



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

**Board of Directors Regular Meeting  
June 2, 2014  
6:00 p.m. Executive Session; 7:30 p.m. Regular Meeting  
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room  
15707 SW Walker Road, Beaverton**

**AGENDA**

1. Executive Session\*
  - A. Personnel
  - B. Legal
  - C. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Audience Time\*\*
5. Board Time
6. Consent Agenda\*\*\*
  - A. [Approve: Minutes of May 5, 2014 Regular Board Meeting](#)
  - B. [Approve: Monthly Bills](#)
  - C. [Approve: Monthly Financial Statement](#)
  - D. [Approve: Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2014/15](#)
  - E. [Approve: Resolution Appointing Parks Advisory Committee Member](#)
  - F. [Approve: Resolution Approving Recreational Trails Program Application](#)
  - G. [Award: Roger Tilbury Memorial Park Project](#)
  - H. [Award: HMT ADA Parking Improvements Project](#)
7. Unfinished Business
  - A. [Information: General Manager's Report](#)
8. New Business
  - A. [Review: Amending District Compiled Policies Chapter Five to Change Public Contract Rules to include Social Equity Contracting](#)
  - B. [Approve: Motion of Support for Proposed Amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea](#)
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:** May 23, 2014  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** Information Regarding the June 2, 2014 Board of Directors Meeting

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

Attached please find consent agenda items #6A-H for your review and approval.

- Action Requested:** **Approve Consent Agenda Items #6A-H as submitted:**
- A. [Approve: Minutes of May 5, 2014 Regular Board Meeting](#)
  - B. [Approve: Monthly Bills](#)
  - C. [Approve: Monthly Financial Statement](#)
  - D. [Approve: Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2014/15](#)
  - E. [Approve: Resolution Appointing Parks Advisory Committee Member](#)
  - F. [Approve: Resolution Approving Recreational Trails Program Application](#)
  - G. [Award: Roger Tilbury Memorial Park Project](#)
  - H. [Award: HMT ADA Parking Improvements Project](#)

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

- A. [General Manager's Report](#)

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

### **Agenda Item #8 – New Business**

- A. [Amending District Compiled Policies Chapter Five to Change Public Contract Rules to include Social Equity Contracting](#)

Attached please find a memo from Keith Hobson, director of Business & Facilities, regarding proposed changes to THPRD's Public Contract Rules contained in Chapter 5 of the District Compiled Policies. The proposed changes reflect ORS 200.090, which encourages public agencies to pursue a policy of providing opportunities to Minority, Women and Emerging Small Businesses. Keith will be at your meeting to provide an overview of the memo and answer any questions the board may have.

- Action Requested:** **No action is requested at this time. Based on the board of directors' review and discussion, the proposed Public Contract Rules changes will be brought back to the board of directors to conduct a public hearing at the August 11, 2014 regular board meeting.**

**B. [Consideration of Support for Proposed Amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea](#)**

Attached please find a memo from Hal Bergsma, director of Planning, regarding a proposal by West Hills Development Company that changes be considered to the North Bethany Subarea plan in two locations. Hal will be at your meeting to provide an overview of the memo and answer any questions the board may have.

**Action Requested: Board of directors support for adoption by Washington County of land use ordinances to amend the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea as proposed by West Hills Development on graphic representations dated May 16, 2014.**

**Other Packet Enclosures**

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



**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 at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, May 5, 2014. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

Present:

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

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

President, Joe Blowers, called Executive Session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection,
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive Session is held pursuant to ORS 192.660(2)(e)(h)&(f), which allows the Board to meet in Executive Session to discuss the aforementioned issues.

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

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

President, Joe Blowers, called the Regular Meeting to order at 7:00 p.m.

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

There was no action resulting from Executive Session.

**Agenda Item #4 – Audience Time**

Barbara Wilson, 12820 SW 20th Court, Beaverton, is before the Board of Directors this evening regarding the 2008 Bond Measure. She thanked the Board for approving the natural area land purchase from the Beaverton Nazarene Church with 2008 bond funds and described the abundant bird life that has been observed there. She reminded the Board that the 2008 Bond Measure was promoted to the public as primarily for the purchase of natural areas. She

referenced the 2008 voter's pamphlet for the election, noting that the first objective listed for the District's bond measure was natural area preservation through land acquisition and restoration. In addition, Barbara referenced the recent discussions regarding the usage of the Elsie Stuhr Center and stated that the 1975 Bond Measure that funded the Elsie Stuhr Center specifically stated that the funding was to be used for a senior center.

#### **Agenda Item #5 – Board Time**

Jerry Jones Jr. commented that his children are currently taking swimming lessons at Conestoga Recreation & Aquatic Center and that the staff there, in particular the lifeguards and instructors, do a wonderful job.

President, Joe Blowers, referenced the recent grand opening event for Vista Brook Park, noting that he was impressed by District staff's positive attitude amidst the inclement weather experienced during the event.

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

Larry Pelatt moved the Board of Directors approve Consent Agenda items (A) Minutes of April 14, 2014 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Westside Trail Roadway and Crossing Improvements Intergovernmental Agreement, (E) Resolution Acknowledging the Westside Trail Master Plan, (F) Joinder to Trust Agreement for Initial Membership with Special Districts Insurance Services Trust, (G) Ben Graf Greenway Trail Project, and (H) Cedar Mill Park Project. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

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

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

Doug Menke, General Manager, provided an overview of his General Manager's Report included within the Board of Directors information packet:

- Washington County Visitors Association Passport
- Board of Directors Meeting Schedule

Doug offered to answer any questions the Board may have.

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

#### **Agenda Item #8 – New Business**

##### **A. Non-resident Fees, and**

##### **B. Patron Discounts**

Doug Menke, General Manager, introduced Scott Brucker, Superintendent of Sports, and Sharon Hoffmeister, Superintendent of Aquatics, to provide an overview of the memos included within the Board of Directors information packet regarding the current policy discussions relating to the District's assessment of non-resident fees and patron discounts. With the adoption of the District's Comprehensive Plan Update in late 2013, the recommendation was made that the District evaluate certain policies and practices in order to either control costs or increase participation and cost recovery.

Scott described the review of the District's non-resident fee policy currently underway, noting that the desired outcome of this process will be the development of potential alternatives to ensure an

equitable fee structure for all users that could also increase non-resident participation. Scott described the public outreach that has occurred to-date regarding the non-resident fee policy, which has included two joint advisory committee meetings, as well as a survey requesting patron feedback. Scott noted that an internal project team has been reviewing the current non-resident policy and has focused on the following areas:

1. Options for assessments
  - a. Option A: A flat-rate assessment that provides the entire household with in-District pricing for all programs activities (current practice).
  - b. Option B: An additional 20-30% premium is charged, with no flat-rate assessment, for each program and/or activity.
  - c. Option C: Allow the non-resident patron to choose either Option A or Option B depending on their level of activity.
  - d. Assessment periods are also being evaluated: quarterly (currently 98% of assessments purchased), annually, or either.
2. Registration schedules
  - a. Being reviewed to determine if moving the non-resident registration date up would increase registration rates.
3. Impacts to District operations
  - a. Classes, camps, clinics, and workshops
  - b. Drop-in activities
  - c. Sports leagues
  - d. Affiliated users
  - e. Rentals

Scott offered to answer any questions the Board may have.

Larry Pelatt inquired whether it is possible to determine how many non-residents currently purchasing quarterly assessments end up purchasing all four quarters.

- ✓ Scott replied that although staff is unable to definitively answer this question, they did randomly choose a sampling of non-resident patrons in order to evaluate how many quarterly assessments a typical non-resident patron purchases. He described the complexity of the results in that the answers varied based on the types of assessments purchased (individual vs. family), the programs these patrons were interested in, and at which centers they typically participated.

Jerry Jones Jr. asked for additional information regarding the outreach to non-district residents notifying them that a survey is available.

- ✓ Scott replied that the surveys are being distributed via email, social media, as handouts at classes, and at the centers' front desks. He noted that social media has been the biggest attractor for respondents.

Jerry inquired whether the District has considered a social media sponsored ad so that the survey may reach those who have not "liked" the District's Facebook page. He expressed concern regarding whether the survey is reaching the intended non-resident audience, noting that it would be especially helpful to hear from non-residents who are currently not using District programs and what this group would be willing to pay in order to participate.

- ✓ Scott described that there has been a strong return in surveys from non-residents.

Jerry asked if there is a way to market to former non-resident patrons that no longer participate in District programs to inquire as to why they are no longer participating.

- ✓ Scott replied that although the information could be sorted to that level of detail, the follow-up would be done on an individual basis. As a percentage of use, the District has held steady at between 10-15% of registrations occurring from non-residents.
- ✓ Doug reiterated that the primary purpose of these policy discussions is about enhancing in-District usage. While the District does not want to significantly impact the revenue

being received from non-residents, the challenge is in finding a balance that also sufficiently motivates the non-resident patron to engage in programs, thereby enabling more opportunities for in-District residents via reducing the chances that the programs will not meet minimum enrollment requirements. As staff move forward in the development of a recommendation for the Board's consideration sometime this summer, it will likely acknowledge the need for flexibility in order to adjust and monitor, with the intent to provide the Board an update within a year or two of implementation. Doug reiterated that the goal in this policy change is not to displace in-District activity, but to enhance it.

Jerry expressed agreement with Doug's comments, noting that he and his family have experienced firsthand the disappointment of not being able to participate in a program due to low enrollment. He reiterated the need for the District to hear from non-residents who have registered for District programs before, but are no longer participating, and those who are near District boundaries, but have not yet participated with the District and what would motivate them to do so.

Bob Scott questioned whether the current options under consideration are still too rigid and whether consideration has been given to a lower premium percentage or even a flat rate.

- ✓ Scott described the research that was conducted in arriving at the 20-30% premium level, noting that this range was determined to be a point at which the District could still retain some level of similar non-resident funding as what is currently received. If the premium is assessed at a lower level, there could be a negative financial impact to the District for a number of years until non-resident participation increases to the point that it would make up the difference. Scott noted that there is still some modeling that needs to be completed as the recommendation becomes more defined and focused, and that the premium range noted is purely investigational.
- ✓ Jerry commented that he believes a premium of 20-30% is a good starting point and referenced some conversations he has had with non-residents that are paying much higher rates for private offerings, some as high as 50-70% above District rates.

Larry asked whether different fees for different sports or users (adult vs. child) have been considered.

- ✓ Scott replied that it has not, noting that the league fees are already set at the cost recovery level. He described how the fees are determined within the teams, including assessment fees to non-resident players, noting that there is some room for discussion in this area.

Larry elaborated that certain sports lend themselves to participation by different groups (age, economic strata, etc.) and provided softball and baseball as an example, noting that the participation figures for these particular sports have been in decline. He questioned whether a fee structure could be developed that might encourage some past participants to return. In addition, he questioned why it would matter if some of these teams' participants are non-residents as long as the desired cost recovery is met.

- ✓ Scott replied that this concept has been piloted for two years at this point and participation numbers for softball and baseball have stabilized. He described that the model that seems to be of most interest to the leagues is that of a flat fee for all players, but within that fee a percentage is built in to accommodate for the non-resident players.

President, Joe Blowers, opened the floor to public testimony.

Lianna Smith, 15140 SW Daphne Court, Beaverton, is before the Board of Directors this evening regarding the District's Non-resident Fee Policy. She described how the programs offered at the Elsie Stuhr Center are listed within the activities guide with an in-District program fee and a higher out-of-District program fee, along with the quarterly or annual assessments for non-residents. She theorized that this is the reason the Elsie Stuhr Center has low non-resident participation.

President, Joe Blowers, asked for clarification from District staff regarding this testimony.

- ✓ Doug replied that the testimony is accurate in that in-District senior residents are offered a discounted program fee. The class fees reflected in the activities guide for the Elsie Stuhr Center include one fee for in-District residents, which is the discounted fee, and a higher fee for non-residents, which is calculated at the 100% cost recovery rate. In addition, the non-resident would be expected to purchase a quarterly or annual assessment.
- ✓ Keith Hobson, Director of Business & Facilities, confirmed this, noting that all program fee discounts are offered to in-District residents only. The discrepancy is more prominently featured in the activities guide for the Elsie Stuhr Center as this is the only center that advertises the senior rates, although the senior discount is offered at all centers.
- ✓ Lianna provided an example of a non-resident patron paying over \$100 for a \$30 class at the Elsie Stuhr Center, once the quarterly assessment is taken into consideration, and that this price differential discourages non-resident participation.

Linda Brown, 7470 SW Kimberly Court, Beaverton, is before the Board of Directors this evening regarding the District's Non-resident Fee Policy. She expressed support for dissolution of the District's assessment fee. She reiterated Lianna's example regarding the steep discrepancy in class prices for an in-District versus non-resident senior when factoring in the assessment fee. In addition to encouraging non-resident participation, removing the assessment fee would assist in bringing the Silver Sneakers program to the District. She noted that an informal count taken in the Elsie Stuhr Center's fitness room on a recent morning noted that one-third of the patrons there also belonged to Silver Sneakers, but were paying to use the Elsie Stuhr Center in addition because the other fitness centers that offer Silver Sneakers do not offer senior programming. She described how once patrons are in the door, they are more likely to be persuaded to sign up for additional classes. In addition, a suggestion box has been added at the Elsie Stuhr Center asking what types of evening classes the patrons there would like to see offered.

Larry commented that he will likely be reluctant to remove the assessment fee altogether. He recalled the history behind the assessment fee, noting that in-District residents vocalized the inequity of a non-resident paying the same class fee. He noted that he does not want to remove the assessment fee or disguise it as something else, either.

- ✓ Linda replied that one of the options listed on the survey is increasing the class fees in lieu of having an assessment fee, which is the option she supports.

Larry described how the assessment fee should encourage greater participation overall in that the average cost per class is reduced with the more classes taken.

- ✓ Linda replied that the opposite is true for the non-resident patron interested in taking only one class and that sometimes it is necessary to entice a patron with a single class before they sign up for more.
- ✓ President, Joe Blowers, commented that he believes the non-residents would be surprised at how high the class fees would be if the assessment is removed and the fee is based on what it costs to run the program, plus a 20-30% premium. However, he also acknowledges that having an additional assessment fee on top of the 100% cost recovery class fee could also be discouraging.

Larry calculated that if a non-resident took multiple classes utilizing the 20-30% premium rather than the flat rate assessment, they could ultimately be paying more than the assessment.

- ✓ Bob agreed, but stated that he could also understand that a non-resident interested in taking only one class may desire to pay the 20-30% premium rather than the assessment.
- ✓ Jerry added that most of the non-resident households he has spoken with on this topic are more concerned with how they should be budgeting for these programs. They are reluctant to purchase a yearly assessment without knowing what programs will be offered in the future quarters.



Larry noted that the quarterly assessment would be an option for these families.

Linda suggested that it would be helpful for front desk staff to remind non-residents that their quarterly or annual assessments are applicable to as many classes as they desire to take in the allotted amount of time.

Doug reminded the Board that this discussion has many other facets than that of the Elsie Stuhr Center, noting that there is a large discrepancy when comparing the revenue at the Elsie Stuhr Center to that of some of the District's other recreation centers. The challenge is in finding a balance and simplicity in addressing this issue.

- ✓ Jerry expressed agreement that simplicity will be a key factor in successfully addressing this issue.

Sharon described the review of the District's patron discounts policy currently underway, noting that the current policy identifies accommodations for senior users and disabled patrons. Through the 2013 Comprehensive Plan Update, the following areas relative to patron discounts were identified for review:

- Raising the senior age
- Standardizing discount rates
- Reviewing the special needs discount
- Adding a military discount
- Considering different fees for peak hours versus non-peak hours

Sharon described the public outreach that has occurred to date regarding the patron discounts policy, which has included two joint advisory committee meetings, a survey of other agencies and their practices regarding discounts, as well as a survey requesting patron feedback. Sharon noted that an internal project team has been reviewing the current patron discount policy and has focused on the following areas:

1. Narrowing the senior discount age of eligibility, currently at 55.
2. Defining military discount eligibility
  - a. Active
  - b. Families of deployed military personnel
  - c. Veterans
  - d. Retired military personnel
  - e. National Guard or reserves
3. Discounts for patrons with special needs
  - a. Programs developed specifically for patrons with special needs are currently discounted.
  - b. Should the District offer a discount for individual drop-in activities or classes as well and how should that be defined?
4. Align the proposed recommended discounts with the District's cost recovery goals.
  - a. If the eligibility for discount is very broad-based, the level of discount needs to be reduced.

Sharon offered to answer any questions the Board may have.

Bob commented that both policy matters discussed this evening are important and that he looks forward to the recommendations this summer.

Larry thanked District staff for their work so far, noting that this effort is being driven by the District's desire for financial sustainability.

Jerry commented that he is happy that the District reached out to other agencies regarding their discount policies in order to learn from their experiences.

**C. Bethany Creek Falls Park Master Plan**

Steve Gulgren, Superintendent of Planning & Development, provided a brief overview of the memo included within the Board of Directors information packet requesting approval of the Bethany Creek Falls Park Master Plan, a project being developed by Polygon Northwest Company in partnership with the District for System Development Charge (SDC) credits. Steve provided an overview of the District's successful partnership with Polygon over the years on past projects and introduced Stacy Connery, planning manager at Pacific Community Design, the project consultant, to provide an overview of the proposed master plan.

Stacy provided a detailed overview of the components of the Bethany Creek Falls Park Master Plan via a PowerPoint presentation of the site plans contained within the Board of Directors information packet.

Steve provided an overview of the riparian corridor that runs through the site, noting that although the District will not be assuming ownership of the corridor, Polygon will be enhancing the area working with Clean Water Services.

- ✓ Doug commented that not only will the proposed trail enhance connectivity, but will also facilitate nice views of the wetlands.

Larry Pelatt and Bob Scott expressed support for the proposed master plan, noting that the proposed amenities will nicely complement the wetlands.

**Jerry Jones Jr. moved the Board of Directors approve the Bethany Creek Falls Master Plan. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #9 – Adjourn**

There being no further business, the meeting was adjourned at 7:55 p.m.

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Joe Blowers, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
281669	04/15/2014	Frank's Garage LLC	1,400.00
		<b>Advertising</b>	<b>\$ 1,400.00</b>
281503	04/04/2014	AKS Engineering & Forestry, LLC	7,198.00
281506	04/04/2014	BBL Architects	2,184.93
281599	04/08/2014	City of Beaverton	1,000.00
281803	04/25/2014	BBL Architects	2,484.00
281803	04/25/2014	BBL Architects	2,700.00
		<b>Bond - Capital Outlay - Facility Expansion &amp; Improvements</b>	<b>\$ 15,566.93</b>
281514	04/04/2014	Lawyers Title Insurance Corporation	1,000.00
281820	04/25/2014	Marx Associates	3,600.00
		<b>Bond - Capital Outlay - Land Acquisition</b>	<b>\$ 4,600.00</b>
281524	04/04/2014	Sere Ltd.	24,700.00
281647	04/14/2014	Native Ecosystems NW, LLC	1,320.00
281809	04/25/2014	Clean Water Services	1,283.84
		<b>Bond - Capital Outlay - Natural Resources Projects</b>	<b>\$ 27,303.84</b>
281646	04/14/2014	MacKay & Sposito, Inc.	2,730.00
281812	04/25/2014	David Evans & Associates, Inc.	30,897.76
		<b>Bond - Capital Outlay - New/Redeveloped Community Parks</b>	<b>\$ 33,627.76</b>
281502	04/04/2014	2.ink Studio	14,509.12
281517	04/04/2014	Native Ecosystems NW, LLC	6,389.90
281518	04/04/2014	Nevue Ngan Associates	16,059.74
281644	04/14/2014	GreenWorks, PC	5,402.00
281647	04/14/2014	Native Ecosystems NW, LLC	2,910.00
281648	04/14/2014	Paul Brothers, Inc.	7,500.00
281813	04/25/2014	GreenWorks, PC	3,624.75
281815	04/25/2014	J.D. Walsh & Associates, PS	1,708.32
281829	04/25/2014	Tualatin Valley Water District	19,024.00
281830	04/25/2014	Vigil-Agrimis, Inc.	1,749.50
281832	04/25/2014	Washington County	1,202.22
281867	04/30/2014	Brown Contracting, Inc.	28,810.91
		<b>Bond - Capital Outlay - New/Redeveloped Neighborhood Parks</b>	<b>\$ 108,890.46</b>
281515	04/04/2014	MacKay & Sposito, Inc.	3,316.93
281519	04/04/2014	Northwest Tree Specialists	2,150.00
281729	04/18/2014	PGE	8,396.67
281807	04/25/2014	Brown Contracting, Inc.	34,520.54
281812	04/25/2014	David Evans & Associates, Inc.	3,681.10
281821	04/25/2014	Oregon Corrections Enterprises	1,717.00
281822	04/25/2014	Pinnell Busch, Inc.	1,614.02
281833	04/25/2014	Western Wood Structures, Inc.	19,700.00
281868	04/30/2014	Colf Construction, LLC	239,518.20
		<b>Bond - Capital Outlay - Trails/Linear Parks</b>	<b>\$ 314,614.46</b>
281807	04/25/2014	Brown Contracting, Inc.	5,282.16
		<b>Bond - Retainage - West Side Trail</b>	<b>\$ 5,282.16</b>
281645	04/14/2014	Interior Technology, Inc.	10,420.00
		<b>Capital Outlay - Athletic Facility Replacement</b>	<b>\$ 10,420.00</b>

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
281478	04/02/2014	City of Beaverton	1,281.92
281806	04/25/2014	City of Beaverton	1,900.75
281823	04/25/2014	Reitmeier Mechanical	5,313.48
281826	04/25/2014	Scott Edwards Architecture LLP	3,286.30
		<b>Capital Outlay - Building Improvements</b>	<b>\$ 11,782.45</b>
281505	04/04/2014	Architectural Cost Consultants, LLC	1,723.25
281508	04/04/2014	Brandsen Hardwood Floors, Inc.	2,607.00
281521	04/04/2014	Pearsall Tile & Marble LLC	6,345.84
281638	04/14/2014	3J Consulting, Inc.	1,218.72
281641	04/14/2014	Christenson Electric, Inc.	1,587.08
281784	04/25/2014	Boiler & Combustion Service	2,285.00
281802	04/25/2014	Apollo Drain & Rooter Service, Inc.	6,497.00
281849	04/28/2014	Sustainable Flooring Solutions, Inc.	4,110.00
281871	04/30/2014	Pro Blinds & Shades	3,622.00
		<b>Capital Outlay - Building Replacements</b>	<b>\$ 29,995.89</b>
281805	04/25/2014	Beaverlake Nursery	5,127.50
281827	04/25/2014	Sea Reach Ltd.	4,575.00
		<b>Capital Outlay - Carryover Projects - Fanno Creek Trail Mgt.</b>	<b>\$ 9,702.50</b>
281520	04/04/2014	Oregon Corrections Enterprises	1,283.00
281814	04/25/2014	Impact Sign Co.	11,350.00
		<b>Capital Outlay - Carryover Projects - Signage Master Plan</b>	<b>\$ 12,633.00</b>
281516	04/04/2014	Meshor Supply Co.	1,224.50
281522	04/04/2014	Recreonics, Inc.	1,404.11
281677	04/15/2014	Life Fitness	2,662.30
281795	04/25/2014	Gibson, Inc.	1,761.80
		<b>Capital Outlay - Facility Challenge Grants</b>	<b>\$ 7,052.71</b>
281523	04/04/2014	SASE Company, Inc.	4,270.00
281601	04/08/2014	Susan Matson Wolfe	2,000.00
281816	04/25/2014	J.V. Donnerberg Real Estate Appraisal	2,500.00
		<b>Capital Outlay - Park &amp; Trail Improvements</b>	<b>\$ 8,770.00</b>
281509	04/04/2014	Buell Recreation LLC	1,881.55
		<b>Capital Outlay - Park &amp; Trail Replacements</b>	<b>\$ 1,881.55</b>
281638	04/14/2014	3J Consulting, Inc.	1,509.60
281872	04/30/2014	Washington County	1,299.80
		<b>Capital Outlay - SDC - Graf Meadow Park Trail Connection</b>	<b>\$ 2,809.40</b>
281498	04/04/2014	PGE	51,135.95
281656	04/15/2014	PGE	7,682.92
281760	04/25/2014	PGE	30,998.87
		<b>Electricity</b>	<b>\$ 89,817.74</b>
281694	04/15/2014	Standard Insurance Company	209,608.75
281771	04/25/2014	SDAO	47,713.13
281852	04/30/2014	Kaiser Foundation Health Plan	219,852.92
281853	04/30/2014	Moda Health Plan, Inc.	29,323.20
281858	04/30/2014	Standard Insurance Company	31,621.47
281863	04/30/2014	UNUM Life Insurance-LTC	1,285.00
		<b>Employee Benefits</b>	<b>\$ 539,404.47</b>

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
281689	04/15/2014	Aetna/ING Life Insurance and Annuity Company	8,874.96
281692	04/15/2014	PacificSource Administrators, Inc.	8,669.05
281695	04/15/2014	Standard Insurance Company	31,826.21
281697	04/15/2014	Standard Insurance Company	3,126.64
281850	04/30/2014	Aetna/ING Life Insurance and Annuity Company	8,874.96
281855	04/30/2014	PacificSource Administrators, Inc.	9,691.05
281857	04/30/2014	Standard Insurance Co.	13,303.19
281860	04/30/2014	Standard Insurance Company	3,126.64
281862	04/30/2014	THPRD - Employee Assn.	8,227.94
		<b>Employee Deductions</b>	<b>\$ 95,720.64</b>
281535	04/04/2014	Marc Nelson Oil Products, Inc.	2,325.49
281679	04/15/2014	Marc Nelson Oil Products, Inc.	2,997.25
281776	04/25/2014	Tualatin Valley Water District	4,038.46
		<b>Gas &amp; Oil (Vehicles)</b>	<b>\$ 9,361.20</b>
281497	04/04/2014	NW Natural	43,330.47
281759	04/25/2014	NW Natural	19,142.75
		<b>Heat</b>	<b>\$ 62,473.22</b>
281559	04/04/2014	Beaverton Volleyball Officials Association	4,598.00
281688	04/15/2014	Universal Whistles, LLC	2,268.00
		<b>Instructional Services</b>	<b>\$ 6,866.00</b>
281543	04/04/2014	Pacific Sports Turf, Inc.	2,400.00
281547	04/04/2014	RCO Steam Cleaning, Inc.	1,300.00
281569	04/04/2014	Engineered Control Products, Inc.	2,227.63
281791	04/25/2014	Engineered Control Products, Inc.	9,273.10
		<b>Maintenance Services</b>	<b>\$ 15,200.73</b>
281541	04/04/2014	ORCA Pacific, Inc.	1,122.55
281563	04/04/2014	Coastwide Laboratories	4,804.87
281570	04/04/2014	Ewing Irrigation Products, Inc.	2,082.17
281660	04/15/2014	Airgas Nor Pac, Inc.	1,853.65
281666	04/15/2014	Coastwide Laboratories	6,639.39
281682	04/15/2014	ORCA Pacific, Inc.	2,194.80
281779	04/25/2014	Airgas Nor Pac, Inc.	3,513.41
281792	04/25/2014	ePoly Star, Inc.	5,584.75
281793	04/25/2014	Fazio Brothers Sand & Gravel	4,197.56
		<b>Maintenance Supplies</b>	<b>\$ 31,993.15</b>
281772	04/25/2014	Signature Graphics	87,711.71
		<b>Printing &amp; Publication</b>	<b>\$ 87,711.71</b>
281573	04/04/2014	Frank's Garage LLC	5,000.00
281676	04/15/2014	Linda G. Laviolette	4,375.00
ACH	04/25/2014	Beery, Elsnor & Hammond, LLP	6,811.71
281773	04/25/2014	Smith Dawson & Andrews	3,000.00
281804	04/25/2014	BBL Architects	6,175.98
		<b>Professional Services</b>	<b>\$ 25,362.69</b>
281546	04/04/2014	Pepsi-Cola Company	1,002.80
281562	04/04/2014	Capital One Commercial	1,565.97
281571	04/04/2014	Exercise Equipment NW, Inc.	3,149.00
281575	04/04/2014	Frye's Action Athletics	7,830.22

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
281675	04/15/2014	It's Party Time Catering, Inc.	1,622.50
281765	04/25/2014	Pepsi-Cola Company	1,630.50
281778	04/25/2014	Action Fitness Equipment Repair & Maintenance	1,018.03
281780	04/25/2014	American Red Cross Health & Safety Services	1,250.00
281798	04/25/2014	Life Fitness	1,215.83
281799	04/25/2014	Lone Mountain Sportswear	2,090.00
		<b>Program Supplies</b>	<b>\$ 22,374.85</b>
281834	04/28/2014	Debra Berg	1,160.00
		<b>Refund - District Credit Balance</b>	<b>\$ 1,160.00</b>
281545	04/04/2014	Tom & Ingrid Palm	2,000.00
		<b>Refund - Memorial Bench Cancellation</b>	<b>\$ 2,000.00</b>
281659	04/15/2014	Waste Management of Oregon	6,380.63
		<b>Refuse Services</b>	<b>\$ 6,380.63</b>
281507	04/04/2014	BBL Architects	5,336.78
		<b>Technical Services</b>	<b>\$ 5,336.78</b>
ACH	04/09/2014	Kylie Bayer-Fertterer	1,180.92
		<b>Technical Training</b>	<b>\$ 1,180.92</b>
281496	04/04/2014	Integra Telecom	4,306.38
281650	04/15/2014	AT&T Mobility	6,331.15
281757	04/25/2014	Integra Telecom	4,310.57
		<b>Telecommunications</b>	<b>\$ 14,948.10</b>
281686	04/15/2014	THP Foundation	1,166.55
		<b>THPF Reimbursed Concessions</b>	<b>\$ 1,166.55</b>
281493	04/04/2014	City of Beaverton	2,510.46
281499	04/04/2014	Tualatin Valley Water District	8,958.47
281651	04/15/2014	City of Beaverton	6,375.83
281754	04/25/2014	Clean Water Services	2,273.03
281762	04/25/2014	Tualatin Valley Water District	2,546.70
		<b>Water &amp; Sewer</b>	<b>\$ 22,664.49</b>
<b>Report Total:</b>			<b><u><u>1,647,456.98</u></u></b>

## Tualatin Hills Park & Recreation District



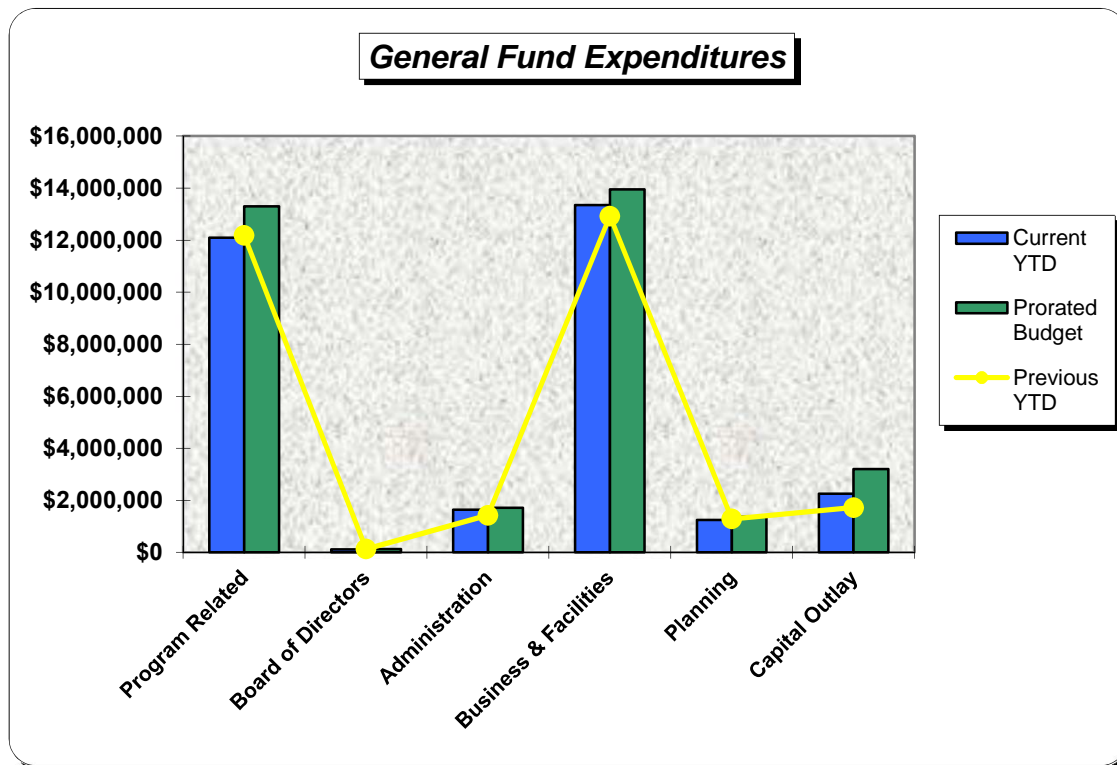
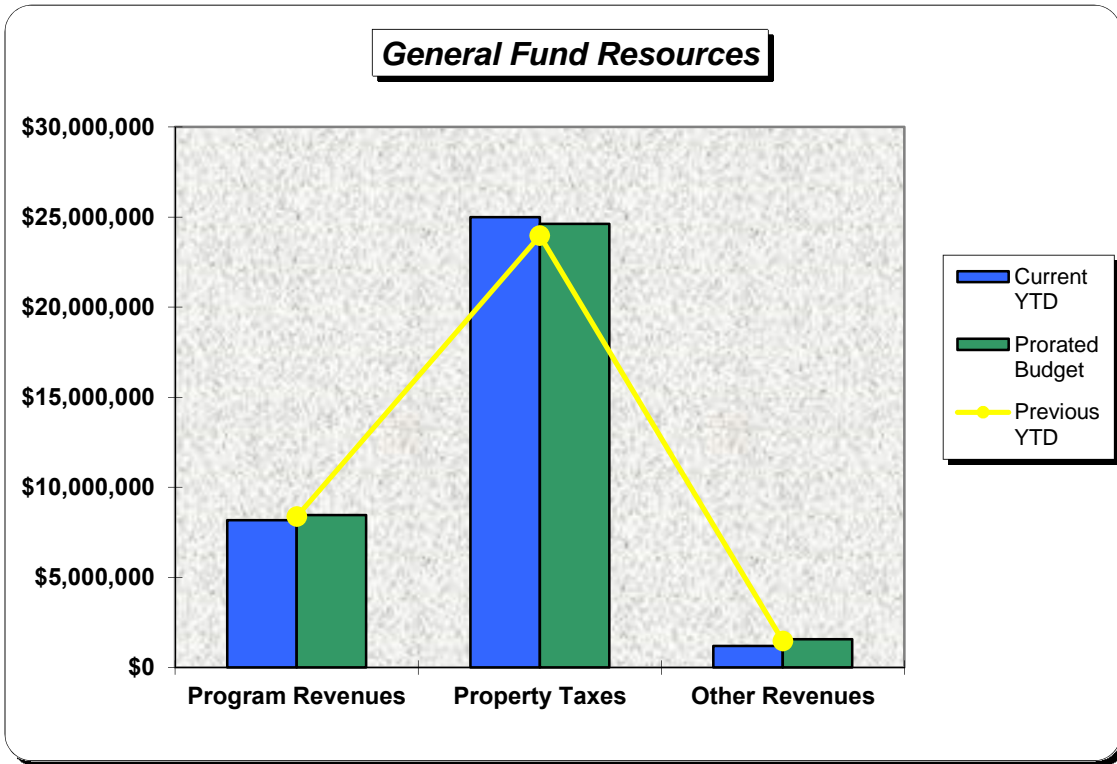
### General Fund Financial Summary April, 2014

	<b>Current Month</b>	<b>Year to Date</b>	<b>Prorated Budget</b>	<b>% YTD to Prorated Budget</b>	<b>Full Fiscal Year Budget</b>
<b>Program Resources:</b>					
Aquatic Centers	\$ 444,324	\$ 2,109,603	\$ 2,152,952	98.0%	\$ 2,523,977
Tennis Center	125,438	844,811	841,599	100.4%	938,238
Recreation Centers & Programs	784,343	3,878,853	4,268,651	90.9%	5,093,856
Sports Programs & Field Rentals	227,632	1,044,037	969,755	107.7%	1,171,202
Natural Resources	126,775	295,023	236,090	125.0%	290,394
<b>Total Program Resources</b>	<b>1,708,512</b>	<b>8,172,327</b>	<b>8,469,049</b>	<b>96.5%</b>	<b>10,017,667</b>
<b>Other Resources:</b>					
Property Taxes	71,092	25,003,335	24,617,842	101.6%	25,590,272
Interest Income	4,581	47,476	104,040	45.6%	120,000
Facility Rentals/Sponsorships	42,084	288,373	369,672	78.0%	422,000
Grants	200	221,861	221,861	100.0%	1,045,694
Miscellaneous Income	86,320	636,549	870,186	73.2%	1,002,518
<b>Total Other Resources</b>	<b>204,277</b>	<b>26,197,594</b>	<b>26,183,600</b>	<b>100.1%</b>	<b>28,180,484</b>
<b>Total Resources</b>	<b>\$ 1,912,789</b>	<b>\$ 34,369,921</b>	<b>\$34,652,649</b>	<b>99.2%</b>	<b>\$38,198,151</b>
<b>Program Related Expenditures:</b>					
Parks & Recreation Administration	48,667	510,167	586,600	87.0%	703,357
Aquatic Centers	299,240	3,086,965	3,316,980	93.1%	3,948,786
Tennis Center	81,923	830,890	865,602	96.0%	1,040,387
Recreation Centers	335,644	3,780,771	4,127,783	91.6%	4,908,184
Programs & Special Activities	113,351	1,345,320	1,636,279	82.2%	1,947,951
Athletic Center & Sports Programs	127,280	1,299,295	1,451,931	89.5%	1,747,209
Natural Resources & Trails	114,785	1,245,064	1,318,495	94.4%	1,664,766
<b>Total Program Related Expenditures</b>	<b>1,120,890</b>	<b>12,098,472</b>	<b>13,303,669</b>	<b>90.9%</b>	<b>15,960,640</b>
<b>General Government Expenditures:</b>					
Board of Directors	6,662	117,625	131,053	89.8%	2,301,620
Administration	251,614	1,636,352	1,714,637	95.4%	2,036,386
Business & Facilities	1,179,555	13,349,276	13,946,843	95.7%	16,987,628
Planning	119,318	1,248,476	1,372,776	90.9%	1,611,240
Capital Outlay	79,068	2,253,854	3,202,403	70.4%	4,934,365
<b>Total Other Expenditures:</b>	<b>1,636,217</b>	<b>18,605,583</b>	<b>20,367,712</b>	<b>91.3%</b>	<b>27,871,239</b>
<b>Total Expenditures</b>	<b>\$ 2,757,107</b>	<b>\$ 30,704,055</b>	<b>\$33,671,381</b>	<b>91.2%</b>	<b>\$43,831,879</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (844,318)</b>	<b>\$ 3,665,866</b>	<b>\$ 981,268</b>	<b>373.6%</b>	<b>\$ (5,633,728)</b>
<b>Beginning Cash on Hand</b>		<b>6,040,520</b>	<b>5,633,728</b>	<b>107.2%</b>	<b>5,633,728</b>
<b>Ending Cash on Hand</b>		<b>\$ 9,706,386</b>	<b>\$ 6,614,996</b>	<b>146.7%</b>	<b>\$ -</b>

# Tualatin Hills Park and Recreation District

## General Fund Financial Summary

April, 2014







## MEMO

**DATE:** May 15, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2014/15

### Introduction

The attached resolution authorizes the issuance of up to \$6,000,000 of short-term borrowing, in the form of Tax and Revenue Anticipation Notes (TRANs), to finance the district's operating cash flow during the 2014/15 fiscal year. This resolution will authorize the general manager or the director of Business & Facilities to negotiate and execute the sale of these notes at an interest rate established by the Authorized Officer. This resolution has been drafted by Mersereau and Shannon, the district's bond counsel.

### Background

Due to variations in cash flow, the district traditionally requires short-term borrowing at the beginning of the fiscal year to meet its operating needs. Traditionally, the district has utilized TRANs as the vehicle for short-term borrowing. Preliminary staff investigation has determined the interest rate of the TRANs will be approximately 1.0% to 2.0%.

### Action Requested

Board of directors approval of Resolution 2014-11 authorizing the issuance, sale, execution and delivery of Tax and Revenue Anticipation Notes in an amount not to exceed \$6,000,000, and related matters.

## RESOLUTION 2014-11

### **A RESOLUTION OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON AUTHORIZING THE ISSUANCE, SALE, EXECUTION AND DELIVERY OF TAX AND REVENUE ANTICIPATION NOTES, SERIES 2014, IN AN AMOUNT NOT TO EXCEED \$6,000,000, AND RELATED MATTERS.**

THE BOARD OF DIRECTORS OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON (the “**District**”), determines as follows:

#### **SECTION 1: FINDINGS**

The Board of the District finds:

1. The District has or will adopt a budget for the 2014-2015 fiscal year, providing for the collection of ad valorem property tax revenues and other revenues in an amount not less than \$7,500,000. Oregon law permits the issuance of tax and revenue anticipation notes in an amount which does not exceed 80% of the taxes or other revenues, except grant moneys, budgeted to be received during the period the tax and revenue anticipation notes are outstanding, so long as the tax and revenue anticipation notes mature no later than 13 months after the date of issuance. The District has or will certify a rate to the Assessor of Washington County, Oregon, in an amount that will produce not less than \$7,500,000 as ad valorem property taxes of the District for the 2014-2015 fiscal year.
2. The District has or will provide for the issuance of tax and revenue anticipation notes in its duly adopted budget for the 2014-2015 fiscal year.
3. It is in the best interest of the District to borrow money with the foregoing limitations, to meet current expenses by issuing its Tax and Revenue Anticipation Notes, Series 2014, as provided in this resolution.

#### **SECTION 2: NOTES AUTHORIZED**

For the above purposes, the District shall issue an aggregate principal amount of not to exceed \$6,000,000 Tax and Revenue Anticipation Notes, Series 2014 (the “**Notes**”) pursuant to ORS 287A.180. The Notes shall be dated with the date specified by the Authorized Officer, shall mature not later than 13 months after the date of issuance, and shall bear interest payable at maturity at a rate to be established by the Authorized Officer. The Notes may be issued as a single note, multiple notes or as a line of credit and shall be in denominations as specified in consultation with the purchaser of the Notes.

### **SECTION 3: OPTIONAL PREPAYMENT**

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

### **SECTION 4: PROVISION FOR PAYMENT OF NOTES AND SPECIAL ACCOUNT**

The District covenants to budget and appropriate sufficient funds for the payment of the Notes together with interest thereon to the date of maturity and payment of the Notes. The District shall establish a separate Special Account to which the District shall deposit, by 30 days prior to the maturity date of the Notes, ad valorem taxes or payment of revenues sufficient to pay the Notes on their maturity date. Investment earnings, after full funding of principal and interest in the Special Account may be transferred to the District's general fund. For fiscal year 2014-2015 the District shall appropriate as an interest expenditure, the interest due on the Notes on maturity.

### **SECTION 5: SECURITY**

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

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

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

### **SECTION 7: DEPOSIT OF PROCEEDS**

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

### **SECTION 8: FORM OF NOTES**

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

### **SECTION 9: EXECUTION**

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

## **SECTION 10: TAX COVENANTS**

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

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

## **SECTION 11: OTHER FEDERAL TAX MATTERS**

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

The Authorized Officer may enter into covenants on behalf of the District to protect the tax-exempt status of the Notes.

## **SECTION 12: AUTHORITY OF AUTHORIZED OFFICER**

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

ADOPTED by the Board of Directors of Tualatin Hills Park & Recreation District, Washington County, Oregon at a regular meeting this 2<sup>nd</sup> day of June, 2014.

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

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Joseph Blowers  
President/Director

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Bob Scott  
Secretary/Director

Attest:

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Jessica Collins  
Recording Secretary



## MEMO

**DATE:** May 21, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** **Resolution Appointing Parks Advisory Committee Member**

### **Introduction**

The Parks Advisory Committee requests board of directors' approval to reappoint one committee member.

### **Background**

At their May 13, 2014 meeting, the Parks Advisory Committee recommended that the board of directors reappoint Sue Rimkeit to the committee for a three-year term.

Please note that the respective applicant's application and Parks Advisory Committee's current roster are attached.

### **Action Requested**

Board of directors' approval of Resolution 2014-12, reappointing Sue Rimkeit to the Parks Advisory Committee.

**RESOLUTION 2014-12**  
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION REAPPOINTING  
TRAILS ADVISORY COMMITTEE MEMBERS**

**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 a three-year term; and

**WHEREAS**, the committee members have demonstrated their interest and knowledge in the committee's area of responsibility

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

The board of directors approves the reappointment of Sue Rimkeit to the Parks Advisory Committee.

Duly passed by the board of directors of the Tualatin Hills Park & Recreation District this 2<sup>nd</sup> day of June, 2014.

\_\_\_\_\_  
Joseph Blowers, Board President

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

ATTEST:

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



## TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

Name: Nancy Susanne "Sue" Rimkeit		Date: 5/12/2014	
Address:		City:	Zip:
Home Phone:	Cell:	Work Phone:	
Email:			

Advisory Committee you are applying for:  
(You must reside within the THPRD boundaries)

- Aquatics                       Historic Facilities                       Natural Resources                       Parks  
 Recreation                       Sports                       Stuhr Center                       Trails

- Please explain your interest in serving on the Advisory Committee:  
I would like to renew my term on the Parks Advisory Committee.
- How long have you lived in the community?  
8 years
- Have you or your family participated in any Center or other Recreation District activities?  Yes  No  
If yes, please explain in what you or your family participated in and where, when:  
What: I play Tennis and walk the various THPRD Parks.  
When: I do this throughout the year.  
Where: I am in VistaBrook Park almost daily.
- Have you served on other volunteer committees?  Yes  No  
If yes, please explain where, when, and what your responsibilities were:  
I served as a member of the Bond Oversight Committee.
- Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee:  
I have been serving on the Parks Advisory Committee. I realize it is advisory. I taught in Beaverton School District working with youth and adults. I served on the Lake Oswego Park District Board and their Adult Center Board. In my youth, I was camp counselor and assistant camp director.
- Term of Office preferred (please check one):  
 2-year term or  3-year term





**Tualatin Hills Park & Recreation District  
PARKS  
ADVISORY COMMITTEE ROSTER**

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**Last Updated: 4/22/14**

<i>Committee Member</i>	<i>Member Since</i>	<i>Term Expires</i>
Miles Glowacki Chair	June 2011	June 2015
Virginia Bruce	March 2012	April 2016
Greg Cody	February 2010	June 2016
Sue Rimkeit	June 2011	June 2014
<i>Ex-Officio Member</i>	<i>Representing</i>	<i>Term Expires</i>
Dave Chrisman	Staff THPRD	N/A
Mike Janin	Staff THPRD	N/A



## MEMO

**DATE:** May 21, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Willits, Deputy Director of Planning

**RE:** Resolution Approving Recreational Trails Program Grant Application

### Introduction

The Oregon Parks and Recreation Department is accepting applications for the 2014 Recreational Trails Program (RTP) grant program. A letter of intent is due by June 12, and an application is due by July 25. Staff are recommending that the district submit an application to help cover costs associated with improvements to the Waterhouse Trail at John Marty Park. Staff request the board of directors' approval and signature on Resolution No. 2014-13 so staff can apply for grant assistance.

### Background

The RTP grant program has approximately \$1.5 million available this current grant cycle. Match requirements for project sponsoring agencies is 20% and grant requests cannot exceed \$150,000. The RTP program provides funds for eligible non-motorized, motorized, and water trails. Grant proposals may include land acquisition, new trail development, rehabilitation of existing trails, or trail support facilities and amenities. Eligible rehabilitation projects include bringing existing trails into compliance with current trail standards and modifications to existing trails to improve safety and/or accessibility. Staff have identified the replacement of a narrow bridge and installation of four mid-block crossings along the Waterhouse Trail at John Marty Park as a strong candidate for RTP grant consideration.

### Proposal Request

Grant assistance is being sought to help cover costs associated with replacing a 5'-wide pedestrian bridge with a 12'-wide pedestrian bridge in order to match the existing 10'-wide trail and eliminate a "pinch-point" in the trail system. Grant funds would also be used to help cover costs associated with the installation of four local street crossings at NW Tucson Street, NW Charlais Street, NW Somerset Drive, and NW Paisley Drive that are needed to improve safety and accessibility for trail users. Estimated project costs include design/engineering, permitting, construction, staff project management time and a 10% contingency. This project would be completed by the end of the year 2015 with a successful grant request.

The total estimated cost for this project is \$189,000. Staff recommend submitting a small grant application for \$113,400, which is 60% of the total estimated project cost. Staff are proposing that the RTP grant amount of \$113,400 be initially funded from the FY 2014/15 General Fund. This amount would be reimbursed at the completion of the project. The district's financial responsibility is estimated at \$75,600, which is 40% of the total estimated project cost. The district's matching amount of \$75,600 would be funded from the FY 2014/15 System Development Charge Fund.

**Benefits of Proposal**

With a successful grant application, the district will receive funds to cover improvement project costs which will improve safety and accessibility for users of the Waterhouse Trail at John Marty Park.

**Potential Downside of Proposal**

There is no potential downside to this proposal.

**Maintenance Impact**

There is no anticipated impact to maintenance because this is an existing trail and bridge which is currently maintained by the district. Maintenance of the mid-block crossings would be the responsibility of Washington County as part of its right of way.

**Action Requested**

Board of directors' approval and signature of Resolution No. 2014-13 to apply for a 2014 Recreational Trails Program (RTP) grant for improvements to the Waterhouse Trail at John Marty Park.

**RESOLUTION NO. 2014-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TUALATIN HILLS PARK & RECREATION DISTRICT  
AUTHORIZING APPLICATION TO THE OREGON PARKS AND RECREATION  
DEPARTMENT FOR THE 2014 RECREATIONAL TRAILS GRANT PROGRAM FOR  
THE WATERHOUSE TRAIL IMPROVEMENTS AT JOHN MARTY PARK**

**WHEREAS**, federal funds are available through the Oregon Parks and Recreation Department for the Recreation Trails Grant Program for non-motorized trail projects; and

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) is a special service district that is eligible to receive said federal grant funds; and

**WHEREAS**, THPRD has identified improvements to the Waterhouse Trail at John Marty Park, including the replacement of a pedestrian bridge to meet regional trail standards and the installation of four mid-block crossings to improve trail user access and safety, as a high priority need in the district; and

**WHEREAS**, THPRD has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, THPRD will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

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

Section 1: The board of directors demonstrates its support for and authorizes staff to submit a grant application to the Oregon Park and Recreation Department for improvements to the Waterhouse Trail at John Marty Park.

Section 2: This Resolution shall be effective following its adoption by the board of directors.

Approved by the Tualatin Hills Park & Recreation District board of directors on the 2<sup>nd</sup> day of June 2014.

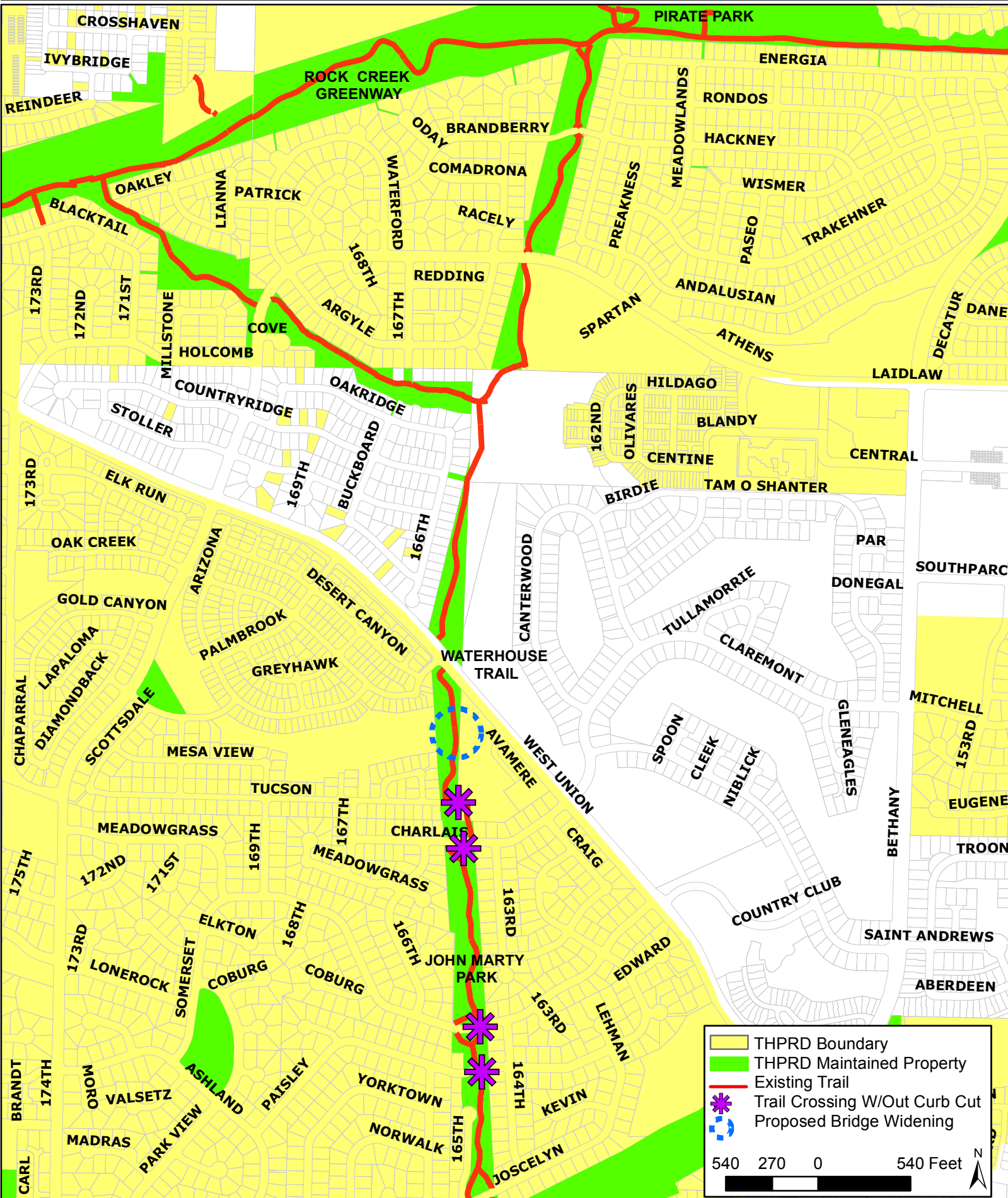
\_\_\_\_\_  
**Joe Blowers, President**






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

ATTEST:


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

# Waterhouse Trail Proposed Curb Cut Locations & Bridge Widening

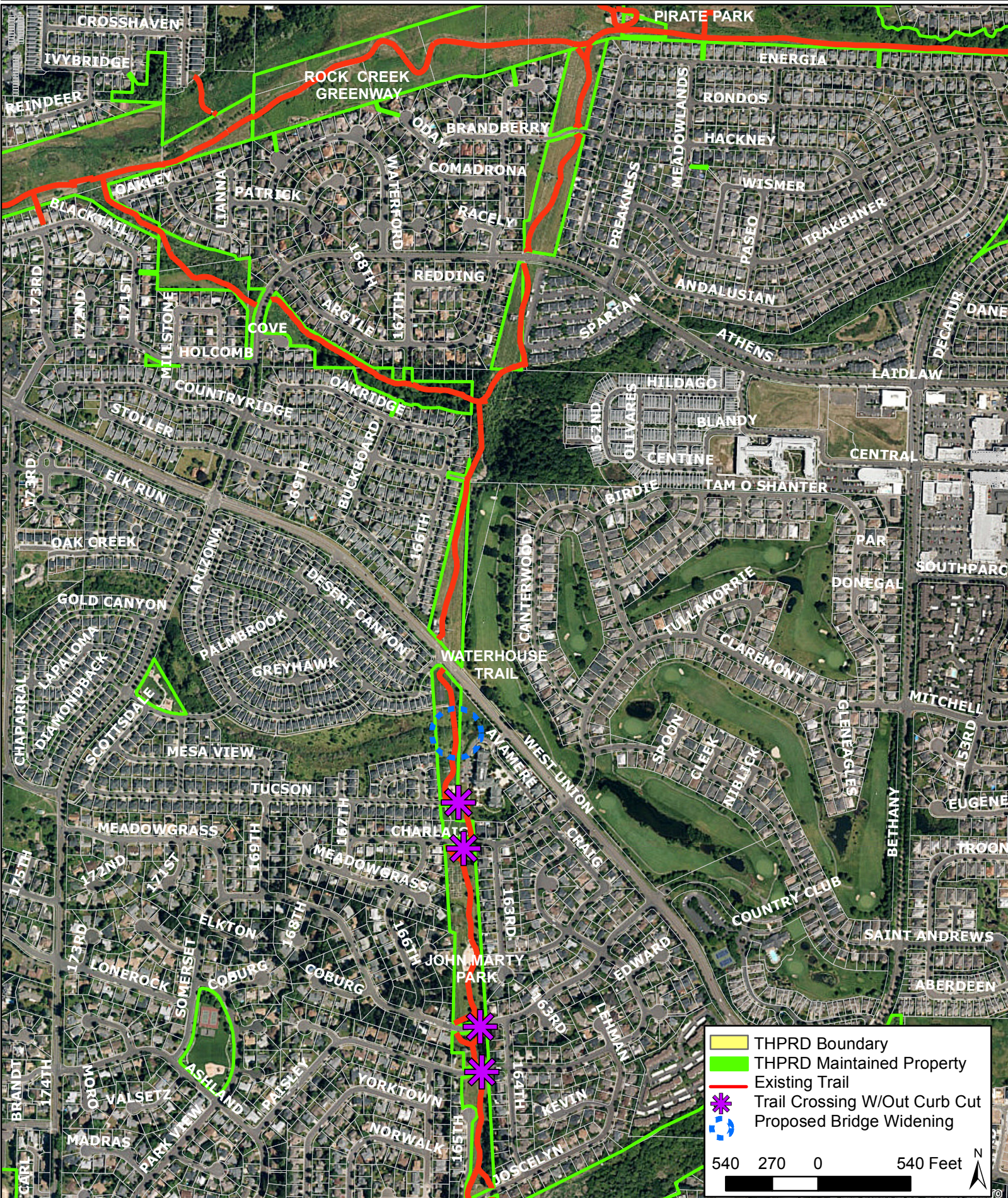







-  THPRD Boundary
-  THPRD Maintained Property
-  Existing Trail
-  Trail Crossing W/Out Curb Cut
-  Proposed Bridge Widening

540 270 0 540 Feet




# Waterhouse Trail Proposed Curb Cut Locations & Bridge Widening



	THPRD Boundary
	THPRD Maintained Property
	Existing Trail
	Trail Crossing W/Out Curb Cut
	Proposed Bridge Widening

540 270 0 540 Feet





## MEMO

**DATE:** May 22, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Willits, Deputy Director of Planning

**RE:** **Roger Tilbury Memorial Park Project**

### Introduction

Staff are seeking board of directors' approval of the lowest responsible bid for the construction of phase 1 of the Roger Tilbury Memorial Park project.

### Background

The project went out to bid on April 14, 2014, to qualified contractors for public projects. The construction estimate as determined by the consultant of record was \$511,000. In addition to the construction estimate, the project costs include district-purchased play equipment, tree demolition and natural area enhancement for the project. The total construction cost estimate including these items is \$594,081.

The bid opening was held on May 8, 2014, and the district received a total of three bids. The lowest responsible bid came from T Edge Construction, Inc., with a base bid of \$582,150. Bidders were asked to provide a cost estimate for installing four deductive bid alternates. T Edge Construction, Inc., quoted a cost of \$25,500 for a bobcat den and \$21,400 for an embankment slide installation. Staff has reviewed these two design alternates, and believes that while both are nice project extras, they can be removed from the project at this time. In doing so, the resulting effect would be an overall cost savings to the project of \$46,900.

The estimated total project cost at this point is the combined construction base bid and district-purchased project components of \$618,331, plus the remaining project soft cost expenses and contingency of \$319,193 which equals \$937,524. Based on the current estimated total project budget of \$786,164, there is a project overage between the project cost and the project budget of \$151,360. This cost estimate results in an overage in the total New Neighborhood Parks Development category, and as such, staff is recommending that funding from the Bond Issuance Administration Category be used to cover the overage. A breakdown of project costs is provided below.

### Roger Tilbury Memorial Park Budget Information

Budget Item	Current Project Cost
Construction	\$618,331  Includes: <ul style="list-style-type: none"> <li>• \$582,150 (<i>lowest responsible bid amount from T Edge Construction, Inc.</i>)                             <ul style="list-style-type: none"> <li>- \$25,500 (<i>alternate deduct of the bobcat den</i>)</li> <li>- \$21,400 (<i>alternate deduct of the embankment slide</i>)</li> <li>= \$535,250</li> </ul> </li> <li>• + \$83,081 (<i>THPRD-purchased items</i>)</li> </ul>
Contingency	\$65,409
Soft costs	\$253,784
Total project cost	\$937,524
Project budget variance (over) under	(\$151,360)

All permit documents have been submitted to Washington County and Clean Water Services. Staff are completing the final assurance requirements and expects the permits to be issued in late June, which will coincide with the beginning of construction. The construction phase of the project is scheduled for completion by the end of 2014.

#### **Proposal Request**

Staff are seeking board of directors' approval of the lowest responsible base bid, less the two deductive bid alternates, for a total cost of \$535,250 from T Edge Construction, Inc., for the construction of the Roger Tilbury Memorial Park project. The project cost estimate exceeds the total project budget by \$151,360. This project is the last in the New Neighborhood Parks Development category, and in keeping with district policy, additional funding must be secured from other source(s) prior to a bid award that would cause a category to exceed its overall budget. Therefore, staff is recommending that the overage amount for the category, currently estimated at \$251,308, be provided from the Bond Issuance Administration category. Staff are also requesting authorization for the general manager or his designee to execute the contract.

#### **Benefits of Proposal**

Approval of the lowest responsible bid will provide a significant upgrade to Roger Tilbury Memorial Park. The park improvements will include the removal of undesirable trails, while providing paved ADA access to selected improvements. Patrons will enjoy new site furnishings, traditional play equipment, designated play and educational-use spaces and a paved pathway connection between the NW Arborview Drive and NW 93<sup>rd</sup> Avenue neighborhoods. The park landscape will include plantings of trees and shrubs around the perimeter of the traditional play area as well as the plant enhancement of sensitive CWS buffer areas.

#### **Potential Downside of Proposal**

~~Because the overall cost of the project is greater than the project budget, which will require supplemental funding from the Bond Issuance Administration category is proposed for the board's consideration. another bond project that is under budget or funding from another bond project category. The determination of how to address the project overage can be made at a later date as other bond categories are completed.~~

#### **Action Requested**



Board of directors' approval of the following items:

1. Acceptance of the lowest responsible bid from T Edge Construction, Inc., for the amount of \$535,250; ~~and~~
2. Authorization for the general manager or his designee to execute the contract; and
- 2-3. Authorization to offset the budget cost overage in the New Neighborhood Park Development category by utilizing available funds in the Bond Issuance Administration category.

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

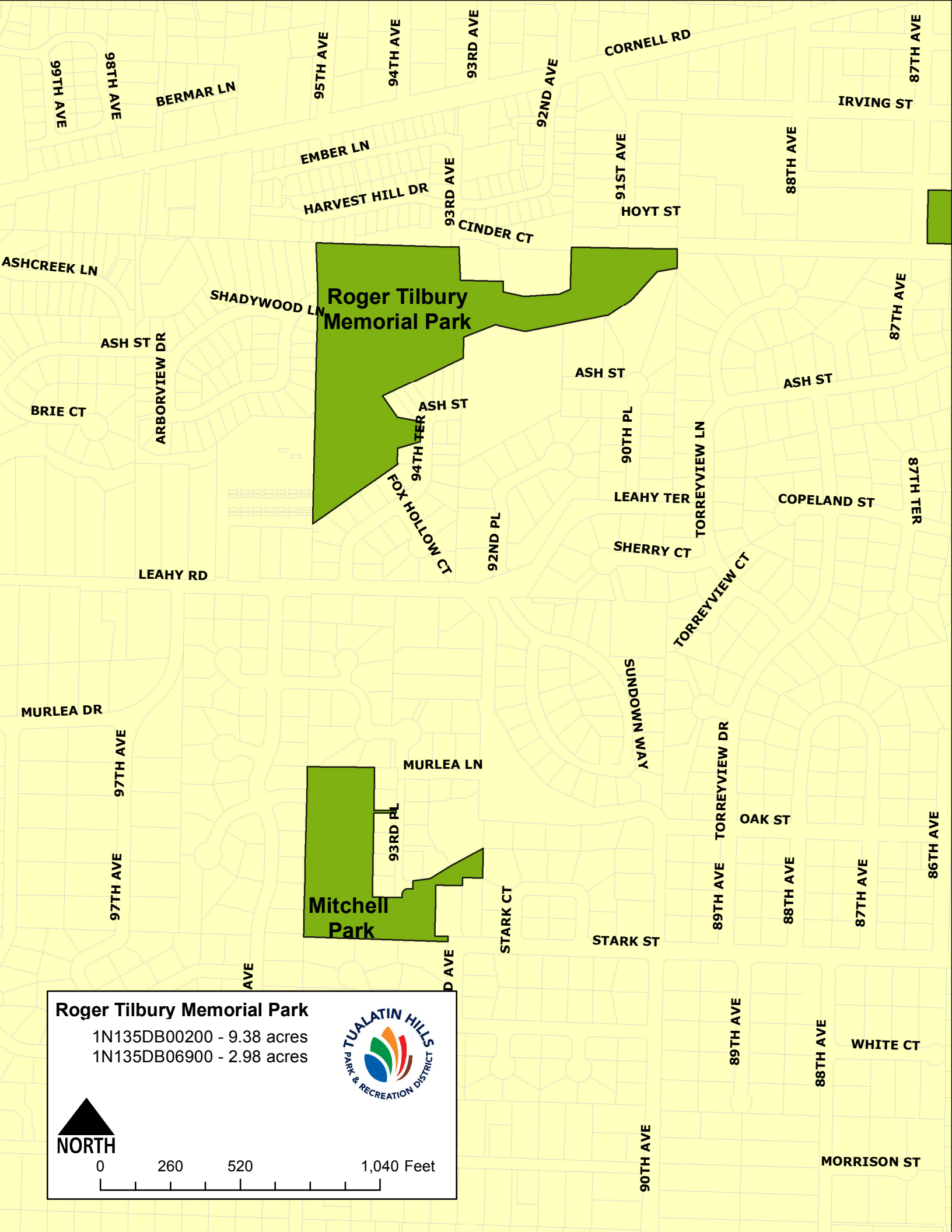
<b>Project:</b>	Roger Tilbury Memorial Park	
<b>Contractor:</b>	T Edge Construction, Inc.	
Contractor worked for THPRD previously: Yes		
Contractor references checked: Yes		
Contractor registered with appropriate boards: Yes		
<b>SCOPE OF WORK</b>		
<b>Location:</b>	965 NW 93 <sup>rd</sup> Avenue Portland, OR 97229	
<b>Description:</b>	Site preparation, earthwork, installation of temporary erosion control, paving, soft trails, walls, drainage system, play areas and play equipment, site furnishings, planting/seeding, and landscaping.	
<b>FUNDING</b>		
<b>Funds Budgeted and Estimated Costs</b>	<b>Amount</b>	<b>Page</b>
<b>Current total project budget:</b> Bond Capital Projects Report	\$786,164	
<b>Estimated project cost:</b> (expenditures, lowest contractor bid and district project expenses)	\$937,524	
<b>Project budget variance:</b> (over) under	(\$151,360)	

**BID PROPOSALS RECEIVED**

Low to High Bid	Contractor	Base Bid Amt.	Completed Bid forms
1	T Edge Construction, Inc.	\$582,150	Yes
2	Green Thumb Landscaping	\$647,307	Yes
3	P C R, Inc.	\$707,000	Yes

**PROJECTED PROJECT SCHEDULE**

Invitation to bidders	April 14, 2014
Mandatory pre-bid conference	April 23, 2014 at 1 pm
Sealed bids due and bid closing time	May 8, 2014 at 2 pm
Notice of intent to award distributed	May 14, 2014
Final bid review/memo to board	May 26, 2014
THPRD board meeting to approve bid	June 2, 2014
Start contract preparation	June 3, 2014
Notice to proceed (approx.)	June 16, 2014
Preconstruction site meeting (approx.)	June 19, 2014
Site mobilization (approx.)	June 23, 2014
Desired project duration	5 months



**Roger Tilbury Memorial Park**

**Mitchell Park**

**Roger Tilbury Memorial Park**

1N135DB00200 - 9.38 acres  
 1N135DB06900 - 2.98 acres



**NORTH**

0 260 520 1,040 Feet



HARVEST HILL DR

93RD AVE

HOYT ST

Roger Tilbury  
Memorial Park  
1N135DB00200

PHASE I

ARBORVIEW

Roger Tilbury  
Memorial Park  
1N135DB06900

PHASE II

ASH ST

94TH TER

90TH PL

FOX HOLLOW CT

LEAHY TER

92ND PL

SHERRY CT

LEAHY RD

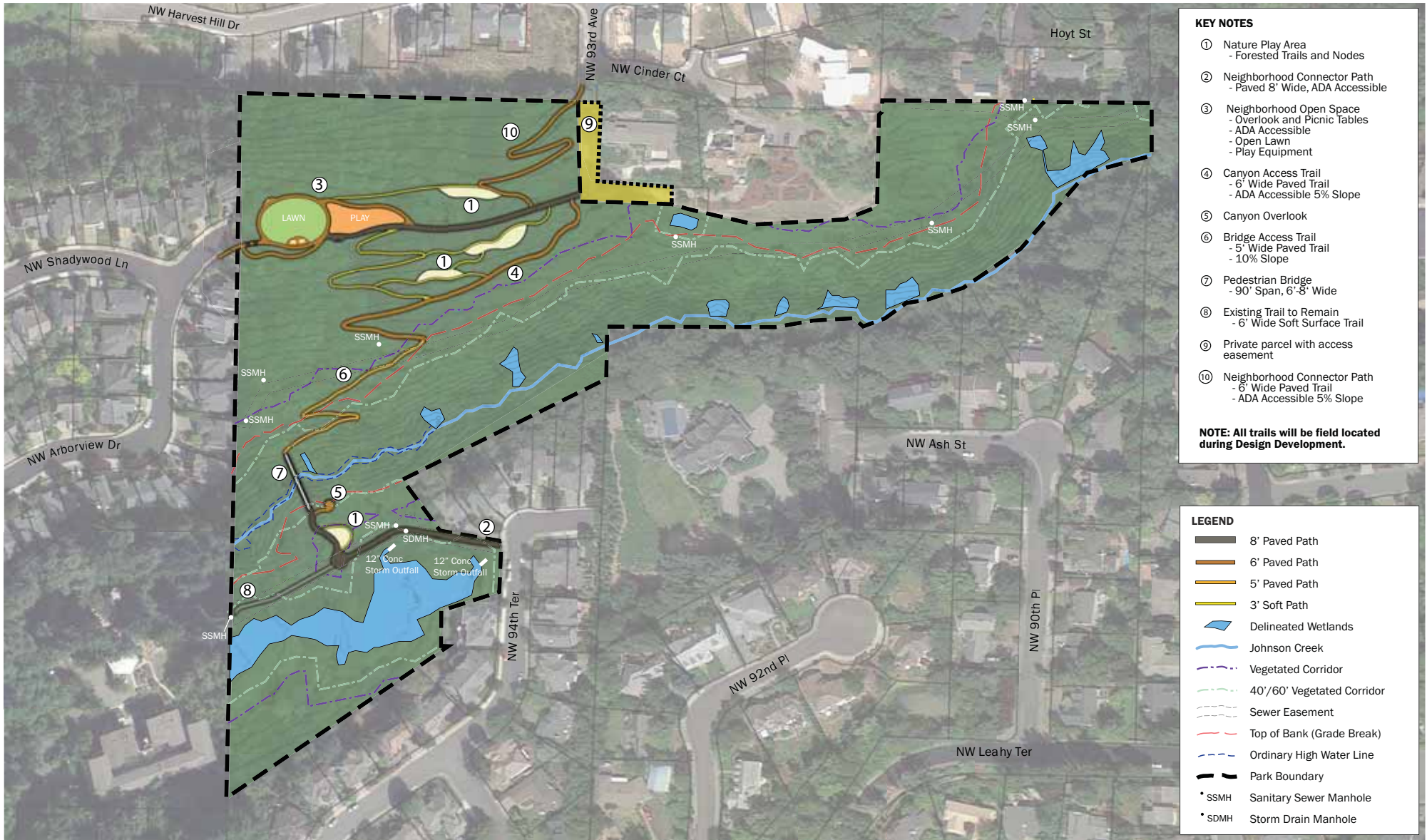
SUNDOWN WAY

**Roger Tilbury Memorial Park**

1N135DB00200 - 9.38 acres  
1N135DB06900 - 2.98 acres



0 112.5 225 450 Feet



- KEY NOTES**
- ① Nature Play Area  
- Forested Trails and Nodes
  - ② Neighborhood Connector Path  
- Paved 8' Wide, ADA Accessible
  - ③ Neighborhood Open Space  
- Overlook and Picnic Tables  
- ADA Accessible  
- Open Lawn  
- Play Equipment
  - ④ Canyon Access Trail  
- 6' Wide Paved Trail  
- ADA Accessible 5% Slope
  - ⑤ Canyon Overlook
  - ⑥ Bridge Access Trail  
- 5' Wide Paved Trail  
- 10% Slope
  - ⑦ Pedestrian Bridge  
- 90' Span, 6'-8' Wide
  - ⑧ Existing Trail to Remain  
- 6' Wide Soft Surface Trail
  - ⑨ Private parcel with access easement
  - ⑩ Neighborhood Connector Path  
- 6' Wide Paved Trail  
- ADA Accessible 5% Slope
- NOTE: All trails will be field located during Design Development.**

- LEGEND**
- 8" Paved Path
  - 6" Paved Path
  - 5" Paved Path
  - 3' Soft Path
  - Delineated Wetlands
  - Johnson Creek
  - Vegetated Corridor
  - 40'/60' Vegetated Corridor
  - Sewer Easement
  - Top of Bank (Grade Break)
  - Ordinary High Water Line
  - Park Boundary
  - SSMH Sanitary Sewer Manhole
  - SDMH Storm Drain Manhole

**ROGER TILBURY MEMORIAL PARK // APPROVED MASTER PLAN**



## MEMO

DATE: May 21, 2014  
 TO: Doug Menke, General Manager  
 FROM: Aisha Willits, Deputy Director of Planning

RE: **HMT ADA Parking Improvements Project**

### **Introduction**

Staff are seeking board of directors' approval of the lowest responsible bid for the construction of the HMT ADA parking improvements project.

### **Background**

The project went out to bid on April 4, 2014, to qualified contractors for public projects. The construction estimate as determined by an independent consultant was \$715,878. The bid opening was held on April 30, 2014, and the district received a total of three bids. The lowest responsible bid came from Paul Brothers, Inc., with a base bid of \$677,732. Staff have reviewed their bid and has determined that Paul Brothers, Inc., has submitted a responsive bid.

The estimated total project cost at this point is the combined construction base bid of \$677,732, plus the artwork allowance of \$6,777, the project soft costs and contingency of \$270,574, which equals \$955,083. Based on the current estimated total project cost of \$955,083, there is an overage between the project cost and the project budget of \$204,434. This cost estimate results in an overage in the total ADA/Access Improvements category, and as such, staff is recommending that funding from the Bond Issuance Administration category be used to cover the overage. A breakdown of the project costs is provided below.

### **HMT ADA Parking Improvements Budget Information**

<b>Budget Item</b>	<b>Current Project Cost</b>
Construction contract	\$677,732 <i>(lowest responsible bid amount from Paul Brothers, Inc.)</i>
Artwork allowance	\$6,777
Contingency	\$47,441
Soft costs	\$223,133
Estimated total project cost	\$955,083
Project budget variance (over) under	(204,434)

All permit documents have been submitted to the city of Beaverton. Staff expect the permits to be issued in early June, before the July 28 start of construction. The construction is scheduled for completion by the end of November 2014.

### **Proposal Request**

Staff are seeking board of directors' approval of the lowest responsible base bid for a total cost of \$677,732 from Paul Brothers, Inc., for the construction of the HMT ADA parking improvements project. The project cost estimate exceeds the total project budget by \$204,434. This project is the last in the ADA/Access Improvements category, and in keeping with district policy, additional funding must be secured from other source(s) prior to a bid award that would cause a category to exceed its overall budget. Therefore, staff is recommending that the overage amount, currently estimated at \$129,572, be provided from the Bond Issuance Administration category. Staff are also requesting authorization for the general manager or his designee to execute the contract.

### **Benefits of Proposal**

Approval of the lowest responsible bid will provide a significant upgrade to ADA parking and drop off areas in front of the Aquatic and Athletic centers. The project will also update the main entry for the Aquatic Center with new stairs, lighting and public artwork.

### **Potential Downside of Proposal**

The project is over budget and has been subject to scope of work reductions. The main reason the project is over budget is because of Clean Water Services' (CWS) requirements to treat 50% of all stormwater runoff on the HMT Complex that currently does not meet standards. This requirement applied to two of the four HMT tax lot properties. Since the overall project cost is greater than the project budget, supplemental funding from the Bond Issuance Administration category is proposed for the board's consideration, another bond project or category will be necessary to offset the project overage. The determination of how to address the project overage can be made at a later date as other bond categories are completed.

### **Action Requested**

Board of directors' approval of the following items:

1. Acceptance of the lowest responsible bid from Paul Brothers, Inc., for the amount of \$677,732; ~~and~~
2. Authorization for the general manager or his designee to execute the contract; ~~and~~
- ~~2-3.~~ Authorization to offset the cost overage in the ADA/Access Improvements category by utilizing available funds in the Bond Issuance Administration category.

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

<b>Project:</b>	HMT ADA Parking Improvements	
<b>Contractor:</b>	Paul Brothers Inc.	
Contractor worked for THPRD previously: Yes		
Contractor references checked: Yes		
Contractor registered with appropriate boards: Yes		
<b>SCOPE OF WORK</b>		
<b>Location:</b>	HMT Complex	
<b>Description:</b>	Site preparation, earthwork, temporary erosion control, asphalt paving, concrete retaining walls, ramp, sidewalks and stairs. Sub-drainage system, utilities, artwork, lighting, new ADA parking lot, new raised crosswalks, new cartridge storm water treatment manhole. New stormwater treatment swale, restore and install new vegetated corridor, irrigation and landscaping.	
<b>FUNDING</b>		
<b>Funds Budgeted and Estimated Costs</b>	<b>Amount</b>	<b>Page</b>
<b>Current total project budget:</b> bond capital projects report	\$750,649	
<b>Estimated project cost:</b> (expenditures, lowest contractor bid and district project purchases)	\$955,083	
<b>Project budget variance:</b> (over) under	(\$204,434)	

### BID PROPOSALS RECEIVED

Low to High Bid	Contractor	Base Bid Amt.	Completed Bid forms
1	Paul Brothers, Inc.	\$677,732	Yes
2	Subcom Excavation	\$716,000	Yes
3	Brown Contracting	\$748,800	Yes


### PROJECT SCHEDULE

Invitation to bidders - ad in DJC	April 4, 2014
Mandatory pre-bid conference	April 14, 2014 10 am HMT Complex
Sealed bids due and bid closing time	April 30, 2014 2 pm
Final bid review/memo to board	May 26, 2014
THPRD board meeting to approve notice of intent to award period starts.	June 2, 2014
Notice of intent to award - start contracts	June 9, 2014
Notice to proceed (approx.)	June 23, 2014
Preconstruction site meeting (approx.)	June 26, 2014
Site mobilization - soft construction start	June 26, 2014
Full construction start	July 28, 2014
Desired project duration	3 to 4 months



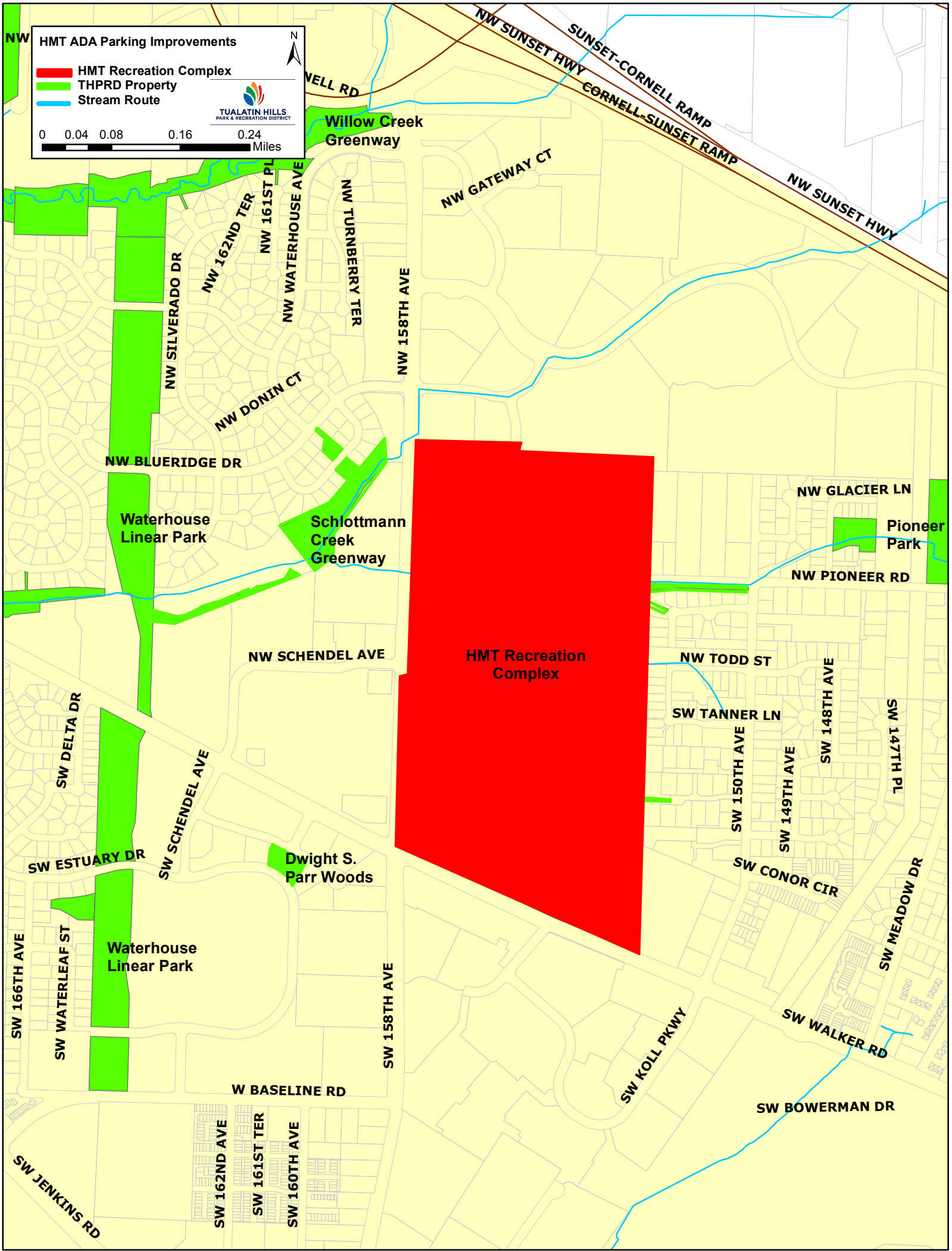
**HMT ADA Parking Improvements**

- █ HMT Recreation Complex
- █ THPRD Property
- █ Stream Route



TUALATIN HILLS  
PARK & RECREATION DISTRICT

0 0.04 0.08 0.16 0.24 Miles



# HMT ADA Parking Improvements

- ▬ HMT Recreation Complex
- ▬ THPRD Property
- ▬ Stream Route



0 0.02 0.04 0.08 0.12 Miles

NW 158TH AVE

NW BLUERIDGE DR

Schlottman  
Creek  
Greenway

NW PIONEER RD

NW SCHEDEL AVE

NW TODD ST

SW TANNER LN

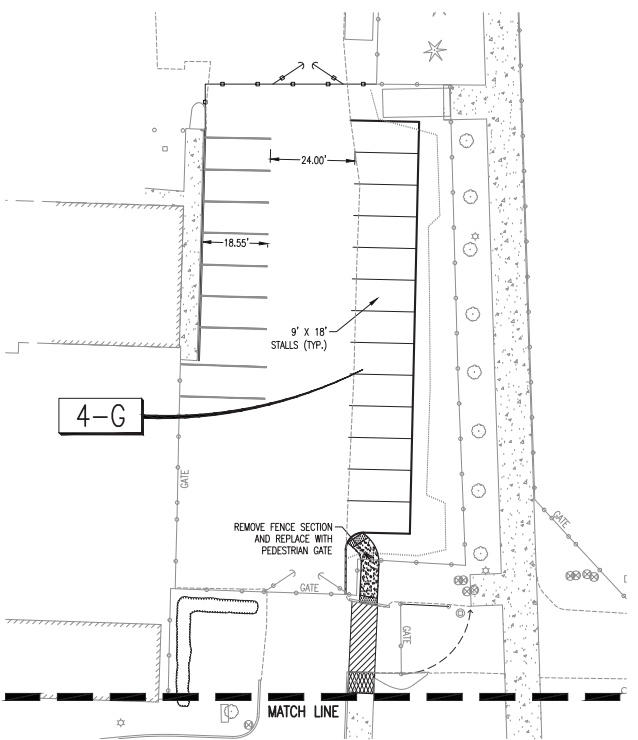
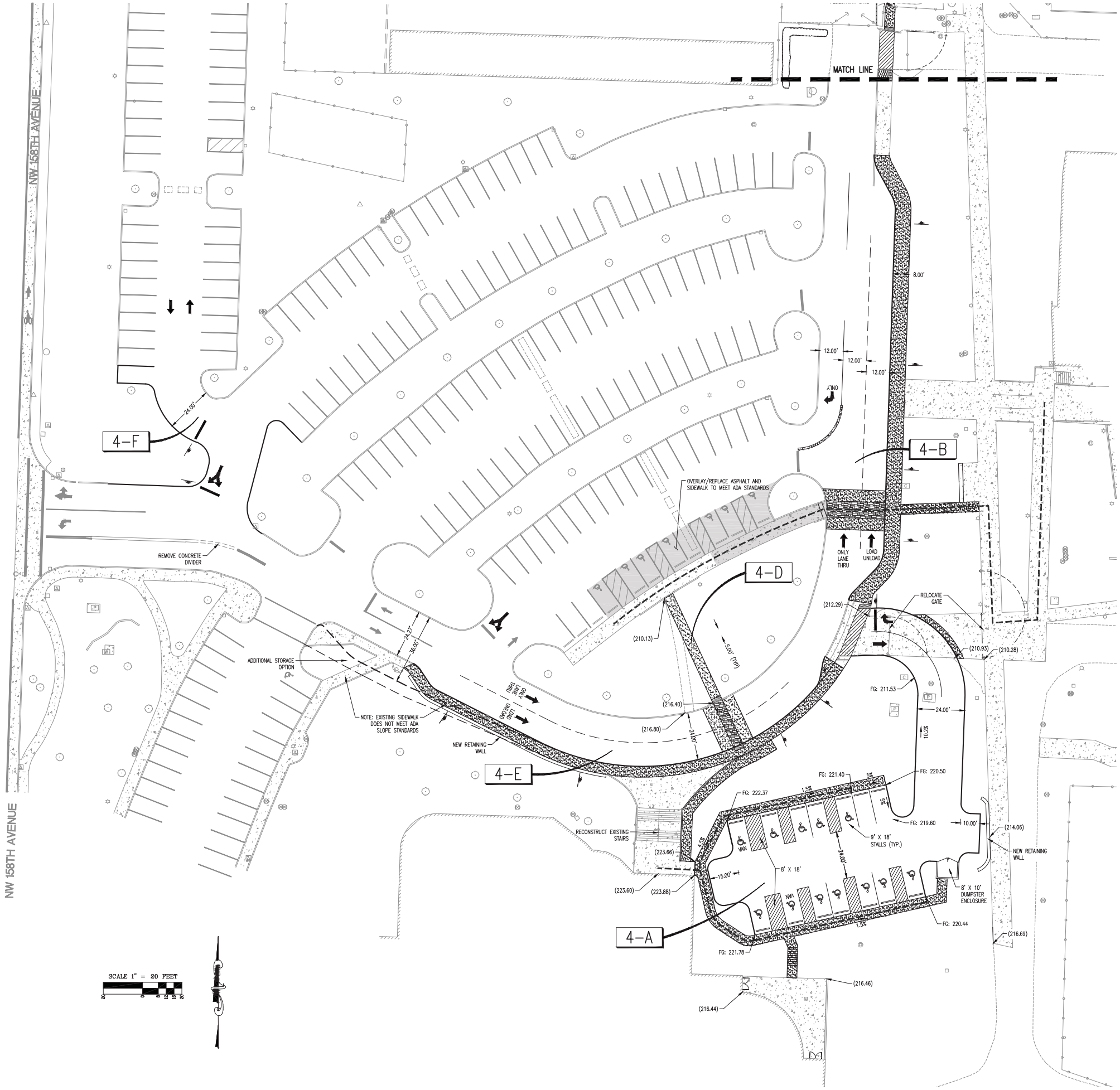
SW LANDON LN

SW TRENTON CT

SW 158TH AVE

SW WALKER RD

Dwight S. Parr  
Woods



**LEGEND**

- NEW CONCRETE
- RAISED CROSSWALK
- ADA ROUTE
- (XXX.XX) EXISTING ELEVATION

SCALE 1" = 20 FEET



# CONCEPT PLAN #4-B



PARKING LOT AND  
DROPOFF CONCEPT  
PLAN #4-B

TUALATIN HILLS PARK  
& RECREATION DISTRICT HMT-ADA  
PARKING LOT IMPROVEMENTS  
BEAVERTON  
OREGON  
WASHINGTON COUNTY TAX MAP



ENGINEERING - PLANNING  
SURVEYING - FORESTRY  
13910 SW CALBREATH DR.  
SHEPHERD, OR 97140  
PHONE: (503) 855-8799  
FAX: (503) 925-8869

DESIGNED BY: RKC  
DRAWN BY: RKC  
CHECKED BY: CEG  
DRAWING NO.: AS NOTED

PREPARED FOR:  
TUALATIN HILLS PARK &  
RECREATION DISTRICT  
6220 SW 112TH AVENUE  
BEAVERTON, OR 97008

DATE: 02/26/13

PRELIMINARY

JOB NUMBER  
3291  
SHEET  
4



## MEMO

**DATE:** May 23, 2014  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** General Manager's Report for June 2, 2014

### **Portland State University's Inclusive Outreach and Diversity Development Project**

Portland State University completed internal focus groups a few weeks ago. The team from PSU has spent the past few weeks coding and analyzing the data gathered from the internal groups. Currently we are in the middle of completing external focus groups. These will finish up in the next week or so. We will also send a questionnaire to community leaders of color to add to the data. PSU will code and analyze the data from the external groups and the questionnaire in the next two weeks. THPRD's internal team and the team at PSU will meet the morning of June 11 to hear a final update on the background research, program review, and internal and external focus groups. It is at that meeting we will begin discussing recommendations. PSU will have the final report to THPRD by June 30 with presentation to the board of directors anticipated for the late summer/early fall.

### **English as a Second Language Outreach**

The English as a Second Language program from Greenway Elementary School brought 34 Latino families to Conestoga Recreation & Aquatic Center on May 14. This project was initiated from teachers at Greenway. They have continually told families in their program about the offerings in the community for families and children but were met with resistance from parents who had never been to the center. The teachers met the families at Greenway School and walked them to Conestoga to demonstrate the close proximity of the facility. While there they were given information on registering in our system and programs. Staff utilized our intern from PCC as an interpreter who was able to easily describe our services. Six families registered that day and several more have come in during the week.

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

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

- June Budget Adoption Meeting – Monday, June 16, 2014
- July Regular Board Meeting – No Meeting Scheduled
- August Regular Board Meeting – Monday, August 11, 2014
- September Regular Board Meeting – Monday, September 22, 2014



## MEMO

**DATE:** May 23, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** **Amending District Compiled Policies Chapter Five to Change Public Contract Rules to include Social Equity Contracting**

### Introduction

Staff is requesting the board of directors review proposed changes to THPRD's Public Contract Rules contained in Chapter 5 of the District Compiled Policies (DCP). The proposed changes reflect ORS 200.090, which encourages public agencies to pursue a policy of providing opportunities to Minority, Women and Emerging Small Businesses (MWESB). Based on the board of directors' review and direction, staff will prepare an amendment to the policy, and schedule a public hearing on the changes at a future board meeting.

### Background

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

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

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

### Proposal Request

Staff has prepared changes to the Public Contract Rules within Chapter 5 of the DCP to reflect the following:

- Establishes solicitation requirements to advance equity in contracting for MWESB based on dollar thresholds and procurement category. (See proposed MWESB summary table).
- Implements a corporate responsibility evaluation criterion into the request for proposal evaluation process for A&E and Personal Services to include both MWESB and sustainability.

Staff will be available to respond to questions regarding the proposed changes. Based on the board of directors' direction, staff will prepare a final proposed amendment to THPRD's Public Contract Rules as contained in Chapter 5 of the DCP and schedule a public hearing for the August 11, 2014, regular board meeting to take testimony on the proposed changes.

**Benefits of Proposal**

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

**Potential Downside of Proposal**

There is no apparent downside to this proposal.

**Action Requested**

No action is requested at this time. Based on the board of directors' review and discussion, the proposed Public Contract Rules changes will be brought back to the board of directors to conduct a public hearing at the August 11, 2014 regular board meeting.

## Minority, Women and Emerging Small Businesses

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

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

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

Updated: May 15, 2014



# DISTRICT COMPILED POLICIES

## CHAPTER 5 – PUBLIC CONTRACTS & AGREEMENTS

### 5.01 Public Contracts Generally

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

### 5.02 Definitions

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

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

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

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

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

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

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

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

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## ***PERSONAL SERVICES,***

- (A) Includes those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include architects, engineers, surveyors, attorneys, accountants, auditors, agents of record, computer programmers, land acquisition specialists, property managers, artists, designers, performers and consultants. The Manager has authority to determine whether a particular service is a “personal service” under this definition.
- (B) Personal Services do not include contracts primarily for equipment, supplies or materials. For example, a contract to supply all hardware and standard software is not Personal Services, but a contract with a technology consultant to design or develop a new computer system is Personal Services.

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

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

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

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

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

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

## **5.03 Personal Services**

- (A) Exempt Personal Service Contracts. Exempt Personal Service contracts are defined by the LCRB, and are exempt from the public procurement procedures

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and may be executed by direct appointment. The following contracts are considered exempt by the District:

- (1) Contracts existing on July 11, 2005; and
  - (2) Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services.
- (B) Contracts for Certain Construction-related Personal Services. This section applies only to personal services meeting the following criteria:
- (1) A contract with an Estimated Fee that exceeds \$100,000; and
  - (2) The contract is for personal service that is legally required to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or an engineer to design a bridge. Because the law requires licensed professionals to design and engineer structures, District would rely on this subsection to hire someone to perform those services. However, if District were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under the Personal Services in this policy, as defined by ORS 279C.100, as “Related Services”.
  - (3) If either (A) or (B) above is not satisfied then District may rely on the Personal Services in this policy to solicit and award the contract. If the requirements of (1) and (2) are satisfied, then the provisions of OAR 137-048-0210 through OAR 137-048-0220 will be adhered to.
- (C) Direct Appointment (Under \$100,000). Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$100,000.
- (D) Informal Selection Process (\$100,000 – \$250,000).
- (1) The use of the informal selection procedures described in OAR 137-047-0270 will be used to obtain a contract if the estimated fee is expected to be \$100,000 or more and not to exceed \$250,000.
  - (2) The selection may be based on criteria including, but not limited to, each proposer's:
    - (a) Particular capability to perform the services required;
    - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
    - (c) Performance history;

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- (d) Approach and philosophy used in providing services;
  - (e) Fees or costs; and
  - (f) Geographic proximity to the project or the area where the services are to be performed.
- (3) Price may be considered, but need not be the determining factor. Proposals may also be solicited by using a written RFP, at the District's discretion.
- (E) Formal Selection Process (Over \$250,000). The use of the formal selection procedures described in OAR 137-047-0255 and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$250,000.

### 5.04 Delegation

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

### 5.05 Special Procurements and Exemptions

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

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

- (A) Public contracts under \$5,000 are not subject to competitive bidding requirements. The Manager will make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- (B) The District may amend a public contract awarded as a small procurement beyond the \$5,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum greater than \$6,000.

### 5.07 Intermediate Procurements

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

### 5.08 Electronic Advertising

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

### 5.09 Notice of intent to award certain contracts

- (A) At least seven days before the award of a public contract solicited under a traditional invitation to bid or RFP, the District will post or provide to each bidder or proposer notice of the District's intent to award a contract.
- (B) If stated in the solicitation document, the District may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the District's intent.
- (C) As an alternate, the District may provide written notice to each bidder or proposer of the District's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

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- (D) The District may give less than seven days notice of its intent to award a contract if the District determines in writing that seven days is impractical as allowed by ORS 279B.135.
- (E) This section does not apply to goods or services contracts awarded under the small procurements under the Local Rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.
- (F) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (G) A protest of the District's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

### 5.10 Methods for Awarding Contracts Using RFP Process

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

### 5.11 Emergency Contracts

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

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### 5.12 Disposal of Surplus Property

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

### 5.13 Prequalification

- (A) The District will allow prequalification for specifically the 2008 Bond trail projects valued at \$1 million or more.as authorized by ORS 279C.430 using forms approved by the Manager.
- (B) The Manager will determine qualifications based on the factors listed in ORS 279C.375(3)(b):
  - (1) The financial resources of the applicant, including insurance and bonding capacity, solvency and past payment history with employees, subcontractors and suppliers.
  - (2) The equipment and technology of the applicant available to perform the contract, including licensing and contract rights to use equipment and technology.

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- (4) The key personnel of applicant available to perform the contract, including their experience and capabilities as demonstrated by performance on comparable contracts.
  - (5) Holds current licensees that business or service professional operating in this state must hold in order to undertake or perform work specified in the contract.
  - (6) Completed previous contracts of a similar nature with a satisfactory records of performance, including planning, phasing, and scheduling; safety programs and records; compliance with local, state and federal laws relating to employment; dispute resolution; and references from owners, engineers and other contract agencies.
  - (7) Has a satisfactory record of integrity, and may consider, previous criminal convictions for offenses related to obtaining or subcontracting or in the connection with the bidders performance of a contract or subcontract.
- (C) The Manager will notify applicants of qualification or disqualification within 30 days of applications. Applicants may appeal disqualifications by filing a written notice of appeal with the Manager within three days of receipt of notice of disqualification. The District presumes receipt at the earliest of date of personal delivery, facsimile, actual oral or written notice, or three days after mailing of a notice of disqualification.
- (D) The Manager may debar a prospective bidder or proposer for the reasons listed in ORS 279C.375(3)(b). The Manager must provide written notice of such determination to the person or applicant and comply with the decision requirements of ORS 279C.375(4).

### 5.14 Appeals of Prequalification Decisions and Debarment Decisions

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

- (A) Notices must be submitted in writing to the Manager. Appeals filed after the filing period stated in ORS 279B.425 will not be considered.
- (B) Upon opening of the hearing, District staff will explain the decision being appealed and the justification thereof. The appellant will then be heard. Time for the appellant's testimony will be established by the President. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal will then be heard, subject to time limits established by the President.



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- (C) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District decision will be heard, with time limits set by the President. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the President will close the hearing.
- (D) When issued in writing according to the requirements of ORS 279B.425, the LCRB decision is final.

### 5.15 Concession Agreements

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

### 5.16 Purchases from Federal Catalogs

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

### 5.17 Intergovernmental Agreements

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

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### 5.18 Sustainable Purchasing

- (A) Purpose. To ensure that staff know what authority they have to make sustainable purchases that are not specified in normal purchasing guidelines by defining how and when to use the sustainable cost model while defining exceptions to the lowest cost criteria frequently applied to other purchases. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.06).
- (B) Policy. It shall be the policy of the Tualatin Hills Park & Recreation District (THPRD) to ensure that goods are purchased in a sustainable manner that provides environmental, social, and economic benefits. Sustainable purchasing shall be based on appropriate standards/criteria and will include a consideration of life cycle costs of products.
- (C) General Criteria
- (1) THPRD will purchase items with the highest level of sustainable attributes possible, in compliance with applicable purchasing laws and regulations.
    - (a) Staff will seek to utilize to the fullest extent possible “environmentally friendly” or “green” products which, to whatever extent possible, have sustainable attributes.
    - (b) THPRD will use appropriate standards/criteria to document sustainable purchasing. The General Manager will establish these standards and may amend them from time to time in accordance with this policy.
    - (c) For purchases where there are no appropriate standards/criteria, THPRD will develop and maintain a list of acceptable “green product” resources.
  - (2) THPRD staff will use Life Cycle Cost (a method of economic analysis that takes into account expected costs over the useful life of an asset), based on THPRD’s sustainability cost model, as the basis of selection on all purchases when a single item is over \$50,000 or weighs more than 1,000 pounds. The model, although required for the purchases described above, may also be used for any level of expenditure where staff deems the use of the model appropriate. If the initial cost from a selection based on the sustainability cost model exceeds the initial cost of the least-cost selection by more than 10%, the life cycle costing requirement may be waived.
  - (3) Nothing contained in this policy shall be construed as requiring a buyer or contractor to procure products that do not perform adequately for their intended use, or exclude adequate competition, procure products that are not available at a reasonable price, or available within a reasonable time frame.

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### (D) Solicitation for Services

- (1) Service contracts shall include sustainability criteria to highlight the importance of sustainability issues to THPRD and to ensure that priority issues are addressed with vendors. Sustainability criteria can be incorporated into service contracts to set both minimum performance standards that all vendors must meet and further optional criteria that they are encouraged to achieve.
- ~~(1)(2)~~ Requests for Proposals (RFP) will include the Corporate Responsibility Evaluation criterion (as described in DCP 5.20) to evaluate sustainable practices and other factors such as Social Equity
- ~~(a)~~ All Requests for Proposals (RFP) will include, where appropriate, criteria to evaluate sustainable practices, materials, services and design work by consultants.
- ~~(b)~~ When determining criteria for an RFP, staff should consider not only the direct service provided, but can also consider the operations of the contractor's business and past projects and how they incorporated sustainable practices.
- ~~(c)~~ The selection may be based on criteria including, but not limited to, environmental, and social sustainability factors, or sustainability factors related to services.

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

### 5.19 Minority, Women and Small Emerging Businesses

- (A) Purpose. To increase access and remove barriers in our procurement process so that the utilization of Minority, Women and Emerging Small Businesses (MWESB) reflect the diversity of our community. All purchases will be made in accordance with existing policies (such as THPRD Operational Policies & Procedures 2.02.01 through 2.02.11).
- (B) Policy. Tualatin Hills Park & Recreation District is committed to a procurement strategy that achieves District-wide race and gender contract equity, while providing small businesses opportunity and regional economic growth.
- (C) General Criteria
- (1) THPRD endeavors to build upon and diversify the current MWESB contractor base without sacrificing quality, completion or fairness, in compliance with applicable purchasing laws and regulations.

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- (a) THPRD is encouraged to participate in a variety of professional groups in an effort to diversify bidders, such as the Oregon Association of Minority Entrepreneurs.
- (b) THPRD will not certify contractors, but rely on the State of Oregon MWESB certification program to define MWESB.
- (c) THPRD will award the contract to the lowest responsive and responsible contractor.
- (d) THPRD will use appropriate standards to document MWESB purchasing. The General Manager will establish these standards and may amend them from time to time in accordance with this policy.

### (D) Solicitation Guidelines

- (1) Where solicitation to MWESB is required, send to State-certified MWESB firms only. Record the contractors contacted and quotes received. Document attempt if no certified MWESB is available in that area of work or does not respond.
- (2) Goods and Services
  - (a) Informally Solicited Quotes (>\$1,000 - <\$5,000) - shall solicit to a minimum of three certified MWESB, unless no certified MWESB is available in that area of work.
  - (b) Formally Solicited Quotes (>\$5,000 - <\$150,000) - must obtain at least one of three quotes from a certified MWESB, unless no certified MWESB is available in that area of work or does not respond.
- (3) Personal Services, A&E Services, and Related A&E Services
  - (a) Direct Appointment or Quotes (<\$100,000) - If obtaining quotes, must obtain at least one of three quotes from a certified MWESB, unless no certified MWESB is available in that area of work or does not respond.
  - (b) Informal Selection (>\$100,000 - <\$250,000) – Include the Corporate Responsibility Evaluation Criterion as described in 5.20 (below) into the RFP process.
  - (c) Formal Selection (>\$250,000) – Include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.
- (4) Public Improvement
  - (a) Informally Solicited Quotes (>\$1,000 - <\$5,000) - shall solicit to a minimum of three certified MWESB, unless no certified MWESB is available in that area of work.
  - (b) Formally Solicited Quotes (>\$5,000 - <\$100,000) - must obtain at least one of three quotes from a certified MWESB, unless no

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certified MWESB is available in that area of work or does not respond.

(c) Competitive Bidding (>\$100,000) – when an Alternative contracting Method is used, must include the Corporate Responsibility Evaluation Criterion as described in 5.20 into the RFP process.

(E) Responsibility. Prospective contractors will be responsible for providing evidence of meeting the MWESB certification standard. A prospective vendor who fails to provide this information may be considered non-responsive and removed from consideration for the procurement.

### 5.20 Corporate Responsibility Evaluation Criterion

(A) Purpose. The purpose of this criterion is to highlight the district’s commitment to contracting with socially and environmentally responsible businesses and to advance equity in public contracting by increasing opportunities for State of Oregon certified MWESB. All Requests for Proposals (RFP) will include, a Corporate Responsibility Evaluation Criterion to ensure that priority issues are addressed with vendors to evaluate MWESB and Sustainability practices.

(B) General Criteria. These criteria will include scoring award points (15-20% of the overall evaluation) based on strategies considered successful, good faith and responsible. The following are examples:

#### (1) Sustainable Business Practices

- (a) Show demonstrated practices that have been implemented to reduce environmental impact
- (b) Provide any performance metrics or third-party awards/recognitions
- (c) Demonstrated participation in third-party sustainability related organizations

#### (2) Social Equity Practices

- (a) Certification in the State of Oregon as an MBE, WBE, or and ESB
- (b) Effective MWESB mentoring, training, or capacity-building program
- (c) Show utilization or inclusion of MWESB through phases of consultation process  
————— Demonstrated past performance of including MWESB firms on previous work  
—————



## MEMO

**DATE:** May 20, 2014  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** Consideration of Support for Proposed Amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea

### Introduction

Recent analysis of development sites in the North Bethany Subarea has resulted in a proposal by West Hills Development Company (West Hills) that changes should be considered to the North Bethany Subarea plan in two locations. These changes would affect planned streets, parks and trails in those locations.

### Background

In November 2011, the Board of Directors approved Resolution No. 2011-33 directing amendment of the district's comprehensive plan and trails plan to add the Washington County "Park, Trails and Pedestrian Connections Map" for the North Bethany Subarea of the Bethany Community Plan. The map is Attachment 1 to this memo.

Recently one of the major developers in North Bethany, West Hills Development Company has proposed amendments to the planned street system in the subarea which would also affect two planned parks as well as the alignment of a trail segment. County and THPRD staff have been in discussions with West Hills' representatives about the proposed changes.

The proposed changes would be considered through two land use ordinances that must be filed by the county by July 1, 2014. County staff would like to have draft ordinances ready for County Counsel review by June 17. After the ordinances are filed, the County Planning Commission would conduct at least one public hearing on them in September and the Board of County Commissioners would conduct at least one public hearing in October before taking action by the end of the month.

The first ordinance, if filed as presently proposed by West Hills, would remove and realign streets in the vicinity of the west community park, changing the size, configuration and nature of the park, as shown in Attachment 2. The main reason for this change is the realization that part of the park, as presently planned, as well as land to the west, is within a large wetland area. West Hills has determined that receiving approval to fill the wetland would be very unlikely, making construction of streets in the area infeasible. Additionally, the present street layout would result in parcel configurations that would be difficult to develop. If the proposed ordinance is adopted by Washington County, a West Hills representative has indicated they would like to have THPRD acquire the wetland area.

The second ordinance, if filed as presently proposed, would realign primary street P2 (Rossetta Street) as shown on Attachment 3 so it is routed to connect with Brugger Road west of Kaiser Road rather than connecting directly with Kaiser Road. At the same time the planned community trail along P2 would be routed so that it crosses Kaiser Road at its intersection with Brugger Road rather than at a mid-block crossing about 200 feet south of the Kaiser/Brugger intersection. Although this will require trail users to travel out of direction for a short distance, if the mid-block crossing were to be built switchbacks would be needed to get the trail up an embankment along the road to the crossing. The grade up to the street intersection will be more gradual.

In addition to the change in trail alignment, THPRD staff is proposing removal of a planned fixed park from the map. Staff thinks this small park site (about .6 acre) would have limited usefulness for district patrons given its size and configuration while costing the district a significant amount of money for land acquisition. The district would still acquire a 20-foot wide corridor for the community trail as well as land for a planned neighborhood park a short distance to the west on the north side of P2.

### **Proposal Request**

Staff is seeking Board approval of a motion indicating district support for the proposed changes to the North Bethany Subarea "Park, Trails and Pedestrian Connections Map" as described above and shown on Attachments 2 and 3.

### **Benefits of Proposal**

The changes to the layout of the west community park shown on Attachment 2 would allow a better connection between the park and the intersecting powerline corridor which includes the planned alignment for an extension of the Waterhouse Trail. The park would continue to be located at the west end of the planned east-west park blocks linking the east and west community parks. A public street would be located along the east edge of the powerline corridor allowing on-street parking for park users. If the wetland area is added to the park there may be an opportunity to build a trail through the wetland linking the intersection of primary streets P1 and P19 (Brugger Road) to the active part of the park.

The changes shown on Attachment 3 would avoid the need to build a mid-block crossing on Kaiser Road in a location relatively close to the Kaiser/Brugger intersection while also avoiding the need to acquire land for a small park that will have limited benefit to district patrons relative to the cost of the land.

### **Potential Downside of Proposal**

At this point Washington County staff has not taken a position on the changes proposed by West Hills as reflected on Attachments 1 and 2. County staff has told THPRD staff that they have concerns about some of the changes proposed.

The changes shown on Attachment 2 would reduce the size of the active portion of the park from an estimated 2.72 acres to 1.88 acres, which is a concern for county staff. However, combining the park with the powerline corridor and the wetland would still allow for a large contiguous open space area, and the cost to the district of acquiring land for the park will be reduced. The proposed park would also have more limited street frontage, reducing park visibility from adjacent streets and the availability of on-street parking. However, the reduction in street frontage is not a major concern for district staff as long as the street shown along the east side of the powerline corridor is built as shown. Given its size and proximity to the east community park and the PCC Rock Creek Recreation Facility this park will probably not be

programmed for athletic events, reducing parking demand. Further, the surrounding community is planned to be very walkable, so many patrons are likely to travel by foot or bicycle to reach the park. Finally, park visibility from the east, through the park blocks, will still be good.

The changes shown on Attachment 3 will require trail users to travel somewhat out-of-direction but the total increase in distance should be no more than 400 feet. The removal of the fixed park reduces the amount of open space in the community slightly, but the park would have been used only in a passive way. It will still be possible to place benches along the trail corridor for those who want to stop and observe the riparian area and wetland to the south.

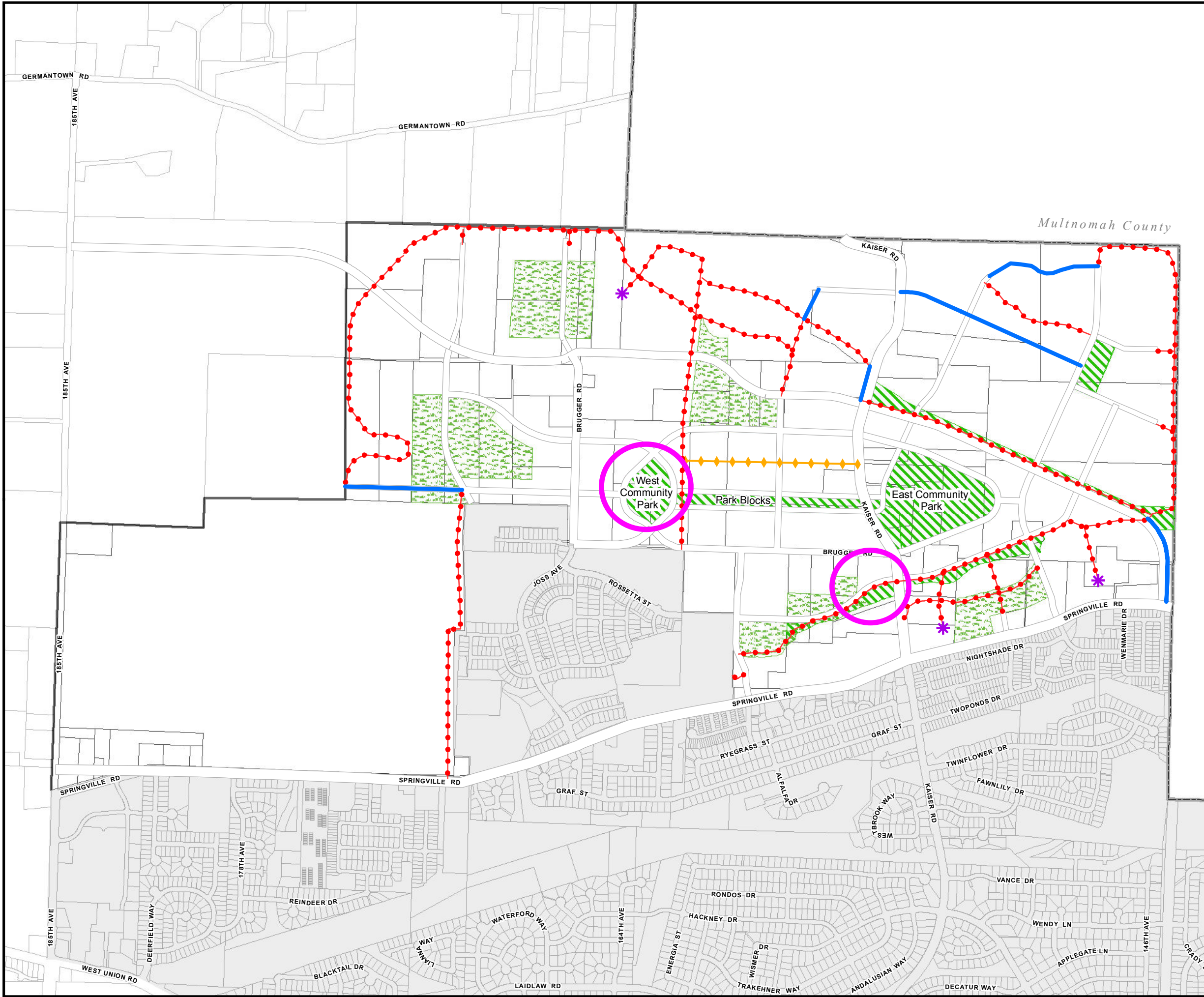
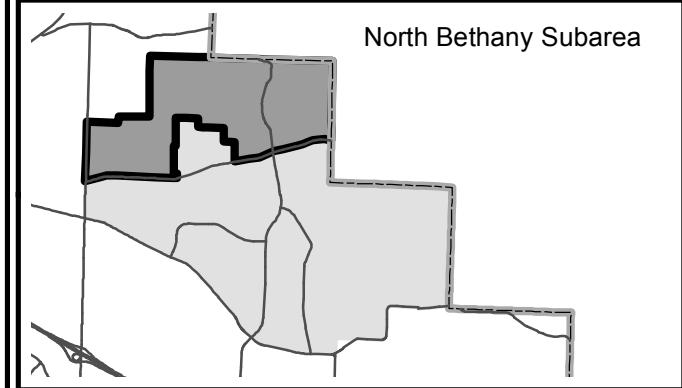
County staff has also noted that the North Bethany Subarea Plan calls for placement of a gateway marker of some kind on both sides of Kaiser Road south of Street P2 in the planned linear park along the trail. The plan says the gateway "... shall be designed, and possibly constructed in conjunction with development of the park." However, the plan acknowledges that there are grade changes south of Brugger Road along Kaiser Road. District staff thinks these grade changes may make the planned location an inappropriate site for a gateway marker. Further the main purpose of gateways along Kaiser Road is, according to the plan, to "... mark the north and south entrances to the portion of NW Kaiser Road designated as a Main Street...". The beginning of the Main Street designation along Kaiser is at the north side of Brugger Road, not at Street P2. THPRD staff thinks further consideration should be given by Washington County to the location of the gateway markers. If it is determined they should continue to be located where now called for by the plan, THPRD could work with Washington County to provide an adequate amount of land for the gateway marker. However, district staff does not think a .6 acre park is needed just for a gateway marker.

**Action Requested**

Board of directors' support for adoption by Washington County of land use ordinances to amend the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea as proposed by West Hills Development on graphic representations dated May 16, 2014.

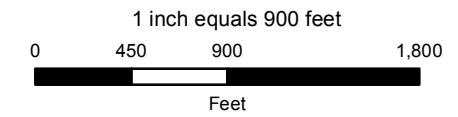


Bethany Community Plan  
Chapter 2  
NORTH BETHANY SUBAREA



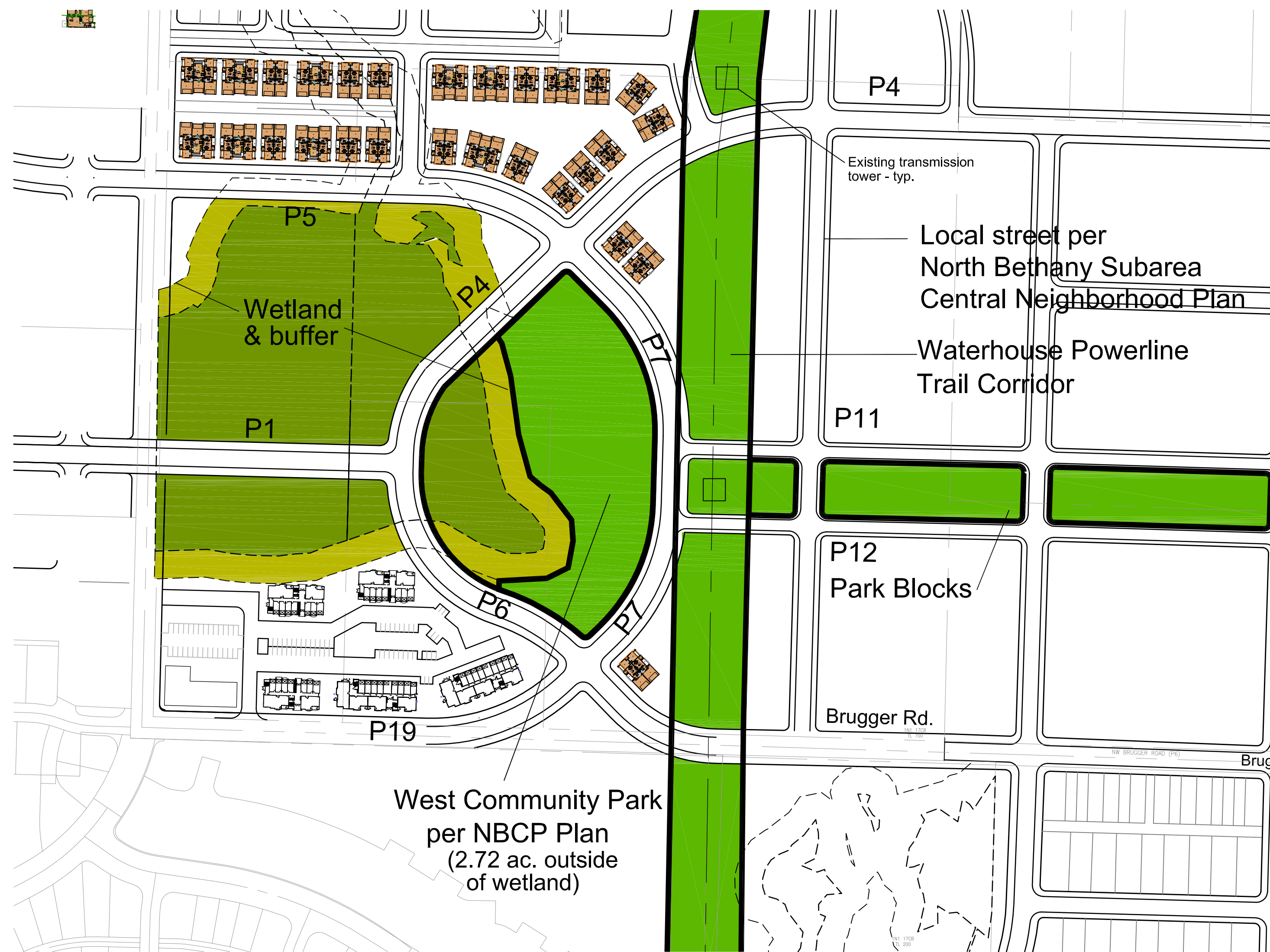
Park, Trails and  
Pedestrian Connections  
MAP

- Connect to Local Street
- Off-Street Trail
- Accessway
- Necessary Pedestrian Connection  
(May be provided through an off-street trail or a street)
- Neighborhood Park Areas
- Fixed Park

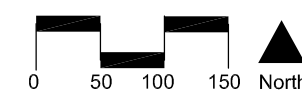


The information on this map was derived from several databases and care was taken in its creation. Washington County cannot accept any responsibility for errors, omissions, or positional accuracy. There are no warranties for this product. However, notification of any errors will be appreciated.

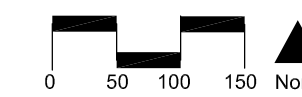
Path: S:\PLNG\WPSHARE\Comprehensive Plan Elements\Community Plans\Bethany\Maps\CHAPTER 2\Chapter2\_Parks.mxd 7/12/2012



West Community Park and Primary Streets  
per North Bethany Subarea Primary Streets Map



Proposed Modification to the  
West Community Park and Primary Streets



### Analysis

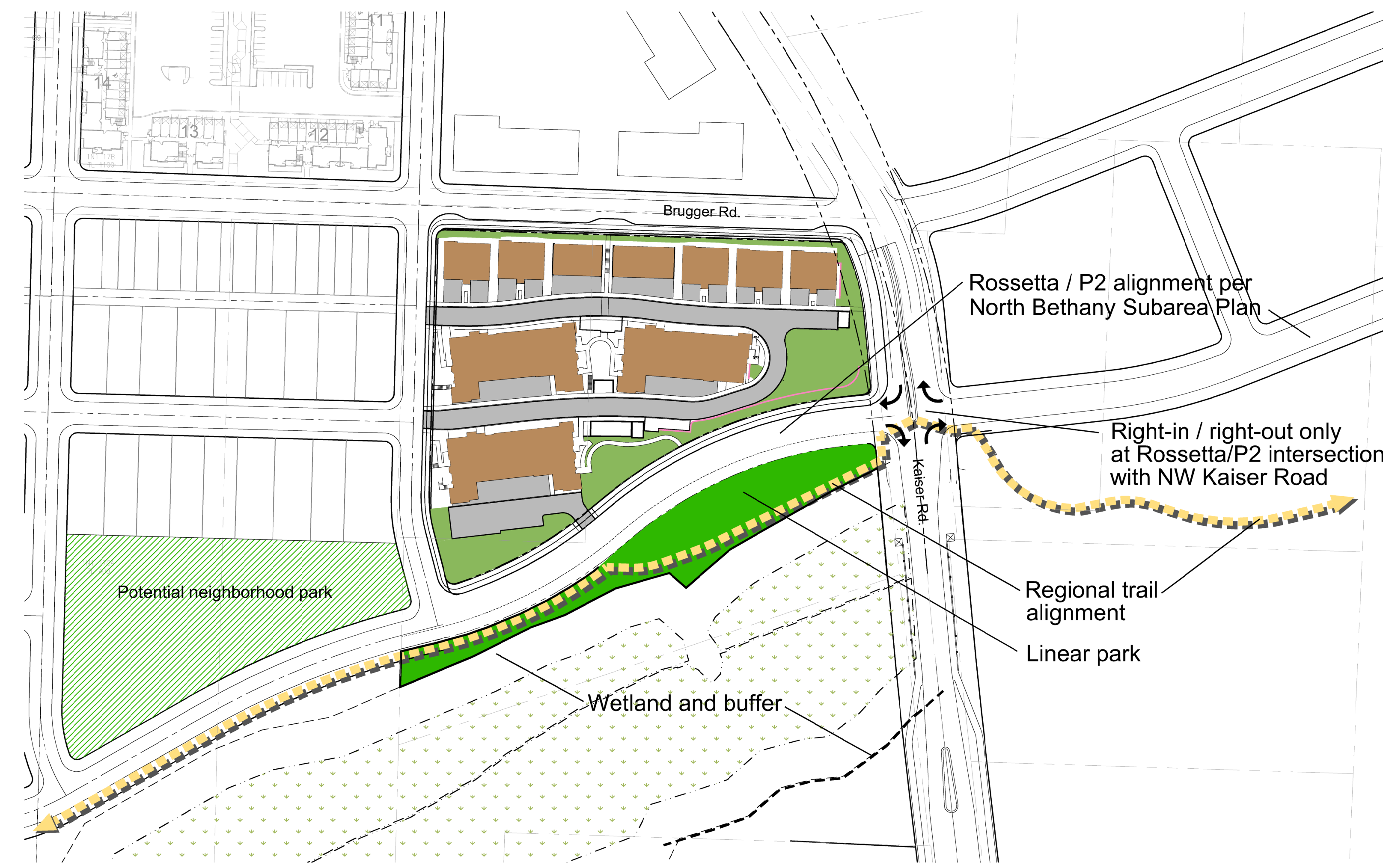
- Primary streets P1, P4, P6, and P7 represent 2,330 l.f. of roadway and 1.25 acres of wetland and buffer impacts.
- Primary streets P4, P6, and P7 provide 1,130 l.f. of park frontage.
- The proposed modification provides 1,380 l.f. of park frontage.

### The Request

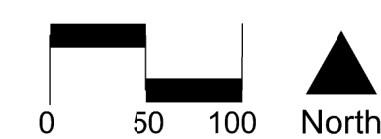
- Modify the proposed Primary Street patterns to avoid impacts to jurisdictional wetlands.
- Reconfigure the West Community Park to avoid impact to the jurisdictional wetland. (As supported by THPRD)
- Modify land Use and Density Restricted Lands to conform to existing wetland

### The Benefits

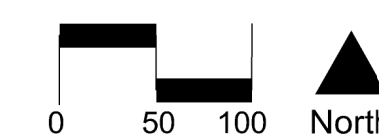
- The proposed plan keeps the majority of wetland intact. Development permits will be granted by the State/Corp. of Engineers.
- The West Community Park will increase with the 2.89 acre addition of the adjoining powerline trail corridor.
- West Community Park, Waterhouse Powerline Trail Corridor, and wetlands are now contiguous instead of separated by Primary Streets.
- Minimizes trail crossings of streets.
- Development parcels adjacent to the park are more rectangular and more adaptable to the proposed housing.



Alignment of Rossetta Street (P2) per North Bethany Subarea Primary Streets Map



Proposed Modification to the Alignment of Rossetta Street (P2)



## The Request

- Amend the alignment of Primary Street P2 and its right-in/right-out intersection at NW Kaiser Road.
- Extend Primary Street P2 north to intersect with NW Bruger Road.
- Reconfigure the open space near NW Kaiser Road and Bethany Creek corridor.

## The Benefits

- An awkward P2 / Kaiser intersection is avoided.
- Traffic is directed toward the neighborhood commercial Main Street area.
- Safer pedestrian and cyclist crossing of Kaiser with on leg of intersection removed.
- Less impact to Bethany Creek.
- The open space "gateway" element on Kaiser is improved with more open space and building entries.

West Hills Development  
North Bethany

# Proposed Modification to Rossetta Street (P2) Alignment

05/16/2014





## Management Report to the Board June 2, 2014

### **Communications & Outreach**

*Bob Wayt, Director of Communications & Outreach*

1. Despite less than optimal weather, the park district held dedications at Vista Brook Park and Pioneer Park on May 4 and May 10, respectively. Attendees were treated to a variety of activities, information, food and prizes. Each event celebrated completion of a bond-funded park redevelopment project. A dedication of Roy E. Dancer Park – which included family members and friends of the late Mr. Dancer – followed on May 31. Improvements to Lowami Hart Woods Natural Area will be celebrated with the public on June 14.
2. With registration for fall programs and classes coming in August, production of the THPRD's fall 2014 activities guide is underway. The finished book is scheduled to be posted on the district website in mid-July. In addition, printed copies will be offered at THPRD centers, the Administration Office, and a variety of community sites in late July. Fall registration begins August 16.

### **Community Partnerships**

*Geoff Roach, Director of Community Partnerships*

1. Overview: Access for All Initiative, SW Quadrant Community Park and Champions Too Field progressed. Project readiness matured. Champions Council, Tualatin Hills Park Foundation, and THPRD are aligning well.

Status and developments during May 2014 include:

- Campaign developments:
  - Champions Council participation deepened. All councilors have scheduled follow up strategy meetings with Geoff for May and June. Meetings held to date have resulted in pledges of financial support.
  - Requests to Oregon Foundations advanced. Project grant template is complete. A pre-grant submission strategy will unfold beginning in June. First round of applications will develop in June and July.
- Project readiness:
  - The project and related materials are ready with THPRD staff, community nonprofit partner and David Evans and Associates leadership.
  - THPF is producing a new brochure using Access for All as its primary invitation for our community to join us in delivering parks and recreation.

### **Aquatics**

*Sharon Hoffmeister, Superintendent of Aquatic Program Services*

1. National Water Safety Month has gone well. The kids in the Learn to Swim program were excited to take their "I'm a safe swimmer" pledge and receive a glow-in-the-dark wristband (imprinted with "I'm a safe swimmer, THPRD Aquatics") as well as receive their pledge certificate. By the end of spring season, we will have had 3,600 children take the pledge. It is our hope that this will encourage safe behaviors around water this summer.

2. Aquatics staff has been hiring a lot of new staff this spring in preparation for summer. Demand for our lifeguard training classes has been high. We have offered six courses this spring, which is more than previous years. Many of those who have successfully completed these courses have applied for employment with THPRD Aquatics. The center supervisors and program coordinators are busy training the new staff getting them ready for summer.
3. The outdoor pools, Raleigh and Somerset West, and Sunset's wading pool, are set to open for the summer season on June 16. We are looking forward to a warm and busy summer!

### **Maintenance**

*Jon Campbell, Superintendent of Maintenance Operations*

1. Fifty new dog bag dispensers will replace the bird-box style dispensers at selected sites. Approximately 300 bird-box style dispensers will be replaced over the next three years. The new dispensers can hold up to 600 biodegradable bags at one time. The wicketed bag style allows for removal of one bag at a time, saving money by reducing wasted bags.

The first 50 priority sites to receive the new dispensers will be:

- Our dog parks (PCC Rock Creek, Hazeldale Park and Winkelman Park)
  - HMT Recreation Complex
  - Future dedication sites
  - Trail counter entrances
2. Signage Master Plan implementation at the HMT Recreation Complex is winding down and was largely complete by mid-May. Maintenance staff are working with both the contractor and district programming staff to prepare and schedule replacement of the façade signs at each of the four facilities.
  3. Gery Keck has accepted the Facilities and Project Manager position replacing Jon Campbell who held the position prior to being promoted to Superintendent of Maintenance Operations. Gery's new position was effective on May 27; he will transition into new responsibilities while he continues to manage the SW Community Park project through the Master Plan phase. Gery will supervise building maintenance, pool maintenance and the districtwide safety program. Gery will also serve as project manager for special capital improvement projects, oversee the energy savings performance contract, and manage the Maintenance Operations capital replacement program.

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

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

1. Huge Volunteer Efforts. With Earth Day and the end of the school year approaching, volunteers were out in full force during the month of April, enjoying the fresh air while giving back to their community. Nearly 200 students from the Beaverton School District helped remove non-native plants from natural areas. Staff teamed with SOLVE to offer clean-up projects at four different properties where volunteers contributed more than 140 hours of time. A group of local geocachers came out to the Tualatin Hills Nature Park to pull Robert geranium, also known as stinky Bob, due to its foul smell. Fun was had by all!
2. Fanno Creek Trail Art. Staff are partnering with the Regional Arts and Culture Council on a Bureau of Environmental Services (BES) led effort to place permanent public art near the BES pump station at SW 86<sup>th</sup> Ave., which will be visible from the trail. An exact location has not been chosen yet.

3. Natural Resources Functional Plan. Staff are reviewing proposals for consultants to assist in the development of specific natural resource decision making guides and community involvement components of the functional plan.
4. Summer Registration. Registrations for Interpretive Programs are very high this year. Nine of eleven weeks of camp filled during the first week. Overall, the number of registrations are up more than 10% at the Nature Park Interpretive Center over last year and up 25% at Cooper Mountain over last year at this time.

### **Planning & Development**

*Steve Gulgren, Superintendent of Planning & Development*

1. Dutton Property (Jackie Husen Park) Project Update: The Dutton property was purchased for use as a staging area for the Jordan Woods bond project. When the Jordan Woods trail project was completed, neighborhood constituents presented a petition to the board of directors on September 9, 2013 that included their desire to incorporate the property into Jackie Husen Park. Some of their ideas for the site included a community garden, a covered sport court, play equipment, open space and natural area. The neighbor's presentation helped the district decide to keep the land and to begin site analysis and master planning.

The project is currently in the master planning phase having completed site analysis and preliminary cost estimating. The proposed FY 2014/15 budget has allocated \$83,500 in SDC funding, which would pay for the removal of the existing structures, staff hours for project management, in-house master planning and for the construction of a community garden. The project has been presented to the management team and the Parks Advisory Committee for comment, and was presented at a neighborhood meeting on May 22, 2014. The neighbors were supportive of a community garden as part of the phase one program and are interested in a sport court, loop paths and additional play equipment more suited for older children for phase two.

Staff has requested a pre-screening site assessment from Clean Water Services and is completing a Washington County building permit request for removal of the existing structures. The project will likely be a Type I Land Development Process.

### **Programs & Special Activities**

*Lisa Novak, Superintendent of Programs & Special Activities*

1. This year's Harvest Bazaar will be held on one day only: Friday, September 5, from 8 am to 8 pm, at the Elsie Stuhr Center. Donations will be accepted beginning August 4.
2. The Metro League District Tennis Tournament was held May 15 to 17 at the Tualatin Hills Tennis Center and the High School State Tennis Tournament was held for May 22 to 24.
3. Volunteer Services and Special Events staff have recruited 260 volunteer positions for Party in the Park. These will be primarily recruited from the Latter Day Saints Church. Staff are designing publicity and promotion materials, advertising, website postings and banner and lawn sign designs for the Concert and Theater in the Park series.

### **Recreation**

*Eric Owens, Superintendent of Recreation*

1. The Garden Home Recreation Center's after-school program saw growth in participants this school year compared to the 2012/13 school year. There was an 18% increase in monthly enrollment from September through June.
2. The Cedar Hills Recreation Center's summer hiring process is complete with more than 50 new camp leaders and instructors. Camp director and assistant director training were held on May 17 and 18. Safety Town volunteer interviews were completed May 17.

### **Security Operations**

*Mike Janin, Superintendent of Security Operations*

1. The City of Sherwood's Planning Division invited THPRD's Superintendent of Security Operations to speak at their newly formed Local Trail Advisory Committee meeting on May 2. Sherwood is designing a 2.5-mile trail that runs through the Cedar Creek greenway and a section of old town. The topic of the presentation involved trail safety and security and steps that should be considered during the planning phases.
2. Smoking update. In contacting individuals in parks and trails observed smoking by Park Patrol, patrons typically express that they were unaware of the recent rule adoption and comply immediately. They appear to not have an issue with the new rule.

### **Sports**

*Scott Brucker, Superintendent of Sports*

1. Athletic Field Allocations: The spring season is coming to a close; lacrosse and recreational soccer regular season are over, baseball and softball will continue into the summer.
2. Events, Summer 2014: The busy event season started the second week of May and will continue through the end of July with multiple events on the HMT Complex and outlying fields. The MLS All-Star game is in Portland this year and the Timbers are planning an event with a team from Munich Germany as well as some practices at HMT.

### **Business Services**

*Cathy Brucker, Finance Manager*

*Nancy Hartman Noye, Human Resources Manager*

*Mark Hokkanen, Risk & Contract Manager*

*Seth Reeser, Operations Analysis Manager*

*Phil Young, Information Services Manager*

1. Summer class registration began on Saturday, April 26; phone-in registration and web registration began at 8 am. Staff responded to 778 phone calls on Saturday, with 20% of the day's invoices, 13% of the revenue and 18% of the classes being processed by phone-in operators. Our website performed very well, processing over 3,350 invoices on Saturday. During the first 15 minutes of registration, the website processed 43% of the invoices for the day. Also in the first 15 minutes, we had 176 classes reach their maximum enrollment; in total, 482 classes reached their maximum enrollment on opening day.

2. The Adventure Recreation Center due diligence task force has completed its mission and disbanded. A summary report will be prepared to describe the work performed and conclusions by the end of May 2014. The report will include next step recommendations and these will be handed off to appropriate staff.
3. Human Resources staff hosted a second pilot of the New Employee Orientation for a select group of part-time employees on May 15. After this run-through and a final set of revisions, staff is ready to roll out the program to all new summer hires during the month of June. The New Employee Orientation program will be offered on a quarterly basis, year-round.
4. The district's Workers' Compensation Experience Modification Rate (EMR) lowered from 0.87 to 0.73 for FY 2014/15. The EMR is used as a multiplier in computing the district's workers' compensation premiums. It is based on a scale of 1.00 being the average incident rate for similar work nationwide. The 30 park and recreation agencies within Special Districts Association of Oregon have an average a rate of 0.97. THPRD continues to be below the national average and a leader in Oregon.
5. An interdepartmental team investigating the expansion of services included with the purchase of a frequent user pass has reconvened. Inclusion of drop-in fitness classes in pass services is being explored. The team will report their findings to the management team this summer.
6. With approval of the FY 2014/15 budget on May 12, Finance staff are completing all necessary work to implement the new year information in our financial operations system. FY 2014/15 fiscal operations will commence with the final budget adoption on June 16 by the board of directors.



# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b> Board Meeting 7:30pm @ Dryland/HMT	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Cub Scout Wildlife Ecology Day @ Cooper Mountain Nature Park
<b>8</b>	<b>9</b> Stuhr Center Advisory Committee 10am	<b>10</b> Parks Advisory Committee 6pm	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Dedication Event @ Lowami Hart Woods Natural Area
<b>15</b>	<b>16</b> Board Meeting 7pm @ Dryland/HMT	<b>17</b> Trails Advisory Committee 6:30pm	<b>18</b>	<b>19</b>	<b>20</b> World's Largest Swimming Lesson @ Beaverton Swim Center	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> Natural Resources Advisory Committee 6:30pm	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

2014

# July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b> Summer Theater in the Park @ Arnold Park	<b>4</b> HOLIDAY	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> Parks Advisory Committee 6pm	<b>9</b>	<b>10</b> Summer Concert in the Park 6pm @ Garden Home Park	<b>11</b>	<b>12</b> Junk in the Trunk Community Garage Sale @ Conestoga
<b>13</b> Summer Theater in the Park @ Schiffler Park	<b>14</b>	<b>15</b> Trails Advisory Committee 6:30pm	<b>16</b>	<b>17</b> Summer Concert in the Park 6pm @ Center Street Park Recreation Advisory Committee 7pm	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> Natural Resources Advisory Committee 6:30pm	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Party in the Park @ HMT Recreation Complex
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> Summer Concert in the Park 6pm @ Greenway Park		

2014

# August

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

2014



**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 4/30/2014**

Description	Project Budget				Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>CHALLENGE GRANTS</b>													
Challenge Grants			97,500	97,500	97,500	-	24,513	72,987	Budget	97,500	97,500	-	-
TOTAL CHALLENGE GRANTS			97,500	97,500	97,500	-	24,513	72,987		97,500	97,500	-	-
<b>BUILDING REPLACEMENTS</b>													
HMT Tennis Center Roof			868,000	868,000	868,000	-	1,723	866,277	Budget	868,000	868,000	-	-
Raleigh Pool Deck Design			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Weight Rm Equipment Replacement - 2 sites			21,000	21,000	21,000	-	20,597	-	Complete	20,597	20,597	403	403
Generator for Special Events			1,850	1,850	1,850	-	1,792	-	Complete	1,792	1,792	58	58
BSC Tank Resurface			61,000	61,000	61,000	-	58,480	-	Complete	58,480	58,480	2,520	2,520
Chlorine Booster Pump - 4 sites			6,180	6,180	6,180	-	2,892	-	Complete	2,892	2,892	3,288	3,288
HSC Dive Board			4,110	4,110	4,110	-	4,810	-	Complete	4,810	4,810	(700)	(700)
CRA Leisure Pool Fountains			18,000	18,000	18,000	-	-	18,000	Budget	18,000	18,000	-	-
BSC Domestic Water Heater			7,000	7,000	7,000	-	14,100	-	Complete	14,100	14,100	(7,100)	(7,100)
Resurface Floors @ 2 sites			27,055	27,055	27,055	-	16,385	10,670	Budget	27,055	27,055	-	-
Refinish Wood Floors/Courts @ 4 sites			20,300	20,300	20,300	-	18,922	-	Complete	18,922	18,922	1,378	1,378
Replace Tile Floors @ 2 sites			29,500	29,500	29,500	-	26,768	-	Complete	26,768	26,768	2,732	2,732
Carpet @ Cedar Hills Rec Ctr			12,000	12,000	12,000	-	10,098	-	Complete	10,098	10,098	1,902	1,902
Cooper Mountain - Reseal Concrete Floor			6,250	6,250	6,250	-	-	6,250	Budget	6,250	6,250	-	-
AC Metal Transition Plates			5,000	5,000	5,000	-	4,807	-	Complete	4,807	4,807	193	193
Jenkins Interior Doors Paint			9,000	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
SSC Doors & Sidelights SW Store Front			8,630	8,630	8,630	-	7,737	-	Complete	7,737	7,737	893	893
NPIC Transom Window Openers			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
GHRC Fire Door Replacement			6,000	6,000	6,000	-	5,012	-	Complete	5,012	5,012	988	988
Door Replacements @ 2 sites			6,000	6,000	6,000	-	3,764	2,236	Budget	6,000	6,000	-	-
CRA Classroom & Pool Deck Blinds			4,673	4,673	4,673	-	3,622	-	Complete	3,622	3,622	1,051	1,051
Jenkins Elevator Guide Shoes			2,200	2,200	2,200	-	1,380	-	Complete	1,380	1,380	820	820
Ductwork Cleaning @ 2 sites			18,911	18,911	18,911	-	12,950	-	Complete	12,950	12,950	5,961	5,961
50M Dive Tower Louvers			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
BSC Condensation Piping for Boilers			3,000	3,000	3,000	-	3,500	-	Complete	3,500	3,500	(500)	(500)
GHRC Exterior Siding (Phase 3)			40,000	40,000	40,000	-	34,661	-	Complete	34,661	34,661	5,339	5,339
FCSC Skylights			12,000	12,000	12,000	-	11,400	-	Complete	11,400	11,400	600	600
CRA Parking Lot Drain Line			8,000	8,000	8,000	-	6,497	-	Complete	6,497	6,497	1,503	1,503
NPIC Roof Gutter Downspouts			5,500	5,500	5,500	-	9,249	-	Complete	9,249	9,249	(3,749)	(3,749)
GHRC Fire Escape Stairs			5,000	5,000	5,000	-	3,850	-	Complete	3,850	3,850	1,150	1,150
HMT South Fields Playground Canopies			8,000	8,000	8,000	-	10,900	-	Complete	10,900	10,900	(2,900)	(2,900)
Stuhr Center Parking Lot			26,666	26,666	26,666	-	10,500	16,166	Award	26,666	26,666	-	-
CHRC Commercial Refrigerator & Ice Maker			-	-	-	-	3,240	-	Complete	3,240	3,240	(3,240)	(3,240)
HSC HVAC System			-	-	-	-	8,394	-	Complete	8,394	8,394	(8,394)	(8,394)
50Mtr Skylight Coating			-	-	-	-	-	4,500	Award	4,500	4,500	(4,500)	(4,500)
50Mtr Pool Circulation Pump & Motor			-	-	-	-	29,596	-	Complete	29,596	29,596	(29,596)	(29,596)
Boiler Heat Pump at Harman Swim Center			-	-	-	-	1,305	-	Complete	1,305	1,305	(1,305)	(1,305)
TOTAL BUILDING REPLACEMENTS			1,297,825	1,297,825	1,297,825	-	348,931	980,099		1,329,030	1,329,030	(31,205)	(31,205)
<b>BUILDING IMPROVEMENTS</b>													
Aqua Climb			9,180	9,180	9,180	-	-	9,180	Budget	9,180	9,180	-	-
Hand Dryer Pilot Study - PCC			3,700	3,700	3,700	-	3,883	-	Complete	3,883	3,883	(183)	(183)
FCSC Electrical Improvements Lease Space			-	-	-	-	48,989	1,964	Award	50,953	50,953	(50,953)	(50,953)
FCSC Remodel			132,000	132,000	132,000	-	9,233	122,767	Budget	132,000	132,000	-	-
TOTAL BUILDING IMPROVEMENTS			144,880	144,880	144,880	-	62,105	133,911		196,016	196,016	(51,136)	(51,136)
<b>ADA PROJECTS</b>													
Portable Stairs for Pools			34,800	34,800	34,800	-	-	34,800	Budget	34,800	34,800	-	-
Wonderland Park - Ramp, Curbing & Picnic Table			13,200	13,200	13,200	-	-	13,200	Budget	13,200	13,200	-	-
Ramp to Play Area (2 sites)			5,000	5,000	5,000	-	3,600	-	Complete	3,600	3,600	1,400	1,400
CHRC Ramp			9,500	9,500	9,500	-	14,094	-	Complete	14,094	14,094	(4,594)	(4,594)
Stuhr Center Asphalt Pathways			5,500	5,500	5,500	-	5,500	-	Complete	5,500	5,500	-	-
TOTAL ADA PROJECTS			68,000	68,000	68,000	-	23,194	48,000		71,194	71,194	(3,194)	(3,194)
<b>TOTAL CAPITAL OUTLAY DIVISION</b>	<b>1,654,866</b>	<b>1,133,728</b>	<b>3,800,637</b>	<b>5,455,503</b>	<b>4,934,365</b>	<b>664,715</b>	<b>2,253,855</b>	<b>1,925,390</b>		<b>4,843,960</b>	<b>4,179,245</b>	<b>611,543</b>	<b>755,120</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
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**Through 4/30/2014**

Description	Project Budget					Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget	
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>INFORMATION SERVICES DEPARTMENT</b>													
Workstations / Notebooks			67,000	67,000	67,000	-	24,553	7,660	Award	32,213	32,213	34,787	34,787
Server Replacements			35,000	35,000	35,000	-	28,547	-	Complete	28,547	28,547	6,453	6,453
LAN / WAN Replacement			5,000	5,000	5,000	-	-	4,562	Award	4,562	4,562	438	438
Printers / Network Printers			5,000	5,000	5,000	-	1,435	3,565	Budget	5,000	5,000	-	-
Cisco Phone Servers			55,000	55,000	55,000	-	50,147	-	Complete	50,147	50,147	4,853	4,853
<b>TOTAL INFORMATION TECHNOLOGY REPLACEMENTS</b>			<b>167,000</b>	<b>167,000</b>	<b>167,000</b>	<b>-</b>	<b>104,682</b>	<b>15,787</b>		<b>120,469</b>	<b>120,469</b>	<b>46,531</b>	<b>46,531</b>
Misc. Application Software			10,000	10,000	10,000	-	10,039	-	Complete	10,039	10,039	(39)	(39)
Plotter / Scanner			8,200	8,200	8,200	-	8,110	-	Complete	8,110	8,110	90	90
FCSC Fire Suppression Backup			74,000	74,000	74,000	-	48,636	-	Complete	48,636	48,636	25,364	25,364
MACC Grant - Comcast Residential Lines			12,000	12,000	12,000	-	-	-	Cancelled	-	-	12,000	12,000
Workstation and Phone			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
<b>TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS</b>			<b>105,700</b>	<b>105,700</b>	<b>105,700</b>	<b>-</b>	<b>66,785</b>	<b>1,500</b>		<b>68,285</b>	<b>68,285</b>	<b>37,415</b>	<b>37,415</b>
<b>TOTAL INFORMATION SYSTEMS DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>272,700</b>	<b>272,700</b>	<b>272,700</b>	<b>-</b>	<b>171,467</b>	<b>17,287</b>		<b>188,754</b>	<b>188,754</b>	<b>83,946</b>	<b>83,946</b>
<b>MAINTENANCE DEPARTMENT</b>													
<b>FLEET REPLACEMENTS</b>													
Crew Cab Trucks w Landscape Box			130,000	130,000	130,000	-	130,164	-	Complete	130,164	130,164	(164)	(164)
SUV 4x4			35,000	35,000	35,000	-	27,082	-	Complete	27,082	27,082	7,918	7,918
Cargo Van			22,000	22,000	22,000	-	-	19,744	Award	19,744	19,744	2,256	2,256
52" Mowers (2)			14,000	14,000	14,000	-	14,038	-	Complete	14,038	14,038	(38)	(38)
72" Mower			13,500	13,500	13,500	-	13,175	-	Complete	13,175	13,175	325	325
Electric Utility Vehicles			36,000	36,000	36,000	-	34,585	-	Complete	34,585	34,585	1,415	1,415
Field Tractor			45,000	45,000	45,000	-	41,390	-	Complete	41,390	41,390	3,610	3,610
Aerator Seeder			22,000	22,000	22,000	-	14,679	-	Complete	14,679	14,679	7,321	7,321
Field Aerators (2)			14,000	14,000	14,000	-	12,269	-	Complete	12,269	12,269	1,731	1,731
Tire Changer			12,000	12,000	12,000	-	10,501	-	Complete	10,501	10,501	1,499	1,499
<b>TOTAL FLEET REPLACEMENTS</b>			<b>343,500</b>	<b>343,500</b>	<b>343,500</b>	<b>-</b>	<b>297,883</b>	<b>19,744</b>		<b>317,627</b>	<b>317,627</b>	<b>25,873</b>	<b>25,873</b>
<b>TOTAL MAINTENANCE DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>343,500</b>	<b>343,500</b>	<b>343,500</b>	<b>-</b>	<b>297,883</b>	<b>19,744</b>		<b>317,627</b>	<b>317,627</b>	<b>25,873</b>	<b>25,873</b>
<b>GRAND TOTAL GENERAL FUND</b>	<b>1,654,866</b>	<b>1,133,728</b>	<b>4,416,837</b>	<b>6,071,703</b>	<b>5,550,565</b>	<b>664,715</b>	<b>2,723,205</b>	<b>1,962,421</b>		<b>5,350,341</b>	<b>4,685,626</b>	<b>721,362</b>	<b>864,939</b>

**Tualatin Hills Park and Recreation District**  
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Description	Project Budget				Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget			
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>SDC FUND</b>													
<u>LAND ACQUISITION</u>													
DEQ Mahmood Property Clean Up	-	-	-	-	-	-	755	-	Complete	755	755	(755)	(755)
Land Acquisition (FY 13)	1,100,000	1,100,000	(126,042)	973,958	973,958	9,400	10,699	963,259	Budget	983,358	973,958	(9,400)	-
Brugger Property Acquisition	-	-	126,042	126,042	126,042	-	126,042	-	Complete	126,042	126,042	-	-
Land Acquisition (FY 14)	-	-	500,000	500,000	500,000	-	268	499,732	Budget	500,000	500,000	-	-
<b>TOTAL LAND ACQUISITION</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>500,000</b>	<b>1,600,000</b>	<b>1,600,000</b>	<b>9,400</b>	<b>137,764</b>	<b>1,462,991</b>		<b>1,610,155</b>	<b>1,600,755</b>	<b>(10,155)</b>	<b>(755)</b>
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
Fanno Creek Trail	2,011,950	76,000	-	2,011,950	76,000	1,907,067	35,263	31,761	Award	1,974,091	67,024	37,859	8,976
MTIP Grant Match Westside Trail	82,205	20,000	-	82,205	20,000	69,587	827	19,173	Budget	89,587	20,000	(7,382)	-
Bonny Slope / BSD Trail Development	175,000	175,000	-	175,000	175,000	-	-	175,000	Budget	175,000	175,000	-	-
Graf Meadows Park - Trail Connection	300,000	180,500	-	300,000	180,500	67,296	52,905	127,595	Budget	247,796	180,500	52,204	-
Waterhouse Trail - Bronson St west of Bethany Blvd	250,000	204,000	-	250,000	204,000	50,000	87,863	-	Complete	137,863	87,863	112,137	116,137
PCC Rock Creek Complex - Dog Park Construction	144,000	25,000	3,500	147,500	28,500	16,078	134,693	-	Complete	150,771	134,693	(3,271)	(106,193)
Future Dog Park Construction - Site to be determined	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Fanno Creek Trail - Hall Blvd Crossing	-	-	384,250	384,250	384,250	-	163,597	220,653	Budget	384,250	384,250	-	-
Waterhouse Trail - Project Management	-	-	10,500	10,500	10,500	-	-	10,500	Budget	10,500	10,500	-	-
Timberland Park - Project Management	-	-	34,000	34,000	34,000	-	-	34,000	Budget	34,000	34,000	-	-
LGGP Grant Match - Vista Brook Park	-	-	28,500	28,500	28,500	-	28,500	-	Complete	28,500	28,500	-	-
Undesignated Projects	-	-	4,037,852	4,037,852	4,037,852	-	-	4,037,852	Budget	4,037,852	4,037,852	-	-
<b>TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS</b>	<b>3,013,155</b>	<b>730,500</b>	<b>4,498,602</b>	<b>7,511,757</b>	<b>5,229,102</b>	<b>2,110,028</b>	<b>503,648</b>	<b>4,706,534</b>		<b>7,320,210</b>	<b>5,210,182</b>	<b>191,547</b>	<b>18,920</b>
<b>Total - SDC Fund</b>	<b>4,113,155</b>	<b>1,830,500</b>	<b>4,998,602</b>	<b>9,111,757</b>	<b>6,829,102</b>	<b>2,119,428</b>	<b>641,412</b>	<b>6,169,525</b>		<b>8,930,365</b>	<b>6,810,937</b>	<b>181,392</b>	<b>18,165</b>

**KEY**

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

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Quad-rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9) = (10)	(6)/(9)	
<b>BOND CAPITAL PROJECTS FUND</b>													
<b><u>New Neighborhood Parks Development</u></b>													
SE	91-901	AM Kennedy Park & Athletic Field	1,285,250	50,470	1,335,720	1,005,674	680,856	1,686,530	-	Complete	1,686,530	(350,810)	100.0%
SW	91-902	Barsotti Park & Athletic Field	1,285,250	27,134	1,312,384	307,254	925,184	1,232,438	-	Complete	1,232,438	79,946	100.0%
NW	91-903	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,035	787,185	177,492	576,251	753,743	-	Complete	753,743	33,442	100.0%
SW	91-904	Roy Dancer Park	771,150	16,308	787,458	110,984	540,288	651,272	-	Complete	651,272	136,186	100.0%
NE	91-905	Roger Tilbury Park	771,150	16,302	787,452	167,730	109,971	277,701	507,510	Design Dev	785,211	2,241	35.4%
<b>Total New Neighborhood Parks Development</b>			<b>4,883,950</b>	<b>126,249</b>	<b>5,010,199</b>	<b>1,769,134</b>	<b>2,832,550</b>	<b>4,601,684</b>	<b>507,510</b>		<b>5,109,194</b>	<b>(98,995)</b>	<b>90.1%</b>
<b><u>Renovate &amp; Redevelop Neighborhood Parks</u></b>													
NE	91-906	Cedar Mill Park, Trail & Athletic Fields	1,125,879	23,924	1,149,803	112,654	157,105	269,759	751,895	Design Dev	1,021,654	128,149	26.4%
SE	91-907	Camille Park	514,100	28,634	542,734	585,289	182	585,471	-	Complete	585,471	(42,737)	100.0%
NW	91-908	Somerset West Park	1,028,200	21,958	1,050,158	89,547	25,444	114,991	773,584	A&E	888,575	161,583	12.9%
NW	91-909	Pioneer Park and Bridge Replacement	544,934	21,059	565,993	218,219	315,139	533,358	-	Complete	533,358	32,635	100.0%
SE	91-910	Vista Brook Park	514,100	20,452	534,552	348,216	385,284	733,500	-	Complete	733,500	(198,948)	100.0%
<b>Total Renovate &amp; Redevelop Neighborhood Parks</b>			<b>3,727,213</b>	<b>116,027</b>	<b>3,843,240</b>	<b>1,353,925</b>	<b>883,154</b>	<b>2,237,079</b>	<b>1,525,479</b>		<b>3,762,558</b>	<b>80,682</b>	<b>59.5%</b>
<b><u>New Neighborhood Parks Land Acquisition</u></b>													
NW	98-880-a	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,467	1,528,467	1,041,404	-	1,041,404	-	Complete	1,041,404	487,063	100.0%
NW	98-880-b	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	27,558	1,033,377	1,060,935	-	Complete	1,060,935	(1,060,935)	100.0%
NW	98-880-c	New Neighborhood Park - NW Quadrant	-	-	-	-	31,702	31,702	693,463	Award	725,165	(725,165)	4.4%
NW	98-880-d	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	-	62,712	62,712	-	Complete	62,712	(62,712)	100.0%
NE	98-745-a	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,735	1,527,735	525,108	-	525,108	-	Complete	525,108	1,002,627	100.0%
NE	98-745-b	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	31,870	1,531,870	2,090,608	10,701	2,101,309	-	Complete	2,101,309	(569,439)	100.0%
SW	98-746-a	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,453	1,524,453	1,058,925	-	1,058,925	-	Complete	1,058,925	465,528	100.0%
SW	98-746-b	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	545,669	1,066	546,735	-	Complete	546,735	(546,735)	100.0%
SW	98-746-c	New Neighborhood Park - SW Quadrant (Hung easement for Roy Dancer Park)	-	-	-	60,006	-	60,006	-	Complete	60,006	(60,006)	100.0%
SE	98-747	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,558,347	-	2,558,347	-	Complete	2,558,347	(1,042,800)	100.0%
NW	98-748	New Neighborhood Park (North Bethany) (McGettigan)	1,500,000	23,667	1,523,667	1,629,690	-	1,629,690	-	Complete	1,629,690	(106,023)	100.0%
UND	98-749	New Neighborhood Park - Undesignated	-	-	-	-	-	-	-	Reallocated	-	-	0.0%
<b>Sub-total New Neighborhood Parks</b>			<b>9,000,000</b>	<b>151,739</b>	<b>9,151,739</b>	<b>9,537,315</b>	<b>1,139,558</b>	<b>10,676,873</b>	<b>693,463</b>		<b>11,370,336</b>	<b>(2,218,597)</b>	<b>93.9%</b>
NW		Authorized Use of Savings from New Community Park Land Acquisition Category	-	1,618,758	1,618,758	-	-	-	-	N/A	-	1,618,758	-
SE		Authorized Use of Savings from Community Center / Community Park Land Acquisition Category	-	599,839	599,839	-	-	-	-	N/A	-	599,839	-
<b>Total New Neighborhood Parks</b>			<b>9,000,000</b>	<b>2,370,336</b>	<b>11,370,336</b>	<b>9,537,315</b>	<b>1,139,558</b>	<b>10,676,873</b>	<b>693,463</b>		<b>11,370,336</b>	<b>-</b>	<b>93.9%</b>
<b><u>New Community Park Development</u></b>													
SW	92-915	SW Community Park & Athletic Field	7,711,500	165,512	7,877,012	5,340	68,312	73,652	7,979,360	Budget	8,053,012	(176,000)	0.9%
<b>Sub-total New Community Park Development</b>			<b>7,711,500</b>	<b>165,512</b>	<b>7,877,012</b>	<b>5,340</b>	<b>68,312</b>	<b>73,652</b>	<b>7,979,360</b>		<b>8,053,012</b>	<b>(176,000)</b>	<b>0.9%</b>
SW		Outside Funding from Washington County Transferred from Community Center Land Acquisition	-	176,000	176,000	-	-	-	-	N/A	-	176,000	-
<b>Total New Community Park Development</b>			<b>7,711,500</b>	<b>341,512</b>	<b>8,053,012</b>	<b>5,340</b>	<b>68,312</b>	<b>73,652</b>	<b>7,979,360</b>		<b>8,053,012</b>	<b>-</b>	<b>0.9%</b>



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			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(6)/(9)
<b><u>New Community Park Land Acquisition</u></b>													
NE	98-881-a	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	100.0%
NE	98-881-b	Community Park Expansion - NE Quadrant	-	-	-	-	6,305	6,305	403,695	Award	410,000	(410,000)	1.5%
<b>Sub-total New Community Park</b>			10,000,000	132,657	10,132,657	8,103,899	6,305	8,110,204	403,695		8,513,899	1,618,758	95.3%
Authorized Use of Savings for New Neighborhood Parks													
NE		Land Acquisition Category	-	(1,618,758)	(1,618,758)	-	-	-	-	N/A	-	(1,618,758)	-
<b>Total New Community Park</b>			10,000,000	(1,486,101)	8,513,899	8,103,899	6,305	8,110,204	403,695		8,513,899	-	95.3%
<b><u>Renovate and Redevelop Community Parks</u></b>													
NE	92-916	Cedar Hills Park & Athletic Field	6,194,905	131,937	6,326,842	112,311	33,835	146,146	6,171,877	A&E	6,318,023	8,819	2.3%
SE	92-917	Schiffler Park	3,598,700	72,672	3,671,372	2,647,176	-	2,647,176	-	Complete	2,647,176	1,024,196	100.0%
<b>Total Renovate and Redevelop Community Parks</b>			9,793,605	204,609	9,998,214	2,759,487	33,835	2,793,322	6,171,877		8,965,199	1,033,015	31.2%
<b><u>Natural Area Preservation - Restoration</u></b>													
NE	97-963	Roger Tilbury Memorial Park	30,846	661	31,507	1,067	239	1,306	30,194	Planning	31,500	7	4.1%
NE	97-964	Cedar Mill Park	30,846	662	31,508	160	33	193	29,963	Planning	30,156	1,352	0.6%
NE	97-965	Jordan/Jackie Husen Park	308,460	6,594	315,054	9,773	12,754	22,527	34,873	Preparation	57,400	257,654	39.2%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	5,297	252,065	-	-	-	252,065	Budget	252,065	-	0.0%
NW	97-967	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	212	10,494	2,970	2,452	5,422	5,025	Planning	10,447	47	51.9%
NW	97-968	Allenbach Acres Park	41,128	878	42,006	1,529	1,985	3,514	38,076	Planning	41,590	416	8.4%
NW	97-969	Crystal Creek Park	205,640	4,397	210,037	5,282	87	5,369	107,179	Preparation	112,548	97,489	4.8%
NE	97-970	Foothills Park	61,692	1,143	62,835	44,665	1,513	46,178	-	Complete	46,178	16,657	100.0%
NE	97-971	Commonwealth Lake Park	41,128	759	41,887	30,040	769	30,809	-	Complete	30,809	11,078	100.0%
NW	97-972	Tualatin Hills Nature Park	90,800	1,911	92,711	15,996	11,700	27,696	12,716	Preparation	40,412	52,299	68.5%
NE	97-973	Pioneer Park	10,282	216	10,498	7,370	115	7,485	2,962	Planning	10,447	51	71.6%
NW	97-974	Whispering Woods Park	51,410	878	52,288	48,871	-	48,871	6,748	Planting	55,619	(3,331)	87.9%
NW	97-975	Willow Creek Nature Park	20,564	388	20,952	19,551	2,325	21,876	2,212	Planting	24,088	(3,136)	90.8%
SE	97-976	AM Kennedy Park	30,846	624	31,470	22,848	1,202	24,050	8,650	Planting	32,700	(1,230)	73.5%
SE	97-977	Camille Park	77,115	1,526	78,641	55,093	1,675	56,768	15,585	Planting	72,353	6,288	78.5%
SE	97-978	Vista Brook Park	20,564	441	21,005	-	3,044	3,044	17,456	Preparation	20,500	505	14.8%
SE	97-979	Greenway Park/Koll Center	61,692	1,310	63,002	7,956	20,122	28,078	34,922	Planning	63,000	2	44.6%
SE	97-980	Bauman Park	82,256	1,671	83,927	24,100	4,598	28,698	54,634	Planting	83,332	595	34.4%
SE	97-981	Fanno Creek Park	162,456	3,477	165,933	4,348	674	5,022	160,908	Planning	165,930	3	3.0%
SE	97-982	Hideaway Park	41,128	848	41,976	15,431	15,518	30,949	11,008	Planting	41,957	19	73.8%
SW	97-983	Murrayhill Park	61,692	1,014	62,706	65,544	162	65,706	-	Complete	65,706	(3,000)	100.0%
SE	97-984	Hyland Forest Park	71,974	1,227	73,201	55,441	1,704	57,145	13,855	Planting	71,000	2,201	80.5%
SW	97-985	Cooper Mountain	205,640	4,414	210,054	14	-	14	210,040	Budget	210,054	-	0.0%
SW	97-986	Winkelman Park	10,282	211	10,493	4,145	1,749	5,894	3,459	Planting	9,353	1,140	63.0%
SW	97-987	Lowami Hart Woods	287,896	6,157	294,053	6,441	12,477	18,918	275,082	Planning	294,000	53	6.4%
SW	97-988	Rosa/Hazeldale Parks	28,790	603	29,393	7,921	2,551	10,472	18,778	Planting	29,250	143	35.8%
SW	97-989	Mt Williams Park	102,820	2,207	105,027	244	-	244	104,783	Budget	105,027	-	0.2%
SW	97-990	Jenkins Estate	154,230	3,131	157,361	121,006	4,116	125,122	2,359	Planting	127,481	29,880	98.1%
SW	97-991	Summercrest Park	10,282	188	10,470	7,972	2	7,974	-	Complete	7,974	2,496	100.0%
SW	97-992	Morrison Woods	61,692	1,323	63,015	1,077	(1,077)	0	63,015	Budget	63,015	-	0.0%
UND	97-993	Interpretive Sign Network	339,306	7,194	346,500	37,702	94,758	132,460	206,840	Sign Fabrication	339,300	7,200	39.0%
NW	97-994	Beaverton Creek Trail	61,692	1,324	63,016	-	-	-	63,016	Budget	63,016	-	0.0%
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	883	42,011	-	-	-	42,011	Budget	42,011	-	0.0%
NW	97-996	Bluegrass Downs Park	15,423	331	15,754	-	-	-	15,754	Budget	15,754	-	0.0%
NW	97-997	Crystal Creek	41,128	883	42,011	-	-	-	42,011	Budget	42,011	-	0.0%
UND	97-914	Restoration of new properties to be acquired	643,023	13,803	656,826	-	-	-	656,826	Budget	656,826	-	0.0%
<b>Total Natural Area Restoration</b>			3,762,901	78,786	3,841,687	624,557	197,247	821,804	2,543,005		3,364,809	476,878	24.4%

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date			Estimated Cost to Complete	Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)			(7)	(3-9) = (10)	(6)/(9)
<b><u>Natural Area Preservation - Land Acquisition</u></b>													
UND	98-882	Natural Area Acquisitions	8,400,000	174,266	8,574,266	2,113,332	1,283,937	3,397,269	5,176,997	Budget	8,574,266	-	39.6%
<b>Total Natural Area Preservation - Land Acquisition</b>			<b>8,400,000</b>	<b>174,266</b>	<b>8,574,266</b>	<b>2,113,332</b>	<b>1,283,937</b>	<b>3,397,269</b>	<b>5,176,997</b>		<b>8,574,266</b>	<b>-</b>	<b>39.6%</b>
<b><u>New Linear Park and Trail Development</u></b>													
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	83,702	4,350,732	2,476,936	1,918,285	4,395,221	-	Complete	4,395,221	(44,489)	100.0%
NE	93-920	Jordan/Husen Park Trail	1,645,120	45,644	1,690,764	1,227,076	420	1,227,496	-	Complete	1,227,496	463,268	100.0%
NW	93-924	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	77,258	3,881,598	947,114	3,142,679	4,089,793	448,116	Bid Award	4,537,909	(656,311)	90.1%
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	72,824	2,334,864	1,660,829	64,685	1,725,514	798,982	On Hold	2,524,496	(189,632)	68.4%
UND	93-923	Miscellaneous Natural Trails	100,000	2,078	102,078	21,401	8,053	29,454	72,624	Budget	102,078	-	28.9%
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	100.0%
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	14,714	271,764	414,817	-	414,817	-	Complete	414,817	(143,053)	100.0%
SW	93-921	Lowami Hart Woods	822,560	55,532	878,092	539,296	797,581	1,336,877	-	Complete	1,336,877	(458,785)	100.0%
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	32,640	1,574,940	165,409	25,102	190,511	584,843	Master Planning	775,354	799,586	24.6%
<b>Total New Linear Park and Trail Development</b>			<b>15,060,310</b>	<b>387,486</b>	<b>15,447,796</b>	<b>7,691,580</b>	<b>5,956,805</b>	<b>13,648,385</b>	<b>1,904,565</b>		<b>15,552,950</b>	<b>(105,154)</b>	<b>87.8%</b>
<b><u>New Linear Park and Trail Land Acquisition</u></b>													
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	22,858	1,222,858	1,085,139	104,080	1,189,219	33,639	Budget	1,222,858	-	97.2%
<b>Total New Linear Park and Trail Land Acquisition</b>			<b>1,200,000</b>	<b>22,858</b>	<b>1,222,858</b>	<b>1,085,139</b>	<b>104,080</b>	<b>1,189,219</b>	<b>33,639</b>		<b>1,222,858</b>	<b>-</b>	<b>97.2%</b>
<b><u>Multi-field/Multi-purpose Athletic Field Development</u></b>													
SW	94-925	Winkelman Athletic Field	514,100	34,434	548,534	937,400	4,193	941,593	-	Complete	941,593	(393,059)	100.0%
SE	94-926	Meadow Waye Park	514,100	4,791	518,891	407,331	9	407,340	-	Complete	407,340	111,551	100.0%
NW	94-927	New Fields in NW Quadrant (Somerset West Park)	514,100	11,035	525,135	75	-	75	525,060	A&E	525,135	-	0.0%
NE	94-928	New Fields in NE Quadrant (Cedar Mill Park)	514,100	11,014	525,114	5,192	-	5,192	519,922	Design Dev	525,114	-	1.0%
SW	94-929	New Fields in SW Quadrant	514,100	11,029	525,129	669	-	669	524,460	Budget	525,129	-	0.1%
SE	94-930	New Fields in SE Quadrant	514,100	11,036	525,136	-	123	123	525,013	Budget	525,136	-	0.0%
<b>Total Multi-field/Multi-purpose Athletic Field Dev.</b>			<b>3,084,600</b>	<b>83,339</b>	<b>3,167,939</b>	<b>1,350,667</b>	<b>4,325</b>	<b>1,354,992</b>	<b>2,094,455</b>		<b>3,449,447</b>	<b>(281,508)</b>	<b>39.3%</b>
<b><u>Deferred Park Maintenance Replacements</u></b>													
UND	96-960	Play Structure Replacements at 11 sites	810,223	3,685	813,908	736,946	34,569	771,515	-	Complete	771,515	42,393	100.0%
NW	96-720	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	100.0%
SW	96-721	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	100.0%
SW	96-722	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	100.0%
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	100.0%
NE	96-998	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	100.0%
UND	96-999	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	100.0%
SW	96-946	Permeable Parking Lot at Aloha Swim Center	160,914	1,515	162,429	191,970	-	191,970	-	Complete	191,970	(29,541)	100.0%
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	3,401	164,315	113,202	399,553	512,755	-	Complete	512,755	(348,440)	100.0%
<b>Sub-total Deferred Park Maintenance Replacements</b>			<b>1,451,515</b>	<b>10,627</b>	<b>1,462,142</b>	<b>1,397,132</b>	<b>434,122</b>	<b>1,831,254</b>	<b>-</b>		<b>1,831,254</b>	<b>(369,112)</b>	<b>900.0%</b>
NE		Authorized Use of Savings from Facility Expansion & Improvements Category	-	176,920	176,920	-	-	-	-	N/A	-	176,920	-
NE		Authorized Use of Savings from Bond Issuance Administration Category	-	192,192	192,192	-	-	-	-	N/A	-	192,192	-
<b>Total Deferred Park Maintenance Replacements</b>			<b>1,451,515</b>	<b>379,739</b>	<b>1,831,254</b>	<b>1,397,132</b>	<b>434,122</b>	<b>1,831,254</b>	<b>-</b>		<b>1,831,254</b>	<b>-</b>	<b>100.0%</b>

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)
<b>Facility Rehabilitation</b>													
UND	95-931	Structural Upgrades at Several Facilities	317,950	3,777	321,727	105,332	1,882	107,214	214,513	Budget	321,727	-	33.3%
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	8,432	414,711	518,054	248	518,302	-	Complete	518,302	(103,591)	100.0%
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	30,931	1,478,294	68,326	655,724	724,050	64,478	Bid Award	788,528	689,766	91.8%
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	13,397	641,484	30,380	10,923	41,303	496,857	Design Dev	538,160	103,324	7.7%
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	833	45,643	66,762	-	66,762	-	Complete	66,762	(21,119)	100.0%
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	10,453	497,388	-	4,785	4,785	492,603	Master Planning	497,388	-	1.0%
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	100.0%
NW	95-939	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	233,369	-	233,369	-	Complete	233,369	83,499	100.0%
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	100.0%
NW	95-941	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	100.0%
NW	95-942	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,101	118,607	75,686	-	75,686	-	Complete	75,686	42,921	100.0%
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	4,949	273,809	74,804	-	74,804	-	Complete	74,804	199,005	100.0%
SE	95-944	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	100.0%
NW	95-945	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	100.0%
NE	95-950	Sunset Swim Center Structural Upgrades	1,028,200	16,245	1,044,445	626,419	-	626,419	-	Complete	626,419	418,026	100.0%
NE	95-951	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	100.0%
<b>Total Facility Rehabilitation</b>			<b>6,227,732</b>	<b>105,047</b>	<b>6,332,779</b>	<b>2,561,456</b>	<b>673,562</b>	<b>3,235,018</b>	<b>1,268,451</b>		<b>4,503,469</b>	<b>1,829,310</b>	<b>71.8%</b>
<b>Facility Expansion and Improvements</b>													
SE	95-952	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,038,289	1,078	2,039,367	-	Complete	2,039,367	(11,188)	100.0%
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	83,658	5,533,118	5,436,930	-	5,436,930	-	Complete	5,436,930	96,188	100.0%
SW	95-954	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	100.0%
NW	95-955	Aquatics Center ADA Dressing Rooms	133,666	1,083	134,749	180,540	-	180,540	-	Complete	180,540	(45,791)	100.0%
NE	95-956	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	100.0%
<b>Sub-total Facility Expansion and Improvements</b>			<b>8,218,478</b>	<b>115,864</b>	<b>8,334,342</b>	<b>8,156,344</b>	<b>1,078</b>	<b>8,157,422</b>	<b>-</b>		<b>8,157,422</b>	<b>176,920</b>	<b>100.0%</b>
NE	Authorized Use of Savings for Deferred Park Maintenance Replacements Category		-	(176,920)	(176,920)	-	-	-	-	N/A	-	(176,920)	-
<b>Total Facility Expansion and Improvements</b>			<b>8,218,478</b>	<b>(61,056)</b>	<b>8,157,422</b>	<b>8,156,344</b>	<b>1,078</b>	<b>8,157,422</b>	<b>-</b>		<b>8,157,422</b>	<b>-</b>	<b>100.0%</b>
<b>ADA/Access Improvements</b>													
NW	95-957	HMT ADA Parking & other site improvement	735,163	15,486	750,649	34,863	94,083	128,946	631,819	Design Dev	760,765	(10,116)	16.9%
UND	95-958	ADA Improvements - undesignated funds	116,184	2,407	118,591	72,245	-	72,245	46,346	Budget	118,591	-	60.9%
SW	95-730	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	100.0%
NW	95-731	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	100.0%
NE	95-732	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	100.0%
NE	95-733	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	100.0%
SE	95-734	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	0.0%
SW	95-735	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	100.0%
SW	95-736	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	100.0%
NE	95-737	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	100.0%
NW	95-738	ADA Improvements - Rock Crk Pwline Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	100.0%
NW	95-739	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	100.0%
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	176	8,402	-	8,402	8,402	-	Complete	8,402	-	100.0%
NE	95-741	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	100.0%
SE	95-742	ADA Improvements - Wonderlan Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	100.0%
<b>Total ADA/Access Improvements</b>			<b>1,028,196</b>	<b>20,091</b>	<b>1,048,287</b>	<b>249,237</b>	<b>102,485</b>	<b>351,722</b>	<b>678,165</b>		<b>1,029,887</b>	<b>18,401</b>	<b>34.2%</b>

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)
		<b>Community Center Land Acquisition</b>											
UND	98-884-a	Community Center / Community Park (SW Quadrant)	5,000,000	103,517	5,103,517	439,903	618,888	1,058,791	500,000	Award	1,558,791	3,544,726	67.9%
UND	98-884-b	Community Center / Community Park (SW Quadrant)	-	-	-	580,749	1,741,996	2,322,745	-	Complete	2,322,745	(2,322,745)	100.0%
		<b>Sub-total Community Center Land Acquisition</b>	<b>5,000,000</b>	<b>103,517</b>	<b>5,103,517</b>	<b>1,020,652</b>	<b>2,360,884</b>	<b>3,381,536</b>	<b>500,000</b>		<b>3,881,536</b>	<b>1,221,981</b>	<b>87.1%</b>
		Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	-
		Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(599,839)	(599,839)	-	-	-	-	N/A	-	(599,839)	-
		<b>Total Community Center Land Acquisition</b>	<b>5,000,000</b>	<b>(672,322)</b>	<b>4,327,678</b>	<b>1,020,652</b>	<b>2,360,884</b>	<b>3,381,536</b>	<b>500,000</b>		<b>3,881,536</b>	<b>446,142</b>	<b>87.1%</b>
		<b>Bond Administration Costs</b>											
ADM		Debt Issuance Costs	1,393,000	(482,200)	910,800	24,772	-	24,772	-	Complete	24,772	886,028	100.0%
ADM		Bond Accountant Personnel Costs	-	241,090	241,090	117,677	66,108	183,785	57,305	Budget	241,090	-	76.2%
ADM		Deputy Director of Planning Personnel Costs	-	-	-	-	46,271	46,271	47,063	Budget	93,334	(93,334)	49.6%
ADM		Communications Support	-	50,000	50,000	8,800	3,875	12,675	37,325	Budget	50,000	-	25.4%
ADM		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	100.0%
ADM		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	100.0%
ADM		Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	100.0%
		<b>Sub-total Bond Administration Costs</b>	<b>1,450,000</b>	<b>(191,110)</b>	<b>1,258,890</b>	<b>228,672</b>	<b>116,254</b>	<b>344,926</b>	<b>141,693</b>		<b>486,619</b>	<b>772,271</b>	<b>27.4%</b>
		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(192,192)	(192,192)	-	-	-	-	N/A	-	(192,192)	n/a
		<b>Total Bond Administration Costs</b>	<b>1,450,000</b>	<b>(383,302)</b>	<b>1,066,698</b>	<b>228,672</b>	<b>116,254</b>	<b>344,926</b>	<b>141,693</b>		<b>486,619</b>	<b>580,079</b>	<b>70.9%</b>
		<b>Grand Total</b>	<b>100,000,000</b>	<b>1,807,564</b>	<b>101,807,564</b>	<b>50,007,868</b>	<b>16,198,493</b>	<b>66,206,361</b>	<b>31,622,354</b>		<b>97,828,715</b>	<b>3,978,851</b>	<b>67.7%</b>

**THPRD Bond Capital Program**  
**Funds Reprogramming Analysis - Based on Category Transfer Eligibility**  
**As of 4/30/2014**

	Category (Over) Under Budget
Not Available for Reprogramming	
Facility Rehabilitation	1,829,310
ADA	18,401
	1,847,711
Limited Reprogramming	
Land: New Neighborhood Park	-
New Community Park	-
New Linear Park	-
New Community Center	446,142
	446,142
Nat Res: Restoration	476,878
Acquisition	-
	476,878
All Other	
New Neighborhood Park Dev	(98,995)
Neighborhood Park Renov	80,682
New Community Park Dev	-
Community Park Renov	1,033,015
New Linear Parks and Trails	(105,154)
Athletic Field Development	(281,508)
Deferred Park Maint Replace	-
Facility Expansion	-
Bond Admin Costs	580,079
	1,208,120
<b>Grand Total</b>	<b>3,978,851</b>



**MEMORANDUM**

Date: April 14, 2014  
 To: Board of Directors  
 From: Keith Hobson, Director of Business and Facilities  
 Re: **System Development Charge Report for March 2014**

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

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

<b><u>City of Beaverton Collection of SDCs</u></b>		<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
2,665	Single Family Units	\$7,336,367.72	\$206,958.98	\$7,543,326.70
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,455	Multi-family Units	\$2,843,199.80	\$85,436.50	\$2,928,636.30
0	Less Multi-family credits	(\$7,957.55)	(\$229.36)	(\$8,186.91)
231	Non-residential	\$533,473.99	\$15,926.43	\$549,400.42
<b>4,366</b>		<b>\$10,712,420.31</b>	<b>\$308,314.00</b>	<b>\$11,020,734.31</b>

<b><u>Washington County Collection of SDCs</u></b>		<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
7,177	Single Family Units	\$21,866,698.40	\$565,872.36	\$22,432,570.76
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
2,196	Multi-family Units	\$5,201,751.76	\$142,479.54	\$5,344,231.30
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
119	Non-residential	\$589,066.74	\$14,908.47	\$603,975.21
<b>9,168</b>		<b>\$26,986,644.68</b>	<b>\$702,511.74</b>	<b>\$27,689,156.42</b>

<b><u>Recap by Agency</u></b>	<b><u>Percent</u></b>	<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
4,366	City of Beaverton	\$10,712,420.31	\$308,314.00	\$11,020,734.31
9,168	Washington County	\$26,986,644.68	\$702,511.74	\$27,689,156.42
<b>13,534</b>		<b>\$37,699,064.99</b>	<b>\$1,010,825.74</b>	<b>\$38,709,890.73</b>

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,680	1,455	231	4,366
Washington County	<u>6,877</u>	<u>2,172</u>	<u>119</u>	<u>9,168</u>
	<b><u>9,557</u></b>	<b><u>3,627</u></b>	<b><u>350</u></b>	<b><u>13,534</u></b>

**Total Receipts to Date** **\$38,063,109.30**

**Total Payments to Date**

Refunds	(\$2,066,073.93)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$21,771,857.04)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$9,321,031.80)</u>	<b><u>(\$33,158,981.42)</u></b>
		<b><u>\$4,904,127.88</u></b>

<u>Recap by Month, FY 2013/14</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2013	\$35,543,437.48	(\$32,518,849.04)	\$2,049,469.54	\$5,074,057.98
July	\$310,298.75	(\$8,761.25)	\$2,089.64	\$303,627.14
August	\$186,994.31	(\$136,813.92)	\$2,166.47	\$52,346.86
September	\$361,458.64	(\$40,224.58)	\$2,207.98	\$323,442.04
October	\$261,326.50	(\$20,934.21)	\$2,564.73	\$242,957.02
November	\$241,053.74	(\$85,305.17)	\$2,421.44	\$158,170.01
December	\$277,999.76	(\$38,811.37)	\$2,489.92	\$241,678.31
January	\$278,794.04	(\$168,853.25)	\$2,719.41	\$112,660.20
February	\$198,344.70	(\$45,637.07)	\$2,528.83	\$155,236.46
March	\$403,401.38	(\$94,791.56)	\$3,029.47	\$311,639.29
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<b><u>\$38,063,109.30</u></b>	<b><u>(\$33,158,981.42)</u></b>	<b><u>\$2,071,687.43</u></b>	<b><u>\$6,975,815.31</u></b>

<u>Recap by Month, by Unit</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Residential</u>	<u>Total Units</u>
through June 2013	9,294	3,437	326	13,057
July	31	38	3	72
August	25	15	0	40
September	48	27	2	77
October	38	16	4	58
November	41	0	3	44
December	26	36	1	63
January	31	18	8	57
February	10	0	0	10
March	13	40	3	56
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
	<b><u>9,557</u></b>	<b><u>3,627</u></b>	<b><u>350</u></b>	<b><u>13,534</u></b>

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

**RIDGEWOOD VIEW PARK:**

The Tualatin Hills Park & Recreation District Board of Directors has approved an agreement with the Tualatin Valley Water District to redevelop and maintain Ridgewood View Park. Construction on the property and an adjacent reservoir would likely close the park for between 18 and 24 months. Work is scheduled to start July 7, 2014, and end sometime in 2016, according to the project description.

Under the agreement, TVWD is responsible for the park and reservoir improvements, while THPRD will maintain the park in the long term.

— Kari Bray

## CPO 6 agenda includes Clean Water Services, new park

Aloha's next Citizen Participation Organization meeting is scheduled for Thursday. Washington County Commissioner Dick Schouten will provide attendees with updates and answer questions, along with a representative with Clean Water Services.

Also on the agenda are pre-

sentations on Villages NW, an organization that supports aging in place, and on THPRD's plan to build the Southwest Quadrant Community Park. A representative from the Beaverton School District will speak about the upcoming bond measure.

Representatives from the

Committee for Citizen Involvement will be seeking volunteers to serve on the county's Minor Betterment Review and Selection Committee.

The meeting will start at 7 p.m. at the TVF&R community room at 20665 S.W. Blanton St. in Aloha.

— Anna Marum



# THPRD promotes new maintenance superintendent; school district officials talk bond: Beaverton today



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



By [Kari Bray](#) | [kbray@oregonian.com](mailto:kbray@oregonian.com)

Email the author | [Follow on Twitter](#)  
on May 06, 2014 at 6:00 AM, updated M

- THPRD promotes new maintenance superintendent;

The Tualatin Hills Park & Recreation District has promoted a 25-year employee to the position of superintendent of maintenance operations.

Jon Campbell now oversees the upkeep of all THPRD buildings, parks, pools and vehicles. He replaces Dave Chrisman, who will retire at the end of May after 35 years with the district.



Jon Campbell

[View full size](#) Jon Campbell

“I feel very fortunate for this opportunity,” Campbell said in a THPRD news release. “I also know I have some big shoes to fill.”

**Here are some other Beaverton-area happenings:**

-- Kari Bray

# Parks and rec budget proposal would cut taxes slightly

By Kari Bray  
kbray@oregonian.com

The 10-person Tualatin Hills Park & Recreation District Budget Committee reviewed the district's proposed budget for 2014-15 on April 21.

The document calls for a \$44.4 million general fund stemming largely from tax dollars and program fees. That represents a 1.3 percent increase year-over-year.

"In general, it doesn't have any significant expenditure changes from this last year," THPRD General Manager Doug Menke said.

The budget committee will meet again at 6:30 p.m. Monday.

In the meantime, here's a

look at some highlights from the April 21 meeting:

## **1. Recovering costs on specialized programming**

THPRD is talking in terms of cost recovery this budget cycle. District services have been broken down into tiers, including a base level of parks and trails that are accessible to all district residents without a fee, topped by three more tiers that focus on more specialized programming.

While tier 1 can be completely tax supported, more individualized options are expected to bring in revenue, district staff say. At tier 2, which covers things like beginning-level swimming or art classes, the district aims to earn back 75 percent of the

cost of the programs, while 25 percent remains tax-funded. At tier 3, which includes advanced or specialty classes, the district hopes to bring in 150 percent of the operational cost, thereby making a profit that can feed back into tier 1 or 2 activities.

At the highest level, tier 4, the district factors in private events and room rentals. At that level, THPRD aims to bring in double the amount required to provide those rental services.

## **2. Instant opinion-sharing for public**

The district is hoping to install a system for real-time comments from facility users at various THPRD properties. Mobile kiosks would be placed at eight sites total, includ-

ing parks along with one trail and one aquatic or recreation center. The kiosks explain how to use technology like smartphones to immediately submit a comment to the district, including through the quick-access option of QR codes that take smartphone users to a website after scanning the code. People could let the district know about concerns like garbage being dumped at a park or problems in restroom facilities, or they could leave a quick note about their overall experience at the THPRD property, according to staff.

## **3. No major closures planned**

No long-term maintenance closures are anticipated at any

of THPRD's aquatic centers in the coming fiscal year. During the last five years, there have been five major maintenance closures at centers, averaging about 13 weeks each. For example, the Beaverton Swim Center closed for about 13.5 weeks this year, resulting in a dip in overall annual attendance at the facility. The lack of any extended closures will be more convenient for district residents and likely lead to an uptick in yearly swim center usage, according to THPRD.

## **4. Archery to be offered**

The district is adding a new beginning archery program, which will kick off this summer at Cedar Hills Recreation Center. THPRD plans to purchase

equipment that will allow for safe indoor practice to continue the program into colder, rainier weather. This will be the district's first time offering archery, according to THPRD staff.

## **5. Jenkins Estate still open to public**

THPRD relinquished operations like rentals, events and catering at Jenkins Estate in 2013 through a two-year agreement with Portland-based Elephant Delicatessen, saving more than \$200,000 a year and cutting several positions associated with running the estate. However, the grounds continue to be maintained by the district, and the trails, playground and other outside areas are open to the public year-round.

## THPRD seeks public opinion

**By Kari Bray**  
*kbray@oregonian.com*

The Tualatin Hills Park & Recreation District is asking people to weigh in on non-resident fees and user discounts.

Two surveys, one regarding out-of-district fees and the other focused on discounts, are available online or in print at recreation and aquatic centers.

The surveys kicked off April 18 and will close Friday.

THPRD is reviewing a number of policies following last year's update to the district's comprehensive plan, according to THPRD spokesman Bob Wayt.

"Public input is an important part of the process," Wayt said in an email.

Survey results will be

reviewed by district staff before any recommendations come before the THPRD board of directors regarding fee or discount changes, Wayt said.

No specific plans are in place to change discounts or out-of-district fees. However, the costs are being reviewed in terms of fairness to all district residents and cost recovery for district operations, meaning that specialized activities or private events should generate revenue to support general district services.

"It is too early to say what changes might be implemented or when they might take effect," Wayt said.

The current fee program was put in place in 2008 based on studies from 2006-07,

according to Wayt. Out-of-district assessments are re-evaluated annually based on taxes paid by the average in-district household. Out-of-district residents pay an additional fee since they do not pay taxes toward the park district.

The district provides discount options for senior citizens at least 55 years old along with frequent user passes for youth. Some activities for residents with special needs are also discounted, Wayt said.

THPRD has recently floated the idea of adding a new discount program for active duty military families as well as veterans. However, the idea is in initial discussions and no formal changes have been proposed, Wayt said.

## Tualatin Hills junior soccer program will continue

**By Kari Bray**  
*kbray@oregonian.com*

Following a decision by the Tualatin Hills Junior Soccer League to stop managing a local select soccer program, a resident reached out to the Beaverton Leader concerned that the program, which serves more than 200 children, was being canceled.

After reviewing a notice from the Tualatin Hills Junior Soccer League and speaking with Tualatin Hills Park & Recreation District staff, the Beaverton Leader learned that the program will be continued.

Starting this fall, the Tuala-

tin Hills Select Soccer Program will be managed by the park district rather than the junior soccer league, said Scott Brucker, THPRD superintendent of sports.

Though management of the program is changing hands, registration procedures and fees will not change, he said.

The Tualatin Hills Select Soccer Program has been around for a little more than a year and participation has grown about 50 percent during that time, according to the park district. About 200 athletes ages 8 to 13 participate. All coaches are volunteers.

Select soccer is meant to blend recreational and competitive soccer, a middle ground for players who are looking for more intensity than a recreational team but less commitment, cost and travel than a competitive program.

The Tualatin Hills Junior Soccer League decided to stop running the select program because it requires too much time to manage, according to a notice sent to coaches and parents.

The park district hopes to eventually expand the select program to include high school-age athletes, Brucker said.

# Park district collaborates with developer on North Bethany park

*Master plan calls for play areas, pathways for development*

By SHANNON O. WELLS  
The Times

The development of 311 single-family homes in the North Bethany area will bring with it three acres of parks and trails with a suitably picturesque name.

The Tualatin Hills Park and Recreation District's Board of Directors on Monday night approved a master plan for Bethany Creek Falls, a neighborhood park and trail system planned in collaboration with Polygon Northwest Company.

The developer plans to construct 311 homes northeast of the intersection of Springville and Kaiser roads, with system development charge fees of around \$1.6 million going toward the project.

To facilitate the SDC arrangement, the district would waive new development fees in exchange for Polygon providing amenities, which the district will take over and manage as a park upon completion. The annual maintenance cost is expected to run around \$12,775.

Boardwalks, hard-surfaced trails and sidewalks, children's play areas and equipment, landscaping, sports courts and signage are among the required amenities.

Initial construction is scheduled to start later this summer on the approximately 3-acre project, which includes 1-and-a-half acres for a neighborhood park and the remainder for a trail corridor and related ame-

nities. A large plaza and picnic pavilion, play areas with equipment for both younger children aged 2-5 and school-age children from 5 to 12 years old, furnishings, landscaping and irrigation are specific features of the plan.

The trail system will follow along the property's east side, providing a linear park along Northwest Shackelford Road, noted Stacy Connery of Pacific Community Design, who presented the project details alongside Steve Gulgren, the park district's project manager. Gulgren lauded the benefits of the collaboration with Polygon on the project.

"The developer gets to build the project quicker and cheaper," he said. "Much more so than we could do for ourselves."

The park and trails will take full advantage of the landscape around Beaverton Creek, including extensive wetlands and a scenic waterfall.

"It's a great opportunity for viewing the wetlands area," said Doug Menke, the district's general manager.

Board members, who unanimously approved the project, expressed enthusiasm for the natural amenities the project promises.

"That's really cool," said board member Larry Pelatt.

## Out-of-district fee discussion

In other district business, Superintendent of Sports Scott Brucker, laid out options for re-

viewing fees for those who live outside the park district. One option is a flat-rate assessment that provides households with in-district pricing for all programs and activities. Another involves charging a 20 to 30 percent premium for each pro-

gram and activity, with no flat-rate assessment. A third option would allow non-residents to choose one of those options depending on their interests and activity level.

A survey posted on the district's website allows patrons to provide feedback, while mailers are being distributed to district patrons, Brucker

noted.

The district is considering discount options for active military families, veterans, senior citizens and disabled residents while creating frequent-user discounts for district services, and price adjustments for activities held in non-peak hours.

Menke noted the goal is to encourage use of district facilities without negatively affecting the revenue stream that out-of-district resident fees provide.

"The challenge is can we find a window, a gap to sufficiently motivate out-of-district residents to engage," he said. "We're trying to be as scientific as possible."

The board on Monday night also approved \$300,000 for the Ben Graf Greenway trail project located near the Portland Community College Rock Creek campus recreation facility.

**"The developer gets to build the project quicker and cheaper. Much more so than we could do for ourselves."**

— Steve Gulgren, Tualatin Hills Park and Recreation District project manager

# Park district veteran Campbell named head of maintenance operations

*Dave Chrisman to  
retire May 30 after  
35 years with district*

*Beaverton Valley Times*

**Jon Campbell, a 25-year veteran of the Tualatin Hills Park and Recreation District, has been promoted to superintendent of maintenance operations, based at the Fanno Creek Service Center near downtown Beaverton.**

Campbell succeeds Dave Chrisman, who will retire on May 30 after 35 years with the district. Chrisman has served as superintendent of maintenance since August 1991.

A Beaverton resident who joined the district in 1989, Campbell has spent his entire park district career in maintenance in a variety of positions, including capital project management and support supervisor. In his new role, he will oversee maintenance of all athletic facilities, buildings, pools, parks and vehicles. The department is

the district's largest, employing about 130 full-time-equivalent employees and accounting for more than a quarter of the district's annual budget.

Campbell joined the park district as a part-time seasonal employee in athletic facilities maintenance. He worked his way up through athletic facilities maintenance and was named coordinator of the group in June 2001, a position he held for nine years. He was promoted to capital project management and support supervisor for all maintenance groups in July 2010.

Campbell said his primary goal initially is to maintain the high-quality standards Chrisman set for the department. He and his supervisors have already begun visiting park district sites to see them firsthand and talk to employees.

"I'm proud of what our maintenance team is doing and want to let them know that," he said. "I feel very fortunate for this opportunity. I also know I have some big shoes to fill."

For more information, visit [thprd.org](http://thprd.org) or call 503-645-6433.

Oregon Live, May 9, 2014

## THPRD Budget Committee to hear public comment and vote on \$44.4 million budget proposal Monday



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

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By [Kari Bray](#) | [kbray@oregonian.com](mailto:kbray@oregonian.com)

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on May 09, 2014 at 2:46 PM, updated May 09, 2014 at 6:51 PM

The Tualatin Hills Park & Recreation District Budget Committee will meet on Monday, May 12, to vote [on the proposed 2014-15 budget](#) for the district.

There will be an opportunity for public comment during the meeting, prior to the committee's vote on whether or not to approve the coming year's budget as proposed.

The budget includes a \$44.4 million general fund, supported largely by tax dollars and user fees. The proposal also adds new positions and maintains service levels with the exception of the Jenkins Estate, which the district stopped operating in fall 2013.

More than 60 percent of the district's general fund is allocated to staffing. THPRD has 181 full-time employees, 30 regular part-time employees and hundreds of seasonal staff, according to a district fact sheet.

The \$44.4 million general fund is less than half of the district's total \$100 million proposed budget. The total is about \$15 million less than the current year's approved budget, mostly because fewer bond dollars will be spent on projects in the coming fiscal year.

Following Monday's vote by the budget committee, the document will come before the THPRD Board of Directors for final approval in June.

-- Kari Bray

**THPRD BUDGET:****New jobs, scaled-back adventure facility**

*\$100 million budget with \$44.4 million general fund Ok'd*

By SHANNON O. WELLS  
The Times

**The Tualatin Hills Park and Recreation District's proposed budget for the upcoming fiscal year reflects a greater commitment to embracing diversity, more outreach and marketing efforts and the scaling back of plans for a proposed adventure recreation center.**

The district's Budget Committee approved a \$100 million budget for 2014-15 last week, including a \$44.4 million general fund generated from a combination of property tax revenue and district user fees.

With no public comment at the Monday, May 12, meeting, the committee voted unanimously to levy the district's permanent tax rate of \$1.31 per \$1,000 of assessed property value. Along with general obligation bond debt funding of 41 cents per 1,000, the amount is expected to channel \$26 million in property tax revenue to the district in the coming fiscal year.

Among other goals, the budget — which the park district Board of Directors will consider at its June 2 meeting — reflects the district's efforts to eliminate

barriers that may limit participation from some segments of the community, noted district General Manager Doug Menke.

Driven by a Portland State University study, efforts including funding for a new full-time inclusion coordinator in the Human Resources Department to enhance recruitment, training processes and outreach to minorities; funding to update the district's Americans with Disabilities Act Transition Plan to address access to programs and services and to implement tools for front-desk staff to better serve non-English-speaking patrons.

The proposed budget will support 181 full-time positions for the 2014-15 fiscal year, increasing staff by four new positions and decreasing by four unfilled and two eliminated positions from the 2013-14 fiscal-year budget.

New positions include the inclusion coordinator, a marketing specialist, a loss control and claims specialist, and a PSU Fellowship intern designated to focus on marketing and outreach. A seasonal irrigation specialist position will increase from part-time to full-time status.

The budget eliminates 2.5 positions associated with operating the historic Jenkins Estate in Aloha. The district entered into a two-year contract last summer with Portland-based Elephants Catering to assume event management and catering operations at the popular, scenic facility.

The 2014-15 budget eliminates

**“While residential construction activity has been at very low levels for the past several years, we have seen notable increases in construction activity over the past year.”**

— Doug Menke, Tualatin Hills Park and Recreation District general manager

an Enterprise Fund project for a proposed Adventure Recreation Center with climbing walls and training equipment for mountain and rock climbers, kayakers and whitewater rafters. Due diligence on the facility, which was proposed in early 2013, determined it was not financially feasible as envisioned, Menke said in his budget message. Instead, the district plans to incorporate amenities and programs envisioned for the facility into existing district facilities through other funding sources in a future budget cycle.

The district's Systems Development Charges fund estimates a carryover balance of approximately \$6.5 million, leaving \$4.3 million available for new project commitments and \$3 million of new SDC revenues expected in the coming fiscal year. The combined resources are targeted to provide \$2 million of new funds

to acquire land in the North Bethany area, and \$2.5 million for new projects, leaving approximately \$2.7 million for appropriation.

SDCs are assessed to developers to offset costs of creating parks, trails and other public amenities to accommodate new residents and employees the developments bring.

“While residential construction activity has been at very low levels for the past several years, we have seen notable increases in construction activity over the past year, and our SDC revenue projection reflects continued growth,” Menke said in his budget message. “Due to the uncertainty in the level of SDC activity and the SDC rates, however, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 40 to 50 percent of estimated revenue.”

From the \$100 million bond measure district voters approved in 2008, about \$65 million in cumulative project expenditures is set aside for 2014-15. Two development categories, facility expansions and deferred park maintenance replacements, are completed. Progress is being made in all project categories, with many large construction projects completed or slated to begin this spring and summer.

The district Board of Directors will consider the budget at its meeting on June 2 at 6:30 p.m. at 15707 S.W. Walker Road.

## 40 101 THINGS TO DO

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**PARTY IN THE PARK** — Party with thousands as Party in the Park returns to Howard M. Terpenning Recreation Complex in Beaverton on Saturday, July 26. Wander through the Classic at T-Hills car show, join the Family Triathlon and revel at the Beaverton International Celebration. Festivities include giant inflatable play structures, climbing walls, arts and crafts and face painting. THPRD's Rec Mobile and Nature Mobile will provide supervised sports and arts programs, games and environmental education. For more information, visit: [thprd.org/events/partyinthepark.cfm](http://thprd.org/events/partyinthepark.cfm)



**BIG TRUCK DAY** — There's just something exciting about big trucks, especially when the kiddies get to climb aboard, honk the horns and kick the tires of a parking lot full of trucks and big rigs. At Big Truck Day specialty vehicles include fire, SWAT Team and Franz bread trucks. Adults can take advantage of the Blood Mobile, Goodwill and shredding trucks. The event is at the Conestoga Recreation and Aquatic Center, 9985 S.W. 125th Ave. in Beaverton on Saturday, Aug. 16 from 10 a.m. to 2 p.m. There also will be a bouncy house, prizes and other activities for kids. Donations welcome. For more information visit: [thprd.org](http://thprd.org)