pedestrian Pathway & Playground Equipment-McMillan	197,115	197,115	-	197,115	197,115	68,808	90,574	15,766	Award	175,148	106,340	21,967	90,775
ADA Improvements-Aquatic Ctr Lift	21,000	13,812	-	21,000	13,812	12,079	13,585	227	Complete	25,891	13,812	(4,891)	-
Push-button activated lights - PCC tennis courts	3,300	3,300	-	3,300	3,300	-	-	3,300	Budget	3,300	3,300	-	-
Jenkins Lead Abatement (Main House)	18,000	18,000	-	18,000	18,000	20,430	-	-	Complete	20,430	-	(2,430)	18,000
Ergonomic Office Equipment	6,000	3,600	-	6,000	3,600	2,325	300	3,300	Budget	5,925	3,600	75	-
Conestoga Middle School Synthetic Turf Field	650,000	650,000	-	650,000	650,000	-	-	650,000	Award	650,000	650,000	-	-
Tennis Court Resurfacing-HMT Tennis Center (6 indoor cts)	60,000	60,000	-	60,000	60,000	-	32,317	-	Complete	32,317	32,317	27,683	27,683
TOTAL CARRYOVER PROJECTS	3,194,189	3,029,085	801,000	3,995,189	3,830,085	492,696	1,233,649	2,142,751		3,869,096	3,376,400	126,093	453,685
<u>ATHLETIC FACILITY REPLACEMENT</u>													
HMT Field #2 Synthetic Turf			575,000	575,000	575,000	-	-	575,000	Budget	575,000	575,000	-	-
Skate Park Ramps			25,000	25,000	25,000	-	-	30,000	Award	30,000	30,000	(5,000)	(5,000)
Tennis Court - Resurfacing (5 sites)			165,000	165,000	165,000	-	107,744	42,730	Award	150,474	150,474	14,526	14,526
Baseball/Softball Backstops			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
TOTAL ATHLETIC FACILITY REPLACEMENT			775,000	775,000	775,000	-	107,744	657,730		765,474	765,474	9,526	9,526
<u>ATHLETIC FACILITY IMPROVEMENT</u>													
TOTAL ATHLETIC FACILITY IMPROVEMENT			-	-	-	-	-	-	Budget	-	-	-	-
<u>PARK AND TRAIL REPLACEMENTS</u>													
Concrete Sidewalk Repair (3 sites)			43,373	43,373	43,373	-	35,740	-	Complete	35,740	35,740	7,633	7,633
Play Equipment (3 sites)			338,000	338,000	338,000	-	6,678	331,322	Budget	338,000	338,000	-	-
Picnic Tables and Park Benches (3 sites)			13,645	13,645	13,645	-	9,811	-	Complete	9,811	9,811	3,834	3,834
Parking Lot Resurfacing (Bonny Slope Park)			55,000	55,000	55,000	-	23,442	31,558	Budget	55,000	55,000	-	-
Bridge Replacement (Whispering Woods Park)			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Drinking Fountain (Stuhr)			7,500	7,500	7,500	-	4,085	3,415	Budget	7,500	7,500	-	-
Asphalt Pedestrian Pathways (5 sites)			23,136	23,136	23,136	-	31,817	-	Complete	31,817	31,817	(8,681)	(8,681)
Irrigation Systems Redesign & Reconfiguration (5 sites)			20,000	20,000	20,000	-	923	19,077	Budget	20,000	20,000	-	-
Storm Water Management Redesign (Raleigh Park)			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Fence Replacements (Fifth Street Park)			6,600	6,600	6,600	-	-	6,600	Budget	6,600	6,600	-	-
Signate Master Plan Phase 2			40,000	40,000	40,000	-	2,025	37,975	Budget	40,000	40,000	-	-
Raleigh Park Dog Fountain			-	-	-	-	1,270	335	Budget	1,605	1,605	(1,605)	(1,605)
TOTAL PARK AND TRAIL REPLACEMENTS			602,254	602,254	602,254	-	115,791	485,282		601,073	601,073	1,181	1,181
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Memorial Benches			8,000	8,000	8,000	-	1,383	6,617	Budget	8,000	8,000	-	-
Outdoor Fitness Equipment			17,062	17,062	17,062	-	-	17,062	Budget	17,062	17,062	-	-
Connect Oregon - Waterhouse Trail Segment (#4)			400,000	400,000	400,000	-	-	400,000	Budget	400,000	400,000	-	-
Rails to Trails - Westside to Waterhouse			48,000	48,000	48,000	-	-	48,000	Budget	48,000	48,000	-	-
OR Parks & Recreation - Vietnam War Memorial			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
LGGP - SW Quadrant Community Park			283,600	283,600	283,600	-	-	283,600	Budget	283,600	283,600	-	-
Metro - Nature in Neighborhoods - Fanno Ck Grnwy bridge			400,000	400,000	400,000	-	-	400,000	Budget	400,000	400,000	-	-
OR Watershed Enhncmnt Bd-Fanno Crk Grnwy Br/habitat			200,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
TOTAL PARK AND TRAIL IMPROVEMENTS			1,391,662	1,391,662	1,391,662	-	1,383	1,390,279		1,391,662	1,391,662	-	-
<u>CHALLENGE GRANTS</u>													
Program Facility Challenge Grants			90,000	90,000	90,000	-	242	89,758	Budget	90,000	90,000	-	-
TOTAL CHALLENGE GRANTS			90,000	90,000	90,000	-	242	89,758		90,000	90,000	-	-

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
BUILDING REPLACEMENTS													
Cardio and Weight Equipment			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Exterior Siding (north side GHRC)			60,000	60,000	60,000	-	-	60,000	Budget	60,000	60,000	-	-
Upper Balcony (Fanno Farmhouse)			8,500	8,500	8,500	-	-	8,500	Budget	8,500	8,500	-	-
Graffiti Protector & Interior Sealing Outdr Restrm (Nature Pk)			11,055	11,055	11,055	-	-	11,055	Budget	11,055	11,055	-	-
Porch Rebuild (Schlottman & Bunk House)			13,700	13,700	13,700	-	-	13,700	Budget	13,700	13,700	-	-
Cedar Hills Exterior Repairs			83,500	83,500	83,500	-	-	83,500	Budget	83,500	83,500	-	-
Roof Repairs & Maintenance (4 sites)			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
Wash Basins (Aloha)			3,400	3,400	3,400	-	-	3,400	Budget	3,400	3,400	-	-
Gym Receiver & Speaker (Conestoga)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Tennis Court Wind Screens (HMT)			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
Table Replacements (Nature Center)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Ergonomic Office Equipment			2,400	2,400	2,400	-	-	2,400	Budget	2,400	2,400	-	-
Refinish Wood Floors (4 sites)			36,351	36,351	36,351	-	999	28,945	Award	29,944	29,944	6,407	6,407
Carpet Replacement (2 sites)			5,000	5,000	5,000	-	-	6,404	Award	6,404	6,404	(1,404)	(1,404)
HVAC Ductwork (2 sites)			8,950	8,950	8,950	-	-	8,950	Budget	8,950	8,950	-	-
Steam Condensation Pump (GHRC)			2,800	2,800	2,800	-	2,774	-	Complete	2,774	2,774	26	26
Air Handler Bearing (3 sites)			20,200	20,200	20,200	-	11,585	8,615	Budget	20,200	20,200	-	-
Bolier Retuning (Aquatic Ctr)			5,570	5,570	5,570	-	300	5,687	Budget	5,987	5,987	(417)	(417)
HVAC Dampers & Actuators (Admin)			3,616	3,616	3,616	-	-	3,616	Budget	3,616	3,616	-	-
Unions, Valves, Lines & Actuators (Conestoga)			8,030	8,030	8,030	-	3,050	4,980	Budget	8,030	8,030	-	-
Floor Drains (CHRC)			26,500	26,500	26,500	-	-	26,500	Budget	26,500	26,500	-	-
Boiler Pipe (Aloha)			1,975	1,975	1,975	-	-	1,975	Budget	1,975	1,975	-	-
Water Heater (Athletic Ctr)			3,500	3,500	3,500	-	2,116	-	Complete	2,116	2,116	1,384	1,384
Three-Meter Dive Stands (Aquatic Ctr)			42,860	42,860	42,860	-	-	42,860	Budget	42,860	42,860	-	-
Pool Slide Resurfacing (Conestoga)			5,150	5,150	5,150	-	4,660	-	Complete	4,660	4,660	490	490
Lane Lines (Conestoga)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Pool Receiver & Speaker (Conestoga)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Guard Chair (Harman)			5,500	5,500	5,500	-	3,714	-	Complete	3,714	3,714	1,786	1,786
Pool Valves (Conestoga)			2,200	2,200	2,200	-	-	2,200	Budget	2,200	2,200	-	-
Circulation Pump & Motor (Sunset)			5,792	5,792	5,792	-	-	4,188	Award	4,188	4,188	1,604	1,604
Underwater Lights (Aquatic Ctr)			121,067	121,067	121,067	-	-	121,067	Budget	121,067	121,067	-	-
Fire Suppression at Selected Facilities			8,000	8,000	8,000	-	818	7,182	Budget	8,000	8,000	-	-
Office Door & Jamb (Tennis Ctr)			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Frosting of Windows (Aquatic Ctr)			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
GH Rm 10 Abatement			-	-	-	-	-	-	Budget	-	-	-	-
Admin Office-Conf Room relo			-	-	-	-	18	5,858	Award	5,876	5,876	(5,876)	(5,876)
CRA Boiler-Emergency repairs			-	-	-	-	2,096	-	Complete	2,096	2,096	(2,096)	(2,096)
TOTAL BUILDING REPLACEMENTS			565,116	565,116	565,116	-	32,130	531,082		563,212	563,212	1,904	1,904
BUILDING IMPROVEMENTS													
Ventilation System (FCSC)			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Roof Safety Protection (3 sites)			54,400	54,400	54,400	-	-	54,400	Budget	54,400	54,400	-	-
Changing Tables			2,500	2,500	2,500	-	3,370	-	Complete	3,370	3,370	(870)	(870)
Inflatable Paddle Boards			11,200	11,200	11,200	-	-	11,200	Budget	11,200	11,200	-	-
LED Lighting (Conestoga)			16,500	16,500	16,500	-	-	16,500	Budget	16,500	16,500	-	-
Deduct Meters (HMT)			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
TOTAL BUILDING IMPROVEMENTS			104,600	104,600	104,600	-	3,370	102,100		105,470	105,470	(870)	(870)
ADA PROJECTS													
ADA Improvements - Aquatic Center			92,000	92,000	92,000	-	4,450	87,550	Budget	92,000	92,000	-	-
ADA Improvements - Athletic Center			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
TOTAL ADA PROJECTS			100,000	100,000	100,000	-	4,450	95,550		100,000	100,000	-	-
TOTAL CAPITAL OUTLAY DIVISION	3,194,189	3,029,085	4,429,632	7,623,821	7,458,717	492,696	1,498,759	5,494,532		7,485,987	6,993,291	137,834	465,426

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
INFORMATION SERVICES DEPARTMENT													
<u>INFORMATION TECHNOLOGY REPLACEMENTS</u>													
Laptops (Workstations/Notebooks)			8,000	8,000	8,000	-	7,479	521	Budget	8,000	8,000	-	-
Servers			37,000	37,000	37,000	-	11,150	25,850	Budget	37,000	37,000	-	-
Printers/Network Printers			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
LAN/WAN			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Switches			80,000	80,000	80,000	-	-	80,000	Budget	80,000	80,000	-	-
Color Plot Printer			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Vehicle Maintenance Software			6,500	6,500	6,500	-	-	6,500	Budget	6,500	6,500	-	-
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			144,000	144,000	144,000	-	18,629	125,371		144,000	144,000	-	-
<u>INFORMATION TECHNOLOGY IMPROVEMENTS</u>													
PCI Compliance			55,000	55,000	55,000	-	-	55,000	Budget	55,000	55,000	-	-
Backup Tapes (off-site)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Software			20,000	20,000	20,000	-	2,740	17,260	Budget	20,000	20,000	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			78,000	78,000	78,000	-	2,740	75,260		78,000	78,000	-	-
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	222,000	222,000	222,000	-	21,369	200,631		222,000	222,000	-	-
MAINTENANCE DEPARTMENT													
<u>FLEET REPLACEMENTS</u>													
Mower - 52" (2)			32,000	32,000	32,000	-	31,375	-	Complete	31,375	31,375	625	625
Tandem axle trailer - 3.5 ton (3)			22,500	22,500	22,500	-	-	22,500	Budget	22,500	22,500	-	-
Full size pickup with liftgate			33,000	33,000	33,000	-	-	33,000	Budget	33,000	33,000	-	-
Electric utility vehicle			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
Mower blade grinder			18,000	18,000	18,000	-	16,145	-	Complete	16,145	16,145	1,855	1,855
Wire feed welder			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Hydraulic press			2,500	2,500	2,500	-	-	2,176	Award	2,176	2,176	324	324
Mower - 72"			15,000	15,000	15,000	-	13,710	-	Complete	13,710	13,710	1,290	1,290
Mini backhoe			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Infield rake			15,000	15,000	15,000	-	15,590	-	Complete	15,590	15,590	(590)	(590)
Sod cutter (2)			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Front loader			9,800	9,800	9,800	-	7,100	-	Complete	7,100	7,100	2,700	2,700
Single axle trailer - 1 ton (4)			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Minibus			52,500	52,500	52,500	-	54,800	-	Complete	54,800	54,800	(2,300)	(2,300)
TOTAL FLEET REPLACEMENTS			283,300	283,300	283,300	-	138,720	140,676		279,396	279,396	3,904	3,904
<u>FLEET IMPROVEMENTS</u>													
Digital Playground Analyzer			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Vehicle Wraps			12,200	12,200	12,200	-	5,150	13,820	Award	18,970	18,970	(6,770)	(6,770)
			14,700	14,700	14,700	-	5,150	16,320		21,470	21,470	(6,770)	(6,770)
<u>BUILDING MAINTENANCE EQUIPMENT REPLACEMENTS</u>													
Autoscrubber (CHRC)			3,000	3,000	3,000	-	-	2,882	Award	2,882	2,882	118	118
Pool Covers (2 sites) - Raleigh, Somerset			12,900	12,900	12,900	-	9,129	-	Complete	9,129	9,129	3,771	3,771
TOTAL BLDG MAINT EQUIPMENT REPLACEMENTS			15,900	15,900	15,900	-	9,129	2,882		12,011	12,011	3,889	3,889
<u>BUILDING MAINTENANCE IMPROVEMENTS</u>													
Pool Vacuum Robot (Conestoga)			3,499	3,499	3,499	-	2,788	-	Complete	2,788	2,788	711	711
TOTAL BUILDING MAINT IMPROVEMENTS			3,499	3,499	3,499	-	2,788	-		2,788	2,788	711	711
TOTAL MAINTENANCE DEPARTMENT	-	-	317,399	317,399	317,399	-	155,787	159,878		315,665	315,665	1,734	1,734
GRAND TOTAL GENERAL FUND	3,194,189	3,029,085	4,969,031	8,163,220	7,998,116	492,696	1,675,915	5,855,041		8,023,652	7,530,956	139,568	467,160

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
SDC FUND													
LAND ACQUISITION													
Land Acquisition (FY16)	1,485,000	1,485,000	-	1,485,000	1,485,000	-	3,915	1,481,085	Budget	1,485,000	1,485,000	-	-
Land Acq - N. Bethany Comm Pk	-	-	2,500,000	2,500,000	2,500,000	-	1,897	2,498,103	Budget	2,500,000	2,500,000	-	-
Land Acq - N. Bethany Nghbd Pk	-	-	7,650,000	7,650,000	7,650,000	-	1,570,677	6,079,323	Budget	7,650,000	7,650,000	-	-
Land Acq - N Bethany Trails	-	-	1,300,000	1,300,000	1,300,000	-	154,816	1,145,184	Budget	1,300,000	1,300,000	-	-
Land Acq - S Cooper Mtn Trail	-	-	300,000	300,000	300,000	-	351	299,649	Budget	300,000	300,000	-	-
Land Acq - S Cooper Mtn Nat Ar	-	-	150,000	150,000	150,000	-	-	150,000	Budget	150,000	150,000	-	-
Land Acq - Bonny Slope W Trail	-	-	400,000	400,000	400,000	-	3,783	396,217	Budget	400,000	400,000	-	-
TOTAL LAND ACQUISITION	1,485,000	1,485,000	12,300,000	13,785,000	13,785,000	-	1,735,439	12,049,561		13,785,000	13,785,000	-	-
DEVELOPMENT/IMPROVEMENT PROJECTS													
Bonny Slope / BSD Trail Development	500,000	500,000	-	500,000	500,000	-	-	500,000	Budget	500,000	500,000	-	-
MTIP Grant Match - Westside Trail #18	698,330	-	210,500	908,830	210,500	970,183	54,349	128,489	Award	1,153,021	182,838	(244,191)	27,662
Bethany Creek Falls Phases 1, 2 & 3 - Proj Management	145,000	80,000	30,000	175,000	110,000	67,946	6,473	100,581	Budget	175,000	107,054	-	2,946
NW Quadrant Neighborhood Park Master Plan	75,000	75,000	25,000	100,000	100,000	3,893	16,980	79,127	Budget	100,000	96,107	-	3,893
NW Quadrant Neighborhood Park Master Plan & Design	75,000	75,000	125,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
New Neighborhood Park Development	1,500,000	1,500,000	-	1,500,000	1,500,000	-	501	1,499,499	Budget	1,500,000	1,500,000	-	-
SW Quad Community Center - Site Feasability Analysis	80,000	80,000	-	80,000	80,000	-	-	80,000	Budget	80,000	80,000	-	-
Natural Area Master Plan	100,000	100,000	-	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Building Expansion (TBD)	1,000,000	1,000,000	-	1,000,000	1,000,000	-	4,570	995,430	Budget	1,000,000	1,000,000	-	-
Deck Expansion (Aquatic Center)	130,000	130,000	20,000	150,000	150,000	-	-	150,000	Budget	150,000	150,000	-	-
New Synthetic turf field- Conestoga Middle School	850,000	850,000	405,000	1,255,000	1,255,000	-	-	1,027,489	Award	1,027,489	1,027,489	227,511	227,511
MTIP Beaverton Creek Trail Master Plan Phase	135,000	115,000	-	135,000	115,000	12,688	86,097	36,215	Budget	135,000	122,312	-	(7,312)
MTIB Beaverton Creek Trail Land Acquisition ROW phase	250,000	250,000	-	250,000	250,000	-	2,844	247,156	Budget	250,000	250,000	-	-
WaCo match funds - Augusta Lane Pedestrian Trail Bridge	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
N Bethany Park & Trail - project management	65,000	45,000	105,000	170,000	150,000	12,924	5,737	151,339	Budget	170,000	157,076	-	(7,076)
SW Quadrant Community Park	2,600,000	2,600,000	-	2,600,000	2,600,000	-	-	2,250,000	Award	2,250,000	2,250,000	350,000	350,000
Connect OR Grant Match - Waterhouse Trail, Segment 4	-	-	300,000	300,000	300,000	-	-	300,000	Budget	300,000	300,000	-	-
SW Quadrant Neighborhood Park Master Plan & Design	-	-	200,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
Cedar Mill Creek Comm Trail Seg #4 Master Plan & Des	-	-	250,000	250,000	250,000	-	-	250,000	Budget	250,000	250,000	-	-
Undesignated projects	-	-	2,952,523	2,952,523	2,952,523	-	-	2,952,523	Budget	2,952,523	2,952,523	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	8,253,330	7,450,000	4,623,023	12,876,353	12,073,023	1,067,634	177,551	11,297,848		12,543,033	11,475,399	333,320	597,624
GRAND TOTAL SDC FUND	9,738,330	8,935,000	16,923,023	26,661,353	25,858,023	1,067,634	1,912,990	23,347,409		26,328,033	25,260,399	333,320	597,624

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

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Quad- rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)
BOND CAPITAL PROJECTS FUND															
<u>New Neighborhood Parks Development</u>															
SE	91-901	AM Kennedy Park & Athletic Field	1,285,250	50,704	1,335,954	1,686,530	-	1,686,530	-	Complete	1,686,530	(350,576)	-26.2%	126.2%	100.0%
SW	91-902	Barsotti Park & Athletic Field	1,285,250	27,556	1,312,806	1,258,105	-	1,258,105	-	Complete	1,258,105	54,701	4.2%	95.8%	100.0%
NW	91-903	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,338	787,488	753,743	-	753,743	-	Complete	753,743	33,745	4.3%	95.7%	100.0%
SW	91-904	Roy Dancer Park	771,150	16,657	787,807	651,272	-	651,272	-	Complete	651,272	136,535	17.3%	82.7%	100.0%
NE	91-905	Roger Tilbury Park	771,150	19,713	790,863	888,218	-	888,218	-	Complete	888,218	(97,355)	-12.3%	112.3%	100.0%
Total New Neighborhood Parks Development			4,883,950	130,968	5,014,918	5,237,868	-	5,237,868	-		5,237,868	(222,950)	-4.4%	104.4%	100.0%
UND	Authorized Use of Savings from Bond Issuance Administration Category		-	222,950	222,950	-	-	-	N/A	-	-	222,950	n/a	n/a	n/a
Total New Neighborhood Parks Development			4,883,950	353,918	5,237,868	5,237,868	-	5,237,868	-		5,237,868	-	0.0%	100.0%	100.0%
<u>Renovate & Redevelop Neighborhood Parks</u>															
NE	91-906	Cedar Mill Park, Trail & Athletic Fields	1,125,879	29,756	1,155,635	993,843	-	993,843	-	Complete	993,843	161,792	14.0%	86.0%	100.0%
SE	91-907	Camille Park	514,100	28,634	542,734	585,471	-	585,471	-	Complete	585,471	(42,737)	-7.9%	107.9%	100.0%
NW	91-908	Somerset West Park	1,028,200	42,325	1,070,525	199,362	3,034	202,396	1,335,705	Master Planning	1,538,101	(467,576)	-43.7%	18.9%	13.2%
NW	91-909	Pioneer Park and Bridge Replacement	544,934	21,278	566,212	533,358	-	533,358	-	Complete	533,358	32,854	5.8%	94.2%	100.0%
SE	91-910	Vista Brook Park	514,100	20,504	534,604	733,500	-	733,500	-	Complete	733,500	(198,896)	-37.2%	137.2%	100.0%
Total Renovate & Redevelop Neighborhood Parks			3,727,213	142,497	3,869,710	3,045,534	3,034	3,048,568	1,335,705		4,384,273	(514,563)	-13.3%	78.8%	69.5%
<u>New Neighborhood Parks Land Acquisition</u>															
NW	98-880-a	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,554	1,528,554	1,041,404	-	1,041,404	-	Complete	1,041,404	487,150	31.9%	68.1%	100.0%
NW	98-880-b	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	1,067,724	-	1,067,724	-	Complete	1,067,724	(1,067,724)	-100.0%	n/a	100.0%
NW	98-880-c	New Neighborhood Park - NW Quadrant (Mitchell)	-	-	-	773,396	-	773,396	20,000	Complete	793,396	(793,396)	-100.0%	n/a	97.5%
NW	98-880-d	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	62,712	-	62,712	-	Complete	62,712	(62,712)	-100.0%	n/a	100.0%
NE	98-745-a	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,968	1,527,968	529,294	-	529,294	-	Complete	529,294	998,674	65.4%	34.6%	100.0%
NE	98-745-b	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	32,103	1,532,103	2,119,940	-	2,119,940	-	Complete	2,119,940	(587,837)	-38.4%	138.4%	100.0%
SW	98-746-a	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,918	1,524,918	1,058,925	-	1,058,925	-	Complete	1,058,925	465,993	30.6%	69.4%	100.0%
SW	98-746-b	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	551,696	-	551,696	-	Complete	551,696	(551,696)	-100.0%	n/a	100.0%
SW	98-746-c	New Neighborhood Park - SW Quadrant (Hung easement for Roy Dancer Park)	-	-	-	60,006	-	60,006	-	Complete	60,006	(60,006)	-100.0%	n/a	100.0%
SE	98-747	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,609,880	-	2,609,880	-	Complete	2,609,880	(1,094,333)	-72.2%	172.2%	100.0%
NW	98-748	New Neighborhood Park (North Bethany) (McGettigan)	1,500,000	23,667	1,523,667	1,629,763	-	1,629,763	-	Complete	1,629,763	(106,096)	-7.0%	107.0%	100.0%
UND	98-749	New Neighborhood Park - Undesignated	-	1,363	1,363	-	-	-	-	Reallocated	-	1,363	-100.0%	n/a	0.0%
Sub-total New Neighborhood Parks			9,000,000	154,120	9,154,120	11,504,740	-	11,504,740	20,000		11,524,740	(2,370,620)	-25.9%	125.7%	99.8%
UND	Authorized Use of Savings from New Community Park Land Acquisition Category		-	1,655,521	1,655,521	-	-	-	-	N/A	-	1,655,521	n/a	n/a	n/a
UND	Authorized Use of Savings from Community Center / Community Park Land Acquisition Category		-	715,099	715,099	-	-	-	-	N/A	-	715,099	n/a	n/a	n/a
Total New Neighborhood Parks			9,000,000	2,524,740	11,524,740	11,504,740	-	11,504,740	20,000		11,524,740	-	0.0%	99.8%	99.8%
<u>New Community Park Development</u>															
SW	92-915	SW Quad Community Park & Athletic Field	7,711,500	314,131	8,025,631	1,791,166	6,439,557	8,230,723	2,813,956	Bid Award	11,044,679	(3,019,048)	-37.6%	102.6%	74.5%
Sub-total New Community Park Development			7,711,500	314,131	8,025,631	1,791,166	6,439,557	8,230,723	2,813,956		11,044,679	(3,019,048)	-37.6%	102.6%	74.5%
UND	Authorized use of savings from Bond Facility Rehabilitation category		-	1,300,000	1,300,000	-	-	-	-	N/A	-	1,300,000	n/a	n/a	n/a
UND	Authorized use of savings from Bond Administration (Issuance) category		-	1,400,000	1,400,000	-	-	-	-	N/A	-	1,400,000	n/a	n/a	n/a
UND	Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition		-	384,251	384,251	-	-	-	-	N/A	-	384,251	n/a	n/a	n/a
Total New Community Park Development			7,711,500	3,398,382	11,109,882	1,791,166	6,439,557	8,230,723	2,813,956		11,044,679	65,203	0.6%	74.1%	74.5%

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Quad- rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
<u>New Community Park Land Acquisition</u>															
NE	98-881-a	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	20.0%	80.0%	100.0%
NE	98-881-b	Community Park Expansion - NE Quad (BSD/William Walker)	-	-	-	373,237	-	373,237	-	Complete	373,237	(373,237)	100.0%	n/a	100.0%
Sub-total New Community Park			10,000,000	132,657	10,132,657	8,477,136	-	8,477,136	-		8,477,136	1,655,521	16.3%	83.7%	100.0%
Authorized Use of Savings for New Neighborhood Parks															
UND		Land Acquisition Category	-	(1,655,521)	(1,655,521)	-	-	-	-	N/A	-	(1,655,521)	n/a	n/a	n/a
Total New Community Park			10,000,000	(1,522,864)	8,477,136	8,477,136	-	8,477,136	-		8,477,136	-	0.0%	100.0%	100.0%
<u>Renovate and Redevelop Community Parks</u>															
NE	92-916	Cedar Hills Park & Athletic Field	6,194,905	241,378	6,436,283	279,737	148,801	428,538	9,211,807	Master Planning	9,640,345	(3,204,062)	-49.8%	6.7%	4.4%
SE	92-917	Schiffler Park	3,598,700	74,403	3,673,103	2,633,084	-	2,633,084	-	Complete	2,633,084	1,040,019	28.3%	71.7%	100.0%
Total Renovate and Redevelop Community Parks			9,793,605	315,781	10,109,386	2,912,821	148,801	3,061,622	9,211,807		12,273,429	(2,164,043)	-21.4%	30.3%	24.9%
<u>Natural Area Preservation - Restoration</u>															
NE	97-963	Roger Tilbury Memorial Park	30,846	1,101	31,947	8,222	1,150	9,372	22,424	Preparation	31,796	151	0.5%	29.3%	29.5%
NE	97-964	Cedar Mill Park	30,846	1,029	31,875	1,201	-	1,201	8,844	Establishment	10,045	21,830	68.5%	3.8%	12.0%
NE	97-965	Jordan/Jackie Husen Park	308,460	8,697	317,157	36,236	-	36,236	21,277	Establishment	57,513	259,644	81.9%	11.4%	63.0%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	9,263	256,031	-	-	-	256,031	On Hold	256,031	-	0.0%	0.0%	0.0%
NW	97-967	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	290	10,572	12,929	-	12,929	92	Establishment	13,021	(2,449)	-23.2%	122.3%	99.3%
NW	97-968	Allenbach Acres Park	41,128	1,446	42,574	9,419	-	9,419	32,338	Establishment	41,757	817	1.9%	22.1%	22.6%
NW	97-969	Crystal Creek Park	205,640	6,605	212,245	59,401	-	59,401	41,090	Establishment	100,491	111,754	52.7%	28.0%	59.1%
NE	97-970	Foothills Park	61,692	1,172	62,864	46,178	-	46,178	-	Complete	46,178	16,686	26.5%	73.5%	100.0%
NE	97-971	Commonwealth Lake Park	41,128	778	41,906	30,809	-	30,809	-	Complete	30,809	11,097	26.5%	73.5%	100.0%
NW	97-972	Tualatin Hills Nature Park	90,800	2,323	93,123	27,696	-	27,696	-	Complete	27,696	65,427	70.3%	29.7%	100.0%
NE	97-973	Pioneer Park	10,282	254	10,536	9,421	-	9,421	1,031	Complete	10,452	84	0.8%	89.4%	90.1%
NW	97-974	Whispering Woods Park	51,410	914	52,324	48,871	-	48,871	-	Complete	48,871	3,453	6.6%	93.4%	100.0%
NW	97-975	Willow Creek Nature Park	20,564	389	20,953	21,877	-	21,877	-	Complete	21,877	(924)	-4.4%	104.4%	100.0%
SE	97-976	AM Kennedy Park	30,846	741	31,587	26,866	-	26,866	5,864	Complete	32,730	(1,143)	-3.6%	85.1%	82.1%
SE	97-977	Camille Park	77,115	1,784	78,899	61,399	-	61,399	11,010	Complete	72,409	6,490	8.2%	77.8%	84.8%
SE	97-978	Vista Brook Park	20,564	719	21,283	4,754	-	4,754	15,830	Establishment	20,584	699	3.3%	22.3%	23.1%
SE	97-979	Greenway Park/Koll Center	61,692	1,843	63,535	40,468	2,130	42,598	20,519	Establishment	63,117	418	0.7%	67.0%	67.5%
SE	97-980	Bauman Park	82,256	2,024	84,280	30,153	-	30,153	-	Complete	30,153	54,127	64.2%	35.8%	100.0%
SE	97-981	Fanno Creek Park	162,456	5,498	167,954	31,147	-	31,147	39,190	Establishment	70,337	97,617	58.1%	18.5%	44.3%
SE	97-982	Hideaway Park	41,128	1,055	42,183	38,459	-	38,459	3,520	Establishment	41,979	204	0.5%	91.2%	91.6%
SW	97-983	Murrayhill Park	61,692	1,031	62,723	65,712	-	65,712	-	Complete	65,712	(2,989)	-4.8%	104.8%	100.0%
SE	97-984	Hyland Forest Park	71,974	1,342	73,316	62,121	-	62,121	-	Complete	62,121	11,195	15.3%	84.7%	100.0%
SW	97-985	Cooper Mountain	205,640	7,717	213,357	14	-	14	213,343	On Hold	213,357	-	0.0%	0.0%	0.0%
SW	97-986	Winkelman Park	10,282	241	10,523	5,894	-	5,894	-	Complete	5,894	4,629	44.0%	56.0%	100.0%
SW	97-987	Lowami Hart Woods	287,896	8,672	296,568	108,247	4,018	112,265	53,050	Establishment	165,315	131,253	44.3%	37.9%	67.9%
SW	97-988	Rosa/Hazeldale Parks	28,790	722	29,512	12,754	-	12,754	-	Complete	12,754	16,758	56.8%	43.2%	100.0%
SW	97-989	Mt Williams Park	102,820	3,778	106,598	16,649	-	16,649	89,949	Preparation	106,598	-	0.0%	15.6%	15.6%
SW	97-990	Jenkins Estate	154,230	3,365	157,595	136,481	-	136,481	-	Complete	136,481	21,114	13.4%	86.6%	100.0%
SW	97-991	Summercrest Park	10,282	193	10,475	7,987	-	7,987	-	Complete	7,987	2,488	23.8%	76.2%	100.0%
SW	97-992	Morrison Woods	61,692	2,314	64,006	0	-	0	64,006	On Hold	64,006	-	0.0%	0.0%	0.0%
UND	97-993	Interpretive Sign Network	339,306	9,048	348,354	314,187	2,420	316,607	22,870	Sign Fabrication	339,477	8,877	2.5%	90.9%	93.3%
NW	97-994	Beaverton Creek Trail	61,692	2,315	64,007	-	-	-	64,007	On Hold	64,007	-	0.0%	0.0%	0.0%
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	1,544	42,672	-	-	-	42,672	On Hold	42,672	-	0.0%	0.0%	0.0%
NW	97-996	Bluegrass Downs Park	15,423	578	16,001	-	-	-	16,001	On Hold	16,001	-	0.0%	0.0%	0.0%
NW	97-997	Crystal Creek	41,128	1,544	42,672	-	-	-	42,672	On Hold	42,672	-	0.0%	0.0%	0.0%
UND	N/A	Reallocation of project savings to new project budgets	-	(865,000)	(865,000)	-	-	-	-	Reallocation	0	(865,000)	-	0.0%	0.0%
SE	97-870	Hyland Woods Phase 2	-	75,356	75,356	22,745	3,591	26,336	49,020	Preparation	75,356	-	-	34.9%	34.9%
SW	97-871	Jenkins Estate Phase 2	-	125,583	125,583	21,675	-	21,675	103,908	Preparation	125,583	-	-	17.3%	17.3%
NW	97-872	Somerset	-	150,778	150,778	-	-	-	150,778	Budget	150,778	-	-	0.0%	0.0%
NW	97-873	Rock Creek Greenway	-	155,804	155,804	-	-	-	155,804	Budget	155,804	-	-	0.0%	0.0%
NW	97-874	Whispering Woods Phase 2	-	95,493	95,493	-	-	-	95,493	Budget	95,493	-	-	0.0%	0.0%

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date								(1)	(2)
SE	97-875	Raleigh Park	-	110,527	110,527	8,500	-	8,500	102,027	Budget	110,527	-	-	7.7%	7.7%		
NE	97-876	Bannister Creek Greenway/NE Park	-	75,389	75,389	-	-	-	75,389	Budget	75,389	-	-	0.0%	0.0%		
NW	97-877	Beaverton Creek Greenway Duncan	-	20,104	20,104	-	-	-	20,104	Budget	20,104	-	-	0.0%	0.0%		
SE	97-878	Church of Nazarene	-	30,156	30,156	-	-	-	30,156	Budget	30,156	-	-	0.0%	0.0%		
SW	97-879	Lilly K. Johnson Woods	-	30,123	30,123	15,097	-	15,097	15,026	Establishment	30,123	-	-	50.1%	50.1%		
UND	97-914	Restoration of new properties to be acquired	643,023	23,953	666,976	7,172	-	7,172	634,111	On Hold	641,283	25,693	3.9%	1.1%	1.1%		
Total Natural Area Restoration			3,762,901	120,595	3,883,496	1,350,741	13,309	1,364,050	2,519,446		3,883,496	-	0.0%	35.1%	35.1%		
Natural Area Preservation - Land Acquisition																	
UND	98-882	Natural Area Acquisitions	8,400,000	246,379	8,646,379	4,806,432	8,619	4,815,051	3,831,328	Budget	8,646,379	-	0.0%	55.7%	55.7%		
Total Natural Area Preservation - Land Acquisition			8,400,000	246,379	8,646,379	4,806,432	8,619	4,815,051	3,831,328		8,646,379	-	0.0%	55.7%	55.7%		
New Linear Park and Trail Development																	
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	85,084	4,352,114	4,395,221	-	4,395,221	-	Complete	4,395,221	(43,107)	-1.0%	101.0%	100.0%		
NE	93-920	Jordan/Husen Park Trail	1,645,120	46,432	1,691,552	1,227,496	-	1,227,496	-	Complete	1,227,496	464,056	27.4%	72.6%	100.0%		
NW	93-924	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	78,646	3,882,986	4,417,702	-	4,417,702	-	Complete	4,417,702	(534,716)	-13.8%	113.8%	100.0%		
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	84,669	2,346,709	1,738,151	3,325	1,741,476	783,020	On Hold	2,524,496	(177,787)	-7.6%	74.2%	69.0%		
UND	93-923	Miscellaneous Natural Trails	100,000	3,223	103,223	30,394	-	30,394	72,453	Budget	102,847	376	0.4%	29.4%	29.6%		
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	34.2%	65.8%	100.0%		
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	14,797	271,847	414,817	-	414,817	-	Complete	414,817	(142,970)	-52.6%	152.6%	100.0%		
SW	93-921	Lowami Hart Woods	822,560	55,645	878,205	1,258,746	-	1,258,746	-	Complete	1,258,746	(380,541)	-43.3%	143.3%	100.0%		
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	47,215	1,589,515	655,985	287,734	943,719	194,427	Bid Award	1,138,146	451,369	28.4%	59.4%	82.9%		
Total New Linear Park and Trail Development			15,060,310	418,805	15,479,115	14,377,214	291,059	14,668,273	1,049,900		15,718,173	(239,058)	-1.5%	94.8%	93.3%		
New Linear Park and Trail Land Acquisition																	
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	23,297	1,223,297	1,221,936	332	1,222,268	1,029	Budget	1,223,297	-	0.0%	99.9%	99.9%		
Total New Linear Park and Trail Land Acquisition			1,200,000	23,297	1,223,297	1,221,936	332	1,222,268	1,029		1,223,297	-	0.0%	99.9%	99.9%		
Multi-field/Multi-purpose Athletic Field Development																	
SW	94-925	Winkelman Athletic Field	514,100	34,601	548,701	941,843	-	941,843	-	Complete	941,843	(393,142)	-71.6%	171.6%	100.0%		
SE	94-926	Meadow Waye Park	514,100	4,791	518,891	407,340	-	407,340	-	Complete	407,340	111,551	21.5%	78.5%	100.0%		
NW	94-927	New Fields in NW Quadrant	514,100	19,294	533,394	75	-	75	530,566	Budget	530,641	2,753	0.5%	0.0%	0.0%		
NE	94-928	New Fields in NE Quadrant (Cedar Mill Park)	514,100	14,184	528,284	527,993	-	527,993	-	Complete	527,993	291	0.1%	99.9%	100.0%		
SW	94-929	New Fields in SW Quadrant	514,100	19,279	533,379	724	-	724	529,905	Budget	530,629	2,750	0.5%	0.1%	0.1%		
SE	94-930	New Fields in SE Quadrant (Conestoga Middle School)	514,100	18,792	532,892	228,524	1,728,091	1,956,615	(1,425,982)	Constr Docs	530,633	2,259	0.4%	367.2%	368.7%		
Total Multi-field/Multi-purpose Athletic Field Dev.			3,084,600	110,941	3,195,541	2,106,499	1,728,091	3,834,590	(365,511)		3,469,079	(273,538)	-8.6%	120.0%	110.5%		
Deferred Park Maintenance Replacements																	
UND	96-960	Play Structure Replacements at 11 sites	810,223	3,685	813,908	773,055	-	773,055	-	Complete	773,055	40,853	5.0%	95.0%	100.0%		
NW	96-720	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	-30.0%	130.0%	100.0%		
SW	96-721	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	2.3%	97.7%	100.0%		
SW	96-722	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	-273.1%	373.1%	100.0%		
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	91.0%	9.0%	100.0%		
NE	96-998	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	14.3%	85.7%	100.0%		
UND	96-999	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	-1.0%	101.0%	100.0%		
SW	96-946	Permeable Parking Lot at Aloha Swim Center	160,914	1,515	162,429	191,970	-	191,970	-	Complete	191,970	(29,541)	-18.2%	118.2%	100.0%		
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	3,248	164,162	512,435	-	512,435	-	Complete	512,435	(348,273)	-212.2%	312.2%	100.0%		
Sub-total Deferred Park Maintenance Replacements			1,451,515	10,474	1,461,989	1,832,474	-	1,832,474	-		1,832,474	(370,485)	-25.3%	1321.8%	900.0%		
UND		Authorized Use of Savings from Facility Expansion & Improvements Category	-	179,613	179,613	-	-	-	-	N/A	-	179,613	n/a	n/a	n/a		
UND		Authorized Use of Savings from Bond Issuance Administration Category	-	190,872	190,872	-	-	-	-	N/A	-	190,872	n/a	n/a	n/a		
Total Deferred Park Maintenance Replacements			1,451,515	380,959	1,832,474	1,832,474	-	1,832,474	-		1,832,474	-	0.0%	100.0%	100.0%		

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 10/31/16

Quadrant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	Percent of Variance	Cost Expended to Budget	Cost Expended to Total Cost
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget		
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
Facility Rehabilitation															
UND	95-931	Structural Upgrades at Several Facilities	317,950	(194,874)	123,076	112,126	984	113,110	-	Complete	113,110	9,966	8.1%	91.9%	100.0%
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	8,497	414,776	518,302	-	518,302	-	Complete	518,302	(103,526)	-25.0%	125.0%	100.0%
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	36,369	1,483,732	820,440	-	820,440	49,392	Bid Results	869,832	613,900	41.4%	55.3%	94.3%
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	18,177	646,264	539,331	13	539,344	-	Bid Results	539,344	106,920	16.5%	83.5%	100.0%
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	847	45,657	66,762	-	66,762	-	Complete	66,762	(21,105)	-46.2%	146.2%	100.0%
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	19,546	506,481	111,412	225,687	337,099	260,479	Bid Results	597,578	(91,097)	-18.0%	66.6%	56.4%
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	60.0%	40.0%	100.0%
NW	95-939-a	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	233,369	-	233,369	-	Complete	233,369	83,499	26.4%	73.6%	100.0%
NW	95-939-b	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	-	203,170	203,170	1,247	-	1,247	432,737	Bid Results	433,984	(230,814)	-113.6%	0.6%	0.3%
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	25.7%	74.3%	100.0%
NW	95-941	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	-0.3%	100.3%	100.0%
NW	95-942	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,137	118,643	75,686	-	75,686	-	Complete	75,686	42,957	36.2%	63.8%	100.0%
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	5,033	273,893	74,804	-	74,804	-	Complete	74,804	199,089	72.7%	27.3%	100.0%
SE	95-944	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	-27.1%	127.1%	100.0%
NW	95-945	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	-4.0%	104.0%	100.0%
NE	95-950	Sunset Swim Center Structural Upgrades	1,028,200	16,245	1,044,445	626,419	-	626,419	-	Complete	626,419	418,026	40.0%	60.0%	100.0%
NE	95-951	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	40.0%	60.0%	100.0%
UND	95-962	Auto Gas Meter Shut Off Valves at All Facilities	-	122	122	9,000	-	9,000	26,183	Construction	35,183	(35,061)	100.0%	0.0%	25.6%
Sub-total Facility Rehabilitation			6,227,732	129,198	6,356,930	3,951,222	226,684	4,177,906	768,791		4,946,697	1,410,233	22.2%	65.7%	84.5%
UND		Authorized use of savings for SW Quad Community Park & Athletic Fields		(1,300,000)	(1,300,000)	-	-	-	-	N/A	-	(1,300,000)	n/a	n/a	n/a
Total Facility Rehabilitation			6,227,732	(1,170,802)	5,056,930	3,951,222	226,684	4,177,906	768,791		4,946,697	110,233	2.2%	n/a	n/a
Facility Expansion and Improvements															
SE	95-952	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,039,367	-	2,039,367	-	Complete	2,039,367	(11,188)	-0.6%	100.6%	100.0%
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	85,351	5,534,811	5,435,930	-	5,435,930	-	Complete	5,435,930	98,881	1.8%	98.2%	100.0%
SW	95-954	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	-44.7%	144.7%	100.0%
NW	95-955	Aquatics Center ADA Dressing Rooms	133,666	1,083	134,749	180,540	-	180,540	-	Complete	180,540	(45,791)	-34.0%	134.0%	100.0%
NE	95-956	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	37.5%	62.5%	100.0%
Sub-total Facility Expansion and Improvements			8,218,478	117,557	8,336,035	8,156,422	-	8,156,422	-		8,156,422	179,613	2.2%	97.8%	100.0%
UND		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(179,613)	(179,613)	-	-	-	-	N/A	-	(179,613)	n/a	n/a	n/a
Total Facility Expansion and Improvements			8,218,478	(62,056)	8,156,422	8,156,422	-	8,156,422	-		8,156,422	-	0.0%	100.0%	100.0%
ADA/Access Improvements															
NW	95-957	HMT ADA Parking & other site improvement	735,163	19,544	754,707	1,019,772	-	1,019,772	-	Complete	1,019,772	(265,065)	-35.1%	135.1%	100.0%
UND	95-958	ADA Improvements - undesignated funds	116,184	2,712	118,896	72,245	-	72,245	-	Complete	72,245	46,651	39.2%	60.8%	100.0%
SW	95-730	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	18.1%	81.9%	100.0%
NW	95-731	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	-23.2%	123.2%	100.0%
NE	95-732	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	1.2%	98.8%	100.0%
NE	95-733	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	-86.8%	186.8%	100.0%
SE	95-734	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	100.0%	0.0%	0.0%
SW	95-735	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	30.9%	69.1%	100.0%
SW	95-736	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	46.2%	53.8%	100.0%
NE	95-737	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	4.3%	95.7%	100.0%
NW	95-738	ADA Improvements - Rock Crk Pwrlne Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	14.8%	85.2%	100.0%
NW	95-739	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	-35.5%	135.5%	100.0%
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	183	8,409	8,402	-	8,402	-	Complete	8,402	7	0.1%	99.9%	100.0%
NE	95-741	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	2.3%	97.7%	100.0%
SE	95-742	ADA Improvements - Wonderland Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	52.9%	47.1%	100.0%
Total ADA/Access Improvements			1,028,196	24,461	1,052,657	1,242,548	-	1,242,548	-		1,242,548	(189,890)	-18.0%	118.0%	100.0%
UND		Authorized Use of Savings from Bond Issuance Administration Category	-	189,890	189,890	-	-	-	-	N/A	-	189,890	100.0%	n/a	n/a
Total ADA/Access Improvements			1,028,196	214,351	1,242,547	1,242,548	-	1,242,548	-		1,242,548	-	100.0%	100.0%	100.0%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 10/31/16

Quad-rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
Community Center Land Acquisition															
UND	98-884-a	Community Center / Community Park (SW Quadrant) (Hulse/BSD/Engel)	5,000,000	105,974	5,105,974	1,654,847	-	1,654,847	-	Complete	1,654,847	3,451,127	67.6%	32.4%	100.0%
UND	98-884-b	Community Center / Community Park (SW Quadrant) (Wenzel/Wall)	-	-	-	2,351,777	-	2,351,777	-	Complete	2,351,777	(2,351,777)	-100.0%	n/a	100.0%
Sub-total Community Center Land Acquisition			5,000,000	105,974	5,105,974	4,006,624	-	4,006,624	-		4,006,624	1,099,350	21.5%	78.5%	100.0%
UND		Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	n/a	n/a	n/a
UND		Outside Funding from Metro Transferred to New Community Park Development	-	(208,251)	(208,251)	-	-	-	-	N/A	-	(208,251)	n/a	n/a	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(715,099)	(715,099)	-	-	-	-	N/A	-	(715,099)	n/a	n/a	n/a
Total Community Center Land Acquisition			5,000,000	(993,376)	4,006,624	4,006,624	-	4,006,624	-		4,006,624	-	0.0%	100.0%	100.0%
Bond Administration Costs															
ADM		Debt Issuance Costs	1,393,000	(539,654)	853,346	68,142	119,223	187,365	-	Complete	187,365	665,981	78.0%	22.0%	100.0%
ADM		Bond Accountant Personnel Costs	-	241,090	241,090	288,678	-	288,678	-	Complete	288,678	(47,588)	-19.7%	119.7%	100.0%
ADM		Deputy Director of Planning Personnel Costs	-	57,454	57,454	57,454	-	57,454	-	Complete	57,454	-	-100.0%	n/a	100.0%
ADM		Communications Support	-	50,000	50,000	12,675	-	12,675	37,325	Budget	50,000	-	0.0%	25.4%	25.4%
ADM		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	-30.7%	130.7%	100.0%
ADM		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	24.8%	75.2%	100.0%
ADM		Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	-52.6%	152.6%	100.0%
ADM		Additional Bond Proceeds	-	1,507,717	1,507,717	-	-	-	-	Budget	-	1,507,717	0.0%	0.0%	0.0%
Sub-total Bond Administration Costs			1,450,000	1,316,607	2,766,607	504,372	119,223	623,595	37,325		660,920	2,105,687	76.1%	22.5%	94.4%
UND		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(190,872)	(190,872)	-	-	-	-	N/A	-	(190,872)	n/a	n/a	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Development Category	-	(222,950)	(222,950)	-	-	-	-	N/A	-	(222,950)	n/a	n/a	n/a
UND		Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(1,400,000)	(1,400,000)	-	-	-	-	N/A	-	(1,400,000)	n/a	n/a	n/a
UND		Authorized Use of Savings for ADA/Access Improvements Category	-	(189,890)	(189,890)	-	-	-	-	N/A	-	(189,890)	n/a	n/a	n/a
Total Bond Administration Costs			1,450,000	(687,105)	762,895	504,372	119,223	623,595	37,325		660,920	101,975	13.4%	81.7%	94.4%
Grand Total			100,000,000	3,814,442	103,814,442	76,525,748	8,978,709	85,504,457	21,223,776		106,728,233	(2,913,791)	-2.8%	82.4%	80.1%

THPRD Bond Capital Program
Funds Reprogramming Analysis - Based on Category Transfer Eligibility
As of 10/31/16

		Category (Over)	Under Budget
Limited Reprogramming			
	Land: New Neighborhood Park	-	
	New Community Park	-	
	New Linear Park	-	
	New Community Center/Park	-	
		<hr/>	
		-	
		<hr/>	
	Nat Res: Restoration	-	
	Acquisition	-	
		<hr/>	
		-	
		<hr/>	
All Other			
	New Neighborhood Park Dev	-	
	Neighborhood Park Renov	(514,563)	
	New Community Park Dev	65,203	
	Community Park Renov	(2,164,043)	
	New Linear Parks and Trails	(239,058)	
	Athletic Field Development	(273,538)	
	Deferred Park Maint Replace	-	
	Facility Rehabilitation	110,233	
	ADA	-	
	Facility Expansion	-	
	Bond Admin Costs	101,975	
		<hr/>	
		(2,913,791)	
		<hr/>	
	Grand Total	(2,913,791)	
		<hr/> <hr/>	



MEMORANDUM

Date: December 5, 2016

To: Board of Directors

From: Keith Hobson, Director of Business and Facilities

Re: **System Development Charge Report for September, 2016**

The Board of Directors approved a resolution implementing the System Development Charge program on November 17, 1998. Below please find the various categories for SDC's, i.e., Single Family, Multiple Family and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through September 2016.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$6,450.00 with 1.6% discount = \$6,346.80
Multi-family	\$4,824.00 with 1.6% discount = \$4,746.82
Non-residential	\$167.00 with 1.6% discount = \$164.33

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,941	Single Family Units	\$8,884,181.95	\$231,579.75	\$9,051,998.50
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,922	Multi-family Units	\$4,807,654.81	\$117,379.96	\$4,925,034.77
0	Less Multi-family Credits	(\$7,957.55)	(\$229.36)	(\$8,186.91)
254	Non-residential	\$700,798.82	\$18,648.59	\$719,447.41
5,132		\$14,392,014.38	\$367,600.39	\$14,695,851.57

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
8,407	Single Family Units	\$29,690,081.76	\$686,726.35	\$30,376,808.11
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
2,922	Multi-family Units	\$8,130,837.47	\$193,602.06	\$8,324,439.53
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
151	Non-residential	\$1,231,078.50	\$25,350.17	\$1,256,428.67
11,156		\$38,381,125.51	\$884,929.95	\$39,266,055.46

<u>Recap by Agency</u>		<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
5,132	City of Beaverton	27.23%	\$14,392,014.38	\$367,600.39	\$14,695,851.57
11,156	Washington County	72.77%	\$38,381,125.51	\$884,929.95	\$39,266,055.46
16,288		100.00%	\$52,773,139.89	\$1,252,530.34	\$53,961,907.03

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,956	1,922	254	5,132
Washington County	<u>8,107</u>	<u>2,898</u>	<u>151</u>	<u>11,156</u>
	<u>11,063</u>	<u>4,820</u>	<u>405</u>	<u>16,288</u>

Total Receipts to Date **\$52,773,139.89**

Total Payments to Date

Refunds	(\$2,066,073.93)
Administrative Costs	(\$18.65)
Project Costs -- Development	(\$23,676,711.38)
<u>Project Costs -- Land Acquisition</u>	<u>(\$17,040,628.97)</u>
	<u>(\$42,783,432.93)</u>
	<u>\$9,989,706.96</u>

<u>Recap by Month, FY 2016/17</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2016	\$50,894,668.85	(\$40,992,117.90)	\$2,194,063.22	\$12,096,614.17
July	\$903,888.92	(\$17,397.40)	\$7,892.31	\$894,383.83
August	\$475,338.51	(\$199,060.21)	\$9,028.10	\$285,306.40
September	\$499,243.61	(\$1,574,857.42)	\$8,531.81	(\$1,067,082.00)
October	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$52,773,139.89</u>	<u>(\$42,783,432.93)</u>	<u>\$2,219,515.44</u>	<u>\$12,209,222.40</u>

<u>Recap by Month, by Unit</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Residential</u>	<u>Total Units</u>
through June 2016	10,907	4,819	401	16,127
July	49	0	2	51
August	53	0	2	55
September	55	0	0	55
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
	<u>11,064</u>	<u>4,819</u>	<u>405</u>	<u>16,288</u>

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

Fiscal impact of THPRD bond measure reduced

The Times

Almost eight years after voter approval, the Tualatin Hills Park & Recreation District's \$100 million bond measure has produced new and improved parks, trails, natural areas and upgraded recreational facilities for residents throughout the greater Beaverton area.

The district has also moved to take advantage of opportunities in the financial markets to reduce the fiscal impact of the bond measure on those same voters.

According to Keith Hobson, THPRD's director of Business & Facilities, the true cost of the \$100 million bond measure over the 20-year payback period was originally scheduled to be \$173 million. Through favorable bond sales and refinancing, the district has now reduced that liability to \$142 million — a \$31 million savings for taxpayers equivalent to 18 percent.

Those bond sales and refi-

ancing reduced the debt service on that amount by more than 8 percent.

When the bond measure was approved in November 2008, it was slated to cost property owners within the district 37 cents per \$1,000 of assessed valuation and scheduled to be paid over the course of 20 years. Now, the rate is 31 cents per \$1,000, and the term has been reduced to 18 years.

Hobson said the savings are attributable largely to continuing low interest rates and a favorable borrowing market. And the district's strong credit rating also has played a major role.

"As part of our refinance this month, we had a credit rating update," Hobson said. "Moody's reaffirmed our Aaa rating on general obligation bonds, which is the second highest rating possible," said Doug Menke, THPRD general manager. "It's a great story for district taxpayers, due not only to lower interest rates but also to the hard work of our staff

and the fiscal policy set by our board of directors."

Formed in 1955, THPRD is the largest special park district in Oregon, spanning 50 square miles and serving about 240,000 residents in the greater Beaverton area. The district provides year-round recreational opportunities for peo-

ple of all ages and abilities. Offerings include thousands of widely diverse classes, 95 park sites with active recreational amenities, nearly 70 miles of trails, eight swim centers, six recreation centers, and about 1,500 acres of natural areas.

For more information, visit thprd.org or call 503-645-6433.



CONTRIBUTED PHOTO

Newt Day takes place Saturday at the Tualatin Hills Nature Park.

THPRD asks its Saturday visitors 'What's 'newt?'

Find out Saturday at the annual Newt Day event at Tualatin Hills Nature Park

By **MANDY FEDER-SAWYER**
The Times

Tualatin Hills Park & Recreation District will host its annual homage to the newt from noon to 4 p.m. Saturday at Tualatin Hills Nature Center, 15655 S.W. Millikan Way.

This family-friendly event is designed to inspire exploration of nature during a season when it is often tempting to stay inside. Visitors of all ages are invited to walk the grounds in search of newts, rough-skinned amphibians that enjoy seasonally wet weather.

"Newts are happiest when it rains," said Karen Munday, environmental education program coordinator. "Rain or shine, we'll provide plenty to see and do. Visitors will learn what makes newts so special, why they love our winter weather, and which predator they fear most."

A self-guided adventure on five miles of trail at the Tualatin Hills Nature Park is bound to include encounters with newts and other creatures. Inside, at the Nature Center, attendees will learn

about the amazing adaptations of newts and other forest inhabitants at indoor exhibits and interactive activities hosted by THPRD nature experts.

Newt Day admission costs \$2 per person and admission is free for children 2 and younger.

The Tualatin Hills Nature Park is a 222-acre wildlife preserve in the heart of Beaverton that features evergreen and deciduous forests, creeks, wetlands, ponds and meadows. The park is home to a variety of birds, mammals and smaller creatures — such as newts. Its trails network includes 1.5 miles of paved pathways plus 3.5 miles of maintained soft-surface trails.

For more information, call the Tualatin Hills Nature Center at 503-629-6350.

Formed in 1955, THPRD is the largest special park district in Oregon, spanning 50 square miles and serving about 240,000 residents in the greater Beaverton area.

The district provides year-round recreational opportunities for people of all ages and abilities. Offerings include thousands of widely diverse classes, 95 park sites with active recreational amenities, nearly 70 miles of trails, eight swim centers, six recreation centers, and about 1,500 acres of natural areas. For more information, visit thprd.org or call 503-645-6433.

BSD signs agreement with THPRD

By **RAVLEEN KAUR**
The Times

After their school is rebuilt in two years, William Walker Elementary School students will have exclusive access to public park fields during the school day.

That's because, last month, the Beaverton School District amended its 2013 intergovernmental agreement with Tualatin Hills Park & Recreation District to reflect an alignment of construction schedules for two projects. As a part of the 2014 school bond, the district is rebuilding William Walker Elementary School during the 2018-2019 school year. During the same time period, THPRD is planning a major renovation of adjoining Cedar Hills Park.

The agreement will expand access to William Walker through the construction of a new signalized intersection at Southwest Huntington Avenue and an access drive between Cedar Hills Boulevard and the school site.

The district will manage the design and construction of the new features in conjunction with the school replacement project. The school district will pay for 76 percent of the costs of a traffic impact study, while THPRD will fund the rest and will also pay 100 percent of the costs for the new access drive.

The district and THPRD will also share parking assets between the two properties when special events dictate the need for additional parking spaces.

On Tuesday, the two parties celebrated the agreement with a signing ceremony at THPRD's main facilities.

"We are very excited to sign this agreement with a longtime partner. We're looking forward to the collaboration as we rebuild William Walker and create this new road and entrance," said district spokeswoman Maureen Wheeler.

Season of giving gears up

Holiday giving drive to assist those in need

By **MANDY FEDER-SAWYER**
The Times

Tualatin Hills Park & Recreation District employees will work with the Beaverton School District and other community partners to create a brighter holiday season for those in need in the Beaverton area.

THPRD will collect toys, clothing and other items for selected families and homeless children within its boundaries. The park district will also collect food for the Oregon Food Bank-Washington County Services and personal hygiene products for the Union Gospel Mission LifeChange Center for Women & Children, both located in Beaverton.

The public is invited to join employees and support both efforts at THPRD facilities throughout the area. Donations of nonperishable food and personal hygiene products will be accepted from Nov. 23 to Dec. 21.

As an incentive, THPRD will waive admission to any of its drop-in programs at participat-

Want to help?

Donations will be accepted at the following park district locations:

- Aloha Swim Center, 18650 S.W. Kinnaman Road
- Babette Horenstein Tennis Center, 15707 S.W. Walker Road
- Beaverton Swim Center, 12850 S.W. Third St.
- Cedar Hills Recreation Center, 11640 S.W. Park Way
- Conestoga Recreation & Aquatic Center, 9995 S.W. 125th Ave.
- Elsie Stuhr Center, 5550 S.W. Hall Blvd.
- Fanno Creek Service Center, 6220 S.W. 112th Ave.

ing recreation and aquatic centers during the extended Thanksgiving holiday weekend (Nov. 23-27) with a donation of one nonperishable food/hygiene item.

Examples of drop-in activities include open swim, lap swim, family swim, pickup basketball and volleyball, indoor track, cardio rooms and weight rooms.

From Nov. 23 through Dec. 17, each THPRD center and administrative facility will have a giving tree, wreath or garland with "snowflakes" that specify a variety of wish list items.

- Garden Home Recreation Center, 7475 S.W. Oleson Road
 - Harman Swim Center, 7300 S.W. Scholls Ferry Road
 - Sunset Swim Center, 13707 N.W. Science Park Drive
 - THPRD Administration Office, 15707 S.W. Walker Road
 - Tualatin Hills Athletic Center, 50 N.W. 158th Ave.
 - Tualatin Hills Nature Center, 15655 S.W. Millikan Way
- The drop-in fee waiver is not available at the Babette Horenstein Tennis Center, and no drop-in programs are offered at the Tualatin Hills Nature Center, THPRD Administration Office or Fanno Creek Service Centers.

Donors will be able to take a snowflake and return with a new, unwrapped gift. All gifts will be distributed to families that have been identified by the Beaverton School District.

"Many of our neighbors are hurting, and that pain just becomes more acute during the holiday season," said Doug Menke, THPRD's general manager. "We encourage everyone with the ability to give to make this time a little brighter for those in need."

For more information, visit thprd.org or call 503-645-6433.

Access for all

THPRD to hold public meeting to discuss future ADA improvements

By **MANDY FEDER-SAWYER**
The Times

Tualatin Hills Park & Recreation District has scheduled a public meeting from 2:30 to 4 p.m. Dec. 7 to discuss its proposed Americans with Disabilities Act transition plan.

The meeting will be held at THPRD's Beaverton Swim Center, 12850 S.W. Third St. The public is invited to learn about the plan, ask questions and make comments.

With assistance from consultant MIG, the park district has completed a detailed assessment of more than 200 park sites and facilities throughout its 50-square-mile service area.

The goal is to provide equal access to programs, services and activities in compliance with the federal Americans with Disabilities Act.

THPRD's ADA transition plan, based on the assessment, identifies barriers to access for people with disabilities and a timeline to remove those barriers. Some examples of improvements include accessible benches, pathway repaving and adjustments to play area features.

For more information, visit thprd.org or call 503-645-6433.

NOT JUST NEWTS

Hundreds of youth enjoy day of natural exploration, hands-on learning and fun

By **MANDY FEDER-SAWYER**
The Times

Slugs and snails slithered upward in a neck-in-neck race on Nov. 5 at Tualatin Hills Nature Center, while hundreds of children made predictions about a potential winner.

The annual Newt Day event brought together about 400 people for hands-on learning experiences and a chance to view some of the Northwest's natural surroundings.

Kiana Dye, 9, of Beaverton, an aspiring paleontologist, was excited to learn that there are some snails that are carnivorous.

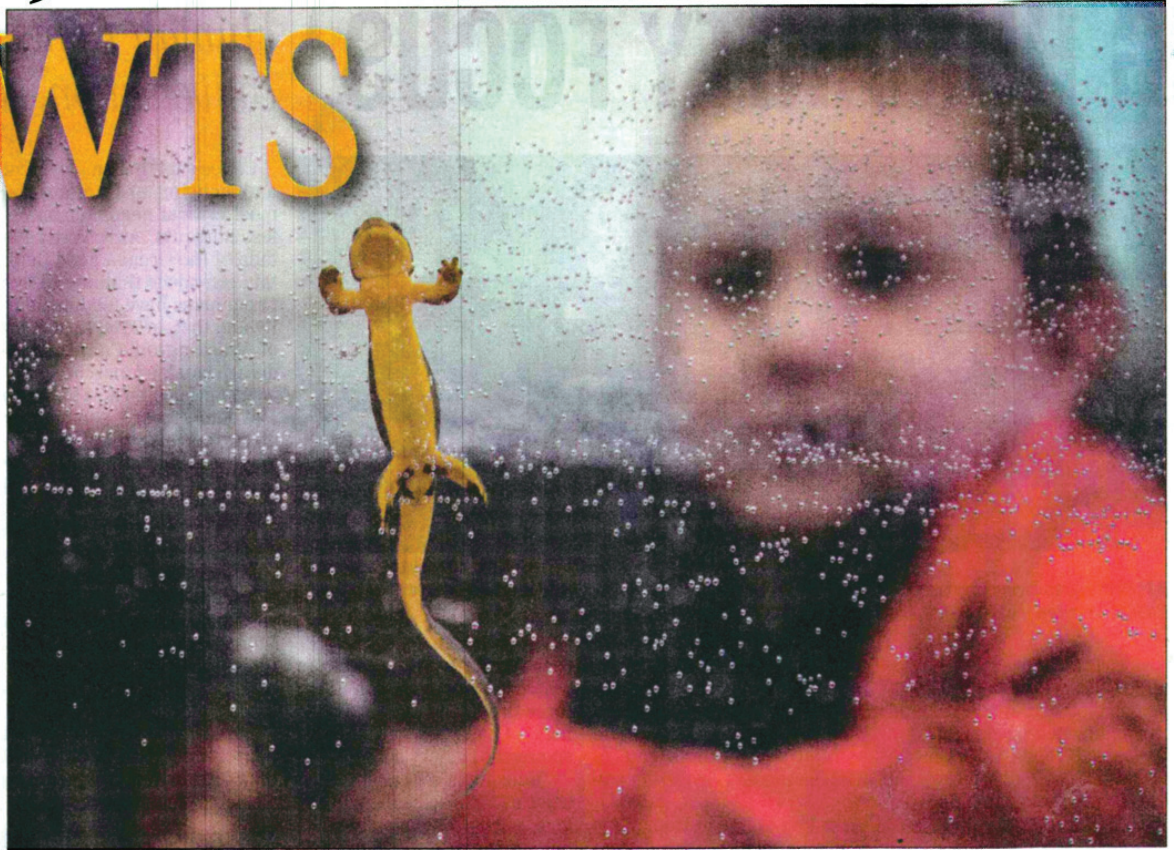
"There are fun crafts. I like seeing the snakes, newts and slugs and learning new things," Kiana said while she participated in a nature art project.

Tualatin Hills Park & Recreation District hosted its annual homage to the newt from noon until 4 p.m. Saturday.

Visitors of all ages were invited to walk the grounds in search of newts, rough-skinned amphibians that enjoy seasonally wet weather.

Visitors found newts along the trails at Tualatin Hills Nature Park, a 222-acre nature park and wildlife preserve at 15655 S.W. Millikan Way. The event also featured long-toed salamanders, frogs, snakes, snails, slugs and an ensatina — one of the lungless salamander species that breathe through their skin.

Ensatinas, Nature Center staffers shared, can grow to more than four inches in total length. They live in humid forests, woodlands and shrub



TIMES PHOTOS: JONATHAN HOUSE

CLOCKWISE FROM TOP: Connor Bastian uses a stopwatch to see how long a newt can swim underwater during Newt Day at the THPRD Nature Park. Alana Bellwood and her son Gilby Wright check out a swimming newt. Aaron and Rowan Whelchel try to find the camouflaged newt.

lands, and commonly use woody debris, such as logs, bark piles at the base of snags, stumps and woodpiles in residential areas for cover from weather and protection from predators.

August James VanValkenburg-Huff, 5, of Aloha, would like to be a scientist when he grows up.

"I liked looking at the newts and I saw a lot of bugs

in the pond water," August said.

He added that he "did get eaten by a snake," at the event, referring to one of the games that was offered.

The self-guided adventure on five miles of trail at the Nature Park included encounters with newts and other creatures. Inside, at the Nature Center, attendees learned about the adaptations

of newts and other forest inhabitants at indoor exhibits and interactive activities hosted by THPRD nature experts.

Ryan Conrad, 7, of Portland, brought his sketch book and said his favorite activity was "letter-boxing," a scavenger hunt that was set up along the trails.

Tualatin Hills Nature Park features evergreen and de-

ciduous forests, creeks, wetlands, ponds and meadows. The park is home to a variety of birds, mammals and smaller creatures — such as newts. Its trails network includes 1.5 miles of paved pathways and 3.5 miles of maintained soft-surface trails.

For more information, call the Tualatin Hills Nature Center at 503-629-6350 or 503-645-6433, or visit thprd.org.

Name that park

Public input sought in naming of new Aloha park

By **MANDY FEDER-SAWYER**
The Times

Aloha is getting a new park.

It has a home — adjacent to Mountain View Middle School at 17500 S.W. Farmington Road.

It has a plan for its construction and a completion — the 21.5-acre community park is slated to open in the fall of 2017.

Now it needs a name, and you can help.

Those who would like to propose a name for the new park can share them with Tualatin Hills Park & Recreation District.

In partnership with the Beaverton School District, the park will feature side-by-side synthetic turf fields, a Champions Too field for athletes of all abilities, and a natural grass baseball field with a multipurpose outfield.

Other amenities will include a 6,500-square-foot inclusive play area, tennis courts, a community garden, picnic shelters, a restroom and concession stand, pathways, an open lawn area and parking.

THPRD has been referring to the site as Southwest Quadrant Community Park, but that name is only temporary, and



Aloha's newest park, which will open adjacent to Mountain View Middle School next fall, needs a name and Tualatin Hills Park & Recreation District wants the public's help to do it.
SUBMITTED PHOTO

the park district has appointed an eight-member citizen committee to help determine the park's permanent name.

Heading the committee is Chet Orloff, director emeritus of the Oregon Historical Society and a naming expert who helped TriMet choose Tilikum Crossing as the name for Port-

land's newest bridge.

"In naming this new park in Aloha, the committee and THPRD board are looking for proposed names that will connect the park to the geography, history and culture of this part of Washington County," Orloff said. "We're looking for possible Indian names (of individu-

als, events, plants, or animals), the names of significant historical figures hereabouts, and other names that will identify the park with the region's nature or history."

Joining Orloff on the committee are: Ted Calouri, a former state legislator from the Beaverton area; Mike Dahl-

strom, Washington County's Community Engagement Program manager; Mark Harmon, executive director of the Washington County Museum; David Harrelson, acting cultural resources manager for the Confederated Tribes of the Grand Ronde; Matt Pedersen, principal at Mountain View Middle

School; Layton Rosencrance, a citizen volunteer serving on THPRD's Parks & Facilities Advisory Committee; and Aloha resident Chris Wegner.

The committee will collect naming ideas from the public and also contribute their own. Eventually, they will narrow the choices to three and submit them to the public for comment. In summer 2017, the THPRD Board of Directors will evaluate all input and decide on a name.

The park district has set up a web page dedicated to the park naming at thprd.org/connect/swqcp-name, where suggestions can be offered. The deadline for submissions is Jan. 15. In addition to soliciting naming ideas from individuals, the committee will invite suggestions from community groups in Aloha.

"This is a new initiative for us, involving the public in the naming of a park to an extent we've never tried before," said Doug Menke, THPRD's general manager. "It's another example of our efforts to increase community outreach and we're looking forward to seeing what the process yields."

For more information, visit thprd.org or call 503-645-6433.

Winter Registration

Begins Saturday, Dec. 10, at 8 am

Monday, Dec. 12, for those outside of THPRD boundaries

TO REGISTER:

Visit thprd.org/portal or call 503-439-9400

Mail or walk-in registrations accepted beginning Dec. 12.



thprd.org

THPRD brings new playsets, upgrades to McMillan Park

The Times

Residents of the Raleigh Hills area of Beaverton have some new reasons to visit McMillan Park.

Tualatin Hills Park & Recreation District has completed several improvements to the 3.67-acre site, located just south of Beaverton Hillsdale Highway at the intersection of Southwest Chestnut Place and Southwest Cypress Street.

The most notable upgrade is

new play equipment, which replaces a set that had been there since 1994. The new multicolored apparatus includes sitting and standup "whirlers," climbing bars and walls, and two slides — all designed for exercise and imaginative play.

In addition, a swing set dating to 1975 was replaced. All of the play equipment was installed in a new location closer to the park entrance, away from a wetland area.

Other improvements THPRD

made to the park include: resurfacing the tennis courts; installation of an ADA-compliant picnic table and bench with pad for universal, barrier-free access; upgrading the pathway with more than 200 linear feet of new asphalt; construction of an 80-foot split-rail fence to protect users of the playground from traffic along Chestnut Place; and creation of a long sitting wall along the back side of the playground for parents and children.



The new play structure at McMillan Park is one of the most obvious of the many recent upgrades that Tualatin Hills Park & Recreation District made at the Raleigh Hills site. COURTESY THPRD

THPRD's Holiday Giving Drive Is Underway, Will Benefit Children and Others in Need

by Bob Wayt

THPRD employees are once again working with the Beaverton School District and other community partners to create a brighter holiday season for those in need in the Beaverton area.

THPRD is collecting toys, clothing and other items for selected families and homeless children within its boundaries. The park district is also collecting food for the Oregon Food Bank-Washington County Services and personal hygiene products for the Union Gospel Mission LifeChange Center for Women & Children, both located in Beaverton.

The public is invited to join employees and support both efforts at THPRD facilities throughout the Beaverton area. Donations of non-perishable food

and personal hygiene products will be accepted through Dec. 21.

Through Dec. 17, each THPRD center and administrative facility will have a giving tree, wreath or garland with "snowflakes" that specify a variety of wish list items.

Donors are able to take a snowflake and return with a new, unwrapped gift. All gifts are to be distributed to families that have been identified by the Beaverton School District.

"Many of our neighbors are hurting, and that pain just becomes more acute during the holiday season," said Doug Menke, THPRD general manager. "We encourage everyone with the ability to give to make this time a little brighter for those in need."

Donations are now being accepted at the following park district locations:

- Aloha Swim Center: 18650 SW Kinnaman Road, Aloha



- Babette Horenstein Tennis Center: 15707 SW Walker Road, Beaverton
- Beaverton Swim Center: 12850 SW Third Street, Beaverton
- Cedar Hills Recreation Center: 11640 SW Park Way, Portland
- Conestoga Recreation & Aquatic Center: 9995 SW 125th Avenue, Beaverton
- Elsie Stuhr Center: 5550 SW Hall Blvd, Beaverton
- Fanno Creek Service Center, 6220 SW 112th Avenue, Beaverton

- Garden Home Recreation Center: 7475 SW Oleson Road, Portland
- Harman Swim Center: 7300 SW Scholls Ferry Road, Beaverton
- Sunset Swim Center: 13707 NW Science Park Drive, Portland
- THPRD Administration Office: 15707 SW Walker Road, Beaverton
- Tualatin Hills Athletic Center: 50 NW 158th Avenue, Beaverton
- Tualatin Hills Nature Center: 15655 SW Millikan Way, Beaverton

