



Administration Office
503/645-6433
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**Board of Directors Regular Meeting
January 9, 2012
6:00 p.m. Executive Session; 7:00 p.m. Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

- 6:00 PM 1. Executive Session*
A. Legal
B. Land
- 7:00 PM 2. Call Regular Meeting to Order
- 7:05 PM 3. Action Resulting from Executive Session
- 7:10 PM 4. [Presentation: Fanno Creek Trail / Hall Boulevard Crossing Feasibility Study Update](#)
- 7:30 PM 5. Audience Time**
- 7:35 PM 6. Board Time
- 7:40 PM 7. Consent Agenda***
A. [Approve: Minutes of December 5, 2011 Regular Meeting](#)
B. [Approve: Monthly Bills](#)
C. [Approve: Monthly Financial Statement](#)
D. [Approve: Resolution Appointing Trails Advisory Committee Member](#)
- 7:45 PM 8. Unfinished Business
A. [Update: Bond Program](#)
B. [Information: General Manager's Report](#)
- 8:00 PM 9. New Business
A. [Review: System Development Charge Fund Five-Year Capital Improvement Program](#)
B. [Approve: Resolution Appointing Budget Committee Members](#)
C. [Review: Sustainability Purchasing Policy](#)
- 8:45 PM 10. Adjourn

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



MEMO

DATE: December 28, 2011
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the January 9, 2012 Board of Directors Meeting**

Agenda Item #4 – Presentation: Fanno Creek Trail/Hall Boulevard Crossing Feasibility Study Update

Attached please find a memo from Hal Bergsma, Director of Planning, reporting that Walt Bartel, project manager with David Evans and Associates, the project consultant, will be at your meeting to present an update on the Fanno Creek Trail/Hall Boulevard Crossing Feasibility Study.

Agenda Item #7 – Consent Agenda

Attached please find Consent Agenda items #7A-D for your review and approval.

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

A. Approve: Minutes of December 5, 2011 Regular Meeting

B. Approve: Monthly Bills

C. Approve: Monthly Financial Statement

D. Approve: Resolution Appointing Trails Advisory Committee Member

Agenda Item #8 – Unfinished Business

A. Bond Update

Attached please find a memo from Jim McElhinny, Director of Park & Recreation Services, providing an update regarding recent activities centered around the Bond Program. Jim and Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, will be at your meeting to provide an overview of the memo and to answer any questions the Board may have.

B. General Manager's Report

Attached please find the General Manager's Report for the January Regular Board meeting.

Agenda Item #9 – New Business

A. System Development Charge Fund Five-Year Capital Improvement Program

Attached please find a memo from Keith Hobson, Director of Business & Facilities, regarding a proposed update to the current five-year Capital Improvement Program (CIP) for the System Development Charge fund, which was approved in November 2007. Staff is requesting Board of Directors review and comment on the information, after which staff will return to the Board to request approval of an updated CIP at the February Board meeting. Keith will be at your meeting to provide an overview of the memo and to answer any questions the Board may have.

Action Requested: No specific Board Action is requested; the information provided is for Board review and comment only.

B. Resolution Appointing Budget Committee Members

Attached please find a memo from myself requesting Board of Directors discussion of the six applications received to serve on the District's Budget Committee and appointment of two of those applicants to the Committee, each for a term of three years.

Action Requested: Board of Directors approval of Resolution 2012-02, Appointing Budget Committee Members.

C. Sustainability Purchasing Policy

Attached please find a memo from Keith Hobson, Director of Business & Facilities, regarding a proposed Sustainable Purchasing Policy for addition to the District Public Contract Rules contained in Chapter 5 of the District Compiled Policies (DCP 5). Staff is requesting Board of Directors review and comment on the information, after which staff will return to the Board to request approval of the updated DCP 5 at the February Board meeting via a Public Hearing. Keith will be at your meeting to provide an overview of the memo and to answer any questions the Board may have.

Action Requested: No action requested. Based on Board input, staff will schedule a public hearing for the February Regular Board meeting to adopt the additions to District purchasing rules contained in District Compiled Policies Chapter 5.

Other Packet Enclosures

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



[4]

MEMO

DATE: December 21, 2011
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Fanno Creek Trail/Hall Boulevard Crossing Feasibility Study Update**

Introduction

At the June 6, 2011 Regular Board meeting, the Board heard a presentation on the Fanno Creek Trail/Hall Boulevard Crossing Feasibility Study project, which kicked off in May 2011. The intent of this project is to determine a preferred crossing option for the Fanno Creek Regional Trail at Hall Boulevard in order to better position the District to leverage funds for future construction of the preferred crossing option. Walt Bartel, project manager with David Evans and Associates (DEA), will present an update on the project's status to date.

Background

In 2007, the District was awarded \$359,000 in Metropolitan Transportation Improvement Program (MTIP) funds in order to facilitate a feasibility study of crossing alternatives for the Fanno Creek Trail where it intersects with Hall Boulevard. The program is administered by Metro, and is managed by the Oregon Department of Transportation (ODOT). THPRD's financial responsibility for the project is \$41,089. In a partnership with the City of Beaverton, ODOT and THPRD, all three agencies signed an Intergovernmental Agreement (IGA) in May 2011 to start the project.

Proposal Request

Since the project started in June 2011, the project team, with input from the Stakeholder Advisory Committee (SAC), has reviewed five crossing alternatives in order to determine the most feasible crossing option. As part of an extensive public outreach process, which has included a community open house and a number of small group meetings with City Neighborhood Association Committees (NACs), District and City advisory committees, and the Beaverton City Council, these five options have been narrowed to two – an overcrossing and an undercrossing. DEA will describe the process of narrowing the five options to two and what the next steps are as the project moves forward.

Benefits of Proposal

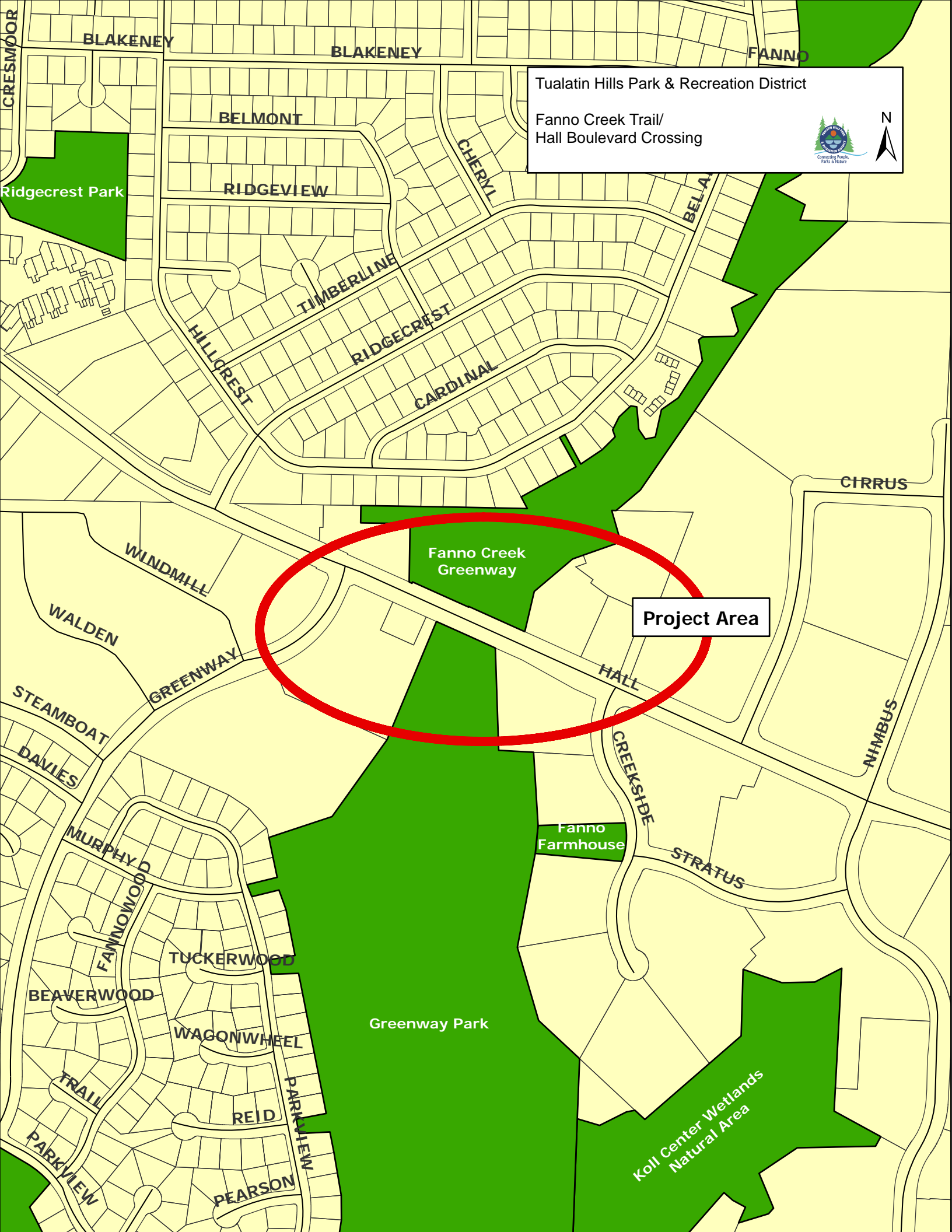
The benefits of the proposal include the identification and completion of preliminary design development documents for a preferred crossing option with a cost estimate for the Fanno Creek Trail at Hall Boulevard in order to leverage funds for future construction.

Potential Downside of Proposal

No apparent downside.

Action Requested

No Board of Directors action is required at this time. It is anticipated that this matter will return to the Board at their June meeting for a decision on a preferred crossing option.



Tualatin Hills Park & Recreation District
Fanno Creek Trail/
Hall Boulevard Crossing



Project Area

Fanno Creek
Greenway

Fanno
Farmhouse

Greenway Park

Koll Center Wetlands
Natural Area

BLAKENEY

BLAKENEY

FANNO

BELMONT

RIDGEVIEW

CHEM

Ridgecrest Park

HILLCREST

TIMBERLINE

RIDGECREST

CARDINAL

BELLA

CIRRUS

WINDMILL

WALDEN

GREENWAY

HALL

STEAMBOAT

DAVIES

CREKSID

NIMBUS

STRATUS

MURPHY

FANNOWOOD

TUCKERWOOD

Fanno
Farmhouse

BEAVERWOOD

WAGONWHEEL

Greenway Park

TRAIL

REID

PARKVIEW

PARKVIEW

PEARSON

Koll Center Wetlands
Natural Area

Tualatin Hills Park & Recreation District

Fanno Creek Trail/
Hall Boulevard Crossing

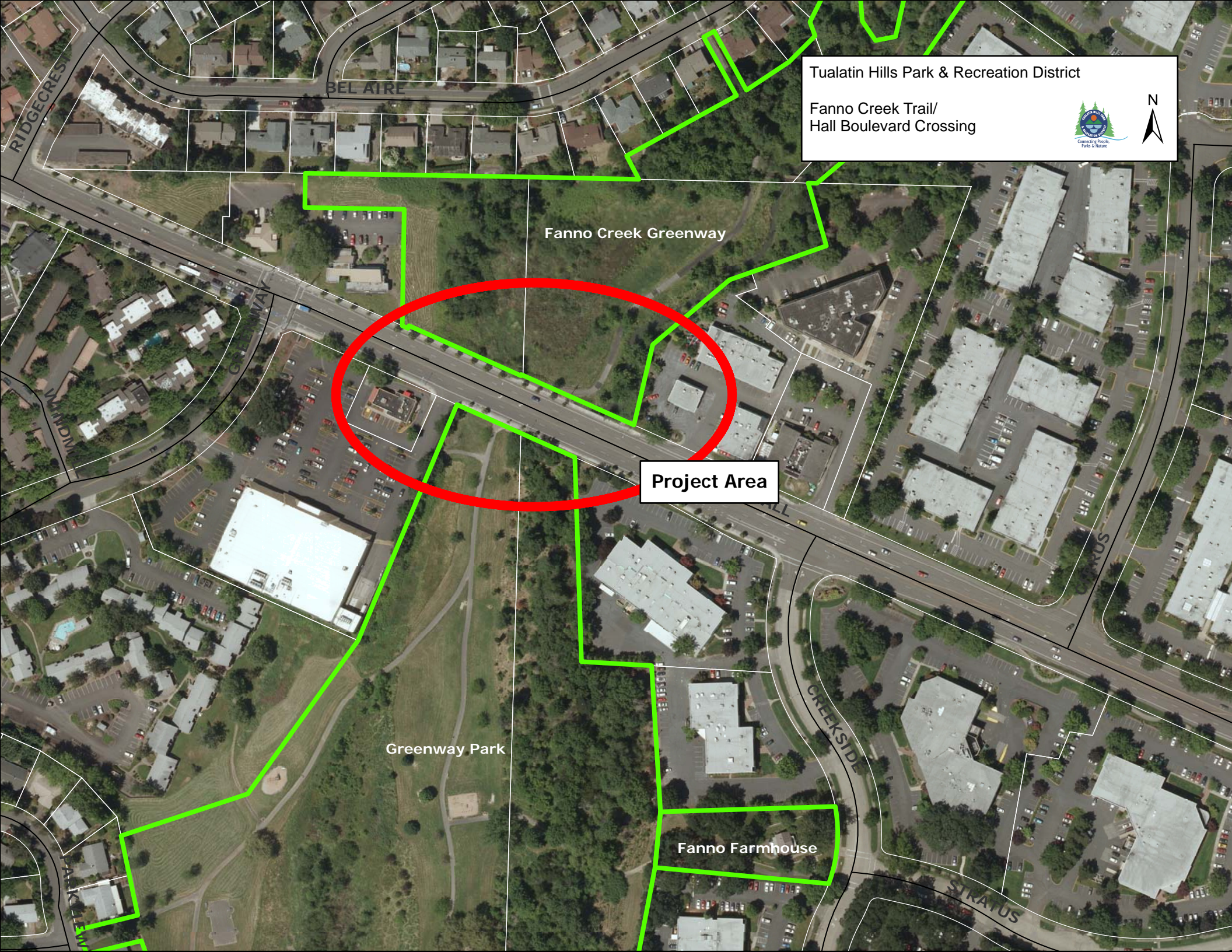


Fanno Creek Greenway

Project Area

Greenway Park

Fanno Farmhouse





Fanno Creek Greenway Trail

Hall Boulevard Crossing

www.fannocrossinghall.org

PROJECT OVERVIEW

The Fanno Creek Greenway Trail is a major component of our regional trail system. The lack of a direct trail crossing at Hall Boulevard is seen by many as a significant break in the trail system. Trail users are expected to travel 400' west to the intersection of Greenway and Hall to cross and then travel 400' back east to the trail. THPRD has received a grant through Metro and is partnering with the City of Beaverton and ODOT to design a better connection across Hall Blvd.

PREFERRED CROSSING RECOMMENDATION

A Stakeholder Advisory Committee (SAC) has been meeting since July to study and discuss a range of crossing options. Their deliberations led to a decision to forward a Tunnel option and a Bridge option (with a preference for a ramp-style approach rather than a spiral approach) for further consideration. Those options will be refined with a recommendation for a single preferred crossing to be presented to the City Council and Tualatin Hills Park & Recreation District Board next summer.

Photos are for illustration purposes only.



BRIDGE OPTION

Attributes:

- Safe trail user crossing
- Less environmental impact
- Direct trail connection
- Minimal property impact

Concerns:

- Bikes/skateboard speeds on approach
- Steeper approach/more grade
- Perceived user inconvenience



TUNNEL OPTION

Attributes:

- Safe trail user crossing
- Most direct connection
- Flattest approach

Concerns:

- Lighting/safety
- Raising Hall Blvd.
- Requires property acquisition
- More wetland and park impacts

The SAC looked at a number of crossing options and evaluated them based on factors including, but not limited to; cost estimates, wetland impacts, maintenance needs, traffic impacts, and public feedback.

Options evaluated but not selected

- ✓ Mid-block crossing
- ✓ Creekside Blvd. crossing
- ✓ Greenway Blvd. crossing

SO WHAT HAPPENS NEXT?

The Tunnel and Bridge concepts will now be further refined and shared with surrounding neighborhood associations, interest groups and various THPRD and City committees and commissions.

| PROJECT SCHEDULE | Summer 2011 | Fall 2011 | Winter 2011-12 | Spring 2012 | Summer 2012 |
|--------------------------------------|-------------|-----------|----------------|-------------|-------------|
| Stakeholder Interviews | ● | | | | |
| Stakeholder Advisory Committee (SAC) | ■ | | | | |
| Open House #1 | | ● | | | |
| Open House #2 | | | | ● | |
| Small Group Briefings | ■ | | | | |
| THPRD/City Council Recommendation | | | | | ● |

There will be another public open house in the spring of 2012. Please check our website (www.FannoCrossingHall.org) for information on upcoming activities and the latest project news.

STAKEHOLDER ADVISORY GROUP

A stakeholder advisory committee (SAC) that represented a broad range of community perspectives was convened to help in evaluating the crossing options.

Members:

- Joe Blowers, THPRD Board Member
- Barbara Chapnick, Beaverton Bicycle Advisory Comm.
- Mitch Cruzan, THPRD Natural Resources Advisory Comm.
- Lynne Fitzsimmons, Bicycle Transportation Alliance
- Wendy Kroger, THPRD Trails Advisory Committee
- Chuck Pearsall, Albertson's Manager
- Jim Persey, Greenway NAC Chair
- Melissa Preston, Vose NAC
- Cathy Stanton, Beaverton City Council
- Duane Roberts, Tigard
- Amber Wierck, Clean Water Services Reg. Compliance



Questions?

Brad Hauschild, Park Planner
Tualatin Hills Park & Recreation
503.629.6305 x2731
bhauschi@thprd.org

OR

Margaret Middleton
Principal Transportation Planner
City of Beaverton
503.526.2424
mmiddleton@beavertonoregon.gov

For up-to-date project information please visit our website at www.FannoCrossingHall.org





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, December 5, 2011. Executive Session 6:30 p.m.; Regular Meeting 7:00 p.m.

Present:

| | |
|-----------------|--------------------------------|
| Bob Scott | President/Director |
| Larry Pelatt | Secretary/Director |
| Joseph Blowers | Secretary Pro-Tempore/Director |
| William Kanable | Director |
| John Griffiths | Director |
| Doug Menke | General Manager |

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

President, Bob Scott, called Executive Session to order for the following purposes:

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

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

President, Bob Scott, noted that representatives of the news media and designated staff may attend 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, Bob Scott, called the Regular Meeting to order at 7:05 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. Recognition of Wendy Kroger

Doug Menke, General Manager, introduced Wendy Kroger, former Chair of the Trails Advisory Committee, to be recognized by the Board of Directors for her volunteer service to the District. In addition to serving as Chair of the Trails Advisory Committee, Wendy has served on a number of District committees including: System Development Charge Methodology Citizen Advisory Committee, Bond Measure Task Force, Parks Bond Citizen Oversight Committee, and Fanno Creek Trail/Hall Boulevard Stakeholders Advisory Committee, as well as being a legislative advocate for the District.

Doug described Wendy's many contributions and dedication to the District and thanked her for her volunteer service on behalf of the Board of Directors and staff of THPRD.

- ✓ Wendy thanked the Board of Directors for the recognition this evening, noting that she thoroughly enjoyed her service to the District and the support of District staff.

B. Audit Report on Park District Financial Statements for Fiscal Year 2010-11

Keith Hobson, Director of Business & Facilities, introduced Kathleen Leader, Audit Committee member, and Cathy Brucker, Finance Manager, to make a presentation to the Board of Directors on the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2011.

Kathleen noted that the District Audit Committee met on November 28, 2011, and reviewed and approved the Draft Comprehensive Annual Financial Report as presented by staff and Talbot, Korvola and Warwick LLP, the District's auditors. The meeting focused on a review of the current year's audit report, which is included within the Board of Directors information packet, and contains no recommendations or findings. Although the charter for the District Audit Committee calls for a member of the auditing firm to present the statements to the Board, since there were no findings or recommendations stemming from the financial statements, the Audit Committee determined it was not necessary for a representative of the audit firm to be present. Kathleen and Cathy offered to answer any questions the Board may have.

- ✓ Hearing none, President, Bob Scott, thanked the Audit Committee and District staff for their efforts and stated that he would entertain a motion.

Joe Blowers moved the Board of Directors accept the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2011. Bill Kanable seconded the motion. Roll call proceeded as follows:

| | |
|-----------------------|----------------|
| John Griffiths | Yes |
| Larry Pelatt | Abstain |
| Bill Kanable | Yes |
| Joe Blowers | Yes |
| Bob Scott | Yes |

The motion was APPROVED by MAJORITY vote.

C. Aquatics Advisory Committee

Sharon Hoffmeister, Superintendent of Aquatics, introduced Jon Schieltz, Chair of the Aquatics Advisory Committee, to make a presentation to the Board of Directors regarding the activities of the Committee during the past year as well as their goals for the coming year.

Jon provided an overview of the Aquatics Advisory Committee's current focuses as well as their goals for the future via a PowerPoint presentation, a copy of which was entered into the record, and which included the following topics:

- Special Events & Fundraising Efforts
- Facility Support
- Short & Long-term Goals

Jon offered to answer any questions the Board may have.

- ✓ Hearing none, President, Bob Scott, thanked Jon on behalf of the Board of Directors for the informative presentation.

D. Parks Bond Citizen Oversight Committee Annual Report

Doug Menke, General Manager, introduced Marc San Soucie, Chair of the Parks Bond Citizen Oversight Committee, to present the Committee's second annual report to the Board of Directors, which is included within the Board of Directors information packet.

Marc noted that this year's report came together based on the efforts and structure built last year in the development of the Committee's first annual report and that the Committee should be able to use those efforts as a framework for future annual reports as well. Although it has taken some time to develop tracking reports that best meet the needs of the Committee members, public, and staff, the effort is well on its way. Marc provided a few key highlights of the second annual report, including an overview of the recommendations made within:

- While the Committee does not believe that any elements of the Bond Program have gone awry, there is some sensitivity as to the speed of activities for certain categories, specifically in the areas of land acquisition and natural area restoration projects, although the Committee is also aware of the contributing factors for such delays.
- The Committee has not found any project or acquisition that has not been in line with the Bond Program promised to the public.
- The Committee feels that two areas in particular need to be continually monitored:
 - Land acquisition for natural areas. Although the Committee is aware that progress has been made in acquiring properties for parks and other purposes over the last year, acquisition of natural areas has been lacking. The Committee acknowledges that an additional land acquisition specialist has been hired and is hopeful that this will have a significant impact on the speed of such acquisitions.
 - Natural area restoration projects. When looking at the status of other bond projects, few of the natural restoration projects have progressed as far when compared to projects in other bond project categories.
- Monitor spending, progress, and results for the park projects into which athletic field funds have been combined, to ensure that appropriate amounts have been spent on those fields, even though on an accounting basis they have been merged with park development projects.
 - For reasons of fiscal efficiency, the Committee concurs with the decision to merge a number of athletic field development projects with park development projects on an accounting and project management basis. However, this makes it a little more challenging for the Committee to analyze the accounting and to make sure that the original funding promises are matched to the appropriate level. The Committee believes this will be able to be addressed, but wanted to make note of it because it will be a focus for the Committee.
- Account carefully for land acquisitions which generate results in more than one category, such as parks, trails, and natural areas.
 - There are a number of instances where a particular land acquisition will satisfy more than one Bond Program category, such as a parcel of land which a portion would be dedicated to park activities and another portion as a natural area. Such combination acquisitions raise a small but interesting accounting question for the Committee that the Committee will need to remain aware of and track.
- Develop a plan for remedying the over-spending of Neighborhood Park Land Acquisition funds on some larger-than-anticipated properties.
 - There were a couple of land acquisitions in the Neighborhood Park category that were bigger than normal. As a result, if tracking only in numerical measures of number of parks to acquire, it appears that the District is on a trajectory to overspend in that category. The Committee will be monitoring this as well.
- Note instances where a project exceeds its budget and other sources of funding are applied to complete the project.
 - There are a number of projects where in order to achieve the objective of a park or trail development project, the District has brought in funding from other sources. Although this is acceptable to the Committee, it requires additional tracking to ensure that all bond funds have been spent as appropriate.

- Continue to work on accurate project status and budget reporting, project performance measures, and overall bond progress reporting.

Marc offered to answer any questions the Board may have.

Joe Blowers referenced the recommendation to account carefully for land acquisitions that generate results in more than one category. He asked what information the Committee is currently receiving and how it could be more detailed, using the Teufel property as an example.

- ✓ Marc replied that although the Committee has not received the report on the Teufel property yet due to the fact that staff is still analyzing the property, as the division of use becomes clearer, the Committee can then begin dividing the costs into different Bond Program funding categories.
- ✓ Doug clarified that the Teufel property will be dedicated entirely to the Community Park funding category in that it is not unusual for a community park to have various components. A better example of a property that would have a shared cost and unique utility is the land acquired near Foege Park that has both trail and natural resource components. This will be a split purchase and part of the reporting mechanism will be an annual resolution like the one approved by the Board at the November 7, 2011 meeting that clearly designates each parcel purchased, the intended use and funding sources, including how much funding came from each bond category.
- ✓ Marc noted that the Committee agrees that such resolutions will be helpful.

Joe asked for clarification regarding how each category would be determined.

- ✓ Doug replied that it would be twofold: staff's communication to the Board during the land acquisition negotiation process in Executive Session and as acquisitions are finalized, the annual resolution will clearly identify intended use as well as funding source.

Larry Pelatt asked how many properties have fallen into this category so far.

- ✓ Marc replied that there have only been two or three, but the number of acquisitions is still low as well. The Committee is clearly interested in paying close attention to ensure that at the end of the Bond Program, all of the funds that were intended for different categories of acquisitions were spent in those categories. It is not crucial that the accounting is done immediately upon acquisition; only that through time the accumulative accounting correctly matches what was promised for each category.

John Griffiths commented that he understands the impression that land acquisition is moving slowly and described how the change in the economy has hampered these efforts in that property owners are reluctant to accept the decrease in land prices that have occurred over just the past few years. He stated that to hurry the process just to show more progress would likely result in the District paying more per acre than necessary. He asked why the District is behind schedule on natural area restoration projects.

- ✓ Marc clarified that the Committee does not believe the District is technically behind schedule as it is a long-term program, but when the various Bond Program categories are compared in terms of projects with successful completions, the natural area restorations project category has the fewest.

Bill Kanable described how such projects cannot proceed in a linear fashion. And regarding natural resources property acquisitions, such properties are not going to be sold to another entity or be developed and finding the right properties that fit the desires of the District has been a tedious and time-consuming task.

- ✓ Marc agreed, noting that the Committee was pleased with the hiring of an additional land acquisition specialist as the ability of the District to make more contacts in parallel is the most anyone can expect. The Committee realizes that it is difficult to acquire land and to be able to pursue more contacts in parallel is the right step forward.

Bill noted that the District also needs to be careful in terms of project management in that there cannot be too many projects going at once or there is a risk of some getting out of control. He

noted that \$100 million takes a long time to plan for and spend and to spend it right without incurring a lot of cost overruns. He understands the Committee's concerns, but feels that the District has done a good job on the project management side.

- ✓ Marc replied that the Committee would agree with that assessment.

John noted that many of the targeted acquisition sites for natural areas consist of multiple properties with multiple owners, which also slows down the process. There are few large natural area parcels left. Instead, the District must build those parcels by combining smaller properties, which takes a lot more time and effort. He asked for additional clarification regarding the schedule for the natural area restoration projects.

- ✓ Doug replied that staff would be happy to return to the Board with a report specific to this topic area. Many of the projects are tied to bond construction projects and need to be sequenced appropriately, but it would be beneficial to have a full report. An appropriate example is the work that has been done in the Murrayhill powerline area where invasive species were removed and the sequence of the treatment process in order to stabilize the area and return for plantings and the maintenance and monitoring process that occurs afterward, which ends up being a lengthy and detailed process.
- ✓ Bill agreed, noting that he has personally witnessed the process through the efforts occurring at Hyland Forest Park.

Joe asked where the Bauman Park natural area restoration project is listed within the report.

- ✓ Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, replied that it may have been erroneously omitted from the report, but the project is well underway.

President, Bob Scott, agreed that the natural resources projects overview report offered by Doug would be helpful for the Board as well as the Committee.

President, Bob Scott, complimented Marc's efforts as Committee Chair, noting that it is a diverse membership and that he does a good job of bringing them together. In addition, he thanks the individual Committee members who contributed to developing the report.

- ✓ Joe agreed, noting that the report was well written, contains a lot of information, but is still easy to understand.

Agenda Item #5 – Audience Time

There was no testimony during Audience Time.

Agenda Item #6 – Board Time

There were no comments during Board Time.

Agenda Item #7 – Consent Agenda

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of November 7, 2011 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Recreation Advisory Committee Member, (E) Resolution Approving System Development Charge Annual Cost Adjustment, (F) Resolution Authorizing Transfer of Metro Local Share Funds, and (G) Resolution Authorizing Application to the Federal Highway Administration for a Transportation, Community and System Preservation Grant. Joe Blowers seconded the motion. Roll call proceeded as follows:

| | |
|-----------------------|------------|
| Larry Pelatt | Yes |
| John Griffiths | Yes |
| Joe Blowers | Yes |
| Bill Kanable | Yes |
| Bob Scott | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Bond Program

Hal Bergsma, Director of Planning, provided a brief overview of the memo included within the Board of Directors information packet regarding bond program efforts, including the November 17, 2011, Parks Bond Citizen Oversight Committee meeting. In addition, Steve Gulgren, Superintendent of Planning & Development, and Dave Chrisman, Superintendent of Maintenance Operations, provided a PowerPoint presentation showing pictures of the construction projects at Conestoga Recreation & Aquatic Center, Elsie Stuhr Center, Camille Park, and Administrative Building. Hal offered to answer any questions the Board may have.

- ✓ Hearing none, President, Bob Scott, requested the staff report for the next agenda item.

B. General Manager's Report

Doug Menke, General Manager, provided a detailed overview of the General Manager's Report included within the Board of Directors information packet, which included the following topics:

- Graf Meadows Pathway Completion Request
 - Hal Bergsma, Director of Planning, provided a detailed overview of the status of a request received at the November 7, 2011 Regular Board meeting regarding a pathway project in the Graf Meadows neighborhood. In addition, a copy of a letter from Citizen Participation Organization #7 in support of the pathway project was distributed to the Board and entered into the record.
- Customer Service Program
- Fanno Creek Trail Project Update
- Autumn in THPRD Parks
 - Bob Wayt, Director of Communications & Outreach, presented a slideshow of pictures taken at various District parks.
- Board of Directors Meeting Schedule
- Prequalification Process
 - Keith Hobson, Director of Business & Facilities, provided a brief update regarding the prequalification pilot process approved by the Board at the November 7, 2011 Regular Board meeting, noting that 34 applications have been received and all have passed the initial screening. Once the full screening has been completed, staff will share the final prequalification list with the Board via email.

Doug offered to answer any questions the Board may have regarding the General Manager's Report.

Bill Kanable referenced the pathway requested at Graf Meadows and asked how much the project estimate is and from where the funding will come.

- ✓ Hal replied that the funding source would likely be System Development Charge funds.
- ✓ Doug noted that staff will be acquiring rough estimates for the project and that it may be divided into a two-year funding process in that it will take some time to get through the permitting process due to the wetland involved.

Larry Pelatt requested a copy of the screening criteria used for the prequalification process.

Agenda Item #9 – New Business

A. Naming Request for 112th Avenue Facility

Keith Hobson, Director of Business & Facilities, provided a brief overview of the memo included within the Board of Directors information packet, noting that staff is seeking Board approval of the proposed name for the new facility at 112th Avenue, pursuant to Board Policy 8.05, Naming of District Property. He noted that a team of staff members representing the relocated departments has been working to plan and implement the relocation and sponsored a contest to name the facility. The team received 50 submittals and narrowed the list down to their top five

recommendations. Keith noted that the selected proposed name for Board's consideration is the Fanno Creek Service Center and offered to answer any questions the Board may have.

John Griffiths noted that the District should consider naming something after deceased Board member, Bruce Dalrymple, acknowledging that a maintenance facility might not be the right fit.

- ✓ Doug Menke, General Manager, confirmed that the District would be looking at options for a future naming in honor of Bruce.
- ✓ Larry Pelatt agreed, noting that with Bruce's children being heavy involvement in sports, a field might be something to consider.
- ✓ Bill Kanable agreed, noting that there are many projects like that coming up through the Bond Program.
- ✓ John noted that a field at PCC Rock Creek might be appropriate as well.

Joe Blowers moved the Board of Directors approve the staff request, in accordance with District Compiled Policy 8.05 on Naming of District Property, to name the new facility on 112th Avenue as the Fanno Creek Service Center. Larry Pelatt seconded the motion. Roll call proceeded as follows:

| | |
|-----------------------|------------|
| Bill Kanable | Yes |
| John Griffiths | Yes |
| Larry Pelatt | Yes |
| Joe Blowers | Yes |
| Bob Scott | Yes |

The motion was UNANIMOUSLY APPROVED.

Bill Kanable commented that another Board tour of bond projects should be scheduled, including another tour of the maintenance facility.

- ✓ Doug Menke, General Manager, agreed, noting that he believes the Board would also enjoy seeing the projects at Conestoga Recreation & Aquatic Center and the Elsie Stuhr Center, among others.

B. Leadership Development Academy

Keith Hobson, Director of Business & Facilities, introduced Nancy Hartman Noye, Human Resources Manager, and Ann Mackiernan, Operations Analysis Manager, to provide a presentation on the District's new Leadership Development Academy.

Nancy and Ann provided a detailed overview of the Leadership Development Academy via a PowerPoint Presentation, a copy of which was entered into the record, and which included an overview of the four program tiers proposed:

- I. General Overview of THPRD
- II. Skill Development
- III. Capstone/Mentor Program
- IV. Leadership Attribute Development

Nancy and Ann offered to answer any questions the Board may have.

President, Bob Scott, asked how much time it would take a staff person to complete Tier I.

- ✓ Nancy replied that it is spread out over three days, with each class day being half a day.

Larry Pelatt expressed support for the program, noting that it constitutes a real step forward in the District's training efforts.

President, Bob Scott, asked what the direct cost is of providing the program.

- ✓ Nancy replied that it is just staff time for Tiers I, II, and III.

Larry commented that it will be interesting to see how many continue on through the program.

- ✓ Joe Blowers agreed, noting that it seems that the program would be motivating for those who wish to move up in the District.

Agenda Item #8 – Unfinished Business (taken out of order)

B. General Manager's Report

A group of audience members requested to testify regarding the proposed pathway at Graf Meadows, which was discussed under the General Manager's Report earlier in the meeting.

- ✓ President, Bob Scott, stated that he would allow the testimony.

Larry Christensen, 16952 NW Bernietta Court, Portland; Craig Cauvel, 5869 NW Samuel Drive, Portland; and Jeffrey Petrillo, 16965 NW Bernietta Court, Portland, are before the Board of Directors this evening regarding the request for a pathway at Graf Meadows.

- Larry stated that they appreciate the communication they have received thus far from District staff since their testimony at the November 7, 2011 Regular Board meeting. He noted that since 1996 when the subdivision was first constructed, the neighborhood has not asked anything of the District and has been maintaining the area under discussion themselves. However, currently there is no access from their neighborhood east to NW Graf Street so that residents can access the Pirate Park. It is a highly utilized area and they would like to see the access restored as soon as possible. They would appreciate the Board's assistance on this, and Citizen Participation Organization #7 and the Washington County Commissioners are aware of and monitoring the situation as well.
- Craig noted that the current completion estimate of 2013 seems like a lifetime to residents with children and that they would like to see the project completed faster. Due to the lack of sidewalks on the nearby roads, there is no safe alternate route. He asked whether there is a milestone of when the topic would be discussed again.
- Jeff added that he has lived on both sides of the area over the years and that the trail would provide access for many neighborhoods, not just theirs. Neighbors on both sides would like to volunteer to maintain the trail.

President, Bob Scott, stated that, having not been on the Board at the time of the original master plan for the area, it is important to him to hear from staff what was committed to as part of the project, as well as the cost of the potential project. The Board cannot commit to a project blindly without having an idea of the cost and funding sources. Such details will take some time to sort through, in addition to the issue of obtaining permits for the project. He confirmed that the group has the Board's attention and that the Board will be waiting for further details from staff and that he is confident staff will keep the neighborhood informed as well.

Joe Blowers commented that having personally viewed the area under discussion, he believes it definitely qualifies as an area that needs attention and he will personally commit to seeing that the project gets done; however, it does need to be completed in a fiscally responsible manner.

Bill Kanable noted that constructing a trail through a wetland is not easy and takes time; 2013 may even be optimistic. He described how several different agencies would be involved in the permit process and asked for patience from the neighborhood.

Agenda Item #10 - Adjourn

There being no further business, the meeting was adjourned at 8:45 p.m.

Bob Scott, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins

Minutes: Regular Meeting of the Board of Directors, December 5, 2011

| <u>Check Number</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Check Amount</u> |
|---------------------|-------------------|--|----------------------------------|
| 258378 | 11/15/2011 | Washington County Accounts Receivable Cell Tower Property Tax | 25,022.42 \$ 25,022.42 |
| 258376 | 11/15/2011 | US Bank Bank Charges and Fees | 1,050.00 \$ 1,050.00 |
| 258030 | 11/01/2011 | Pinnell Busch, Inc | 3,337.97 |
| 258053 | 11/03/2011 | Skyward Construction | 362,692.90 |
| 258082 | 11/04/2011 | BBL Architects | 5,772.41 |
| 258252 | 11/08/2011 | Roger J. Kemp | 5,030.00 |
| 258252 | 11/08/2011 | Roger J. Kemp | 6,250.00 |
| 258252 | 11/08/2011 | Roger J. Kemp | 7,594.00 |
| 258252 | 11/08/2011 | Roger J. Kemp | 5,415.00 |
| 258252 | 11/08/2011 | Roger J. Kemp | 4,025.00 |
| 258252 | 11/08/2011 | Roger J. Kemp | 2,910.00 |
| 258252 | 11/08/2011 | Roger J. Kemp | 4,322.00 |
| 258257 | 11/08/2011 | OPSIS Architecture, LLP | 13,894.63 |
| 258354 | 11/15/2011 | Peterson Structural Engineers, Inc. | 1,357.00 |
| 258356 | 11/15/2011 | Pinnell Busch, Inc | 7,794.97 |
| 258360 | 11/15/2011 | Professional Service Industries, Inc. | 3,304.22 |
| 258366 | 11/15/2011 | Seabold Construction Co., Inc. | 266,801.35 |
| 258368 | 11/15/2011 | Skyward Construction | 248,371.80 |
| 258407 | 11/15/2011 | Cedar Mill Construction Co. | 89,372.20 |
| 258414 | 11/15/2011 | Earth Engineers, Inc. | 1,067.60 |
| 258414 | 11/15/2011 | Earth Engineers, Inc. | 1,271.70 |
| 258532 | 11/28/2011 | Cedar Mill Construction Co. | 28,785.95 |
| 258590 | 11/28/2011 | TVA Architects, Inc. | 13,000.00 |
| | | Capital Outlay - Bond - Facility Expansion & Improvements | \$ 1,082,370.70 |
| 258165 | 11/04/2011 | Real Property Consultants | 5,600.00 |
| 258485 | 11/22/2011 | Compass Engineering | 8,615.00 |
| 258495 | 11/22/2011 | Lawyers Title of Oregon LLC | 4,200.00 |
| 258512 | 11/23/2011 | Duane Wilson | 1,000.00 |
| 258608 | 11/29/2011 | BB & A Environmental | 1,870.00 |
| | | Capital Outlay - Bond - Land Acquisition | \$ 21,285.00 |
| 258142 | 11/04/2011 | Native Ecosystems NW, LLC | 1,920.80 |
| 258142 | 11/04/2011 | Native Ecosystems NW, LLC | 1,800.00 |
| 258142 | 11/04/2011 | Native Ecosystems NW, LLC | 25,380.00 |
| 258556 | 11/28/2011 | MQ Franco Reforestation | 1,524.25 |
| 258588 | 11/28/2011 | Treecology, Inc. | 2,800.00 |
| 258611 | 11/29/2011 | Confluence Construction & Restoration Co. | 4,430.00 |
| | | Capital Outlay - Bond - Natural Resources Projects | \$ 37,855.05 |
| 258159 | 11/04/2011 | Paul Brothers, Inc. | 108,035.43 |
| 258191 | 11/04/2011 | Washington County | 1,750.00 |
| 258333 | 11/15/2011 | MIG, Inc. | 4,547.85 |
| 258333 | 11/15/2011 | MIG, Inc. | 4,359.75 |
| 258333 | 11/15/2011 | MIG, Inc. | 1,052.85 |
| 258381 | 11/15/2011 | Western Wood Structures, Inc. | 20,450.00 |
| 258482 | 11/22/2011 | Carlson Testing, Inc. | 1,506.50 |
| 258506 | 11/22/2011 | Washington County | 1,368.00 |
| 258545 | 11/28/2011 | J.D. Walsh & Associates, PS | 3,460.00 |
| 258578 | 11/28/2011 | The Saunders Company, Inc. | 6,854.40 |
| 258614 | 11/29/2011 | GreenWorks, PC | 17,903.98 |
| | | Capital Outlay - Bond - New/Redeveloped Neighborhood Parks | \$ 171,288.76 |
| 258385 | 11/15/2011 | 3J Consulting, Inc. | 2,329.40 |
| | | Capital Outlay - Bond - Replacements & Improvements | \$ 2,329.40 |

| <u>Check Number</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Check Amount</u> |
|---------------------|-------------------|---|----------------------|
| 258189 | 11/04/2011 | Vigil-Agrimis, Inc. | 11,796.40 |
| 258190 | 11/04/2011 | Washington County | 3,422.22 |
| 258381 | 11/15/2011 | Western Wood Structures, Inc. | 7,315.00 |
| 258381 | 11/15/2011 | Western Wood Structures, Inc. | 6,650.00 |
| 258381 | 11/15/2011 | Western Wood Structures, Inc. | 8,550.00 |
| 258507 | 11/22/2011 | Washington County | 3,004.00 |
| 258577 | 11/28/2011 | Sandy River Construction Services | 1,909.50 |
| 258596 | 11/28/2011 | Walker Macy | 2,829.50 |
| 258596 | 11/28/2011 | Walker Macy | 18,122.01 |
| | | Capital Outlay - Bond - Trails/Linear Parks | \$ 63,598.63 |
| 258567 | 11/28/2011 | Otak, Inc. | 1,536.00 |
| | | Capital Outlay - Bond - Youth Athletic Field Development | \$ 1,536.00 |
| 258067 | 11/04/2011 | 3J Consulting, Inc. | 1,069.79 |
| 258382 | 11/15/2011 | Western Wood Structures, Inc. | 31,500.00 |
| | | Capital Outlay - Bridge & Boardwalk Repair | \$ 32,569.79 |
| 258411 | 11/15/2011 | Contech Services, Inc. | 2,565.00 |
| | | Capital Outlay - Building Improvements | \$ 2,565.00 |
| 258100 | 11/04/2011 | DoorWorks Co., Inc. | 6,875.00 |
| 258100 | 11/04/2011 | DoorWorks Co., Inc. | 2,600.00 |
| 258161 | 11/04/2011 | Pool & Spa House, Inc. | 5,110.95 |
| 258241 | 11/08/2011 | Brandsen Hardwood Floors, Inc. | 7,897.00 |
| 258353 | 11/15/2011 | Peterson Structural Engineers, Inc. | 1,578.00 |
| 258361 | 11/15/2011 | Reitmeier Mechanical | 6,985.00 |
| 258389 | 11/15/2011 | Apollo Drain & Rooter Service, Inc. | 3,272.00 |
| | | Capital Outlay - Building Replacements | \$ 34,317.95 |
| 258330 | 11/15/2011 | McKinstry Essention, Inc. | 11,071.30 |
| | | Capital Outlay - Energy Savings Improvements | \$ 11,071.30 |
| 258172 | 11/04/2011 | Seabold Construction Co., Inc. | 4,279.49 |
| 258445 | 11/17/2011 | Duraflex International Corp. | 1,079.00 |
| | | Capital Outlay - Facility Challenge Grants | \$ 5,358.49 |
| 258111 | 11/04/2011 | GeoDesign, Inc. | 2,167.25 |
| 258167 | 11/04/2011 | Robert Gray Partners, Inc. | 258,453.20 |
| 258171 | 11/04/2011 | Scott Edwards Architecture LLP | 3,828.80 |
| 258181 | 11/04/2011 | Toughstuff Industrial Floors | 16,406.00 |
| 258194 | 11/04/2011 | Willamette Valley Moving, Inc. | 5,482.50 |
| 258245 | 11/08/2011 | Cook Security Group | 4,817.15 |
| 258283 | 11/10/2011 | Lowe's | 1,069.35 |
| 258363 | 11/15/2011 | Robert Gray Partners, Inc. | 327,287.45 |
| 258379 | 11/15/2011 | Web Steel Sales, Inc. | 14,523.60 |
| 258384 | 11/15/2011 | 3J Consulting, Inc. | 3,009.20 |
| 258401 | 11/15/2011 | Brian C Jackson, Architect LLC | 5,842.06 |
| 258487 | 11/22/2011 | DataComm, LLC | 5,675.00 |
| 258541 | 11/28/2011 | GeoDesign, Inc. | 1,585.29 |
| | | Capital Outlay - Maintenance Facility Renovation Costs | \$ 650,146.85 |
| 258268 | 11/08/2011 | Washington County | 1,324.37 |
| 258384 | 11/15/2011 | 3J Consulting, Inc. | 4,779.75 |
| | | Capital Outlay - Park & Trail Improvements | \$ 6,104.12 |
| 258597 | 11/28/2011 | Walker Macy | 2,056.00 |
| | | Capital Outlay - Rock Creek Trail Improvement | \$ 2,056.00 |

| <u>Check Number</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Check Amount</u> |
|---|-------------------|--------------------------------------|----------------------|
| 258075 | 11/04/2011 | Alta Planning & Design, Inc. | 10,398.67 |
| 258093 | 11/04/2011 | Carlson Testing, Inc. | 2,088.00 |
| 258115 | 11/04/2011 | Hahn & Associates, Inc. | 3,500.00 |
| 258249 | 11/08/2011 | Frontier Land Surveying | 1,147.50 |
| 258355 | 11/15/2011 | Pinnell Busch, Inc | 3,408.81 |
| 258402 | 11/15/2011 | Brown Contracting, Inc. | 350,265.00 |
| 258607 | 11/29/2011 | Ash Creek Associates, Inc. | 2,184.00 |
| Capital Outlay - SDC - Park Development/Improvements | | | \$ 372,991.98 |
| 258270 | 11/09/2011 | Douglas R. Menke | 1,855.17 |
| 258281 | 11/10/2011 | Charles Keck | 1,170.82 |
| Conferences | | | \$ 3,025.99 |
| 258063 | 11/04/2011 | PGE | 20,073.75 |
| 258309 | 11/15/2011 | PGE | 11,323.89 |
| 258518 | 11/28/2011 | PGE | 5,355.49 |
| 258540 | 11/28/2011 | Fred Shearer & Sons | 2,517.28 |
| Electricity | | | \$ 39,270.41 |
| 258321 | 11/15/2011 | Standard Insurance Company | 105,833.04 |
| 258323 | 11/15/2011 | Standard Insurance Company | 68,656.00 |
| 258633 | 11/30/2011 | Kaiser Foundation Health Plan | 180,977.66 |
| 258636 | 11/30/2011 | Oregon Dental Service | 26,244.29 |
| 258643 | 11/30/2011 | UNUM Life Insurance-LTC | 1,326.20 |
| Employee Benefits | | | \$ 383,037.19 |
| 258313 | 11/15/2011 | Aetna/ING Life Insurance | 7,787.48 |
| 258319 | 11/15/2011 | Manley Services | 7,618.26 |
| 258322 | 11/15/2011 | Standard Insurance Company | 29,166.92 |
| 258325 | 11/15/2011 | Standard Insurance Company | 3,498.33 |
| 258628 | 11/30/2011 | Aetna/ING Life Insurance | 8,287.48 |
| 258634 | 11/30/2011 | Manley Services | 8,550.51 |
| 258637 | 11/30/2011 | Standard Insurance Company | 12,361.59 |
| 258638 | 11/30/2011 | Standard Insurance Company | 29,429.98 |
| 258640 | 11/30/2011 | Standard Insurance Company | 3,498.33 |
| 258642 | 11/30/2011 | THPRD - Employee Assn. | 6,866.56 |
| Employee Deductions | | | \$ 117,065.44 |
| 258338 | 11/15/2011 | Northside Trucks & Equipment | 20,567.00 |
| 258340 | 11/15/2011 | NW Truckstell Sales, LLC | 7,996.00 |
| 258600 | 11/28/2011 | Western Equipment Distributors, Inc. | 23,044.92 |
| Fleet Capital Replacement | | | \$ 51,607.92 |
| 258135 | 11/04/2011 | Marc Nelson Oil Products, Inc. | 1,737.31 |
| 258553 | 11/28/2011 | Marc Nelson Oil Products, Inc. | 2,836.39 |
| 258589 | 11/28/2011 | Tualatin Valley Water District | 13,044.58 |
| Gas & Oil (Vehicles) | | | \$ 17,618.28 |
| 258062 | 11/04/2011 | NW Natural | 16,154.09 |
| 258517 | 11/28/2011 | NW Natural | 28,052.28 |
| Heat | | | \$ 44,206.37 |
| 258147 | 11/04/2011 | Obsidian Technologies | 20,543.58 |
| Information Technology Replacement | | | \$ 20,543.58 |
| 258145 | 11/04/2011 | NSAOUA | 1,942.00 |
| 258440 | 11/17/2011 | Beaverton Volleyball | 8,115.50 |
| Instructional Services | | | \$ 10,057.50 |
| 258427 | 11/15/2011 | Home Depot Credit Services | 1,061.62 |
| Maintenance Equipment Capital Replacement | | | \$ 1,061.62 |

| <u>Check Number</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Check Amount</u> |
|---------------------|-------------------|---|---------------------|
| 258143 | 11/04/2011 | Northwest Control Co. | 1,800.00 |
| 258345 | 11/15/2011 | Oregon Turf & Tree Farms | 6,525.00 |
| 258364 | 11/15/2011 | Schulz-Clearwater Sanitation, Inc. | 7,633.83 |
| 258424 | 11/15/2011 | Guaranteed Pest Control | 1,404.00 |
| 258600 | 11/28/2011 | Western Equipment Distributors, Inc. | 4,911.51 |
| | | Maintenance Services | \$ 22,274.34 |
| 258071 | 11/04/2011 | Airgas Nor Pac, Inc. | 4,672.76 |
| 258096 | 11/04/2011 | Coastwide Laboratories | 8,983.52 |
| 258104 | 11/04/2011 | Ewing Irrigation Products, Inc | 1,671.36 |
| 258134 | 11/04/2011 | M2M Communication | 1,800.00 |
| 258155 | 11/04/2011 | OVS Total Solutions | 9,583.41 |
| 258375 | 11/15/2011 | Univar USA, Inc. | 4,871.90 |
| 258383 | 11/15/2011 | Woodco | 1,070.00 |
| 258386 | 11/15/2011 | Airgas Nor Pac, Inc. | 1,013.91 |
| 258410 | 11/15/2011 | Coastwide Laboratories | 1,201.58 |
| 258417 | 11/15/2011 | Fazio Brothers Sand & Gravel | 4,226.39 |
| 258427 | 11/15/2011 | Home Depot Credit Services | 3,870.29 |
| 258437 | 11/17/2011 | Airgas Nor Pac, Inc. | 1,269.84 |
| 258576 | 11/28/2011 | Ross Recreation Equipment Company, Inc. | 1,378.00 |
| 258603 | 11/29/2011 | Airgas Nor Pac, Inc. | 2,095.40 |
| | | Maintenance Supplies | \$ 47,708.36 |
| 258372 | 11/15/2011 | THP Foundation | 4,036.94 |
| | | Miscellaneous Expense | \$ 4,036.94 |
| 258586 | 11/28/2011 | THP Foundation | 1,081.84 |
| | | Miscellaneous Income | \$ 1,081.84 |
| 258118 | 11/04/2011 | Huser Integrated Technologies | 1,700.00 |
| 258149 | 11/04/2011 | OfficeMax - A Boise Company | 1,172.00 |
| 258342 | 11/15/2011 | OfficeMax - A Boise Company | 2,036.26 |
| 258562 | 11/28/2011 | OfficeMax - A Boise Company | 1,103.59 |
| 258575 | 11/28/2011 | Ricoh Americas Corp. | 1,693.61 |
| | | Office Supplies | \$ 7,705.46 |
| 258277 | 11/10/2011 | ePrint | 15,470.00 |
| 258291 | 11/10/2011 | United States Postal Service | 3,000.00 |
| 258594 | 11/28/2011 | United States Postal Service | 3,000.00 |
| | | Postage | \$ 21,470.00 |
| 258034 | 11/01/2011 | Social Bridge Media LLC | 2,100.00 |
| 258273 | 11/10/2011 | Beery, Elsnor & Hammond, LLP | 11,087.76 |
| 258331 | 11/15/2011 | Mediawrite | 3,000.00 |
| 258415 | 11/15/2011 | Ed Murphy & Associates | 4,651.00 |
| 258473 | 11/22/2011 | Angelo Planning Group, Inc. | 1,041.43 |
| 258497 | 11/22/2011 | Navigator Group Consulting, LLC | 5,673.99 |
| 258573 | 11/28/2011 | Providence Health & Services | 1,650.00 |
| | | Professional Services | \$ 29,204.18 |
| 258108 | 11/04/2011 | Food Services of America | 1,021.21 |
| 258110 | 11/04/2011 | Fred Meyer Customer Charges | 1,114.80 |
| 258117 | 11/04/2011 | HSBC Business Solutions | 2,982.66 |
| 258126 | 11/04/2011 | Kore Group | 1,968.75 |
| 258154 | 11/04/2011 | OSAA | 1,855.00 |
| 258163 | 11/04/2011 | Purchase Advantage Card | 1,083.39 |
| 258182 | 11/04/2011 | U.G. Cash & Carry | 1,287.48 |
| 258344 | 11/15/2011 | On Paper Printing | 1,038.16 |
| | | Program Supplies | \$ 12,351.45 |

| <u>Check Number</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Check Amount</u> |
|----------------------|-------------------|---|----------------------------------|
| 258312 | 11/15/2011 | Waste Management of Oregon Refuse Services | 4,896.22 \$ 4,896.22 |
| 258575 | 11/28/2011 | Ricoh Americas Corp. Rental Equipment | 2,640.23 \$ 2,640.23 |
| ACH | 11/03/2011 | Debbie D. Schoen Replace Rejected ACH | 2,447.08 \$ 2,447.08 |
| 258330 | 11/15/2011 | McKinstry Essention, Inc. Retainage Payable | 82,924.78 \$ 82,924.78 |
| 258102 | 11/04/2011 | Edwards Enterprises | 1,600.00 |
| 258192 | 11/04/2011 | Wellness 2000, Inc. | 4,500.00 |
| 258251 | 11/08/2011 | City of Hillsboro | 8,368.00 |
| 258504 | 11/22/2011 | Urban Forest Pro, LLC | 1,950.00 |
| 258579 | 11/28/2011 | SimplexGrinnell LP Technical Services | 17,050.94 \$ 33,468.94 |
| 258279 | 11/10/2011 | INPRA | 2,270.00 |
| 258391 | 11/15/2011 | Aquatic Exercise Association, Inc. Technical Training | 1,568.00 \$ 3,838.00 |
| 258308 | 11/15/2011 | Nextel Communications | 3,108.49 |
| 258515 | 11/28/2011 | Integra Telecom Telecommunications | 4,867.92 \$ 7,976.41 |
| 258059 | 11/04/2011 | City of Beaverton | 1,436.50 |
| 258064 | 11/04/2011 | Tualatin Valley Water District | 15,812.79 |
| 258306 | 11/15/2011 | City of Beaverton | 13,281.40 |
| 258310 | 11/15/2011 | Tualatin Valley Water District | 1,642.24 |
| 258513 | 11/28/2011 | City of Beaverton | 1,336.93 |
| 258519 | 11/28/2011 | Tualatin Valley Water District Water & Sewer | 6,833.08 \$ 40,342.94 |
| Report Total: | | | <u>\$ 3,535,378.91</u> |

Tualatin Hills Park & Recreation District

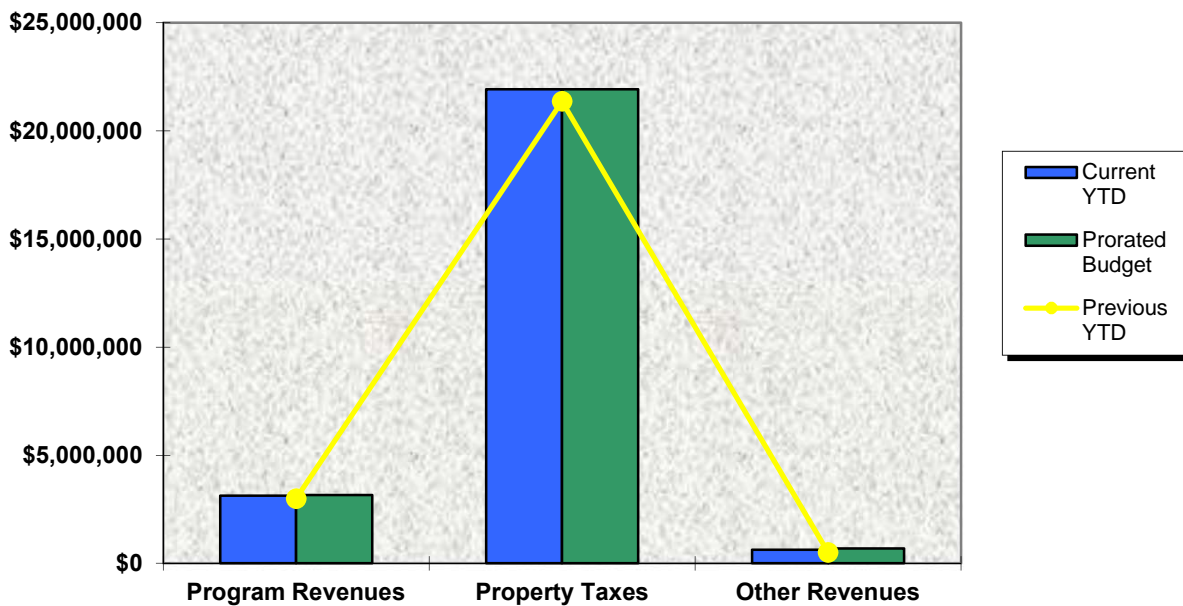


General Fund Financial Summary November, 2011

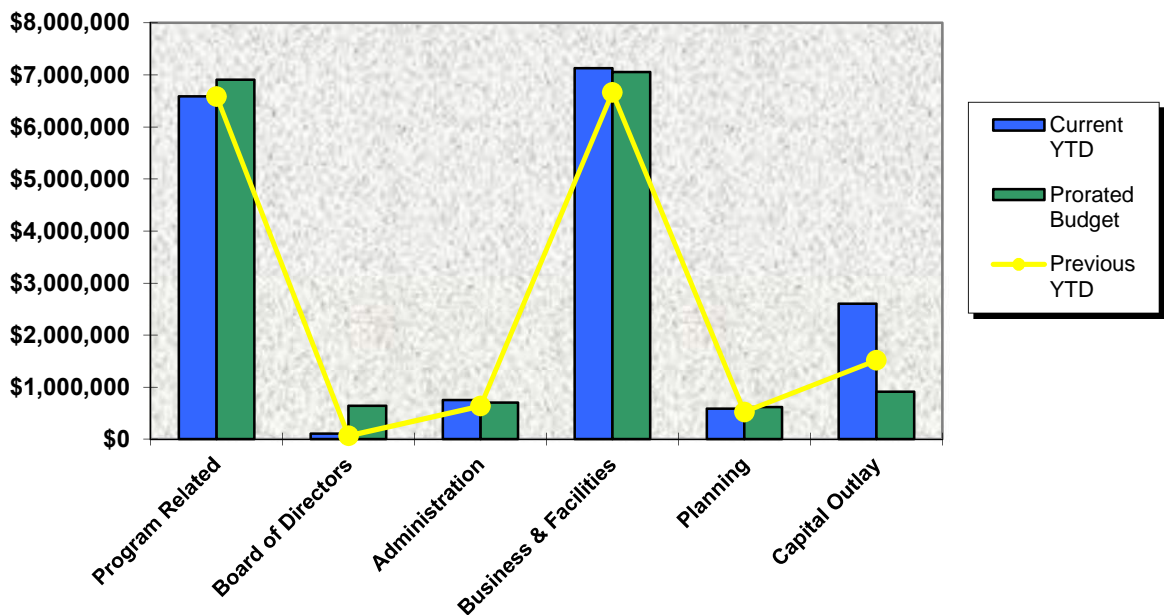
| | <i>Current Month</i> | <i>Year to Date</i> | <i>Prorated Budget</i> | <i>% YTD to Prorated Budget</i> | <i>Full Fiscal Year Budget</i> |
|---|--------------------------|-------------------------|----------------------------|---|--|
| Program Resources: | | | | | |
| Aquatic Centers | \$ 81,151 | \$ 812,276 | \$ 718,849 | 113.0% | \$ 2,326,372 |
| Tennis Center | 54,015 | 265,989 | 270,886 | 98.2% | 868,224 |
| Recreation Centers & Programs | 85,001 | 1,522,971 | 1,716,054 | 88.7% | 4,945,402 |
| Sports Programs & Field Rentals | 115,054 | 449,003 | 398,428 | 112.7% | 1,164,993 |
| Natural Resources | 8,582 | 77,773 | 52,470 | 148.2% | 251,054 |
| Total Program Resources | 343,803 | 3,128,012 | 3,156,687 | 99.1% | 9,556,045 |
| Other Resources: | | | | | |
| Property Taxes | 18,260,963 | 21,931,411 | 21,921,118 | 100.0% | 24,222,230 |
| Interest Income | 2,968 | 15,390 | 23,800 | 64.7% | 100,000 |
| Facility Rentals/Sponsorships | 36,656 | 135,630 | 145,410 | 93.3% | 461,620 |
| Grants | 2,000 | 161,988 | 161,988 | 100.0% | 985,025 |
| Miscellaneous Income | 60,289 | 317,529 | 357,865 | 88.7% | 896,905 |
| Total Other Resources | 18,362,876 | 22,561,948 | 22,610,182 | 99.8% | 26,665,780 |
| Total Resources | \$ 18,706,679 | \$25,689,960 | \$ 25,766,869 | 99.7% | \$ 36,221,825 |
| Program Related Expenditures: | | | | | |
| Parks & Recreation Administration | 33,616 | 277,818 | 260,991 | 106.4% | 707,294 |
| Aquatic Centers | 268,544 | 1,595,925 | 1,650,288 | 96.7% | 3,481,621 |
| Tennis Center | 74,350 | 391,395 | 385,323 | 101.6% | 928,490 |
| Recreation Centers | 320,304 | 2,158,699 | 2,491,857 | 86.6% | 4,905,231 |
| Programs & Special Activities | 130,024 | 879,237 | 825,021 | 106.6% | 1,778,062 |
| Athletic Center & Sports Programs | 122,381 | 668,536 | 669,610 | 99.8% | 1,695,214 |
| Natural Resources & Trails | 99,874 | 614,053 | 623,658 | 98.5% | 1,506,421 |
| Total Program Related Expenditures | 1,049,093 | 6,585,663 | 6,906,749 | 95.4% | 15,002,333 |
| General Government Expenditures: | | | | | |
| Board of Directors | 31,046 | 104,308 | 641,455 | 16.3% | 2,110,050 |
| Administration | 179,256 | 754,920 | 704,800 | 107.1% | 1,766,416 |
| Business & Facilities | 1,533,295 | 7,128,487 | 7,055,527 | 101.0% | 16,562,270 |
| Planning | 127,810 | 586,510 | 614,174 | 95.5% | 1,516,480 |
| Capital Outlay | 467,683 | 2,601,394 | 912,262 | 285.2% | 5,183,307 |
| Total Other Expenditures: | 2,339,090 | 11,175,619 | 9,928,219 | 112.6% | 27,138,523 |
| Total Expenditures | \$ 3,388,183 | \$17,761,282 | \$ 16,834,968 | 105.5% | \$ 42,140,856 |
| Revenues over (under) Expenditures | \$ 15,318,496 | \$ 7,928,678 | \$ 8,931,901 | 88.8% | \$ (5,919,031) |
| Beginning Cash on Hand | | 6,654,619 | 4,300,241 | 154.7% | 5,919,031 |
| Ending Cash on Hand | | \$14,583,297 | \$ 13,232,142 | 110.2% | \$ - |

November, 2011

General Fund Resources



General Fund Expenditures





[7D]

MEMO

DATE: December 21, 2011
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

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

Introduction

The Trails Advisory Committee requests Board of Directors approval of one new Committee member appointment.

Background

At their December 20, 2011 meeting, the Trails Advisory Committee recommended that the Board of Directors approve and appoint Bernadette Le to the Committee via the attached resolution.

Please note that Ms. Le's application and the Trails Advisory Committee's current roster are attached.

Action Requested

Board of Directors approval of Resolution No. 2012-01 to appoint Bernadette Le to the Trails Advisory Committee.

Resolution 2012-01
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPOINTING
ADVISORY COMMITTEE MEMBER**

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

WHEREAS, advisory committee members shall be appointed by the Board for two or three-year terms as noted below; and

WHEREAS, the below advisory committee applicant has demonstrated interest and knowledge in the Trails Advisory Committee's area of responsibility.

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

The Board of Directors approves the appointment of the following person to the Trails Advisory Committee:

Bernadette Le (2-year term)

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 9th day of January 2012.

Bob Scott, Board President

Larry Pelatt, Board Secretary

ATTEST:

Jessica Collins
Recording Secretary



TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

| | |
|------------------------|-----------------------------------|
| Name: Bernadette Le | Date: 11/18/2011 |
| Address: [REDACTED] | City: [REDACTED] Zip: [REDACTED] |
| Phone # [REDACTED] (H) | [REDACTED] (WK) [REDACTED] (CELL) |
| Email: [REDACTED] | |

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

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

- Please explain your interest in serving on the Advisory Committee:
I would like to participate in this committee as I frequently use the trails provided by the THPRD and am looking for an opportunity to give back to my community. I believe my interest, as well as my education and experience, make me a good candidate for this committee. I attended the November meeting to learn about the types of issues addressed by the committee and would like to actively participate in the future.
- How long have you lived in the community?
Since July 2011
- Have you or your family participated in any Center or other Recreation District activities?
What:
Use of a variety of trails throughout the system. I also took swim lessons with my 7 month old son.
When:
We have enjoyed exploring the park system since we moved here and took the swim lessons in October 2011.
Where:
Parks visited include the Tualatin Hills Nature Park, Evelyn Schiffler Memorial Park, Channing Heights Park, Fir Grove Park, Commonwealth Lake Park and the Fanno Creek Trail. Swim lessons were taken at Conestoga Recreation and Aquatic Center.
Number of Years: 3 months.

***CONTINUES ON NEXT PAGE**

Tualatin Hills Park & Recreation District, 15707 SW Walker Road, Beaverton 97006
503/645-7846 fax 503/629-6301

**TUALATIN HILLS PARK & RECREATION DISTRICT
ADVISORY COMMITTEE APPLICATION**

4. Have you served on other volunteer committees? YES NO If yes, please explain where, when, and what your responsibilities were:

5. Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee:

I interned in the Transportation Planning department at CH2M HILL from September 2009 to January 2011. Skills developed during this time include: organizing, developing materials, and attending advisory committee meetings; analyzing GIS and Census data; researching funding strategies for alternative mode (bike/ped/transit) projects; compiling information for land use applications; researching a variety of transportation issues.

In 2010, I was involved in developing an assessment and set of recommendations for Willamette Park (Portland) for my Masters project. Our client was Portland Parks and Recreation. During this process, we looked at resolving bike/pedestrian/auto conflicts along the Willamette Greenway trail, as well as many other issues. Portland Parks and Recreation is now developing a Master Plan for the Park and is using this document to inform the process.

6. Term of Office preferred:

2-YEAR TERM or 3-YEAR TERM *Please check one*



Tualatin Hills Park & Recreation District TRAILS ADVISORY COMMITTEE ROSTER

Last Updated: December 2011

| <i>Committee Member</i> | <i>Representing</i> | <i>Member Since</i> | <i>Address</i> | <i>Phone</i> | <i>Fax</i> | <i>Email</i> | <i>Term Expires</i> |
|-----------------------------|--------------------------------------|---------------------|---|-------------------------|--------------|--|---------------------|
| Tom Hjort Vice Chair | Southwest Quadrant | February 2005 | [REDACTED] | [REDACTED] | | [REDACTED] | February 2013 |
| Joseph Barcott Secretary | At-Large | April 2006 | [REDACTED] | [REDACTED] | | [REDACTED] | February 2013 |
| Kevin Apperson | At-Large | July 2006 | [REDACTED] | [REDACTED] | | [REDACTED] | February 2012 |
| John Gruher | At-Large | December 2010 | [REDACTED] | [REDACTED] | | [REDACTED] | February 2013 |
| Susan Hanson | At-Large | October 2009 | [REDACTED] | [REDACTED] | | [REDACTED] | February 2012 |
| Bernadette Le | Southeast Quadrant | January 2012 | [REDACTED] | [REDACTED] | | [REDACTED] | January 2014 |
| Mary O'Donnell | At-Large | October 2009 | [REDACTED] | [REDACTED] | | [REDACTED] | February 2012 |
| Jim Parsons | At- Large | September 2010 | [REDACTED] | [REDACTED] | | [REDACTED] | September 2012 |
| Barbara Sonniksen | Northwest Quadrant | February 2005 | [REDACTED] | [REDACTED] | | [REDACTED] | February 2012 |
| Robert Vanderbeck | At-Large | October 2011 | [REDACTED] | [REDACTED] | | [REDACTED] | October 2013 |
| Rotating Staff | Beaverton Bicycle Advisory Committee | | Engineering Div/ Public Works Dept P.O. Box 4755 Beaverton, OR 97076-4755 | 503/526-2424 | 503/350-4052 | mmiddleton@ci.beaverton.or.us | |
| <i>Ex-Officio Member</i> | <i>Representing</i> | | <i>Address</i> | <i>Phone</i> | <i>Fax</i> | <i>Email</i> | <i>Term Expires</i> |
| Steve Gulgren | THPRD | | 5500 SW Arctic Drive, Suite 2 Beaverton, OR 97005 | 503/629-6305 ex 2940 | 503/629-6307 | sgulgren@thprd.org | n/a |
| Margaret Middleton | City of Beaverton | | Engineering Div/ Public Works Dept P.O. Box 4755 Beaverton, OR 97076-4755 | 503/526-2424 | 503/350-4052 | mmiddleton@ci.beaverton.or.us | n/a |
| Mel Huie / Robert Spurlock | Metro | | 600 NE Grand Avenue Portland, OR 97232-2736 | 503/797-1731 | 503/797-1588 | mel.huie@oregonmetro.gov robert.spurlock@oregonmetro.gov | n/a |
| Joy Chang | Washington County | | 155 N First Avenue Hillsboro, OR 97124 | 503/846-3873 | 503-846-4412 | Joy_Chang@co.washington.or.us | n/a |
| Kevin Sutherland | Beaverton School District | | 16550 SW Merlo Road Beaverton, OR 97006 | 503/591-1911 | | Kevin_Sutherland@beaverton.k12.or.us | n/a |



[8A]

MEMO

DATE: December 22, 2011
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park & Recreation Services

RE: Bond Program

Introduction

The information and discussion in this memo adds to that which has been provided to the Board at previous meetings relating to implementation of the Bond Program. This memo discusses natural resource enhancement bond projects.

Natural Resource Enhancement Bond Projects

Natural Resources staff are actively working on natural resource enhancement bond projects throughout the District. As of December 2011, a total of 23 of 28 projects have started. All projects, except the Fanno Creek Project, are scheduled to be underway by the end of 2012. Fanno Creek is more complex and staff will have scheduled time to manage it in 2013. In addition, staff are providing a high level of support on eight Planning & Development Department projects. While accrued expenditures are currently low, the amount of activity is increasing, so both expenditures and efforts are expected to rise over the upcoming year. A table with more detailed information about each project is attached.

Approximately \$3.5 million of the 2008 Bond Measure was targeted at natural area enhancement. Most of the funds are intended for use in existing natural areas, but some are set aside to restore or enhance newly purchased properties. Natural resource projects typically last five years and go through the following phases:

- Planning. During this phase, staff review the condition of creek channels, hillsides or other geological features, evaluate the appropriateness of existing trails, do a biological inventory of the site to determine key plant and animal species for preservation, as well as a review of the location of non-native weeds. Staff then create a restoration plan, budget, and maps. The plan is presented to District staff, management, advocacy/ interest groups, and patrons for comments. The plan is modified as needed, approved by THPRD management, then implemented. Staff document the preexisting conditions of the site, apply for water quality or wetland related permits if needed, and write a request for proposals from contractors. Planning typically takes from six months to a year depending on the complexity of the site.
- Site Preparation. Staff hire and supervise contractors to carry out the approved plan, which often involves weed removal (initial physical clearing, follow up hand or herbicide treatments) and arborist work such as the removal of invasive, non-native trees or clearing of other trees to imitate natural processes. More complicated projects may involve stream bank stabilization or engineering. The site preparation phase creates a solid foundation for the success of future enhancement efforts and typically lasts one and half years. Approximately half of the funds for a given project are expended in the preparation phase.

- Planting. Once the site is cleared of invasive non-native plants and arborist or earth work is complete, plants are installed during a single winter. Plants are typically installed during the dormant season, as bare root plants. Bare root plants are delivered in bags with no soil. They are much cheaper than potted plants and can be installed for a low price because they are relatively small and light weight. Installing all plants for a site during one season is labor-efficient and prevents accidental trampling of plants installed over multiple seasons.
- Establishment. Establishment activities take place for approximately two years after the planting phase is complete. These activities include weed control, mulching of plants to maintain soil moisture and keep down weeds, evaluation of weed control efforts, plant survivorship or other project components, and occasionally replanting or other adjustments needed for long-term success.

Current status of natural resources bond projects:

| Planning | Site Preparation | Planting/Establishment | Not yet started |
|-----------------|-------------------------|-------------------------------|------------------------|
| 12 | 9 | 2 | 5* |

* These will start during 2012.

Natural Resources Bond Activity Summary (December 2011)

| Project # | Project | Activities to date | Upcoming activities (through August 2012) |
|------------------|-----------------|--|---|
| 97-963 | Tilbury | <ul style="list-style-type: none"> • Waiting to start pending Planning design for developed park. | <ul style="list-style-type: none"> • Planning Dept. planning to start fall 2012. |
| 97-964 | Cedar Mill Park | <ul style="list-style-type: none"> • Waiting to start pending Planning design for developed park. | <ul style="list-style-type: none"> • Will plan site with Planning Dept. in January 2012. |
| 97-965 | Jordan | <ul style="list-style-type: none"> • Project delayed to coordinate with Planning Dept. trail construction. • Restoration planning in progress. Plan includes mitigation for Planning Dept. project. | <ul style="list-style-type: none"> • Complete written restoration/mitigation plan. • Begin site preparation in spring 2012. |
| 97-967 | Kaiser Ridge | <ul style="list-style-type: none"> • Participated in Planning Dept. site design. | <ul style="list-style-type: none"> • Will move project forward one year to start work in spring 2012 on the tailcoats of the Planning Dept. project. |
| 97-968 | Allenbach Acres | <ul style="list-style-type: none"> • Staff involvement in regional trail planning. • Natural Resources site assessment. | <ul style="list-style-type: none"> • Begin planning, now that alignment of trail is known. • Will move site preparation forward one year to start work on the tailcoats of the Planning Dept. project in summer 2012. |
| 97-969 | Crystal Creek | <ul style="list-style-type: none"> • Restoration plan complete. • Coordinated with Planning on Waterhouse Trail which will go through this property. | <ul style="list-style-type: none"> • Public outreach in January 2012. • Site preparation to begin in spring 2012. |
| 97-970 | Foothills | <ul style="list-style-type: none"> • Project plan written. • Contractor hired, site preparation nearly complete. • Soft surface trail upgrade (separate bond budget) to be completed by end of December 2011. | <ul style="list-style-type: none"> • Planting expected February 2012. |

| Project # | Project | Activities to date | Upcoming activities (through August 2012) |
|-----------|----------------------------|--|---|
| 97-971 | Commonwealth | <ul style="list-style-type: none"> • Project plan written. • Contractor hired, site preparation nearly complete. | <ul style="list-style-type: none"> • Planting expected February 2012. • Paved trail rerouting which was coordinated with NR staff (separate budget) to be completed by end of September 2012. |
| 97-972 | Tualatin Hills Nature Park | <ul style="list-style-type: none"> • Project plan written. • Contractor hired, site preparation in progress. | <ul style="list-style-type: none"> • Site preparation activities, including weed treatments. |
| 97-973 | Pioneer | <ul style="list-style-type: none"> • Project was adjusted to start earlier to coincide with Planning Dept. efforts. • Site planning in progress. | <ul style="list-style-type: none"> • Site preparation activities planned for fall 2012. |
| 97-974 | Whispering Woods | <ul style="list-style-type: none"> • Project plan written. • Contractor hired, site preparation nearly complete. • Soft surface trail upgrade (separate bond budget) to be completed. | <ul style="list-style-type: none"> • Planting expected February 2012. |
| 97-975 | Willow Creek Nature Park | <ul style="list-style-type: none"> • Project plan written. • Contractor hired, site preparation in progress. | <ul style="list-style-type: none"> • Site preparation activities, including weed treatments continuing. |
| 97-976 | AM Kennedy | <ul style="list-style-type: none"> • Cooperated with Planning Dept. on site design. • Project delayed to coordinate with Planning Dept. trail/site construction. | <ul style="list-style-type: none"> • Written restoration plan completion. • Start of site preparation. |
| 97-977 | Camille | <ul style="list-style-type: none"> • Cooperated with Planning Dept. on site design. • Oak tree enhancement arborist work completed. | <ul style="list-style-type: none"> • Site preparation for camas meadow and other habitat enhancements. |
| 97-978 | Vista Brook | <ul style="list-style-type: none"> • Cooperated with Planning Dept. on site design. • Project may be delayed to coordinate with Planning Dept. trail/site construction. | <ul style="list-style-type: none"> • Written restoration plan completion. • Start of site preparation. |

| Project # | Project | Activities to date | Upcoming activities (through August 2012) |
|-----------|--------------------------|--|--|
| 97-979 | Greenway/ Koll Center | <ul style="list-style-type: none"> • Research into beaver habitat enhancement and water control structure repair. • Investigated grant possibilities and partnerships. | <ul style="list-style-type: none"> • Complete written restoration plan. • Apply for permits as needed. • Site preparation starting. |
| 97-980 | Bauman | <ul style="list-style-type: none"> • Completed written restoration plan. • Created partnership with Clean Water Services to co-manage restoration. • Site preparation is underway. | <ul style="list-style-type: none"> • Complete site preparation in anticipation of January 2013 planting. |
| 97-981 | Fanno Creek Park | <ul style="list-style-type: none"> • Initial planning activity. • Partnership discussion with Clean Water Services. | <ul style="list-style-type: none"> • Will move project forward one year to start in spring 2012. • Complete restoration plan. |
| 97-982 | Hideaway | <ul style="list-style-type: none"> • In conjunction with Maintenance staff, removed deteriorating basketball pad from wetland and replanted with wetland grasses. • Planning to start this season. | <ul style="list-style-type: none"> • Complete planning process. • Begin site preparation in summer 2012. |
| 97-983 | Murrayhill | <ul style="list-style-type: none"> • Site preparation and planting is in progress or complete depending on phase of project. | <ul style="list-style-type: none"> • Second phase of planting scheduled for January 2012. • Site establishment activities including weeding, staking, plant replacement as needed. |
| 97-984 | Hyland Forest | <ul style="list-style-type: none"> • Project plan written. • Contractor hired, site preparation in progress. • Soft surface trail upgrade (separate bond budget) completed. • Nature play area nearly complete upgrade (separate non-bond budget). | <ul style="list-style-type: none"> • Continuing site preparation in anticipation of a January 2013 planting. |
| 97-986 | Winkelman | <ul style="list-style-type: none"> • Project plan complete. • Contractor hired. | <ul style="list-style-type: none"> • Site preparation and planting are expected in winter 2012. |

| Project # | Project | Activities to date | Upcoming activities (through August 2012) |
|-----------|---------------------------|---|--|
| 97-987 | Lowami | <ul style="list-style-type: none"> • Extensive cooperation with Planning Dept. on site design. • Project delayed to coordinate with Planning Dept. trail/site construction. • Draft restoration plan written. | <ul style="list-style-type: none"> • Final restoration plan completion. • Start of site preparation. |
| 97-988 | Rosa/Hazeldale | <ul style="list-style-type: none"> • Site assessment conducted by staff. | <ul style="list-style-type: none"> • Complete restoration plan. • Start of site preparation. |
| 97-989 | Mt Williams | <ul style="list-style-type: none"> • Not possible to move forward earlier due to coordination with regional trail project. | <ul style="list-style-type: none"> • None. |
| 97-990 | Jenkins | <ul style="list-style-type: none"> • Project plan written. • Contractor hired, site preparation underway. • Soft surface trail upgrade (separate bond budget) to be completed. | <ul style="list-style-type: none"> • Continuing site preparation in anticipation of a January 2013 planting. |
| 97-991 | Summercrest | <ul style="list-style-type: none"> • Completed written restoration plan. • Site preparation completed. • Planting completed. | <ul style="list-style-type: none"> • Site establishment activities including weeding, staking, plant replacement as needed. |
| 97-993 | Interpretive Sign Network | <ul style="list-style-type: none"> • Staff had conversations with Regional Art & Culture Council, Beaverton Arts Advisory Committee for partnerships. • A draft request for proposals has been written. • Project has morphed into hands-on outdoor exhibits rather than just signs. | <ul style="list-style-type: none"> • Draft exhibit designs. |



[8B]

MEMO

DATE: December 27, 2011
TO: The Board of Directors
FROM: Doug Menke, General Manager
RE: General Manager's Report for January 9, 2012

Aloha/Reedville Joint Facility Feasibility Study

The current ongoing Washington County study of service needs for the Aloha/Reedville area (see <http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/> for more information) has provided an opportunity for potential partnerships to provide services in this area, including conversations regarding a multi-use facility being built. The County will be bringing together individuals and agencies that have an interest in developing a multi-use facility that would house recreation, library, community/senior services and a senior nutrition site. The meeting is anticipated to occur within the next few weeks and I will keep the Board informed as to the discussions on this topic.

Fanno Creek Trail Tree Maintenance Project

Staff has been developing a maintenance program to improve the safety along the Fanno Creek Trail, as well as the health of the trees adjacent to the trail, between SW 92nd Avenue and Vista Brook Park. The proposed project involves limbing, trimming and pruning, as well as the select removal of some trees. While the project is still in the planning phase, we have received concerns from neighboring residents. In addition, we have recently received an easement request from Tualatin Valley Water District for this area as well. In order to hear from the neighbors, while still assuring that the trail remains safe for patrons to navigate, as well as addressing the easement request, staff is delaying the project for a more formal review. However, if any immediate safety issues arise, they will be addressed promptly.

Board of Directors/Budget Committee Meeting Schedule

Please note the following upcoming Board of Directors & Budget Committee meetings:

- February Regular Board Meeting – Monday, February 6, 2012
- Mid-Year Budget Review Meeting – Monday, February 27, 2012
- March Regular Board Meeting – Monday, March 5, 2012
- April Regular Board Meeting – Monday, April 2, 2012
- Budget Committee Work Session – Monday, April 16, 2012



[9A]

MEMO

DATE: December 12, 2011
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **System Development Charge Fund Five-Year Capital Improvement Program**

Introduction

Staff will provide an update on the current five-year Capital Improvement Program (CIP) for the System Development Charge (SDC) fund, which was approved in November 2007. In anticipation of approving an updated five-year CIP in February, staff will provide information on available SDC funds, potential SDC projects, and criteria for prioritizing projects. Staff is requesting Board of Directors review and comment on this information.

Background

Multi-year capital improvement programs are recognized as a budgetary best practice, and the District's use of them is a recognized element of our many Distinguished Budget Presentation awards.

The last update to the five-year CIP for the SDC fund was approved by the Board of Directors at the November 5, 2007 meeting. Given the uncertainty of SDC revenues at that time, the Board approved a prioritized list of projects rather than a specific list of funded projects. The understanding was that these projects would be considered for SDC funding in the priority order as SDC funds became available. The remainder of the projects that were not prioritized was based on the updated SDC methodology that was also adopted in November 2007.

To determine the projected available SDC funds for the 2007 SDC CIP, staff provided a five-year cash flow projection. This projection estimated future available SDC funds but also reflected existing SDC project commitments. Future SDC revenues were offset by a revenue estimation reserve to ensure that estimates of available SDC funds were conservative given the uncertain economic climate at that time.

When the bond package was developed for the 2008 Bond Levy request, a number of projects from the prioritized SDC project list were included in the bond package. Other projects from the list were assessed and were deemed as no longer viable, making them questionable for the SDC priority list as well.

Given the focus on completing bond projects, and given the relatively low levels of SDC revenue for the past four years, staff has not requested an update to the SDC CIP since the 2007 update. In anticipation of the 2012/13 budget process, however, staff now believes that an update to the five-year CIP is appropriate.

Proposal Request

Staff anticipates bringing an updated SDC CIP to the Board at the February 6, 2012 Board meeting. The following materials will be used in preparing this updated CIP, and staff is requesting Board review of these materials before the updated CIP is prepared.

Attached are the following information documents:

1. **An Update to the Five-year CIP Approved in 2007**

Staff has reviewed the prioritized project listing from the last CIP update and identified those projects that have been completed or have committed funding. As shown on this update, many of the prioritized projects have been funded through the 2008 Bond Measure. The completed/funded amount shown on this update is based on the original cost estimate rather than the actual budget or cost and is intended to reflect elimination of the cost commitment.

The Board may recall that the original project listing provided a cost range giving high and low cost estimates for each project. For simplicity this updated list only shows the high cost estimate. For the final recommended prioritized project list, staff will again provide ranges of project cost estimates.

2. **An Update to the Master List of SDC Projects**

Staff has prepared a summary of the project categories identified in the SDC methodology update approved in November 2007. This summary does not contain information on specific projects but is instead intended to be an indicator of activity at the project category level. It is also intended to benchmark activity against the original methodology cost estimate totals.

As in the Update to the Prioritized Project Listing, the completed/funded amount shown is based on the original methodology unit costs. For comparison, we have also provided the actual costs of the completed/funded projects which provide an indicator of where the actual costs are varying from the methodology assumptions.

3. **An Updated Cash Flow Projection for the SDC Fund**

An updated Cash Flow Projection has been prepared for the five years through FY 2015/16. The revenue in this projection is based on historic SDC activity trends – over the entire history of the SDC program rather than just the last few years. Although revenue projections have not been adjusted downward to specifically reflect the slow-down in the housing market, the projection includes a revenue estimation reserve against future uncertainty. The revenue estimation reserve is a set-aside of projected SDC revenues; 40% for the remainder of 2011/12, and 50% for all the remaining fiscal years.

Based on this conservative projection, staff has projected SDC funds available for new project commitments of \$7.9 million during the five-year period of the CIP.

4. **List of New SDC Projects**

Staff has prepared a list of new potential projects for SDC funding consideration. Staff is not requesting any Board action approving the list at this time, but is presenting it for Board review and comment so that this list can be modified and prioritized in the SDC CIP recommendation to be brought back to the Board in February.

To prioritize projects in the 2007 CIP Update, staff used the three criteria from the very first SDC project discussion:

- Consistency with Comprehensive Plan goals and objectives,
- Community support, and
- Operating cost impacts, and operational needs

Staff recommends that these criteria still be used to rank projects for the prioritized listing, but recommends that the following criteria be added and used.

- Operational needs
- The ability to leverage SDC expenditures with outside funding sources
- Whether there is an opportunity to fund projects through outside private funding (if this is high, the project would rank low on SDC prioritization)
- Completion of past projects that have been partially completed by phasing

The revenue projection in this five-year cash-flow projection does not specifically include or exclude the projected revenue from the North Bethany developments since there is no way to know exactly when these developments will occur. Accordingly the project list will include the projects to be funded in North Bethany, but it will likely not prioritize all of them for funding until the timing of the development becomes more certain.

Benefits of Proposal

Updating the SDC CIP at this time reflects the numerous projects on the last CIP that have since been completed, either through SDC funding or through Bond funding. While there is not a significant amount of SDC resources at this time, the five-year CIP enables the District to plan ahead on how to allocate the limited SDC funding in future years. This update will also become the basis for the capital program after completion of the Bond Fund capital program.

Potential Downside of Proposal

There is no identifiable downside to this proposal. The SDC CIP is a planning tool only and actual project expenditures in future years will be subject to the budget and purchasing approval processes.

Action Requested

No specific Board Action is requested; the information provided is for Board review and comment only.



Tualatin Hills Park & Recreation District

UPDATE TO SYSTEM DEVELOPMENT CHARGE FIVE-YEAR CIP FROM NOVEMBER, 2007

| | 2007 CIP | | Completed by SDC Funding | Completed by Bond Funding | Completed by Other Funding | Remaining 2007 CIP Projects |
|---|----------|--------------------|-----------------------------|------------------------------|-------------------------------|-----------------------------------|
| | Ranking | Cost Estimate | | | | |
| Prioritized Project Listing | | | | | | |
| Project Planning and Cost Estimating (future bond) | 1 | 50,000 | | | (50,000) | - |
| Mt Williams Master Planning and Trail Design | 2 | 300,000 | | (300,000) | | - |
| Land Acquisition Funds for Neighborhood/Comm. Parks | 3 | 4,000,000 | (4,000,000) | | | - |
| Waterhouse Trail Spyglass/Crystal Creek/Tokola Wetlands | 4 | 565,000 | | (565,000) | | - |
| Tilbury Park Master Planning | 5 | 100,000 | | (100,000) | | - |
| Winkelman Property Public Access Site Preparation | 6 | 50,000 | (50,000) | | | - |
| Nature Park/Westside Trail Alignment Study | 7 | 75,000 | | (75,000) | | - |
| HMT Parking Study Improvements - Phase 2 (AC ADA improvements) | 8 | 400,000 | | (400,000) | | - |
| The Bluffs Park - Phase 2 Construction | 9 | 200,000 | | (200,000) | | - |
| SW Community Park Development | 10 | 2,500,000 | | (2,500,000) | | - |
| HMT Parking Study Improvements - Phase 3 (expanded parking) | 11 | 750,000 | | | | 750,000 |
| Barsotti Park (Design + Phase 1 construction) | 12 | 800,000 | | (800,000) | | - |
| SE Quad Multi-use Field (Syn. Turf and field lights at Whitford MS) | 13 | 1,300,000 | | | | 1,300,000 |
| Stuhr Center Front Entry, Kitchen, Fitness Room Expansion | 14 | 3,100,000 | | (3,100,000) | | - |
| Nature Park Recycled Plastic Patio for Robins Nest | 15 | 15,000 | | | | 15,000 |
| Mt Williams Community Park and Westside Trail (construction) | 16 | 3,000,000 | | (250,000) | Trail Only | 2,750,000 |
| Cedar Hills Splash Park | 17 | 500,000 | | (500,000) | | - |
| Camp Rivendale - Phase 4 | 18 | 2,500,000 | | | | 2,500,000 |
| Jordan/Husen Park Phase #2 (including trail) | 19 | 2,100,000 | | (2,100,000) | | - |
| Garden Home Recreation Center Expansion | 20 | 4,750,000 | | | | 4,750,000 |
| Raleigh Swim Center Pool Area Cover - Seasonal Cover | 21 | 1,100,000 | | | | 1,100,000 |
| Lowami Hart Woods Park - Phase 2 & 3 | 22 | 2,000,000 | | (2,000,000) | | - |
| Nature Park Westside Trail Alignment Construction | 23 | 1,300,000 | | (1,300,000) | | - |
| Conestoga RAC Outdoor Wading Pool/Water Feature | 24 | 2,160,000 | | (2,160,000) | | - |
| Conestoga RAC Building Expansion with Classrooms | 25 | 5,000,000 | | (5,000,000) | | - |
| John Quincy Adams Young House (structure and site) | 26 | 700,000 | | | | 700,000 |
| Play Structure at north end of HMT Complex | 27 | 200,000 | | | | 200,000 |
| Rock Creek Trail (east end connection) | 28 | 750,000 | | (750,000) | | - |
| Subtotal | | 40,265,000 | | | | 14,065,000 |
| Remaining Projects - not prioritized | | | | | | |
| Remaining Neighborhood Park Comp Plan Goal | | 52,500,000 | (4,405,000) | (17,647,500) | | 30,447,500 |
| Remaining Community Park Comp Plan Goal | | 73,500,000 | | (17,580,000) | | 55,920,000 |
| PCC Rock Creek Campus - Phase 2 (Rec/Aquatic/Comm Center NW) | | 30,000,000 | | | | 30,000,000 |
| Remaining Comp Plan Goal (Rec/Aquatic/Comm Center SW) | | 30,000,000 | | (5,000,000) | | 25,000,000 |
| Remaining Comp Plan Goal - 87 Fields (Plan + Dev) | | 37,800,000 | (700,000) | (4,600,000) | | 32,500,000 |
| Tilbury Park Planning and Access | | 600,000 | | (600,000) | | - |
| Remaining Natural Resources Management Plan Goal - Site Access | | 1,700,000 | | (1,700,000) | | - |
| Trail - Rock Creek/College Park - Phase 2 | | 500,000 | | (500,000) | | - |
| Trail - Allenbach Acres Park | | 500,000 | | (500,000) | | - |
| Beaverton Creek Trail | | 7,000,000 | | | | 7,000,000 |
| Westside Trail | | 15,000,000 | | (3,318,047) | | 11,681,953 |
| Bronson Creek Trail | | 3,000,000 | | | | 3,000,000 |
| Fanno Creek Trail (Hall Blvd Crossing) | | 3,000,000 | (41,089) | | | 2,958,911 |
| Cedar Mill Creek Trail | | 3,000,000 | | | | 3,000,000 |
| Cooper Mountain Trail | | 4,000,000 | | | | 4,000,000 |
| Golf Creek Trail | | 1,000,000 | | | | 1,000,000 |
| N. Johnson Creek Trail | | 2,100,000 | | | | 2,100,000 |
| S. Johnson Creek Trail | | 1,000,000 | | | | 1,000,000 |
| TV Highway Trail | | 3,000,000 | | | | 3,000,000 |
| Waterhouse Trail | | 4,000,000 | | (4,000,000) | | - |
| Willow Creek Trail | | 3,000,000 | | | | 3,000,000 |
| Athletic Center Outdoor Basketball Court Enclosure | | 700,000 | | | | 700,000 |
| Beaverton Swim Center Splash Pool - Study only | | 25,000 | | | | 25,000 |
| Athletic Field House | | 21,000,000 | | | | 21,000,000 |
| Nature Park Main Entrance Orientation Center | | 100,000 | | | | 100,000 |
| Synthetic Turf Installation on Baseball/Softball Field | | 1,200,000 | | | | 1,200,000 |
| HMT Parking Structure (150 spaces) | | 3,750,000 | | | | 3,750,000 |
| Subtotal | | 302,975,000 | | | | 242,383,364 |
| SDC CIP Total | | 343,240,000 | (9,196,089) | (77,545,547) | (50,000) | 256,448,364 |



Tualatin Hills Park & Recreation District
UPDATE TO SYSTEM DEVELOPMENT CHARGE MASTER LIST OF PROJECTS FROM NOVEMBER, 2007

| Project or Item Description | Per Adopted Methodology - 11/07 | | | Additions to Adopted Methodology | | | Completed/Funded Projects | | | | Remaining Methodology CIP | | |
|---|---------------------------------|-------------|----------------------|----------------------------------|-------|------------------|---------------------------|-------------|---------------------|---------------------|---------------------------|-------------|----------------------|
| | Sites | Units | Cost | Sites | Units | Cost | Sites | Units | Cost per Method. | Actual Cost | Sites | Units | Cost |
| Master CIP | | | | | | | | | | | | | |
| Community Parks | | | | | | | | | | | | | |
| Acquisition | 5 | 105 Acres | 52,500,000 | | | | 2 | 29.96 Acres | 14,980,000 | 9,713,685 | 3 | 75 Acres | 37,520,000 |
| Development | 5 | 105 Acres | 21,000,000 | | | | 2 | 13.00 Acres | 2,600,000 | 5,368,143 | 3 | 92 Acres | 18,400,000 |
| Total Community Parks Requests Requiring Funding | | | \$73,500,000 | | | \$0 | | | \$17,580,000 | \$15,081,828 | | | \$55,920,000 |
| Neighborhood Parks | | | | | | | | | | | | | |
| Acquisition | 20 | 70 Acres | 35,000,000 | | | | 8 | 41.13 Acres | 20,565,000 | 11,159,857 | 12 | 29 Acres | 14,435,000 |
| Development | 20 | 70 Acres | 17,500,000 | | | | 5 | 36.10 Acres | 9,025,000 | 4,285,785 | 15 | 34 Acres | 8,475,000 |
| Total Neighborhood Parks Requests Requiring Funding | | | \$52,500,000 | | | \$0 | | | \$29,590,000 | \$15,445,642 | | | \$22,910,000 |
| Recreation and Sports Facilities | | | | | | | | | | | | | |
| Community Rec/Aquatic Center | | 2 Centers | 60,000,000 | | | | - | Centers | 5,000,000 | 5,000,000 | | 2 Centers | 55,000,000 |
| Regulation BB/SB Fields | | 20 Fields | 8,000,000 | | | | 2 | Fields | 800,000 | 1,000,000 | | 18 Fields | 7,200,000 |
| Youth BB/SB Fields | | 49 Fields | 14,700,000 | | | | 3 | Fields | 900,000 | 1,500,000 | | 46 Fields | 13,800,000 |
| Regulation Field Sport Fields | | 13 Fields | 9,100,000 | | | | 4 | Fields | 2,800,000 | 3,984,001 | | 9 Fields | 6,300,000 |
| Youth Field Sport Fields | | 15 Fields | 6,000,000 | | | | 2 | Fields | 800,000 | 906,742 | | 13 Fields | 5,200,000 |
| Total Recreation and Sports Facilities Requiring Funding | | | \$97,800,000 | | | \$0 | | | \$10,300,000 | \$12,390,743 | | | \$87,500,000 |
| Natural Areas | | | | | | | | | | | | | |
| Acquisition | | 170 Acres | 1,700,000 | | | | | 82.68 Acres | 826,800 | 8,400,000 | | 87 Acres | 873,200 |
| Restoration | | - Acres | - | | | | | - Acres | - | 3,600,000 | | - Acres | - |
| Total Natural Areas Requiring Funding | | | \$1,700,000 | | | \$0 | | | \$826,800 | \$12,000,000 | | | \$873,200 |
| Linear Parks and Trails | | | | | | | | | | | | | |
| Acquisition | | 74.97 Acres | 749,700 | | | | | 55.37 Acres | 553,718 | 1,175,768 | | 19.60 Acres | 195,982 |
| Development | | 60.68 Miles | 31,157,700 | | | | | 8.48 Miles | 4,354,273 | 16,503,515 | | 52.20 Miles | 26,803,427 |
| Total Linear Park and Trails Projects Requiring Funding | | | \$31,907,400 | | | \$0 | | | \$4,907,991 | \$17,679,283 | | | \$26,999,409 |
| Other SDC Project Additions | | | | | | | | | | | | | |
| Fanno Creek Service Center Cost Support | | | | 1 | | 797,947 | 1 | | 797,947 | 797,947 | - | | - |
| Total Other SDC Funding Requests Requiring Funding | | | \$0 | | | \$797,947 | | | \$797,947 | \$797,947 | | | \$0 |
| Summary by Category | | | | | | | | | | | | | |
| Community Parks | | | \$73,500,000 | | | \$0 | | | \$17,580,000 | \$15,081,828 | | | \$55,920,000 |
| Neighborhood Parks | | | \$52,500,000 | | | \$0 | | | \$29,590,000 | \$15,445,642 | | | \$22,910,000 |
| Recreation and Sports Facilities | | | \$97,800,000 | | | \$0 | | | \$10,300,000 | \$12,390,743 | | | \$87,500,000 |
| Natural Areas | | | \$1,700,000 | | | \$0 | | | \$826,800 | \$12,000,000 | | | \$873,200 |
| Linear Parks and Trails | | | \$31,907,400 | | | \$0 | | | \$4,907,991 | \$17,679,283 | | | \$26,999,409 |
| Other SDC Project Additions | | | \$0 | | | \$797,947 | | | \$797,947 | \$797,947 | | | \$0 |
| Total SDC Funding Requests | | | \$257,407,400 | | | \$797,947 | | | \$64,002,738 | \$73,395,443 | | | \$194,202,609 |



Tualatin Hills Park & Recreation District

SYSTEM DEVELOPMENT CHARGE FUND

LIST OF POTENTIAL PROJECTS

Five-year CIP Adopted November 2007

Project or Item Description

| Total Cost | |
|--------------|---------------|
| Low Estimate | High Estimate |

Initial Staff Potential Project Listing - Not in Priority Order

| | | |
|---|----------------------|----------------------|
| Cobb property master plan | \$ 30,000 | \$ 60,000 |
| Complete the Cedar Mill Community Trail by Foege Park (including an overlook of the pond) | 325,000 | 400,000 |
| Convert 2 natural fields to synthetic turf fields with lights | 3,000,000 | 4,000,000 |
| Fanno Creek Trail / Hall crossing (10% grant match for engineering & construction) | 315,000 | 425,000 |
| Graf Meadows Park trail connection | 200,000 | 350,000 |
| Master Plan Laidlaw/Saltzman park site | 15,000 | 30,000 |
| Master Plan SW Quadrant Community Center site | 70,000 | 100,000 |
| Master Plan Tenax Woods Natural Area | 10,000 | 25,000 |
| NE (Teufel) Community Park master plan | 70,000 | 100,000 |
| Neighborhood park site acquisitions (2) | 1,400,000 | 2,800,000 |
| North Bethany parks and trails acquisition | 5,000,000 | 6,000,000 |
| Vista Brook Park Overlook | 25,000 | 40,000 |
| Waterhouse Trail Segment 4 | 620,000 | 650,000 |
| Waterhouse Trail segment on Bethany Overpass / Bronson Rd. | 250,000 | 300,000 |
| Winkelman Park parking and dog park | 500,000 | 550,000 |
| Youth Athletic Field Upgrade to synthetic turf and lights (with Champions Too field) | 800,000 | 1,250,000 |
| | <u>\$ 12,630,000</u> | <u>\$ 17,080,000</u> |



[9B]

MEMO

DATE: December 21, 2011
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **Resolution Appointing Budget Committee Members**

Introduction

Staff requests Board of Directors appointment of two Budget Committee members.

Background

There are two open positions on the Tualatin Hills Park & Recreation District Budget Committee due to the expiration of two Budget Committee members' terms (Shannon Maier and Fred Meyer). The positions are three-year terms. Notice of the vacancies was published and applications to serve on the Committee were accepted from October 10, 2011 through November 18, 2011. Six applications were received (attached).

Shannon Maier reapplied to serve on the Budget Committee. The remaining applicants are Diana Johnson, R. Kahler Martinson, Sharon Mathes, Anthony Mills (a current Parks Bond Citizen Oversight Committee member), and Kevin O'Donnell.

At the request of Board President, Bob Scott, a scoring matrix was distributed to the Board members in order to assist with the discussion regarding the six applicants. The completed scoring matrix will be provided to the Board in advance of the January 9, 2012 Regular Board meeting.

Proposal Request

Staff requests Board of Directors discussion regarding the six applicants, and appointment of two of the applicants to the Budget Committee for three-year terms, expiring on June 30, 2014.

Action Requested

Board of Directors approval of Resolution 2012-02 Appointing Budget Committee Members.

**RESOLUTION 2012-02
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON**

**A RESOLUTION APPOINTING
BUDGET 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 selected committee members have demonstrated their interest and knowledge in the Committee's area of responsibility. Now, therefore

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS FOLLOWS:

The Board of Directors approves the appointments of

_____ and

_____ to the Budget Committee.

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 9th day of January 2012.

Bob Scott, Board President

Larry Pelatt, Board Secretary

ATTEST:

Jessica Collins
Recording Secretary



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TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

| | |
|----------------------------|------------------------|
| Name: Shannon Maier | Date: 11/1/11 |
| Address: [REDACTED] | |
| Phone: [REDACTED] | (w): [REDACTED] |
| Email: [REDACTED] | |

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

1. Please explain your interest in serving on the Budget Committee: As a resident of the district, and a new participant in district activities, I am interested in volunteering for an organization where I can give back in my "own backyard". Additionally, my children will be active participants in THPRD programs for the next several years.

2. How long have you lived in the community? 5 years

3. Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were:
 - a. Cedar Mill Elementary PTC: Co-Vice President, 2009 – 2011
 - b. The Student Stop School Age Care Program: Board member 2008 – present, President, 2010 - present

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

What: THPRD Rec.Volleyball & Basketball(daughter)
 When: 2010 & current
 Where: Athletic Center

What: THPRD Basketball clinics (son)
 When: 2010 & current
 Where: Athletic Center

5. If employed, what is your occupation?
 Manager, Corporate Compliance & Privacy Official – Legacy Health

6. Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee: My professional and educational background complements the budget committee position. I have a BS in Leisure Studies and Services from the University of Oregon and an MPA from Portland State. I am a corporate compliance professional for Legacy Health and believe I can offer expertise to the committee drawing on my professional experience with both regulatory compliance issues and financial compliance analysis.

Please return application and background check authorization form by November 18, 2011 to:

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

Fax: 503-629-6303

Email: jcollins@thprd.org



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TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

| | | | |
|----------|---------------|-------|------------|
| Name: | Diana Johnson | Date: | 11/11/11 |
| Address: | [REDACTED] | | |
| Phone: | [REDACTED] | (w): | [REDACTED] |
| Email: | [REDACTED] | | |

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

1. Please explain your interest in serving on the Budget Committee:
Over the years, we have participated in many classes, attended numerous functions and utilized THPRD facilities. This is a great opportunity to combine my professional experience with my belief in serving my community.
2. How long have you lived in the community?
At my current residence - 8 yrs
In district - 13 yrs
3. Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were:
- Moms Club of Portland West Hills OR - Treasurer (2008-2009, 2010-2011)
Responsible for managing funds and financial reporting.
- Volunteer at Second Edition Resale/Cedar Mill Library - (2009-Present)
Sales Associate
4. Have you or your family participated in any District activities?
What: Adult Class, childrens class, concerts, parties & other functions.
When: 1998 - Present
Where: Numerous THPRD facilities including Cedar Hills Rec Center, Garden Home, Conestoga, Athletic Center and Nature Park Interpretive Center.
5. If employed, what is your occupation?
Self employed as part-time CFO Consultant at Reliant Search, Inc.
6. Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee:
15 years experience in both public accounting and private industry including have given me an in-depth understanding of accounting and finance including budgeting.

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Fax: 503-629-6303

Email: jcollins@thprd.org



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TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

| | |
|---------------------------|----------------|
| Name: R. KAHLER MARTINSON | Date: 10/26/11 |
| Address: [REDACTED] | |
| Phone: [REDACTED] | (w): — |
| Email: [REDACTED] | |

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

1. Please explain your interest in serving on the Budget Committee:
ASSISTING WITH THE MGMT. OF AN IMPORTANT REGIONAL ORGANIZATION.
2. How long have you lived in the community?
38 YEARS
3. Have you served on other volunteer committees? Yes [] No If yes, please explain where, when, and what your responsibilities were:
NOT WA COUNTY COMMITTEES
4. Have you or your family participated in any District activities? NO
What:
When:
Where:
5. If employed, what is your occupation?
6. Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee:
REGIONAL DIRECTOR, PACIFIC REGION, USFWS;
ASST. DIRECTOR, WA DEPT OF FISHERIES — BOTH WITH RESPONSIBILITIES FOR BUDGETING

Please return application and background check authorization form by November 18, 2011 to:

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Tualatin Hills Park & Recreation District
15707 SW Walker Road, Beaverton, OR 97006

Fax: 503-629-6303

Email: jcollins@thprd.org



TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

| | | | |
|----------|---------------|-------|----------|
| Name: | SHARON MATHES | Date: | 11-18-11 |
| Address: | [REDACTED] | | |
| Phone: | [REDACTED] | (w): | |
| Email: | [REDACTED] | | |

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

1. Please explain your interest in serving on the Budget Committee:
I AM A RETIRED CPA, AND IN THAT CAPACITY, I PREPARED AND MONITORED MANY BUDGETS, INCLUDING VARIANCE EXPLANATIONS
2. How long have you lived in the community?
3 YEARS
3. Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were:
CEDAR MILL COMMUNITY LIBRARY DEVELOPMENT COMMITTEE. 2010. MEMBER AT LARGE
4. Have you or your family participated in any District activities?
What:

When:

Where:
5. If employed, what is your occupation?
RETIRED CPA (INACTIVE FROM CALIFORNIA)
MY RESUME IS ATTACHED
6. Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee:
I HAVE VOLUNTEERED FOR 3 YEARS AT CEDAR MILL COMMUNITY LIBRARY - SECOND EDITION RESALE STORE AS A CASHIER, AND HAVE INTEREST IN THEIR BUDGET

Please return application and background check authorization form by November 18, 2011 to:

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



SHARON D. MATHES, CPA INACTIVE

OBJECTIVE

My primary objective is to obtain a volunteer position on the Tualatin Hills Park and Recreation District budget committee. I also wish to provide THPRD with an individual who is highly motivated and eager to apply my skills to ensure an even more dynamic team in your organization.

SUMMARY OF QUALIFICATIONS

- Three-years hands-on cash handling and data entry skills with proficiency on personal computers, cash registers, 10-key adding machine, and calculators.
- Through knowledge of standard office practices including accounting computer softwares.
- Experienced supervisor for coaching, mentoring, and development of employees. Provide directions and make decisions that have a moderate to major impact on issues specific to SCE.
- Interact with all levels of management including directors and administrative personnel.
- Supervise the employees responsible for the Accounts Payable Division.
- Maintain budgets, schedules, records, and reports. Allocate resources to meet accounting, data analysis, and forecasting, and other project operating dates.
- Impact performance standards for strategic initiatives, quality of service, cost effectiveness, approved budgets, and regulatory issues.
- Able to identify potential opportunities for efficiencies and make recommendations for such efficiencies.
- Skilled at identifying potential difficulties, solving problems, and making valid recommendations.
- Detailed oriented with high level of accuracy.
- Thorough knowledge of financial analysis and Generally Accepted Accounting Principles.

PROFESSIONAL EXPERIENCE

Second Edition Resale Shop 2008 – Present
Volunteer Cashier which includes cash handling, customer relations and service.

Southern California Edison 1983 to 2008
2006 - 2008 Irwindale, California
Supervisor Accounts Payable

Provide direction, coaching, and mentoring of personnel for the Accounts Payable Division. Monitor annual payments in excess of \$500M, and ensure that all internal cost and payment controls were followed. Supervise and allocate resources for a staff of 4 employees. Provide supervision, including counseling, training and development, salary information, selection of personnel, affirmative action, equal opportunity, and disciplinary action.

2003 - 2006 Rosemead, California
Supervisor Budgets and Accounting

Provide direction, coaching, and mentoring of personnel for large, complex projects for all levels of management. Establish, develop, and implement budget objectives and strategic initiatives for all processes which impact the Company. Supervise and allocate resources for a staff of 4 employees. Provide supervision, including counseling, training and development, salary information, selection of personnel, affirmative action, equal opportunity, and disciplinary action.

1995 - 2003
Budget/Financial Analyst

Develop a \$200M budget for a Division within the Customer Service Department. Develop and analyze financial strategies. In addition, ensure budget compliance within operation and maintenance guidelines, audit and cost spending patterns, and forecast year-end financial activities within budget and accounting policy and procedures. Develop personnel budgets, including contact with Senior Management for discussions on budget analysis, personnel issues, accounting treatments, and data analysis to assist management in making financial decisions. Establish and communicate procedures to the Division for such items as regulatory, budget, O&M, and Shareholder Accounting. Identify potential opportunities for efficiencies and make recommendations for such efficiencies.

1985 - 1995

Tax Accountant

Ensure tax information was met in compliance with IRS guidelines by auditing the Company's books, and requesting information regarding such issues from affected Departments. Also research and review data requests for the Company audit with the IRS for such items as tax depreciation, travel and transportation expenses, and medical deductions.

Prepare Company earnings per share information on a monthly basis

- Helped the Company become up-to-date on the IRS audit cycle
- Prepare earnings per share on a timely basis, to report this information to the public and the shareholders

1983 - 1985

Research Analyst

- Establish new accounting procedures in compliance with Generally Accepted Accounting Principles
- Prepare the Annual Report to Shareholders, to be submitted to regulatory agencies, such as the SEC, FERC, and PUC

EDUCATION AND PROFESSIONAL CERTIFICATIONS

Master of Science in Tax - Golden Gate University, Los Angeles, California

Bachelor of Science in Accounting - California State Polytechnic University, Pomona, California

Certified Public Accountant, Inactive, State of California

REFERENCES

Nancy Paysinger. nancyp@wccls.org

Cathy Mankus. cathy@cathymankus.com

**Tualatin Hills Park & Recreation District
Budget Committee Application**

| | |
|----------------------------|------------------------|
| Name: Anthony Mills | Date: 11-1-2011 |
| Address: [REDACTED] | |
| Phone: [REDACTED] | (w): [REDACTED] |
| Email: [REDACTED] | |

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

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

I am a long-time resident of the District and believe that it is important to voluntarily give back to the community. I have a strong interest in civic and community affairs and am familiar with the District from my involvement on the Bond Oversight Committee. I have some background as working as a part-time bookkeeper for a small real estate rental business as well as a professional organization for nurses.

2. How long have you lived in the community?

My permanent address has been within the boundary of the District since 1974 with the exception of a few years residing in Hillsboro in the 1990s.

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

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

2011- Parks and Recreation Advisory Board, Washington Co.; since October).
2011- TV Highway Community Advisory Committee (since September 2011).
2011- Aloha Community Library Association, Member (since May 2011).
2010- Parks Bond Citizen Oversight Committee, Tualatin Hills Park & Recreation District (Appointed April 2010).
2007- Tualatin Soil and Water Conservation District, Associate Director (appointed April 2007).
2007- Oregon Medical Case Management Group, bookkeeper (since April).
2005- Citizen Participation Organization 6, (Aloha, Reedville Cooper Mountain), Member.

4. If employed, what is your occupation?

For the past four and a half years I have worked as a security contractor at the Hawthorn Farm Intel campus. Since 2002 I have worked as a part-time bookkeeper for Todd Investment Properties, LLC, a sole proprietorship that owns and manages residential and commercial properties. I handle all office duties, bookkeeping, payroll, and prepares income tax information for accountant. I have also assisted in bookkeeping duties for the Oregon Medical Case Management Group since 2007.

5. Please describe any work experience or areas of expertise that you feel would benefit the Parks Bond Citizen Oversight Committee:

I have added my resume to this application; I hope that it will show more of my background, which includes a BS and MS in Political Science from the University of Oregon.

Please return application by November 18, 2011 to:

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

ANTHONY MILLS



EDUCATION

- 1994-96 **University of Oregon:** MS in Political Science.
1992-93 **University of Szeged:** Year-long program in Hungary.
1990 **Community College of Micronesia:** Summer program through U of O.
1988-92 **University of Oregon:** BS in Political Science. *Cum laude*, Phi Beta Kappa.

WORK EXPERIENCE

- 2007-present **Securitas Security Services:** Contractor at the Intel Hawthorn Farm campus in Hillsboro.
- 2002-present **Todd Investment Properties, LLC & Todd Farms, LLC:** Part-time bookkeeper and office assistant. Performs all office duties, bookkeeping, payroll, and prepares income tax information for accountant.
- 1998-2002 **Nike Inc.:** Mail clerk. All aspects of production, sorting and other shipping, mailroom and communication duties.
- 1997-98 **Volt Services Group:** Various assignments over one year, most of the time at Nike.
- 1996-97 **Washington State University:** Researcher and Business Advisor in Vancouver, Washington and Krasnoyarsk, Russia.
In Vancouver carried out business research for WSU projects in Romania and Russia. Also, helped to investigate further development opportunities in other countries.
In Russia worked in business development center jointly operated by WSU and local university. Advised on business projects, wrote reports, organized US agricultural trade show, coordinated interview project by American market research firm, gave presentations on US politics and economics to various academic groups. Taught English three hours a week to Russian businesspeople and business center staff. Edited English translation of regional business guidebook for conference.

OTHER

- 2011- **Parks and Recreation Advisory Board, Washington Co.;** since October).
- 2011- **TV Highway Community Advisory Committee** (since September 2011).
- 2011- **Aloha Community Library Association, Member** (since May 2011).
- 2010- **Parks Bond Citizen Oversight Committee, Tualatin Hills Park & Recreation District** (Appointed April 2010).
- 2007- **Tualatin Soil and Water Conservation District, Associate Director** (appointed April 2007).
- 2007- **Oregon Medical Case Management Group, bookkeeper** (since April).
- 2005- **Citizen Participation Organization 6, (Aloha, Reedville Cooper Mountain), Member.**
- 1992-3 **Pi Gamma Mu International Honor Society of the Social Sciences.**
- 1992-3 **Alpha Phi Omega National Service Fraternity, president 1992-3.**

Tualatin Hills Park & Recreation District

Budget Committee Application

Name: Kevin O'Donnell

Date: 11/18/11

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

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

1. Please explain your interest in serving on the Budget Committee: to help THPRD and the community
2. How long have you lived in the community? 15 years
3. Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were: CPO 7 Steering Committee for 4 years, as Vice-Chair and Chair. Neighborhood HOA Board Member for 2 years
4. Have you or your family participated in any District activities? yes

What: swimming, summer camps for tennis/parks/golf/safety/etc, big truck days

When: over the past 6 years

Where: Nature Park, HMT, Conestoga, Cedar Hills Rec

5. If employed, what is your occupation? a technical person, systems analyst in IT
6. Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee: detailed orientated and logical, educated, can lead or be contributing part of a team

Please return application and background check authorization form by November 18, 2011 to:

Mail: Attn: Jessica Collins, Executive Assistant

Tualatin Hills Park & Recreation District

15707 SW Walker Road, Beaverton, OR 97006

Fax: 503-629-6303

Email: jcollins@thprd.org

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[9C]

MEMO

DATE: December 21, 2011
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Sustainable Purchasing Policy**

Introduction

Staff is requesting Board of Directors review of proposed additions to the District Public Contract Rules contained in Chapter 5 of the District Compiled Policies (DCP 5). The proposed additions will add requirements that establish a Sustainable Purchasing Policy. Based on Board of Directors review and direction, staff will finalize an amendment to DCP 5 and schedule a public hearing to adopt the changes at the next Board meeting.

Background

The Oregon Public Contracting Code (OPCC) 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 the District largely follows the Attorney General's model rules, the District did adopt its own rules to specify certain exceptions from the model rules. The District purchasing rules have been codified in DCP 5.

The Sustainability Program, approved by the Board of Directors in March 2008, included the goal to create a sustainable costing model, a financial model to measure the true cost of sustainable activities. This model was completed and has been used by staff in selected departments on a pilot basis to test its viability.

The Sustainability Program update in March 2010, acknowledged the creation of the costing model, but established the goal of a broader Sustainable Purchasing Policy that included this costing model. At the last Sustainability Program update in November 2011, we noted that staff had been working on the creation of a Sustainable Purchasing Policy for some time and expected to bring it to the Board shortly.

Proposal Request

Staff has prepared additions to DCP 5 to reflect proposed changes to the Public Contract Rules, labeled as Exhibit A. These additions establish the requirement to use sustainability related criteria in making purchasing decisions and provide guidance on use of appropriate criteria. These additions also establish the requirement to use the sustainable costing model for certain purchases.

Staff has also prepared a draft of the procedures for implementing the changes proposed for DCP 5 (Exhibit B). These procedures are still in development and will need additional refinement prior to implementation.

Staff will be available at the January 9, 2011 Regular meeting to respond to questions regarding the proposed changes. Based on Board of Directors direction, staff will prepare final recommended changes to DCP 5 and schedule a public hearing at the next Board meeting to adopt these changes.

Given the impact of these changes on District purchasing practices, staff will recommend a delayed implementation, probably July 1, 2012, to allow time to finalize procedures and provide staff training on the new procedures.

Benefits of Proposal

The proposed additions to DCP 5 will fulfill a long-standing District goal to enact a Sustainable Purchasing Policy. This continues the District's commitment to sustainable practices as specified in Comprehensive Plan goals and objectives.

The sustainability criteria included in the proposed additions are stated broadly enough to allow staff to use currently available sustainable product standards and to change procedures to use new standards as they become available.

Potential Downside of Proposal

The proposed additions to DCP 5 have the potential to add to the complexity of District purchasing activity. However, the implementing procedures and the proposed staff training are intended to mitigate the increased complexity. The proposed changes also have the potential to add to the cost of District purchasing; although as sustainable purchasing becomes more standard, the cost impacts should continue to decrease. The policy, as drafted, is intended to provide enough flexibility in the implementing procedures to avoid significant cost impacts.

Action Requested

No action requested. Based on Board input, staff will schedule a public hearing for the February Regular Board meeting to adopt the additions to District purchasing rules contained in District Compiled Policies Chapter 5.

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) Direct Appointment (Under \$50,000). Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$50,000.
- (C) Informal Selection Process (\$50,000 – \$150,000).
- (1) The use of the informal selection procedures described in OAR 137-048-0210 and OAR 137-047-0270 will be used to obtain a contract if the estimated fee is expected to be \$50,000 or more and not to exceed \$150,000.
 - (2) The selection may be based on criteria including, but not limited to, each proposer's:
 - (a) Particular capability to perform the services required;
 - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
 - (c) Performance history;
 - (d) Approach and philosophy used in providing services;
 - (e) Fees or costs; and
 - (f) Geographic proximity to the project or the area where the services are to be performed.
 - (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.
- (D) Formal Selection Process (Over \$150,000). The use of the formal selection procedures described in OAR 137-048-0220 and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$150,000.

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

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may be exercised or performed by the Manager, including the authority to enter into emergency contracts under ORS 279B.080.

- (C) All public contracts estimated to cost \$150,000 or more in a fiscal year must be approved by the Board.
- (D) All public contracts estimated to cost less than \$150,000 in a fiscal year may be entered into by the Manager without Board approval. However, either the Board or the Manager may enter into emergency contracts under DCP 5.11, regardless of dollar limits, subject to ORS 294.455.

5.05 Special Procurements and Exemptions

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

5.06 Small Procurements (Under \$5,000)

- (A) Public contracts under \$5,000 are not subject to competitive bidding requirements. The Manager will make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- (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 more than 125% of the original contract price.

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-

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0800, provided the cumulative amendments do not increase the total contract price to more than 125% of the original contract price.

5.08 Electronic Advertising

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

5.09 Notice of intent to award certain contracts

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

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must be stated in the RFP. OAR 137-047-0261 through 137-047-0263 apply to evaluation of proposals.

- (B) The District may require prequalification of bidders or proposers as stated in ORS 279B.125 for public improvement contracts in excess of \$300,000.

5.11 Emergency Contracts

- (A) The President or Manager has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor must be documented.
- (B) Emergency contracts may be awarded as follows:
 - (1) Goods and Services. Emergency contracts for procurement of goods and services may be awarded under ORS 279B.080 and DCP 5.04.
 - (2) Public Improvements. The District adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

5.12 Disposal of Surplus Property

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

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- (3) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

5.13 Prequalification

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

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- (D) The Manager may debar a prospective bidder or proposer for the reasons listed in ORS 279C.375(3)(b). The Manager must provide written notice of such determination to the person or applicant and comply with the decision requirements of ORS 279C.375(4).

5.14 Appeals of Prequalification Decisions and Debarment Decisions

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

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

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.

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5.17 Intergovernmental Agreements

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

5.18 Sustainable Purchasing

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

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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 over \$50,000 or weighing 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 or services that do not perform adequately for their intended use, or exclude adequate competition, procure products or services that are not available at a reasonable price, or available within a reasonable time frame.

(D) Solicitation for Sustainable 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.

(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.

Sustainable Purchasing Policy

2.02.11

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|---|--|
| Date: | Supersedes Policy: Not applicable |
| Adopted by: Doug Menke General Manager | Implemented by: Keith D. Hobson Director of Business & Facilities |
| Signature: _____ | Signature: _____ |
| Date: _____ | Date: _____ |

PURPOSE

The purpose of this policy is to establish guidelines for purchasing that support the policy described below. It ensures 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 2.02.01 through 2.02.06).

POLICY

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

PROCEDURE

In the event that the Partners for a Sustainable Washington County Community (PSWCC) staff develop criteria for a purchasing plan, THPRD's Sustainability Committee or appropriate staff will review and consider if THPRD will adopt PSWCC's criteria. Until such time, THPRD staff should follow the below described procedure:

- I. General Criteria
 - A. THPRD will use appropriate standards/criteria to document sustainable purchasing and will purchase items with the highest level of sustainable attributes possible, in compliance with applicable purchasing laws and regulations.
 - 1. The State of Oregon's Procurement Office actively supports sustainability and incorporates all reasonable sustainability practices into contracts and price agreements. THPRD staff may view statewide contracts and price agreements on the Oregon Procurement Information Network (ORPIN). Instructions on how to access ORPIN may be found in Appendix A.
 - 2. For small purchases that are exempt from procurement, staff should select products from vendors listed in ORPIN.
 - B. For purchases where there are no appropriate standards/criteria, THPRD will develop and maintain a list of acceptable "green product" resources, currently detailed in Appendix B.
 - C. THPRD will continue to maintain a strong commitment to environmental protection, and staff will seek to utilize to the fullest extent possible "environmentally friendly" or "green" products which, to whatever extent possible, have sustainable attributes as described in

Appendix C.

1. For purchases requiring quotes, staff cannot specify a brand name, but (s)he can specify acceptable standards. Be specific about the performance requirement expectations. For example, state that recycled-content products should contain at least 30% post-consumer use materials.
 2. If two or more products being evaluated are of comparable quality, staff should use the lowest cost among products meeting acceptable standards.
- D. Per District Compiled Policy 5.XX – Sustainable Purchasing, all purchases over \$50,000 or weighing more than 1,000 pounds must use THPRD’s sustainability costing model as a basis of product selection. The THPRD sustainability cost model and user manual can be found on Inside THPRD (intranet) under the Operations Analysis section. The user manual is a detailed step-by-step document that explains how to use the sustainability costing model. This document is attached to the sustainable purchasing procedures in Appendix D.

The Life Cycle Cost (LCC) of a product as included in the sustainability cost model, will account for the following cost impacts:

- Purchase price, installation costs and operating costs of the goods (including preventative and ongoing maintenance)
- Transportation of the goods to THPRD including shipping from the manufacturer to THPRD as well as shipping from the point of origin to the manufacturer when known
- Utility or energy consumption during the lifetime use of the goods
- Storage and disposal costs of the goods and related packaging

The THPRD sustainability cost model calculates the total LCC per year of useful life of a product, as well as an estimate of the total number of pounds of carbon dioxide equivalents (CO₂e) generated over the lifetime use of the good. By calculating both of these factors, the sustainable cost model can be used to evaluate different product options on a comparative basis other than price alone.

The THPRD sustainability cost model is a tool available to any staff member wishing to understand the life cycle cost and/or greenhouse gas impact of a purchased good. The model, although required for larger dollar purchase, may be used for any level of expenditure.

In those instances where it is deemed impractical to procure the sustainable item, a specific explanation for the finding must be included in the purchasing record.

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

II. Solicitation for Sustainable Services

Including sustainability criteria in THPRD service contracts highlights the importance of sustainability issues to THPRD and ensures 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.

A. Procedures

1. All Requests for Proposals (RFP) will include criteria to evaluate sustainable practices, materials, services and design work by consultants, where possible.
2. 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.
3. Standard scoring for RFPs will dedicate no less than 10%, and no more than 20% of the total selection criteria to criteria addressing sustainable practices, materials, services and design work, depending on the nature of the contract.
4. The standards listed in Appendix E highlight some areas where staff can prompt THPRD's service providers to incorporate sustainability into their contracted service delivery and to their operations in general. The selection may be based on criteria including, but not limited to, environmental sustainability factors, social sustainability factors or sustainability factors related to services.

III. Responsibility

- A. It will be the responsibility of each employee initiating a purchase to comply with the Sustainable Purchasing Guidelines as described above. Failure to follow these guidelines will result in a rejection of the purchase request. It will also be the responsibility of each employee initiating a purchase under state contract or joint procurement agreement to ensure that this procurement meets the Sustainable Purchasing Guidelines.
- B. It will be the responsibility of the Business & Facilities Division to maintain a listing of acceptable environmental standards such as is detained in the attached Appendices B and C. The updated lists will be maintained on the Inside THPRD intranet site. It will also be the responsibility of the Business & Facilities Division to maintain a list of state contracts or joint purchasing agreements that have been deemed to meet the Sustainable Purchasing Guidelines.
- C. It will be the responsibility of prospective vendors of goods to provide evidence of meeting the acceptable standards used in the procurement. Where purchases are subject to life cycle cost analysis or a sustainability criteria within a Request for Proposals, it will be the prospective vendor's responsibility to provide necessary information to complete these assessments. Failure of vendors to provide the requested information may result in their disqualification from consideration for the procurement.
- D. It will be the responsibility of the Sustainability Council, comprised of THPRD staff, to periodically review purchases to promote enhanced application of the policy. It will also be the responsibility of the Sustainability Council to periodically review and update the standards and criteria detained in Appendices B and C.

Appendix A - Access to Oregon Procurement Information Network (ORPIN)

THPRD staff may view statewide contracts and price agreements on ORPIN by following the below instructions:

1. Go to orpin.oregon.gov
2. In the left hand column under Menu, select Browse.
3. In the left hand column under Menu, select Browse Contracts.
4. In the main window titled Browse Contracts, under the Search in the Keywords field, enter the type of contract to search (example: janitorial). Either hit Enter or click on Submit.
5. The search results will list the Suppliers with whom the State of Oregon has a contract.
6. To view a contract, select the underlined Contract #. The contract will outline general terms of the agreement and any sustainable practices the vendor performs.
7. To view a list of products to compare sustainability attributes, please visit the vendor's specific website.

Appendix B - Acceptable “Green Product” Standards

Listed below are currently approved sustainable product standards websites that staff may use to evaluate purchases.

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|---|---|
| Building Practices and Indoor Air Quality | <ul style="list-style-type: none">▪ Green Building Council (LEED) - www.usgbc.org/leed |
| Electronics and Appliances | <ul style="list-style-type: none">▪ Electronic Product Environmental Assessment Tool (EPEAT) - www.epeat.net▪ Energy Star - www.energystar.gov/purchasing |
| Food | <ul style="list-style-type: none">▪ Fair Trade USA - www.fairtradeusa.org▪ Food Alliance Certified - foodalliance.org▪ Marine Stewardship Council's Blue Eco-Label - www.msc.org▪ Protected Harvest Certified - www.protectedharvest.org▪ Rainforest Alliance Certified - www.rainforest-alliance.org▪ USDA Organic - www.ams.usda.gov/AMSV1.0/nop |
| Multiple Areas | <ul style="list-style-type: none">▪ Ecologo - www.ecologo.org▪ Environmental Choice - www.environmentalchoice.com▪ Environmental Protection Agency (EPA) - www.epa.gov/enviro/index.html▪ Green Guard - www.greenguard.org▪ Green Seal - www.greenseal.org▪ Scientific Certification Systems - www.scscertified.com |
| Paper and Forest Products | <ul style="list-style-type: none">▪ Chlorine Free Products Association - www.chlorinefreeproducts.org▪ Forest Stewardship Council - www.fsc.org |
| Renewable Energy | <ul style="list-style-type: none">▪ Green-e - www.green-e.org |

Appendix C - Purchases Not Covered Under Acceptable “Green Product” Standards List

For purchases that do not fall under the list of acceptable “green product” standards (Appendix B), staff will seek to utilize to the fullest extent possible “environmentally friendly” or “green” products which, to whatever extent possible, have the following attributes or qualities:

- Durable, as opposed to single use or disposable items
- Made of recycled materials, maximizing post-consumer content
- Non-toxic or minimally toxic, preferably biodegradable
- Highly energy efficient in production and use
- Can be recycled, but if not recyclable, may be disposed of safely
- Made from raw materials obtained in an environmentally sound sustainable manner
- Manufactured in an environmentally sound, sustainable manner by companies with good environmental track records
- Cause minimal or no environmental damage during normal use or maintenance
- Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and/or recyclable materials
- Produced locally or regionally (to minimize the environmental costs associated with shipping)

Appendix D – THPRD sustainability cost model user manual

From Inside THRPD

DRAFT

Appendix E - Service Contracts Sustainability Criteria Examples

The standards listed below highlight some areas where staff can prompt THPRD's service providers to incorporate sustainability into their contracted service delivery and to their operations in general.

Environmental Sustainability Factors

When providers are asked how they practice sustainability in their business on a day-to-day basis, their responses may cover one or more of the following areas. Generally, the greater the number of practices the vendor follows and/or the more details the vendor can provide, the more likely it is that the vendor takes sustainability seriously. This list should not be considered all-inclusive, and the bullets for each identify examples of appropriate buyer considerations.

| <u>Factor</u> | <u>Consider practices such as:</u> |
|---|--|
| Energy Conservation | <ul style="list-style-type: none">▪ Development of an energy conservation plan and goals▪ Use of checklists and tracking methods including bill monitoring▪ Citing actual performance results▪ Effort to communicate with and educate employees on energy conservation▪ Use of recognized certification standards (e.g. ISO 14000, Energy Star, etc.)▪ Energy conservation methods can include appliances; light fixtures; heating, ventilating, and air conditioning (HVAC); and/or general building operations. |
| Fossil Fuel/Alternative Transportations Usage | <ul style="list-style-type: none">▪ Flexible commuting options and incentives▪ Green travel and parking options▪ Purchase of or conversion to alternative fuel or advanced battery vehicles▪ Fleet maintenance programs▪ Route optimization |
| Purchasing | <ul style="list-style-type: none">▪ Durable versus disposable goods▪ Products composed of post-consumer recycled materials▪ Recycled products▪ Vendor take-back programs▪ Toxicants▪ Environmentally friendly certified products (e.g. Ecologo, GreenSeal, Rainforest Alliance, etc.) |
| Renewable Energy Use | <ul style="list-style-type: none">▪ Vendor's investigation▪ Plan development▪ Purchase or installation of renewable energy▪ Renewable energy may include solar, wind, geothermal, biomass, hydroelectric and/or other types. The vendor should indicate whether it is obtained through Grid Delivery or Renewable Energy Credits. |

- | | |
|-------------------------------|---|
| Waste Reduction and Recycling | <ul style="list-style-type: none">▪ Reduce amount of waste to landfill (garbage)▪ Mixed recycling (metal, paper and plastic)▪ Glass recycling▪ E-waste including electronic hardware, batteries and office supplies▪ Furniture recycling▪ Composting of yard or food waste |
| Water Conservation | <ul style="list-style-type: none">▪ Measures in conserving restroom water, kitchen water▪ Groundskeeping practices▪ Use of water efficient fixtures and the development of a water conservation management plan and goals |

Social Sustainability Factors

- | | |
|-----------------------------|--|
| <u>Factor</u> Fair Labor | <u>Consider vendor actions such as:</u> <ul style="list-style-type: none">▪ Utilizing minority, women or emerging small businesses▪ Paying employees equal to or better than the federal minimum wage▪ Actions that demonstrate concern for employee health, safety and well-being |
| Fair Trade | <ul style="list-style-type: none">▪ Fair price and prompt payment to suppliers▪ Work with economically disadvantaged or socially marginalized producers▪ Use of ecologically sustainable production methods in consideration of workers' health |

Sustainability Factors Related to Services

When it comes to the sustainable purchase of services, it is helpful to think of services as products with their own manufacturing processes and delivery systems. Those are the areas where we will find opportunities to be more sustainable – how the service gets developed or “manufactured,” how it is delivered, and how it is maintained.

- | | |
|------------------------------------|--|
| <u>Factor</u> Construction | <u>Consider practices for:</u> <ul style="list-style-type: none">▪ Contractors who have built LEED facilities or used LEED specifications in their design |
| Energy Conservation/ Efficiency | <ul style="list-style-type: none">▪ Lighting▪ Small and large appliances▪ HVAC |
| Green Cleaning | <ul style="list-style-type: none">▪ Service providers who use cleaning products that are low in chlorine and ammonia, low in volatile organic compounds (VOCs) and certified by a well known organization such as Green Seal |
| Indoor Air Quality | <ul style="list-style-type: none">▪ Companies who minimize or do not use toxic cleaning chemicals, aerosols, paints, solvents, in creating their product or providing their service. |

- | | |
|-----------------------------------|---|
| Janitorial | <ul style="list-style-type: none">▪ Certified green cleaning products▪ Avoiding prohibited chemicals▪ LEED green cleaning standards |
| Purchasing | <ul style="list-style-type: none">▪ Products made from recycled content▪ Certified green products▪ Less toxic toiletries |
| Waste Management | <ul style="list-style-type: none">▪ Recycling▪ Composting▪ Packaging reduction |
| Water Conservation/ Efficiency | <ul style="list-style-type: none">▪ Faucets▪ Toilets▪ Showers▪ Laundry▪ Landscaping |



Management Report to the Board January 9, 2012

Administration

Hal Bergsma, Director of Planning

Jessica Collins, Executive Assistant

Keith Hobson, Director of Business & Facilities

Jim McElhinny, Director of Park & Recreation Services

Bob Wayt, Director of Communications & Outreach

1. THPRD has launched a new pilot project designed to encourage patrons to sign up for winter classes that still have capacity. In late December, each THPRD Center identified 2-3 classes that fit into that category. Communications were subsequently sent out to in-district patrons, inviting them to enroll in one or more of the classes. Those who did received their choice of a complimentary 30-day frequent user pass or 20 percent discount on the class. A committee of employees developed the incentive.
2. Now that the Parks Bond Citizen Oversight Committee has completed its second annual report on THPRD's bond measure implementation, the text-only version has been posted to the district website. In addition, work is under way on a graphics-added version similar to what was done with the first annual report. The "dressed up" version, featuring photos and graphics, is expected to be available by early February and will be delivered to www.thprd.org, community leaders, THPRD Centers, and local libraries.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatic Program Services

1. Staff is preparing for Sunset Swim Center's 12-week closure (March 10-June 3). The projects scheduled for completion included seismic upgrades, pool tank resurfacing and floor recoating. Program staff will be reassigned to the other pools as needed.
2. The Aquatic Center will host a dual meet between Westview and Jesuit High Schools on January 5. The teams each have over 100 athletes and the Aquatic Center is the only site big enough to accommodate this size of meet. The Metro High School District Swim Meet will also be held at the Aquatic Center on February 10-11.
3. The Annual Pam's Party event at Beaverton Swim Center was another great success this year. Those attending the party donated \$2,450 along with 338 pounds of canned food and a wide assortment of toys. The donations were provided to local charities.

Maintenance

Dave Chrisman, Superintendent of Maintenance Operations

1. Efforts are underway to set up the Fanno Creek Service Center with an operational target date of late February or early March. Tools and equipment will be installed in the carpentry, paint and metal fabrication shops. Vehicle lifts, hoist and lubrication

equipment will be installed in the fleet shop bays. Wash rack support equipment will be installed adjacent to the outdoor covered vehicle wash rack. In addition, numerous fleet support elements will be relocated to the outdoor fleet storage yard. Supervisory and maintenance staff have already begun the relocation process to the new site with a complete transfer schedule to coincide with completion of the fleet service bays.

2. The building seismic project at the HMT Recreation Complex is nearly complete. Contractors should complete their final punch list items the first week of January. The project provides separation (seismic joint) between the Administration, Aquatic Center, Tennis Center and Dryland buildings. Staff will now solicit bids for the Sunset Swim Center seismic project which will provide a new roof over the locker and office area, replacement of significant portions of the exterior walls, substantial brace frames for the natatorium and other interior upgrades including selected window and door replacements. The project is expected to be underway in early spring and will entail a full building closure during the construction period (March-June).
3. Maintenance staff and student interns have been working with the District's GIS Administrator to develop base mapping layers for our park sites. Layers have been developed for park signs and are in development for utility service connections, site features and other critical maintenance features. A grant was awarded through the Parks Advisory Committee to purchase two GIS field measurement devices to plot selected features. The Maintenance Department is moving toward a more fully integrated system of data collection, asset and maintenance management through a GIS based application system.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Everybody Prunes Workshop. Maintenance and Natural Resources staff teamed up to lead a workshop for 30 staff on pruning techniques and trail maintenance.
2. Certified Interpretive Guide Training. Interpretive Center and Natural Resources staff participated in a staff-led interpretive training. They gained improved knowledge of teaching practices and ways to best communicate messages with visitors.
3. Volunteer Activities of Note. Staff are working with two teachers from Five Oaks Middle School on service learning partnerships at Autumn Ridge Park. Each teacher has scheduled monthly projects at the park with three of their classes. In addition, staff expanded involvement with Rachel Carson Environmental Middle School students by taking on three community service and mentorship projects.

Planning & Development

Steve Gulgren, Superintendent of Planning & Development

1. Bond Program: Staff advertised for prequalification proposals for four bond measure trail construction projects. Thirty-five prequalification proposals were submitted for staff review. Staff reviewed the proposals based on work safety history, financial history, other miscellaneous information, as well as previous work experience relating to the bond measure trail projects. Staff also contacted at least three reference checks from each proposer to aid in the evaluation of the proposal. Staff's initial approval list included 25 proposals. The remaining 10 proposals were asked to resubmit additional information for review before they can be approved and added to the list.

2. PCC Rock Creek Facility Restroom: Staff is busy overseeing the construction of the in-ground vault restroom building on the PCC Rock Creek campus. The construction schedule was aggressive and the weather has been cooperating, which has allowed the contractor to make excellent progress. The building will be completed by the end of December and additional elements such as landscaping and paving will be completed shortly thereafter. The restroom building was funded by a grant from Oregon Parks and Recreation Department and will be a welcome addition to the sports complex, especially during the busy seasons due to its proximity to the two eastern baseball/softball fields.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities

1. Video cameras at the Tennis Center have been installed in both air structures, providing staff with constant monitoring capabilities. These will prove to be of great use when it comes to court assignments, court confirmations, safety, security, etc. Three new wireless weather/temperature gauges have been purchased to provide staff the ability to monitor the temperature in all three tennis facilities. They have proven to be of immediate value with our recent cold spell, where many patrons have chosen the warmer air structures over the main building.
2. The Elsie Stuhr Center's Winter Grandchildren's day was held December 10. The program featured an "Adopt a Grandparent" which paired children that do not have grandparents (in our community or in the country) to meet an Elsie Stuhr Center member and be their grandchild for the event. Ten children participated and the Advisory Committee has committed to offering the program again for 2012.
3. The Jenkins Estate hosted two teas in December with 163 guests attending. Nine volunteer hostesses kept the tea flowing. Staff is preparing for the January kitchen closure for painting, lead abatement, and installation of a new dishwasher and hand washing sink. Meeting space will still be available in the stable and gatehouse.
4. Volunteers & Special Events staff is coordinating with Maintenance staff for the office move to the Schlottman House in January/February. Staff is planning summer events- Sunday Trailways, Concert & Theater in the Park Series, Party in the Park, and Summer Celebration Concert. Focus areas are sponsorships, route and maps, activities and logistics. For concerts, the focus area is entertainment contracts.

Recreation

Eric Owens, Superintendent of Recreation

1. The Rec Mobile conducted programs at eight community apartment complexes over the weeks of December 19-22 and December 26-29, for ages 5 and up. There were two crews visiting a different complex each day. The Rec Mobile visited each location twice over the holiday break during the program hours of 10:30 a.m.-3:00 p.m. Activities included games, crafts, and activities aimed at developing positive life skills. Lunch was also provided. Through the Rec Mobile, Cedar Hills Recreation Center programming staff partnered with Community Partners for Affordable Housing to provide gifts for the low-income apartment complexes visited. Center patrons were very generous with their donations which allowed the Rec Mobile to deliver over 400 gifts to children who participated with this program.
2. The 27th Annual Holiday Bazaar took place on December 3 at Garden Home Recreation Center. The turnout for the pancake breakfast and photo with Santa was very good.

Approximately 2,150 people attended the Bazaar this year and it was supported by more volunteers than ever before from the Beat Goes On Marching Band and West Portland Boxing team.

3. Work has begun at Garden Home Recreation Center on a few of the many projects planned to enhance the facility with the funds from the City of Portland's Bureau of Environmental Services. Staff has received bids for the hardwood floor in Room 8 and the bid process is beginning for the HVAC system for the new weight room area. Three new fitness machines have been purchased with the funds and will be added to the current weight room to help bring some relief to the heavily used equipment.

Security Operations

Mike Janin, Superintendent of Security Operations

1. We last reported that Park Patrol employee James Weed was hired by the Hillsboro Police on December 9. In the interim, Jeremy Parker was hired by the Beaverton Police. Brady Schwartz was hired to fill one spot for Park Patrol and is already working solo patrol. Our intern program has also paid off as we hired intern David Bonn who worked security for Fred Meyer. He was working in our training phase and began solo patrol on December 26. Having already worked a number of hours as an intern reduced his training phase to two weeks. Spencer Nordstrom, a Washington County Explorer Captain is currently working for Park Patrol as an intern. All Park Patrol employees hold current certifications from the police academy, a requirement to work as Private Security Officers for THPRD.

Sports

Scott Brucker, Superintendent of Sports

1. Youth and Adult Basketball Leagues: Adult and high school programs are currently playing games and the youth programs will begin games January 7.
2. Affiliate Users: The affiliated baseball and softball user groups will be piloting a new allocation process in January. Coordinated allocations will take place by field size, availability and location in addition to need.

Business Services

Cathy Brucker, Finance Manager

Nancy Hartman-Noye, Human Resources Manager

Mark Hokkanen, Risk and Contract Manager

Ann Mackiernan, Operations Analysis Manager

Phil Young, Information Services Manager

1. Winter class registration began on December 10 and everything ran smoothly. Phone-in and web registration both began at 8:00 a.m. Staff responded to 800 phone calls and the website processed over 2,100 invoices between 8 a.m. and 6 p.m. on Saturday. Our website performed very well; during the first 10 minutes of online registration we processed over 850 invoices. In the first 10 minutes of registration, 59 classes reached their maximum enrollment, and in the first hour 147 classes reached their maximum enrollment. There continues to be a large shift toward patrons using online registration. On opening day, only 22% of revenue came from phone-in registrations.
2. Work on the Comprehensive Plan update is continuing. The Operations Analysis Manager has attended meetings of all of the Advisory Committees, with the exception of

Historic Facilities (scheduled for January 10, 2012), to present the Comprehensive Plan update process. Committee comments will be summarized and provided to the Management Team for review.

3. The application deadline for the Leadership Academy, Tier I, was December 15. We had a great response; 38 regular part-time and full-time employees applied for the program. Therefore, Tier I will be broken into two sessions. The first session will be held in January, with a repeat session in the fall. Tier II will begin to roll out April 2012.
4. THPRD has been awarded a \$2,156 grant from Metropolitan Area Communications Commission (MACC). When combined with the grant received this past summer, the installation costs associated with connecting the Fanno Creek Service Center to our wide area network (WAN) will be fully covered. The installation was completed in early November, before staff moved into the facility.
5. Staff is finalizing the transition to a paperless requisitioning process. All purchases requiring a system generated purchase order will process electronically, including review and authorization. While the work flow process is set up by the Springbrook engineers, staff is finalizing training instructions. Testing will take place with Springbrook's completion, followed by implementation within each department. Completion is anticipated by the end of January.

January

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|--|--|---|--|------------|---|
| 1 | 2 HOLIDAY | 3 | 4 Aquatics Advisory Committee 7pm | 5 | 6 | 7 Fitness Launch @ Cedar Hills 9am |
| 8 | 9 Board Meeting 7pm @ Dryland/HMT Stuhr Center Advisory Committee 10am | 10 Historic Facilities Advisory Committee 1pm | 11 Recreation Advisory Committee 7pm | 12 | 13 | 14 |
| 15 | 16 HOLIDAY | 17 Trails Advisory Committee 7pm Parks Advisory Committee 6pm | 18 | 19 Sports Advisory Committee 4:30pm | 20 | 21 |
| 22 | 23 | 24 Natural Resources Advisory Committee 6:30pm | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

2012

February

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|---|---|---|--|--|------------|
| | | | 1 Aquatics Advisory Committee 7pm | 2 | 3 | 4 |
| 5 | 6 Board Meeting 7pm @ Dryland/HMT | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 Stuhr Center Advisory Committee 10am | 14 Historic Facilities Advisory Committee 1pm | 15 Recreation Advisory Committee 7pm | 16 Sports Advisory Committee 4:30pm | 17 Stuhr Center's 37 th Birthday Party | 18 |
| 19 | 20 HOLIDAY | Valentine's Dance @ Stuhr Center 21 Trails Advisory Committee 7pm | 22 | 23 | 24 | 25 |
| 26 | 27 Budget Committee Meeting 7pm @ Dryland/HMT | Parks Advisory Committee 6pm 28 Natural Resources Advisory Committee 6:30pm | 29 | | | |

2012

March

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|---|---|--|--|------------|------------|
| | | | | 1 | 2 | 3 |
| 4 | 5 Board Meeting 7pm @ Dryland/HMT | 6 | 7 Aquatics Advisory Committee 7pm | 8 | 9 | 10 |
| 11 | 12 Stuhr Center Advisory Committee 10am | 13 Historic Facilities Advisory Committee 1pm | 14 | 15 Sports Advisory Committee 4:30pm St. Patrick's Day Dance @ Stuhr Center | 16 | 17 |
| 18 | 19 | 20 Trails Advisory Committee 7pm | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 Parks Advisory Committee 6pm Natural Resources Advisory Committee 6:30pm | 28 | 29 | 30 | 31 |

2012

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 11/30/11

| Description | Project Budget | | | | Project Expenditures | | Estimated Total Costs | | | Est. Cost (Over) Under Budget | | | |
|---|--------------------------|----------------------------------|------------------------------------|---------------------------|----------------------------|----------------------|-----------------------|----------------------------|-------------------|-------------------------------|------------------|--------------------|----------------|
| | Prior Year Budget Amount | Budget Carryover to Current Year | New Funds Budgeted in Current Year | Cumulative Project Budget | Current Year Budget Amount | Expended Prior Years | Expended Year-to-Date | Estimated Cost to Complete | Basis of Estimate | Project Cumulative | Current Year | Project Cumulative | Current Year |
| | (1) | (2) | (3) | (1+3) | (2+3) | (4) | (5) | (6) | | (4+5+6) | (5+6) | | |
| GENERAL FUND | | | | | | | | | | | | | |
| CAPITAL OUTLAY DIVISION | | | | | | | | | | | | | |
| CARRY FORWARD PROJECTS | | | | | | | | | | | | | |
| Off-leash Dog Park Construction | 50,000 | 50,000 | - | 50,000 | 50,000 | 2,555 | 9,188 | 40,812 | Budget | 52,555 | 50,000 | (2,555) | - |
| Land Acquisition- Jenkins Estate Right of Way | 90,000 | 90,000 | - | 90,000 | 90,000 | - | - | 90,000 | Budget | 90,000 | 90,000 | - | - |
| John Quincy Adams Young House Renovation | 100,000 | 3,000 | - | 100,000 | 3,000 | 86,171 | 1,200 | 1,800 | Budget | 89,171 | 3,000 | 10,829 | - |
| Stuhr Center- Bequest Funded Project | 75,000 | 63,000 | - | 75,000 | 63,000 | 6,443 | - | 63,000 | Budget | 69,443 | 63,000 | 5,557 | - |
| Challenge Grant Competitive Fund | 50,000 | 50,000 | - | 50,000 | 50,000 | - | - | 50,000 | Budget | 50,000 | 50,000 | - | - |
| Signage Master Plan | 75,000 | 58,000 | - | 75,000 | 58,000 | 995 | 6,604 | 51,396 | Budget | 58,995 | 58,000 | 16,005 | - |
| Rock Creek Trail Improvement | 6,500 | 5,000 | - | 6,500 | 5,000 | 259 | 2,056 | 4,185 | Award | 6,500 | 6,241 | - | (1,241) |
| Commonwealth Park North Trail Alignment | 69,000 | 69,000 | - | 69,000 | 69,000 | 18,541 | 14,600 | 3,821 | Award | 36,962 | 18,421 | 32,038 | 50,579 |
| Matrix Hill Park Renovation | 40,000 | 40,000 | - | 40,000 | 40,000 | 27,124 | 13,246 | 4,563 | Award | 44,933 | 17,809 | (4,933) | 22,191 |
| Bridge & Boardwalk Repair | 120,000 | 120,000 | - | 120,000 | 120,000 | 20,334 | 53,320 | 54,271 | Award | 127,925 | 107,591 | (7,925) | 12,409 |
| Energy Savings Improvements | 1,675,000 | 25,000 | - | 1,675,000 | 25,000 | 1,302,473 | 39,536 | 2,500 | Award | 1,344,509 | 42,036 | 330,491 | (17,036) |
| Maintenance Facility Renovation Costs | 2,500,000 | 2,400,000 | - | 2,500,000 | 2,400,000 | 244,324 | 1,976,048 | 279,628 | Award | 2,500,000 | 2,255,676 | - | 144,324 |
| Community Benefit Fund Project | 325,000 | 321,031 | - | 325,000 | 321,031 | 3,969 | - | 321,031 | Budget | 325,000 | 321,031 | - | - |
| Outdoor Tent | 1,500 | - | - | 1,500 | - | - | 1,500 | - | Complete | 1,500 | 1,500 | - | (1,500) |
| TOTAL CARRYOVER PROJECTS | 5,177,000 | 3,294,031 | - | 5,177,000 | 3,294,031 | 1,713,188 | 2,117,298 | 967,007 | | 4,797,493 | 3,084,305 | 379,507 | 209,726 |
| ATHLETIC FACILITY REPLACEMENT | | | | | | | | | | | | | |
| Resurface Tennis Courts (4 sites) | | | 25,000 | 25,000 | 25,000 | - | 24,135 | - | Complete | 24,135 | 24,135 | 865 | 865 |
| TOTAL ATHLETIC FACILITY REPLACEMENT | | | 25,000 | 25,000 | 25,000 | - | 24,135 | - | | 24,135 | 24,135 | 865 | 865 |
| ATHLETIC FACILITY IMPROVEMENT | | | | | | | | | | | | | |
| Indoor Basketball Score Boards (AC) | | | 8,500 | 8,500 | 8,500 | - | 7,167 | - | Complete | 7,167 | 7,167 | 1,333 | 1,333 |
| TOTAL ATHLETIC FACILITY IMPROVEMENT | | | 8,500 | 8,500 | 8,500 | - | 7,167 | - | | 7,167 | 7,167 | 1,333 | 1,333 |
| PARK AND TRAIL REPLACEMENTS | | | | | | | | | | | | | |
| Drinking Fountains | | | 4,500 | 4,500 | 4,500 | - | - | 4,500 | Budget | 4,500 | 4,500 | - | - |
| Asphalt Path Rplcmnt & Repair | | | 117,000 | 117,000 | 117,000 | - | 1,510 | 115,490 | Budget | 117,000 | 117,000 | - | - |
| Play Structure (3 sites) | | | 81,000 | 81,000 | 81,000 | - | 2,126 | 78,874 | Budget | 81,000 | 81,000 | - | - |
| Irrigation System Repair | | | 50,000 | 50,000 | 50,000 | - | 40,875 | - | Complete | 40,875 | 40,875 | 9,125 | 9,125 |
| TOTAL PARK AND TRAIL REPLACEMENTS | | | 252,500 | 252,500 | 252,500 | - | 44,511 | 198,864 | | 243,375 | 243,375 | 9,125 | 9,125 |
| PARK AND TRAIL IMPROVEMENTS | | | | | | | | | | | | | |
| Memorial Benches | | | 8,000 | 8,000 | 8,000 | - | 614 | 7,386 | Budget | 8,000 | 8,000 | - | - |
| LGGP Grant - PCC Complex Rstrms | | | 35,000 | 35,000 | 35,000 | - | 7,915 | 27,085 | Budget | 35,000 | 35,000 | - | - |
| RTP Grant - Cedar Mill Trail | | | 50,000 | 50,000 | 50,000 | - | - | 50,000 | Budget | 50,000 | 50,000 | - | - |
| LGGP Grant - Camille Park | | | 70,000 | 70,000 | 70,000 | - | - | 70,000 | Budget | 70,000 | 70,000 | - | - |
| OBP Grant - Walker Rd. Mid-Block Crossing | | | 121,500 | 121,500 | 121,500 | - | 8,475 | 113,025 | Budget | 121,500 | 121,500 | - | - |
| LWCF Grant - Schiffler Park Pavillion | | | 40,000 | 40,000 | 40,000 | - | - | 40,000 | Budget | 40,000 | 40,000 | - | - |
| Install Maxicom Controls (2 sites) | | | 12,600 | 12,600 | 12,600 | - | 900 | 11,700 | Budget | 12,600 | 12,600 | - | - |
| EVSE Unit @ HMT Complex | | | - | - | - | - | 1,030 | - | Complete | 1,030 | 1,030 | (1,030) | (1,030) |
| Fencing at Ridgewood Park | | | - | - | - | - | 3,218 | 156 | Award | 3,374 | 3,374 | (3,374) | (3,374) |
| TOTAL PARK AND TRAIL IMPROVEMENTS | | | 337,100 | 337,100 | 337,100 | - | 22,152 | 319,352 | | 341,504 | 341,504 | (4,404) | (4,404) |
| CHALLENGE GRANTS | | | | | | | | | | | | | |
| Challenge Grants | | | 97,500 | 97,500 | 97,500 | - | 5,521 | 91,979 | Budget | 97,500 | 97,500 | - | - |
| TOTAL CHALLENGE GRANTS | | | 97,500 | 97,500 | 97,500 | - | 5,521 | 91,979 | | 97,500 | 97,500 | - | - |
| BUILDING REPLACEMENTS | | | | | | | | | | | | | |
| SSC Pool Tank Resurface | | | 65,000 | 65,000 | 65,000 | - | - | 65,000 | Budget | 65,000 | 65,000 | - | - |
| Tennis Air Structure Fabric | | | 153,000 | 153,000 | 153,000 | - | - | 153,000 | Budget | 153,000 | 153,000 | - | - |
| GHRC Tile (3 Rooms) | | | 21,500 | 21,500 | 21,500 | - | 7,755 | 13,745 | Budget | 21,500 | 21,500 | - | - |
| CRA Sand/Refinish Gym | | | 25,000 | 25,000 | 25,000 | - | 21,856 | - | Complete | 21,856 | 21,856 | 3,144 | 3,144 |
| CHRC Floor Room 9 | | | 27,000 | 27,000 | 27,000 | - | 7,897 | 8,336 | Award | 16,233 | 16,233 | 10,767 | 10,767 |
| CRA Resurface Shower Floors | | | 8,400 | 8,400 | 8,400 | - | 8,400 | - | Complete | 8,400 | 8,400 | - | - |
| AC Refinish Hardwood Floors | | | 12,000 | 12,000 | 12,000 | - | 10,155 | - | Complete | 10,155 | 10,155 | 1,845 | 1,845 |
| CHRC Refinish Hardwood Floors | | | 1,500 | 1,500 | 1,500 | - | - | 2,424 | Award | 2,424 | 2,424 | (924) | (924) |
| CRA Refinish Hardwood Floors | | | 4,700 | 4,700 | 4,700 | - | 6,411 | - | Complete | 6,411 | 6,411 | (1,711) | (1,711) |
| GHRC Refinish Hardwood Floors | | | 3,500 | 3,500 | 3,500 | - | 1,639 | - | Complete | 1,639 | 1,639 | 1,861 | 1,861 |

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 11/30/11

| 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) | | |
| Stuhr Ctr Refinish Hrdwd Floor | | | 1,500 | 1,500 | 1,500 | - | - | 1,581 | Award | 1,581 | 1,581 | (81) | (81) |
| GHRC Carpet | | | 5,500 | 5,500 | 5,500 | - | - | 5,500 | Budget | 5,500 | 5,500 | - | - |
| GHRC Locker Room Floor Rplc | | | 7,500 | 7,500 | 7,500 | - | - | 7,500 | Budget | 7,500 | 7,500 | - | - |
| Administrative Office Carpet | | | 5,000 | 5,000 | 5,000 | - | 4,508 | - | Complete | 4,508 | 4,508 | 492 | 492 |
| SSC Non-skd Flrs(hll, lckr rm) | | | 22,000 | 22,000 | 22,000 | - | - | 22,000 | Budget | 22,000 | 22,000 | - | - |
| RSC Pook Deck Strctrl Survey | | | 8,500 | 8,500 | 8,500 | - | 7,724 | 776 | Award | 8,500 | 8,500 | - | - |
| HSC Carpet | | | 5,200 | 5,200 | 5,200 | - | - | 5,200 | Budget | 5,200 | 5,200 | - | - |
| CRA Carpet | | | 4,700 | 4,700 | 4,700 | - | 4,607 | - | Complete | 4,607 | 4,607 | 93 | 93 |
| AC Metal Trnstrn Plate Rplcment | | | 12,587 | 12,587 | 12,587 | - | 13,647 | - | Complete | 13,647 | 13,647 | (1,060) | (1,060) |
| SSC Clssrm & Spctr Windows | | | 25,000 | 25,000 | 25,000 | - | - | 25,000 | Budget | 25,000 | 25,000 | - | - |
| TC Front Doors | | | 13,500 | 13,500 | 13,500 | - | 7,028 | 1,980 | Award | 9,008 | 9,008 | 4,492 | 4,492 |
| CHRC Windows | | | 4,000 | 4,000 | 4,000 | - | 4,000 | - | Complete | 4,000 | 4,000 | - | - |
| RSC Outsd Doors (lckr & storg) | | | 4,500 | 4,500 | 4,500 | - | - | 4,500 | Budget | 4,500 | 4,500 | - | - |
| Aq Ctr NW Corner Door | | | 3,500 | 3,500 | 3,500 | - | - | 2,800 | Award | 2,800 | 2,800 | 700 | 700 |
| Aq Ctr Front Door Hinges | | | 2,600 | 2,600 | 2,600 | - | 2,600 | - | Complete | 2,600 | 2,600 | - | - |
| GHRC Exterior Boiler Rm Doors | | | 5,000 | 5,000 | 5,000 | - | 4,867 | - | Complete | 4,867 | 4,867 | 133 | 133 |
| CRA Locker Rm Doors | | | 10,000 | 10,000 | 10,000 | - | - | 9,586 | Award | 9,586 | 9,586 | 414 | 414 |
| CRA Chlorine Rm Door | | | 2,920 | 2,920 | 2,920 | - | - | 2,920 | Budget | 2,920 | 2,920 | - | - |
| Aquatic Pumps & Valves (8) | | | 55,950 | 55,950 | 55,950 | - | 22,789 | 22,171 | Award | 44,960 | 44,960 | 10,990 | 10,990 |
| SSC Recharge Pool Filter | | | 6,500 | 6,500 | 6,500 | - | - | 5,876 | Award | 5,876 | 5,876 | 624 | 624 |
| RSC Soda Ash Tank Relocate | | | 4,200 | 4,200 | 4,200 | - | - | 4,090 | Award | 4,090 | 4,090 | 110 | 110 |
| CRA Filter Media | | | 12,000 | 12,000 | 12,000 | - | 12,479 | - | Complete | 12,479 | 12,479 | (479) | (479) |
| Aquatic Pnmatic & HVAC valves | | | 8,400 | 8,400 | 8,400 | - | 1,425 | 7,797 | Award | 9,222 | 9,222 | (822) | (822) |
| Aquatic Diving Boards & Stands | | | 15,900 | 15,900 | 15,900 | - | 7,706 | 7,733 | Award | 15,439 | 15,439 | 461 | 461 |
| SSW Chlorine Tank Scale | | | 2,000 | 2,000 | 2,000 | - | 1,595 | - | Complete | 1,595 | 1,595 | 405 | 405 |
| CRA Slide Steps | | | 10,500 | 10,500 | 10,500 | - | 11,100 | - | Complete | 11,100 | 11,100 | (600) | (600) |
| HSC Lockers | | | 31,000 | 31,000 | 31,000 | - | - | 25,022 | Award | 25,022 | 25,022 | 5,978 | 5,978 |
| TC Back Drop Court Curtains | | | 15,000 | 15,000 | 15,000 | - | 10,850 | - | Complete | 10,850 | 10,850 | 4,150 | 4,150 |
| AC Dishwasher (Concession) | | | 4,400 | 4,400 | 4,400 | - | 3,058 | - | Complete | 3,058 | 3,058 | 1,342 | 1,342 |
| S Fields Concession Dishwasher | | | 4,400 | 4,400 | 4,400 | - | 3,058 | - | Complete | 3,058 | 3,058 | 1,342 | 1,342 |
| Jenkins Main Hs Dishwasher | | | 8,000 | 8,000 | 8,000 | - | - | 7,816 | Award | 7,816 | 7,816 | 184 | 184 |
| CRA Gym Divider Curtain | | | 11,800 | 11,800 | 11,800 | - | 7,230 | - | Complete | 7,230 | 7,230 | 4,570 | 4,570 |
| Stuhr Light Fxtrs (dining rm) | | | 2,500 | 2,500 | 2,500 | - | - | 2,500 | Budget | 2,500 | 2,500 | - | - |
| Jenkins Main Hs Interior Paint | | | 22,000 | 22,000 | 22,000 | - | - | 22,000 | Budget | 22,000 | 22,000 | - | - |
| GHRC Exterior Siding | | | 40,000 | 40,000 | 40,000 | - | - | 40,000 | Budget | 40,000 | 40,000 | - | - |
| AC Wall Sealing | | | 6,800 | 6,800 | 6,800 | - | 7,095 | - | Complete | 7,095 | 7,095 | (295) | (295) |
| AC Add/Connect Downspouts | | | 25,500 | 25,500 | 25,500 | - | 12,905 | 12,595 | Budget | 25,500 | 25,500 | - | - |
| AC Reseal Skylights | | | 10,500 | 10,500 | 10,500 | - | - | 12,160 | Award | 12,160 | 12,160 | (1,660) | (1,660) |
| Bldng Exterior Paint (6 sites) | | | 23,850 | 23,850 | 23,850 | - | - | 23,850 | Budget | 23,850 | 23,850 | - | - |
| GH & CH Circuit Panels | | | 25,000 | 25,000 | 25,000 | - | - | 25,000 | Budget | 25,000 | 25,000 | - | - |
| HSC Roof Exhaust Fans | | | 2,000 | 2,000 | 2,000 | - | - | 2,000 | Budget | 2,000 | 2,000 | - | - |
| GHRC Steam Heat Coils (8) | | | 28,800 | 28,800 | 28,800 | - | - | 28,800 | Budget | 28,800 | 28,800 | - | - |
| GHRC Gas Pak | | | 33,500 | 33,500 | 33,500 | - | - | 33,500 | Budget | 33,500 | 33,500 | - | - |
| GHRC Air Handler South Wing | | | 2,000 | 2,000 | 2,000 | - | - | 2,000 | Budget | 2,000 | 2,000 | - | - |
| TC Air Condensing Unit | | | 8,000 | 8,000 | 8,000 | - | 6,985 | - | Complete | 6,985 | 6,985 | 1,015 | 1,015 |
| CRA Condensing Unit | | | 85,000 | 85,000 | 85,000 | - | 80,542 | 4,226 | Award | 84,768 | 84,768 | 232 | 232 |
| Dryland HVAC Upgrade | | | 12,000 | 12,000 | 12,000 | - | - | 12,000 | Budget | 12,000 | 12,000 | - | - |
| STR DDC HVAC ZT Controller | | | 3,300 | 3,300 | 3,300 | - | 415 | 2,785 | Award | 3,200 | 3,200 | 100 | 100 |
| GHRC Unit Heater (Showers) | | | 3,500 | 3,500 | 3,500 | - | - | 3,500 | Budget | 3,500 | 3,500 | - | - |
| CRA Floor Drains & Pipes | | | 8,500 | 8,500 | 8,500 | - | 8,383 | - | Complete | 8,383 | 8,383 | 117 | 117 |
| SSC Domestic Holding Tank | | | 22,000 | 22,000 | 22,000 | - | 21,865 | - | Complete | 21,865 | 21,865 | 135 | 135 |
| GHRC Shower Stalls | | | 18,500 | 18,500 | 18,500 | - | - | 18,500 | Budget | 18,500 | 18,500 | - | - |
| CHRC Water Heaters | | | 2,500 | 2,500 | 2,500 | - | - | 3,260 | Award | 3,260 | 3,260 | (760) | (760) |
| Aq Ctr Mchncl Rm Replmb P-Trap | | | 2,250 | 2,250 | 2,250 | - | 2,229 | - | Complete | 2,229 | 2,229 | 21 | 21 |
| HSC Shower Valve Rplcment (3) | | | 2,600 | 2,600 | 2,600 | - | - | 1,840 | Award | 1,840 | 1,840 | 760 | 760 |
| GHRC Design for Showers | | | 6,000 | 6,000 | 6,000 | - | - | 6,000 | Budget | 6,000 | 6,000 | - | - |

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 11/30/11

| Description | Project Budget | | | | Project Expenditures | | Estimated Total Costs | | | Est. Cost (Over) Under Budget | | | |
|---|---------------------------------|---|---|------------------------------------|-------------------------------------|-----------------------------|------------------------------|-----------------------------------|-------------------|-------------------------------|-----------------------|--------------------|----------------|
| | Prior Year Budget Amount (1) | Budget Carryover to Current Year (2) | New Funds Budgeted in Current Year (3) | Cumulative Project Budget (1+3) | Current Year Budget Amount (2+3) | Expended Prior Years (4) | Expended Year-to-Date (5) | Estimated Cost to Complete (6) | Basis of Estimate | Project Cumulative (4+5+6) | Current Year (5+6) | Project Cumulative | Current Year |
| Exercise Equipment (2) | | | 12,550 | 12,550 | 12,550 | - | 3,500 | 9,050 | Budget | 12,550 | 12,550 | - | - |
| AED Unit Replacements (19) | | | 35,369 | 35,369 | 35,369 | - | - | 35,369 | Budget | 35,369 | 35,369 | - | - |
| Metal Threshold Replacment at the Athletic Center | | | - | - | - | - | 5,757 | 3,325 | Award | 9,082 | 9,082 | (9,082) | (9,082) |
| Dryland Sound Equipment | | | - | - | - | - | - | 1,915 | Award | 1,915 | 1,915 | (1,915) | (1,915) |
| TOTAL BUILDING REPLACEMENTS | | | 1,099,676 | 1,099,676 | 1,099,676 | - | 344,060 | 718,528 | | 1,062,588 | 1,062,588 | 37,088 | 37,088 |
| BUILDING IMPROVEMENTS | | | | | | | | | | | | | |
| STR Stability Ball Racks | | | 1,500 | 1,500 | 1,500 | - | 1,508 | - | Complete | 1,508 | 1,508 | (8) | (8) |
| CRA Ultrvlt Sanitation LapPool | | | 22,500 | 22,500 | 22,500 | - | 22,699 | - | Complete | 22,699 | 22,699 | (199) | (199) |
| Install Drain Line Dryland/TC | | | - | - | - | - | 9,777 | - | Complete | 9,777 | 9,777 | (9,777) | (9,777) |
| TOTAL BUILDING IMPROVEMENTS | | | 24,000 | 24,000 | 24,000 | - | 33,984 | - | | 33,984 | 33,984 | (9,984) | (9,984) |
| ADA PROJECTS | | | | | | | | | | | | | |
| Splash Aqua Lift (2) | | | 14,100 | 14,100 | 14,100 | - | 2,565 | 11,535 | Budget | 14,100 | 14,100 | - | - |
| ADA Transition Ramps - CHRC | | | 2,500 | 2,500 | 2,500 | - | - | 2,500 | Budget | 2,500 | 2,500 | - | - |
| ADA Drinking Fntns - GHRC | | | 2,400 | 2,400 | 2,400 | - | - | 2,400 | Budget | 2,400 | 2,400 | - | - |
| ADA Shower Stalls - HSC | | | 26,000 | 26,000 | 26,000 | - | - | 26,000 | Budget | 26,000 | 26,000 | - | - |
| TOTAL ADA PROJECTS | | | 45,000 | 45,000 | 45,000 | - | 2,565 | 42,435 | | 45,000 | 45,000 | - | - |
| TOTAL CAPITAL OUTLAY DIVISION | 5,177,000 | 3,294,031 | 1,889,276 | 7,066,276 | 5,183,307 | 1,713,188 | 2,601,393 | 2,338,165 | | 6,652,746 | 4,939,558 | 413,530 | 243,749 |

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
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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) | | |
| INFORMATION SERVICES DEPARTMENT | | | | | | | | | | | | | |
| System/workstn Replcmnt | | | 65,000 | 65,000 | 65,000 | - | 27,789 | 37,211 | Budget | 65,000 | 65,000 | - | - |
| Server Replacements | | | 35,000 | 35,000 | 35,000 | - | 14,344 | 20,656 | Budget | 35,000 | 35,000 | - | - |
| LAN/WAN Replcmnt | | | 40,000 | 40,000 | 40,000 | - | 45,850 | - | Complete | 45,850 | 45,850 | (5,850) | (5,850) |
| Printers/Network Printers | | | 5,000 | 5,000 | 5,000 | - | 287 | 4,713 | Budget | 5,000 | 5,000 | - | - |
| Telephones | | | 20,000 | 20,000 | 20,000 | - | 20,544 | - | Complete | 20,544 | 20,544 | (544) | (544) |
| TOTAL INFORMATION TECHNOLOGY REPLACEMENTS | | | 165,000 | 165,000 | 165,000 | - | 108,814 | 62,580 | | 171,394 | 171,394 | (6,394) | (6,394) |
| Misc. Application Software | | | 20,000 | 20,000 | 20,000 | - | 9,664 | 10,336 | Budget | 20,000 | 20,000 | - | - |
| Fiber Line Installation | | | 40,000 | 40,000 | 40,000 | - | - | 36,041 | Award | 36,041 | 36,041 | 3,959 | 3,959 |
| Applicant Tracking Software Tool | | | 15,500 | 15,500 | 15,500 | - | 8,000 | - | Complete | 8,000 | 8,000 | 7,500 | 7,500 |
| Backup Server @ 112th Maintenance Facility | | | 10,000 | 10,000 | 10,000 | - | - | 10,000 | Budget | 10,000 | 10,000 | - | - |
| TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS | | | 85,500 | 85,500 | 85,500 | - | 17,664 | 56,377 | | 74,041 | 74,041 | 11,459 | 11,459 |
| TOTAL INFORMATION SYSTEMS DEPARTMENT | - | - | 250,500 | 250,500 | 250,500 | - | 126,478 | 118,957 | | 245,435 | 245,435 | 5,065 | 5,065 |
| MAINTENANCE DEPARTMENT | | | | | | | | | | | | | |
| BUILDING EQUIPMENT REPLACEMENT | | | | | | | | | | | | | |
| Autoscrubber (2) | | | 18,100 | 18,100 | 18,100 | - | 22,403 | - | Complete | 22,403 | 22,403 | (4,303) | (4,303) |
| Autoscrubber Batteries | | | 2,500 | 2,500 | 2,500 | - | 1,857 | - | Complete | 1,857 | 1,857 | 643 | 643 |
| Robotic Pool Tank Cleaner | | | 6,500 | 6,500 | 6,500 | - | 4,890 | - | Complete | 4,890 | 4,890 | 1,610 | 1,610 |
| Floor Buffer (2) | | | 3,568 | 3,568 | 3,568 | - | 3,039 | - | Complete | 3,039 | 3,039 | 529 | 529 |
| Slow Speed Scrubber (3) | | | 5,918 | 5,918 | 5,918 | - | 1,364 | 4,554 | Budget | 5,918 | 5,918 | - | - |
| Carpet Extractor | | | 3,500 | 3,500 | 3,500 | - | 2,760 | - | Complete | 2,760 | 2,760 | 740 | 740 |
| Cleaning Equipment | | | 1,000 | 1,000 | 1,000 | - | 1,062 | - | Complete | 1,062 | 1,062 | (62) | (62) |
| Wet Floor Vacuum | | | 1,250 | 1,250 | 1,250 | - | 662 | - | Complete | 662 | 662 | 588 | 588 |
| Walk Behind Sweeper | | | 3,200 | 3,200 | 3,200 | - | 4,523 | - | Complete | 4,523 | 4,523 | (1,323) | (1,323) |
| Product Storage Bin | | | 1,650 | 1,650 | 1,650 | - | - | 1,650 | Budget | 1,650 | 1,650 | - | - |
| TOTAL BUILDING EQUIPMENT REPLACEMENT | | | 47,186 | 47,186 | 47,186 | - | 42,560 | 6,204 | | 48,764 | 48,764 | (1,578) | (1,578) |
| FLEET REPLACEMENTS | | | | | | | | | | | | | |
| Tractor Shed Replacement | | | 35,000 | 35,000 | 35,000 | - | - | 35,000 | Budget | 35,000 | 35,000 | - | - |
| Vehicle Hoist | | | 24,000 | 24,000 | 24,000 | - | - | 24,000 | Budget | 24,000 | 24,000 | - | - |
| Soil Reliever | | | 22,500 | 22,500 | 22,500 | - | 23,045 | - | Complete | 23,045 | 23,045 | (545) | (545) |
| Sod Cutter | | | 5,000 | 5,000 | 5,000 | - | - | 5,000 | Budget | 5,000 | 5,000 | - | - |
| Cargo Van (2) | | | 42,000 | 42,000 | 42,000 | - | - | 40,480 | Award | 40,480 | 40,480 | 1,520 | 1,520 |
| Utility Truck | | | 28,000 | 28,000 | 28,000 | - | 20,567 | 9,166 | Award | 29,733 | 29,733 | (1,733) | (1,733) |
| Pressure Washer | | | 7,500 | 7,500 | 7,500 | - | - | 7,500 | Budget | 7,500 | 7,500 | - | - |
| 12 Passenger Van | | | 26,000 | 26,000 | 26,000 | - | 22,698 | - | Complete | 22,698 | 22,698 | 3,302 | 3,302 |
| Quad-cab Flatbed Truck | | | 40,000 | 40,000 | 40,000 | - | - | 43,354 | Award | 43,354 | 43,354 | (3,354) | (3,354) |
| Dump Truck (2-3 YD) | | | 31,000 | 31,000 | 31,000 | - | 31,273 | - | Complete | 31,273 | 31,273 | (273) | (273) |
| Infield Rake (2) | | | 22,000 | 22,000 | 22,000 | - | 21,861 | - | Complete | 21,861 | 21,861 | 139 | 139 |
| Electric Utility Vehicle | | | 9,500 | 9,500 | 9,500 | - | 8,093 | - | Complete | 8,093 | 8,093 | 1,407 | 1,407 |
| Compact Pickup | | | 14,000 | 14,000 | 14,000 | - | 13,431 | - | Complete | 13,431 | 13,431 | 569 | 569 |
| 15-Passenger Van (2) | | | 52,000 | 52,000 | 52,000 | - | 45,396 | - | Complete | 45,396 | 45,396 | 6,604 | 6,604 |
| Lubrication | | | 6,500 | 6,500 | 6,500 | - | - | 6,500 | Budget | 6,500 | 6,500 | - | - |
| Compressed Air | | | 7,800 | 7,800 | 7,800 | - | - | 7,800 | Budget | 7,800 | 7,800 | - | - |
| Exhaust Ventilation | | | 13,000 | 13,000 | 13,000 | - | - | 13,000 | Budget | 13,000 | 13,000 | - | - |
| TOTAL FLEET REPLACEMENTS | | | 385,800 | 385,800 | 385,800 | - | 186,364 | 191,800 | | 378,164 | 378,164 | 7,636 | 7,636 |
| FLEET IMPROVEMENTS | | | | | | | | | | | | | |
| Forklift | | | 35,000 | 35,000 | 35,000 | - | 29,287 | 5,713 | Complete | 35,000 | 35,000 | - | - |
| Floor Scrubber | | | 15,000 | 15,000 | 15,000 | - | - | 12,424 | Award | 12,424 | 12,424 | 2,576 | 2,576 |
| TOTAL FLEET IMPROVEMENTS | | | 50,000 | 50,000 | 50,000 | - | 29,287 | 18,137 | | 47,424 | 47,424 | 2,576 | 2,576 |
| TOTAL MAINTENANCE DEPARTMENT | - | - | 482,986 | 482,986 | 482,986 | - | 258,211 | 216,141 | | 474,352 | 474,352 | 8,634 | 8,634 |
| GRAND TOTAL GENERAL FUND | 5,177,000 | 3,294,031 | 2,622,762 | 7,799,762 | 5,916,793 | 1,713,188 | 2,986,082 | 2,673,263 | - | 7,372,533 | 5,659,345 | 427,229 | 257,448 |

Tualatin Hills Park and Recreation District
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|---|--------------------------|----------------------------------|------------------------------------|---------------------------|----------------------------|----------------------|-----------------------|----------------------------|-------------------|--------------------|-------------------------------|--------------------|-----------------|
| | 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) | | |
| SDC FUND | | | | | | | | | | | | | |
| <u>LAND ACQUISITION</u> | | | | | | | | | | | | | |
| Land Acquisition (FY 11) | 260,000 | 260,000 | (260,000) | - | - | 7,808 | 83 | - | Complete | 7,891 | 83 | (7,891) | (83) |
| Land Acquisition (FY 12) | - | - | 500,000 | 500,000 | 500,000 | - | - | 500,000 | Budget | 500,000 | 500,000 | - | - |
| Dutton Property | - | - | 260,000 | 260,000 | 260,000 | - | 294,707 | - | Complete | 294,707 | 294,707 | (34,707) | (34,707) |
| TOTAL LAND ACQUISITION | 260,000 | 260,000 | 500,000 | 760,000 | 760,000 | 7,808 | 294,790 | 500,000 | - | 802,598 | 794,790 | (42,598) | (34,790) |
| <u>IMPROVEMENT/DEVELOPMENT PROJECTS</u> | | | | | | | | | | | | | |
| Fanno Creek Trail | 1,311,950 | 1,024,000 | 700,000 | 2,011,950 | 1,724,000 | 492,224 | 1,003,791 | 345,674 | Award | 1,841,689 | 1,349,465 | 170,261 | 374,535 |
| MTIP Grant Match for Westside Trail | 40,000 | 30,000 | - | 40,000 | 30,000 | - | 30,000 | - | Complete | 30,000 | 30,000 | 10,000 | - |
| Bonny Slope/BSD Trail Development | 175,000 | 175,000 | - | 175,000 | 175,000 | - | - | 175,000 | Budget | 175,000 | 175,000 | - | - |
| LWCF Grant Match/Schiffler Park Pavillion | 50,000 | 50,000 | - | 50,000 | 50,000 | - | - | 50,000 | Budget | 50,000 | 50,000 | - | - |
| PCC Rec Complex Site Amenities | 72,000 | 46,510 | - | 72,000 | 46,510 | 26,286 | 914 | 44,800 | Budget | 72,000 | 45,714 | - | 796 |
| MTIP Grant Match-Fanno Creek Trail/Hall Blvd Crossing | 41,200 | 41,200 | - | 41,200 | 41,200 | 41,089 | - | - | Complete | 41,089 | - | 111 | 41,200 |
| LGGP Grant Match-PCC Restroom | 35,000 | 35,000 | - | 35,000 | 35,000 | 1,145 | 742 | 35,000 | Award | 36,887 | 35,742 | (1,887) | (742) |
| 112th St. Field Construction | 1,000,000 | 914,995 | 163,748 | 1,163,748 | 1,078,743 | 172,410 | 157,360 | 833,978 | Award | 1,163,748 | 991,338 | - | 87,405 |
| Winkleman Park Phase I | 282,000 | 282,000 | - | 282,000 | 282,000 | - | - | 282,000 | Budget | 282,000 | 282,000 | - | - |
| Progress Lake Dock Modification | - | - | - | - | - | - | 12,438 | - | Complete | 12,438 | 12,438 | (12,438) | (12,438) |
| MTIP Grant Match-Westside Trail Segment 18 | - | - | 62,205 | 62,205 | 62,205 | - | 69,323 | - | Complete | 69,323 | 69,323 | (7,118) | (7,118) |
| OBP Grant Match-Waterhouse Trail/Walker Rd Crossing | - | - | 50,000 | 50,000 | 50,000 | - | - | 50,000 | Budget | 50,000 | 50,000 | - | - |
| 112th St. Site Improvements | - | - | 797,947 | 797,947 | 797,947 | - | 12,199 | 704,344 | Award | 716,543 | 716,543 | 81,404 | 81,404 |
| Undesignated Projects | - | - | 2,649,628 | 2,649,628 | 2,649,628 | - | - | 2,649,628 | Budget | 2,649,628 | 2,649,628 | - | - |
| TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS | 3,007,150 | 2,598,705 | 4,423,528 | 7,430,678 | 7,022,233 | 733,154 | 1,286,767 | 5,170,424 | | 7,190,345 | 6,457,191 | 240,333 | 565,042 |
| Total - SDC Fund | 3,267,150 | 2,858,705 | 4,923,528 | 8,190,678 | 7,782,233 | 740,962 | 1,581,557 | 5,670,424 | | 7,992,943 | 7,251,981 | 197,735 | 530,252 |

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

Tualatin Hills Park and Recreation District
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Estimated Cost vs. Budget
Through 11/30/11

| Quad-rant | Project Code | Description | Project Budget | | | Project Expenditures | | | Estimated Cost to Complete | Basis of Estimate (Completed Phase) | Project Cumulative Cost | Est. Cost (Over) Under Budget | % Total Expended to Project Cumulative Cost |
|---|--------------|---|------------------------|----------------|---------------------------------------|----------------------|-----------------------|------------------------|----------------------------|-------------------------------------|-------------------------|-------------------------------|---|
| | | | Initial Project Budget | Adjustments | Current Total Project Budget FY 11/12 | Expended Prior Years | Expended Year-to-Date | Total Expended to Date | | | | | |
| | | | (1) | (2) | (1+2) | (4) | (5) | (4+5)=(6) | (7) | (6+7)=(9) | (3-9) | (6)/(9) | |
| BOND CAPITAL PROJECTS FUND | | | | | | | | | | | | | |
| <u>New Neighborhood Parks Development</u> | | | | | | | | | | | | | |
| SE | 91-901 | AM Kennedy Park | 1,285,250 | 45,050 | 1,330,300 | 117,138 | 35,332 | 152,470 | 1,608,857 | Design Dev | 1,761,327 | (431,027) | 8.7% |
| SW | 91-902 | Barsotti Park | 1,285,250 | 20,613 | 1,305,863 | 613 | 636 | 1,249 | 1,304,614 | Budget | 1,305,863 | - | 0.1% |
| NW | 91-903 | Kaiser Ridge Park | 771,150 | 12,305 | 783,455 | 42,062 | 16,657 | 58,719 | 593,067 | Master Plan | 651,786 | 131,669 | 9.0% |
| SW | 91-904 | Roy Dancer Park | 771,150 | 12,341 | 783,491 | 6,848 | 3,356 | 10,204 | 773,287 | Budget | 783,491 | - | 1.3% |
| NE | 91-905 | Roger Tilbury Park | 771,150 | 12,368 | 783,518 | - | - | - | 783,518 | Budget | 783,518 | - | 0.0% |
| Total New Neighborhood Parks Development | | | 4,883,950 | 102,677 | 4,986,627 | 166,661 | 55,981 | 222,642 | 5,063,343 | | 5,285,985 | (299,358) | 4.2% |
| <u>Renovate & Redevelop Neighborhood Parks</u> | | | | | | | | | | | | | |
| NE | 91-906 | Cedar Mill Park & Trail | 1,125,879 | 18,057 | 1,143,936 | 26 | 1,870 | 1,896 | 1,142,040 | Budget | 1,143,936 | - | 0.2% |
| SE | 91-907 | Camille Park | 514,100 | 28,898 | 542,998 | 152,309 | 253,568 | 405,877 | 85,777 | Bid Award | 491,654 | 51,344 | 82.6% |
| NW | 91-908 | Somerset West Park | 1,028,200 | 16,490 | 1,044,690 | 2,389 | 582 | 2,971 | 1,041,719 | Budget | 1,044,690 | - | 0.3% |
| NW | 91-909 | Pioneer Park and Bridge Replacement | 544,934 | 18,613 | 563,547 | 66,927 | 34,172 | 101,099 | 481,090 | Master Plan | 582,189 | (18,642) | 17.4% |
| SE | 91-910 | Vista Brook Park | 514,100 | 18,149 | 532,249 | 54,991 | 32,796 | 87,787 | 482,264 | Master Plan | 570,051 | (37,802) | 15.4% |
| Total Renovate & Redevelop Neighborhood Parks | | | 3,727,213 | 100,207 | 3,827,420 | 276,642 | 322,988 | 599,630 | 3,232,890 | | 3,832,520 | (5,100) | 15.6% |
| <u>New Neighborhood Parks Land Acquisition</u> | | | | | | | | | | | | | |
| NW | 98-880 | New Neighborhood Park - NW Quadrant | 1,500,000 | 23,241 | 1,523,241 | 4,172 | 1,978 | 6,150 | 1,517,091 | Budget | 1,523,241 | - | 0.4% |
| NE | 98-745 | New Neighborhood Park - NE Quadrant | 1,500,000 | 23,951 | 1,523,951 | 42,097 | 21,597 | 63,694 | 1,460,257 | Budget | 1,523,951 | - | 4.2% |
| SW | 98-746 | New Neighborhood Park - SW Quadrant | 1,500,000 | 21,071 | 1,521,071 | 1,049,158 | 1,199 | 1,050,357 | 470,714 | Budget | 1,521,071 | - | 69.1% |
| SE | 98-747 | New Neighborhood Park - SE Quadrant | 1,500,000 | 16,295 | 1,516,295 | 2,555,536 | - | 2,555,536 | (1,041,004) | Budget | 1,514,532 | 1,763 | 168.7% |
| NW | 98-748 | New Neighborhood Park (North Bethany) | 1,500,000 | 23,866 | 1,523,866 | 57,254 | 1,563,485 | 1,620,739 | - | Complete | 1,620,739 | (96,873) | 100.0% |
| UND | 98-749 | New Neighborhood Park - Undesignated | 1,500,000 | 23,911 | 1,523,911 | 33,250 | 44,779 | 78,029 | 1,445,882 | Budget | 1,523,911 | - | 5.1% |
| Total New Neighborhood Parks | | | 9,000,000 | 132,335 | 9,132,335 | 3,741,467 | 1,633,038 | 5,374,505 | 3,852,940 | | 9,227,445 | (95,110) | 58.2% |
| <u>New Community Park Development</u> | | | | | | | | | | | | | |
| SW | 92-915 | SW Community Park | 7,711,500 | 123,662 | 7,835,162 | 2,112 | 470 | 2,582 | 7,832,580 | Budget | 7,835,162 | - | 0.0% |
| Total New Community Park Development | | | 7,711,500 | 123,662 | 7,835,162 | 2,112 | 470 | 2,582 | 7,832,580 | | 7,835,162 | - | 0.0% |
| <u>New Community Park Land Acquisition</u> | | | | | | | | | | | | | |
| NE | 98-881 | New Community Park | 10,000,000 | 160,128 | 10,160,128 | 8,094,046 | 5,642 | 8,099,688 | 2,060,440 | Budget | 10,160,128 | - | 79.7% |
| Total New Community Park | | | 10,000,000 | 160,128 | 10,160,128 | 8,094,046 | 5,642 | 8,099,688 | 2,060,440 | | 10,160,128 | - | 79.7% |
| <u>Renovate and Redevelop Community Parks</u> | | | | | | | | | | | | | |
| NE | 92-916 | Cedar Hills Park | 6,194,905 | 98,656 | 6,293,561 | 110,898 | 797 | 111,695 | 6,074,391 | A&E Contract | 6,186,086 | 107,475 | 1.8% |
| SE | 92-917 | Schiffler Park | 3,598,700 | 60,594 | 3,659,294 | 452,996 | 511 | 453,507 | 3,040,469 | Design Dev. | 3,493,976 | 165,318 | 13.0% |
| Total Renovate and Redevelop Community Parks | | | 9,793,605 | 159,250 | 9,952,855 | 563,894 | 1,308 | 565,202 | 9,114,860 | | 9,680,062 | 272,793 | 5.8% |
| <u>Natural Area Restoration</u> | | | | | | | | | | | | | |
| NE | 97-963 | Roger Tilbury Memorial Park | 30,846 | 495 | 31,341 | 23 | - | 23 | 31,318 | Budget | 31,341 | - | 0.1% |
| NE | 97-964 | Cedar Mill Park | 30,846 | 495 | 31,341 | 43 | 38 | 81 | 31,260 | Budget | 31,341 | - | 0.3% |
| NE | 97-965 | Jordan/Jackie Husen Park | 308,460 | 4,947 | 313,407 | 65 | 231 | 296 | 313,111 | Budget | 313,407 | - | 0.1% |
| NW | 97-966 | NE/Bethany Meadows Trail Habitat Connection | 246,768 | 3,958 | 250,726 | - | - | - | 250,726 | Budget | 250,726 | - | 0.0% |
| NW | 97-967 | Kaiser Ridge Park | 10,282 | 165 | 10,447 | - | - | - | 10,447 | Planning | 10,447 | - | 0.0% |
| NW | 97-968 | Allenbach Acres Park | 41,128 | 659 | 41,787 | 38 | 14 | 52 | 41,735 | Budget | 41,787 | - | 0.1% |
| NW | 97-969 | Crystal Creek Park | 205,640 | 3,298 | 208,938 | 685 | 154 | 839 | 208,099 | Budget | 208,938 | - | 0.4% |
| NE | 97-970 | Foothills Park | 61,692 | 972 | 62,664 | 16,152 | 7,052 | 23,204 | 37,910 | Planning | 61,114 | 1,550 | 38.0% |
| NE | 97-971 | Commonwealth Lake Park | 41,128 | 635 | 41,763 | 11,534 | 4,514 | 16,048 | 16,251 | Planning | 32,299 | 9,464 | 49.7% |
| NW | 97-972 | Tualatin Hills Nature Park and Bridge Replacement | 90,800 | 1,452 | 92,252 | 1,394 | 259 | 1,653 | 90,599 | Planning | 92,252 | - | 1.8% |
| NE | 97-973 | Pioneer Park | 10,282 | 165 | 10,447 | 142 | - | 142 | 10,305 | Budget | 10,447 | - | 1.4% |
| NW | 97-974 | Whispering Woods Park | 51,410 | 747 | 52,157 | 21,623 | 7,973 | 29,596 | 21,973 | Preparation | 51,569 | 588 | 57.4% |
| NW | 97-975 | Willow Creek Nature Park | 20,564 | 322 | 20,886 | 2,688 | 6,802 | 9,490 | 11,396 | Planning | 20,886 | - | 45.4% |

Tualatin Hills Park and Recreation District
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Estimated Cost vs. Budget
Through 11/30/11

| Quad-rant | Project Code | Description | Project Budget | | | Project Expenditures | | | Estimated Cost to Complete | Basis of Estimate (Completed Phase) | Project Cumulative Cost | Est. Cost (Over) Under Budget | % Total Expended to Project Cumulative Cost |
|---|--------------|---|------------------------|----------------|---------------------------------------|----------------------|-----------------------|------------------------|----------------------------|-------------------------------------|-------------------------|-------------------------------|---|
| | | | Initial Project Budget | Adjustments | Current Total Project Budget FY 11/12 | Expended Prior Years | Expended Year-to-Date | Total Expended to Date | | | | | |
| | | | (1) | (2) | (1+2) | (4) | (5) | (4+5)=(6) | (7) | (6+7)=(9) | (3-9) | (6)/(9) | |
| SE | 97-976 | AM Kennedy Park | 30,846 | 495 | 31,341 | 45 | 8 | 53 | 31,288 | 31,341 | - | 0.2% | |
| SE | 97-977 | Camille Park | 77,115 | 1,236 | 78,351 | 118 | 2,981 | 3,099 | 75,252 | 78,351 | - | 4.0% | |
| SE | 97-978 | Vista Brook Park | 20,564 | 330 | 20,894 | - | - | - | 20,894 | 20,894 | - | 0.0% | |
| SE | 97-979 | Greenway Park/Koll Center | 61,692 | 988 | 62,680 | 1,203 | 10 | 1,213 | 61,467 | 62,680 | - | 1.9% | |
| SE | 97-980 | Bauman Park | 82,256 | 1,313 | 83,569 | 7,340 | 136 | 7,476 | 76,093 | 83,569 | - | 8.9% | |
| SE | 97-981 | Fanno Creek Park | 162,456 | 2,605 | 165,061 | 350 | - | 350 | 164,711 | 165,061 | - | 0.2% | |
| SE | 97-982 | Hideaway Park | 41,128 | 660 | 41,788 | 29 | 3,044 | 3,073 | 38,715 | 41,788 | - | 7.4% | |
| SW | 97-983 | Murrayhill Park | 61,692 | 869 | 62,561 | 24,124 | 17,497 | 41,621 | 20,209 | 61,830 | 731 | 67.3% | |
| SE | 97-984 | Hyland Forest Park | 71,974 | 1,034 | 73,008 | 40,210 | (6,471) | 33,739 | 24,425 | 58,164 | 14,844 | 58.0% | |
| SW | 97-985 | Cooper Mountain | 205,640 | 3,298 | 208,938 | 5 | 9 | 14 | 208,924 | 208,938 | - | 0.0% | |
| SW | 97-986 | Winkelman Park | 10,282 | 165 | 10,447 | 9 | 19 | 28 | 10,419 | 10,447 | - | 0.3% | |
| SW | 97-987 | Lowami Hart Woods | 287,896 | 4,615 | 292,511 | 2,407 | 1,047 | 3,454 | 289,057 | 292,511 | - | 1.2% | |
| SW | 97-988 | Rosa/Hazeldale Parks | 28,790 | 460 | 29,250 | 357 | 51 | 408 | 28,842 | 29,250 | - | 1.4% | |
| SW | 97-989 | Mt Williams Park | 102,820 | 1,649 | 104,469 | - | - | - | 104,469 | 104,469 | - | 0.0% | |
| SW | 97-990 | Jenkins Estate | 154,230 | 2,464 | 156,694 | 2,141 | 41,713 | 43,854 | 112,840 | 156,694 | - | 28.0% | |
| SW | 97-991 | Summercrest Park | 10,282 | 155 | 10,437 | 2,248 | 4,187 | 6,435 | 1,823 | 8,258 | 2,179 | 77.9% | |
| SW | 97-992 | Morrison Woods | 61,692 | 989 | 62,681 | 28 | - | 28 | 62,653 | 62,681 | - | 0.0% | |
| UND | 97-993 | Interpretive Sign Network | 339,306 | 5,439 | 344,745 | 2,467 | 144 | 2,611 | 342,134 | 344,745 | - | 0.8% | |
| NW | 97-994 | Beaverton Creek Trail | 61,692 | 989 | 62,681 | - | - | - | 62,681 | 62,681 | - | 0.0% | |
| NW | 97-995 | Bethany WetlandsBronson Creek | 41,128 | 660 | 41,788 | - | - | - | 41,788 | 41,788 | - | 0.0% | |
| NW | 97-996 | Bluegrass Downs Park | 15,423 | 247 | 15,670 | - | - | - | 15,670 | 15,670 | - | 0.0% | |
| NW | 97-997 | Crystal Creek | 41,128 | 660 | 41,788 | - | - | - | 41,788 | 41,788 | - | 0.0% | |
| UND | 97-914 | Restoration of new properties to be acquired | 643,023 | 10,313 | 653,336 | - | - | - | 653,336 | 653,336 | - | 0.0% | |
| Total Natural Area Restoration | | | 3,762,901 | 59,943 | 3,822,844 | 137,468 | 91,412 | 228,880 | 3,564,608 | 3,793,488 | 29,356 | 6.0% | |
| Natural Area Preservation - Land Acquisition | | | | | | | | | | | | | |
| UND | 98-882 | Natural Area Acquisitions | 8,400,000 | 134,622 | 8,534,622 | 205,845 | 12,645 | 218,490 | 8,316,132 | 8,534,622 | - | 2.6% | |
| Total Natural Area Preservation - Land Acquisition | | | 8,400,000 | 134,622 | 8,534,622 | 205,845 | 12,645 | 218,490 | 8,316,132 | 8,534,622 | - | 2.6% | |
| New Linear Park and Trail Development | | | | | | | | | | | | | |
| SW | 93-918 | Westside Trail Segments 1, 4, & 7 | 4,267,030 | 66,834 | 4,333,864 | 369,784 | 101,953 | 471,737 | 3,096,310 | 3,568,047 | 765,817 | 13.2% | |
| NE | 93-920 | Jordan/Husen Park Trail | 1,645,120 | 40,036 | 1,685,156 | 225,734 | 51,304 | 277,038 | 1,179,830 | 1,456,868 | 228,288 | 19.0% | |
| NW | 93-924 | Waterhouse Trail Segments 1, 5 and West Spur | 3,804,340 | 59,194 | 3,863,534 | 416,592 | 82,735 | 499,327 | 3,098,182 | 3,597,509 | 266,025 | 13.9% | |
| NW | 93-922 | Rock Creek Trail #5 & Allenbach, North Bethany #2 | 2,262,040 | 65,344 | 2,327,384 | 381,158 | 89,306 | 470,464 | 1,947,089 | 2,417,553 | (90,169) | 19.5% | |
| UND | 93-923 | Miscellaneous Natural Trails | 100,000 | 1,586 | 101,586 | 3,250 | 1,838 | 5,088 | 96,498 | 101,586 | - | 5.0% | |
| NW | 91-912 | Nature Park - Old Wagon Trail | 359,870 | 3,029 | 362,899 | 238,688 | - | 238,688 | - | 238,688 | 124,211 | 100.0% | |
| NE | 91-913 | NE Quadrant Trail - Bluffs Phase 2 | 257,050 | 14,101 | 271,151 | 26,937 | 15,055 | 41,992 | 215,058 | 257,050 | 14,101 | 16.3% | |
| SW | 93-921 | Lowami Hart Woods | 822,560 | 52,303 | 874,863 | 186,078 | 44,544 | 230,622 | 662,508 | 893,130 | (18,267) | 25.8% | |
| NW | 91-911 | Westside - Waterhouse Trail Connection | 1,542,300 | 24,652 | 1,566,952 | 24,234 | 245 | 24,479 | 1,517,821 | 1,542,300 | 24,652 | 1.6% | |
| Total New Linear Park and Trail Development | | | 15,060,310 | 327,079 | 15,387,389 | 1,872,455 | 386,980 | 2,259,435 | 11,813,296 | 14,072,731 | 1,314,658 | 16.1% | |
| New Linear Park and Trail Land Acquisition | | | | | | | | | | | | | |
| UND | 98-883 | New Linear Park and Trail Acquisitions | 1,200,000 | 19,246 | 1,219,246 | 688,849 | 16,735 | 705,584 | 513,662 | 1,219,246 | - | 57.9% | |
| New Linear Park and Trail Land Acquisition | | | 1,200,000 | 19,246 | 1,219,246 | 688,849 | 16,735 | 705,584 | 513,662 | 1,219,246 | - | 57.9% | |
| Multi-field/Multi-purpose Athletic Field Development | | | | | | | | | | | | | |
| SW | 94-925 | Winkelman Athletic Field | 514,100 | 33,199 | 547,299 | 51,001 | 63,792 | 114,793 | 862,401 | 977,194 | (429,895) | 11.7% | |
| SE | 94-926 | Meadow Waye Park | 514,100 | 6,637 | 520,737 | 405,527 | 1,252 | 406,779 | - | 406,779 | 113,958 | 100.0% | |
| NW | 94-927 | New Fields in NW Quadrant | 514,100 | 8,245 | 522,345 | 75 | - | 75 | 522,270 | 522,345 | - | 0.0% | |
| NE | 94-928 | New Fields in NE Quadrant | 514,100 | 8,245 | 522,345 | 932 | 868 | 1,800 | 520,545 | 522,345 | - | 0.3% | |
| SW | 94-929 | New Fields in SW Quadrant | 514,100 | 8,241 | 522,341 | 669 | - | 669 | 521,672 | 522,341 | - | 0.1% | |
| SE | 94-930 | New Fields in SE Quadrant | 514,100 | 8,245 | 522,345 | - | - | - | 522,345 | 522,345 | - | 0.0% | |
| Total Multi-field/Multi-purpose Athletic Field Dev. | | | 3,084,600 | 72,812 | 3,157,412 | 458,204 | 65,912 | 524,116 | 2,949,233 | 3,473,349 | (315,937) | 15.1% | |

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 11/30/11

| Quad-rant | Project Code | Description | Project Budget | | | Project Expenditures | | | Estimated Cost to Complete | Basis of Estimate (Completed Phase) | Project Cumulative Cost | Est. Cost (Over) Under Budget | % Total Expended to Project Cumulative Cost |
|--|--------------|--|------------------------|----------------|---------------------------------------|----------------------|-----------------------|------------------------|----------------------------|-------------------------------------|-------------------------|-------------------------------|---|
| | | | Initial Project Budget | Adjustments | Current Total Project Budget FY 11/12 | Expended Prior Years | Expended Year-to-Date | Total Expended to Date | | | | | |
| | | | (1) | (2) | (1+2) | (4) | (5) | (4+5)=(6) | (7) | (6+7)=(9) | (3-9) | (6)/(9) | |
| <u>Deferred Park Maintenance Replacements</u> | | | | | | | | | | | | | |
| UND | 96-960 | Play Structure Replacements at 11 sites | 810,223 | 4,065 | 814,288 | 665,070 | 48,693 | 713,763 | 33,442 | various phases | 747,205 | 67,083 | 95.5% |
| NW | 96-720 | Bridge/boardwalk replacement - Willow Creek | 96,661 | 1,551 | 98,212 | 80,524 | 46,753 | 127,277 | 5,794 | Const. Doc | 133,071 | (34,859) | 95.6% |
| SW | 96-721 | Bridge/boardwalk replacement - Rosa Park | 38,909 | 624 | 39,533 | 38,381 | - | 38,381 | - | Complete | 38,381 | 1,152 | 100.0% |
| SW | 96-722 | Bridge/boardwalk replacement - Jenkins Estate | 7,586 | 33 | 7,619 | 28,430 | - | 28,430 | - | Complete | 28,430 | (20,811) | 100.0% |
| SE | 96-723 | Bridge/boardwalk replacement - Hartwood Highlands | 10,767 | 170 | 10,937 | 985 | - | 985 | - | Cancelled | 985 | 9,952 | 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 | 118,040 | - | 118,040 | - | Complete | 118,040 | (1,203) | 100.0% |
| SW | 96-946 | Permeable Parking Lot at Aloha Swim Center | 160,914 | 1,508 | 162,422 | 195,024 | - | 195,024 | - | Complete | 195,024 | (32,602) | 100.0% |
| NE | 96-947 | Permeable Parking Lot at Sunset Swim Center | 160,914 | 2,581 | 163,495 | - | 2,566 | 2,566 | 160,929 | Design Dev | 163,495 | - | 1.6% |
| Total Deferred Park Maintenance Replacements | | | 1,451,515 | 10,745 | 1,462,260 | 1,168,356 | 98,012 | 1,266,368 | 200,165 | | 1,466,533 | (4,273) | 86.4% |
| <u>Facility Rehabilitation</u> | | | | | | | | | | | | | |
| UND | 95-931 | Structural Upgrades at Several Facilities | 317,950 | 2,378 | 320,328 | 105,332 | - | 105,332 | 214,996 | Budget | 320,328 | - | 32.9% |
| SW | 95-932 | Structural Upgrades at Aloha Swim Center | 406,279 | 6,360 | 412,639 | 20,429 | 592 | 21,021 | 391,618 | Const. Doc. | 412,639 | - | 5.1% |
| SE | 95-933 | Structural Upgrades at Beaverton Swim Center | 1,447,363 | 23,161 | 1,470,524 | 22,757 | - | 22,757 | 1,447,767 | Const. Doc. | 1,470,524 | - | 1.5% |
| NE | 95-934 | Structural Upgrades at Cedar Hills Recreation Center | 628,087 | 10,073 | 638,160 | - | 3,680 | 3,680 | 634,480 | Const. Doc. | 638,160 | - | 0.6% |
| SW | 95-935 | Structural Upgrades at Conestoga Rec/Aquatic Center | 44,810 | 719 | 45,529 | - | 8,284 | 8,284 | 37,245 | Const. Doc. | 45,529 | - | 18.2% |
| SE | 95-937 | Structural Upgrades at Garden Home Recreation Center | 486,935 | 7,810 | 494,745 | - | - | - | 494,745 | Master Plan | 494,745 | - | 0.0% |
| SE | 95-938 | Structural Upgrades at Harman Swim Center | 179,987 | 2,821 | 182,808 | 19,298 | - | 19,298 | 60,702 | Const. Doc. | 80,000 | 102,808 | 24.1% |
| NW | 95-939 | Structural Upgrades at HMT/50 Mtr Pool/Aquatic Center | 312,176 | 4,762 | 316,938 | 66,373 | - | 66,373 | 220,035 | Bid Award | 286,408 | 30,530 | 23.2% |
| NW | 95-940 | Structural Upgrades at HMT Administration Building | 397,315 | 6,178 | 403,493 | 39,750 | 157,927 | 197,677 | 126,098 | Bid Award | 323,775 | 79,718 | 61.1% |
| 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 Center | 116,506 | 1,840 | 118,346 | 19,692 | - | 19,692 | 75,545 | Bid Award | 95,237 | 23,109 | 20.7% |
| NW | 95-943 | Structural Upgrades at HMT Tennis Center | 268,860 | 4,290 | 273,150 | 14,382 | 98 | 14,480 | 258,670 | Const. Doc. | 273,150 | - | 5.3% |
| 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 | 16,406 | 1,044,606 | 17,303 | 15,292 | 32,595 | 1,012,011 | Const. Doc. | 1,044,606 | - | 3.1% |
| NE | 95-951 | Sunset Swim Center Pool Tank | 514,100 | 275 | 514,375 | 294,280 | - | 294,280 | - | Complete | 294,280 | 220,095 | 100.0% |
| Total Facility Rehabilitation | | | 6,227,732 | 87,176 | 6,314,908 | 700,632 | 185,873 | 886,505 | 4,973,912 | | 5,860,417 | 454,491 | 15.1% |
| <u>Facility Expansion and Improvements</u> | | | | | | | | | | | | | |
| SE | 95-952 | Elsie Stuhr Center Expansion and Structural Improvements | 1,997,868 | 30,861 | 2,028,729 | 273,825 | 1,173,162 | 1,446,987 | 652,686 | Bid Award | 2,099,673 | (70,944) | 68.9% |
| SW | 95-953 | Conestoga Rec/Aquatic Expansion & Splash Pad | 5,449,460 | 84,304 | 5,533,764 | 1,015,994 | 1,247,309 | 2,263,303 | 3,046,292 | Bid Award | 5,309,595 | 224,169 | 42.6% |
| SW | 95-954 | Aloha ADA Dressing Rooms | 123,384 | 158 | 123,542 | 178,701 | - | 178,701 | - | Complete | 178,701 | (55,159) | 100.0% |
| NW | 95-955 | Aquatics Center ADA Dressing Rooms | 133,666 | 1,078 | 134,744 | 180,493 | - | 180,493 | - | Complete | 180,493 | (45,749) | 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% |
| Total Facility Expansion and Improvements | | | 8,218,478 | 117,055 | 8,335,533 | 1,970,834 | 2,420,471 | 4,391,305 | 3,698,978 | | 8,090,283 | 245,250 | 54.3% |
| <u>ADA/Access Improvements</u> | | | | | | | | | | | | | |
| NW | 95-957 | HMT ADA Parking and other site improvement | 735,163 | 11,595 | 746,758 | 13,753 | - | 13,753 | 733,005 | Budget | 746,758 | - | 1.8% |
| UND | 95-958 | ADA Improvements - undesignated funds | 116,184 | 1,864 | 118,048 | 3,533 | 19,077 | 22,610 | 95,438 | Budget | 118,048 | - | 19.2% |
| SW | 95-730 | ADA Improvements - Barrows Park | 8,227 | 132 | 8,359 | - | 6,825 | 6,825 | 1,989 | Construction | 8,814 | (455) | 77.4% |
| NW | 95-731 | ADA Improvements - Bethany Lake Park | 20,564 | 193 | 20,757 | 25,566 | - | 25,566 | - | Complete | 25,566 | (4,809) | 100.0% |
| NE | 95-732 | ADA Improvements - Cedar Hills Recreation Center | 8,226 | 132 | 8,358 | - | 8,255 | 8,255 | 1,989 | Construction | 10,244 | (1,886) | 80.6% |
| NE | 95-733 | ADA Improvements - Forest Hills Park | 12,338 | 198 | 12,536 | - | 23,416 | 23,416 | 1,989 | Construction | 25,405 | (12,869) | 92.2% |
| SE | 95-734 | ADA Improvements - Greenway Park | 15,423 | 247 | 15,670 | - | - | - | - | Cancelled | - | 15,670 | 0.0% |
| SW | 95-735 | ADA Improvements - Jenkins Estate | 16,450 | 264 | 16,714 | - | 11,550 | 11,550 | 1,994 | Construction | 13,544 | 3,170 | 85.3% |
| 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 | 247 | 15,670 | - | 15,000 | 15,000 | - | Complete | 15,000 | 670 | 100.0% |

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 11/30/11

| Quad-rant | Project Code | Description | Project Budget | | | Project Expenditures | | | Estimated Cost to Complete | Basis of Estimate (Completed Phase) | Project Cumulative Cost | Est. Cost (Over) Under Budget | % Total Expended to Project Cumulative Cost |
|-----------|--------------|---|------------------------|------------------|---------------------------------------|----------------------|-----------------------|------------------------|----------------------------|-------------------------------------|-------------------------|-------------------------------|---|
| | | | Initial Project Budget | Adjustments | Current Total Project Budget FY 11/12 | Expended Prior Years | Expended Year-to-Date | Total Expended to Date | | | | | |
| | | | (1) | (2) | (1+2) | (4) | (5) | (4+5)=(6) | (7) | (6+7)=(9) | (3-9) | (6)/(9) | |
| NW | 95-738 | ADA Improvements - Rock Creek Powerline Park (Soccer Fld) | 20,564 | 330 | 20,894 | - | 17,799 | 17,799 | 1,989 | Construction | 19,788 | 1,106 | 89.9% |
| NW | 95-739 | ADA Improvements - Skyview Park | 5,140 | 82 | 5,222 | - | 7,075 | 7,075 | (1,853) | Construction | 5,222 | - | 135.5% |
| NW | 95-740 | ADA Improvements - Waterhouse Powerline Park | 8,226 | 132 | 8,358 | - | - | - | 8,358 | Design Dev | 8,358 | - | 0.0% |
| NE | 95-741 | ADA Improvements - West Sylvan Park | 5,140 | 82 | 5,222 | - | 5,102 | 5,102 | 1,989 | Construction | 7,091 | (1,869) | 72.0% |
| SE | 95-742 | ADA Improvements - Wonderland Park | 10,282 | 164 | 10,446 | - | 4,915 | 4,915 | 1,989 | Construction | 6,904 | 3,542 | 71.2% |
| | | Total ADA/Access Improvements | 1,028,196 | 15,702 | 1,043,898 | 59,478 | 119,014 | 178,492 | 848,876 | | 1,027,368 | 16,530 | 17.4% |
| | | | | | | | | | | | 15,670 | | |
| | | Community Center Land Acquisition | | | | | | | | | | | |
| UND | 98-884 | Community Center | 5,000,000 | 79,695 | 5,079,695 | 589,963 | 2,116 | 592,079 | 4,487,616 | Budget | 5,079,695 | - | 11.7% |
| | | Total Community Center Land Acquisition | 5,000,000 | 79,695 | 5,079,695 | 589,963 | 2,116 | 592,079 | 4,487,616 | | 5,079,695 | - | 11.7% |
| | | Bond Administration Costs | | | | | | | | | | | |
| UND | | Debt Issuance Costs | 1,393,000 | (482,200) | 910,800 | 24,772 | - | 24,772 | - | Budget | 24,772 | 886,028 | 100.0% |
| UND | | Bond Accountant Personnel Costs | - | 241,090 | 241,090 | - | - | - | 241,090 | Budget | 241,090 | - | 0.0% |
| UND | | Communications Support | - | 50,000 | 50,000 | - | - | - | 50,000 | Budget | 50,000 | - | 0.0% |
| UND | | Technology Needs | 18,330 | - | 18,330 | 21,520 | 1,854 | 23,374 | - | Complete | 23,374 | (5,044) | 100.0% |
| UND | | Office Furniture | 7,150 | - | 7,150 | 3,940 | 541 | 4,481 | - | Complete | 4,481 | 2,669 | 100.0% |
| UND | | Admin/Consultant Costs | 31,520 | - | 31,520 | 35,098 | 3,936 | 39,034 | - | Budget | 39,034 | (7,514) | 100.0% |
| | | | 1,450,000 | (191,110) | 1,258,890 | 85,330 | 6,331 | 91,661 | 291,090 | | 382,751 | 876,139 | 23.9% |
| | | Grand Total | 100,000,000 | 1,511,224 | 101,511,224 | 20,782,236 | 5,424,928 | 26,207,164 | 72,814,621 | | 99,021,785 | 2,489,439 | 26.5% |



MEMORANDUM

Date: December 21, 2011
 To: Board of Directors
 From: Keith Hobson, Director of Business and Facilities
 Re: **System Development Charge Report for October, 2011**

Below please find the various categories for System Development Charges, i.e., Single Family, Multiple Family, Manufactured Housing Unit, 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 October, 2011.

| Type of Dwelling Unit | Current SDC per Type of Dwelling Unit |
|------------------------------|--|
| Single Family | \$5551.00 with 1.6% discount = \$5,462.18 |
| Multi-Family | \$4,151.00 with 1.6% discount = \$4,084.58 |
| Non-residential | \$144.00 with 1.6% discount = \$141.70 |

| <u>City of Beaverton Collection of SDCs</u> | | <u>Receipts</u> | <u>Collection Fee</u> | <u>Total Revenue</u> |
|--|---------------------------------|------------------------------|------------------------------|------------------------------|
| 2,486 | Single Family Units | \$6,147,778.89 | \$182,718.92 | \$6,330,497.81 |
| 15 | Single Family Units at \$489.09 | \$7,336.35 | \$221.45 | \$7,557.80 |
| 1,399 | Multi-family Units | \$2,624,822.68 | \$80,892.66 | \$2,705,715.34 |
| 0 | Less Multi-family credits | (\$7,957.55) | (\$229.36) | (\$8,186.91) |
| 199 | Non-residential | \$463,646.64 | \$13,939.88 | \$477,586.52 |
| <u>4,099</u> | | <u>\$9,235,627.01</u> | <u>\$277,543.55</u> | <u>\$9,513,170.56</u> |

| <u>Washington County Collection of SDCs</u> | | <u>Receipts</u> | <u>Collection Fee</u> | <u>Total Revenue</u> |
|--|---------------------|-------------------------------|------------------------------|-------------------------------|
| 6,419 | Single Family Units | \$17,660,547.80 | \$479,815.86 | \$18,140,363.66 |
| -300 | Less Credits | (\$623,548.98) | (\$19,285.02) | (\$642,834.00) |
| 1,848 | Multi-family Units | \$3,903,805.07 | \$115,397.74 | \$4,019,202.81 |
| -24 | Less Credits | (\$47,323.24) | (\$1,463.61) | (\$48,786.85) |
| 97 | Non-residential | \$360,766.49 | \$7,694.16 | \$368,460.65 |
| <u>8,040</u> | | <u>\$21,254,247.14</u> | <u>\$582,159.13</u> | <u>\$21,836,406.27</u> |

| <u>Recap by Agency</u> | | <u>Percent</u> | <u>Receipts</u> | <u>Collection Fee</u> | <u>Total Revenue</u> |
|-------------------------------|-------------------|-----------------------|-------------------------------|------------------------------|-------------------------------|
| 4,099 | City of Beaverton | 30.35% | \$9,235,627.01 | \$277,543.55 | \$9,513,170.56 |
| 8,040 | Washington County | 69.65% | \$21,254,247.14 | \$582,159.13 | \$21,836,406.27 |
| <u>12,139</u> | | <u>100.00%</u> | <u>\$30,489,874.15</u> | <u>\$859,702.68</u> | <u>\$31,349,576.83</u> |

| <u>Recap by Dwelling</u> | <u>Single Family</u> | <u>Multi-Family</u> | <u>Non-Resident</u> | <u>Total</u> |
|--------------------------|----------------------|---------------------|---------------------|---------------|
| City of Beaverton | 2,501 | 1,399 | 199 | 4,099 |
| Washington County | 6,119 | 1,824 | 97 | 8,040 |
| | <u>8,620</u> | <u>3,223</u> | <u>296</u> | <u>12,139</u> |

Total Receipts to Date **\$31,597,174.43**

Total Payments to Date

| | | |
|--|-------------------------|------------------------------|
| Refunds | (\$2,060,859.71) | |
| Administrative Costs | (\$18.67) | |
| Project Costs -- Development | (\$18,414,340.42) | |
| <u>Project Costs -- Land Acquisition</u> | <u>(\$9,033,053.74)</u> | <u>(\$29,508,272.54)</u> |
| | | <u>\$2,088,901.89</u> |

| <u>Recap by Month, FY 2011-12</u> | <u>Receipts</u> | <u>Expenditures</u> | <u>Interest</u> | <u>SDC Fund Total</u> |
|-----------------------------------|-------------------------------|---------------------------------|------------------------------|------------------------------|
| through June 2011(1) | \$30,964,268.13 | (\$28,053,224.94) | \$2,004,086.02 | \$4,915,129.21 |
| July | \$176,269.70 | (\$139,118.26) | \$1,501.69 | \$38,653.13 |
| August | \$208,225.67 | (\$5,615.44) | \$1,537.62 | \$204,147.85 |
| September | \$99,547.28 | (\$453,804.43) | \$12,743.51 | (\$341,513.64) |
| October | \$148,863.65 | (\$856,509.47) | \$1,412.24 | (\$706,233.58) |
| November | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| December | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| January | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| February | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| March | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| April | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| May | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| June | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | <u>\$31,597,174.43</u> | <u>(\$29,508,272.54)</u> | <u>\$2,021,281.08</u> | <u>\$4,110,182.97</u> |

(1) Net of \$1,029,273 of SDC Credits awarded for park development projects.

Projected SDC receipts through June 30, 2011 per the budget were \$34,220,890. Actual receipts were \$29,409,189. This fiscal year's projected total receipts per the budget are \$2,850,057.

| Tualatin Hills Park and Recreation District | | | | | | | | | | |
|--|--|--------------|----------------------|-------------------|----------------------|----------------------|-----------------------|---------------------------|---------------------------|----------------------|
| Systems Development Charge - Monthly Accounting, FY 11/12 - Year to Date | | | | | | | | | | |
| City of Beaverton Collection of S.D.C.'s | | | | | | | | | | |
| | | Unit Rate | Revenue | Collection Fee | Total | Improvement Fee (1) | Reimbursement Fee (1) | Collection/ Admin Fee (1) | Total SDC Fee | |
| 607 | Single Family Units | 1,891.50 | 1,147,194.75 | 35,480.25 | 1,182,675.00 | 1,048,032.00 | 27,292.50 | 107,350.50 | 1,182,675.00 | |
| 138 | Single Family Units | 2,102.96 | 290,208.48 | 8,975.52 | 299,184.00 | 265,123.05 | 6,904.25 | 27,156.70 | 299,184.00 | |
| 327 | Single Family Units | 2,203.84 | 720,655.68 | 22,288.32 | 742,944.00 | 658,362.68 | 17,144.86 | 67,436.46 | 742,944.00 | |
| 15 | Single Family Units | 489.09 | 7,336.35 | 221.45 | 7,557.80 | 6,697.37 | 174.41 | 686.02 | 7,557.80 | |
| 331 | Single Family Units | 2,327.03 | 770,250.47 | 23,818.53 | 794,069.00 | 703,667.30 | 18,324.67 | 72,077.03 | 794,069.00 | |
| 205 | Single Family Units | 2,457.01 | 503,687.05 | 15,577.95 | 519,265.00 | 460,148.68 | 11,983.04 | 47,133.28 | 519,265.00 | |
| 281 | Single Family Units | 2,638.40 | 741,390.40 | 22,929.60 | 764,320.00 | 677,305.11 | 17,638.15 | 69,376.74 | 764,320.00 | |
| 303 | Single Family Units | 2,891.57 | 876,145.71 | 27,097.29 | 903,243.00 | 800,412.26 | 20,844.07 | 81,986.68 | 903,243.00 | |
| 167 | Single Family Units | 3,466.78 | 578,952.26 | 17,905.74 | 596,858.00 | 554,541.83 | 8,577.74 | 33,738.42 | 596,858.00 | |
| 25 | Single Family Units | 6,674.47 | 166,861.75 | 2,706.70 | 169,568.45 | 169,568.45 | 0.00 | 0.00 | 169,568.45 | |
| 26 | Single Family Units | 6,777.79 | 176,222.54 | 2,809.99 | 179,032.53 | 179,032.53 | 0.00 | 0.00 | 179,032.53 | |
| 29 | Single Family Units | 6,076.20 | 176,209.80 | 3,129.03 | 179,338.83 | 179,338.83 | 0.00 | 0.00 | 179,338.83 | |
| 47 | Single Family Units | 5,462.18 | 256,722.46 | 5,060.30 | 261,782.76 | 261,782.76 | 0.00 | 0.00 | 261,782.76 | |
| 464 | Multi-family Units | 1,454.03 | 674,669.92 | 20,866.08 | 695,536.00 | 545,663.32 | 86,768.81 | 63,103.87 | 695,536.00 | |
| 0 | Multi-family Units | 1,616.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0 | Less Credits | | (7,957.55) | (229.36) | (8,186.91) | (6,422.81) | (1,021.33) | (742.77) | (8,186.91) | |
| 110 | Multi-family Units | 1,694.59 | 186,404.90 | 5,765.10 | 192,170.00 | 150,761.60 | 23,973.40 | 17,435.00 | 192,170.00 | |
| 74 | Multi-family Units | 1,789.65 | 132,434.10 | 4,095.90 | 136,530.00 | 107,110.79 | 17,032.25 | 12,386.96 | 136,530.00 | |
| 245 | Multi-family Units | 1,889.56 | 462,942.20 | 14,317.80 | 477,260.00 | 374,420.99 | 59,538.66 | 43,300.36 | 477,260.00 | |
| 68 | Multi-family Units | 2,029.24 | 137,988.32 | 4,267.68 | 142,256.00 | 111,602.97 | 17,746.58 | 12,906.45 | 142,256.00 | |
| 332 | Multi-family Units | 2,224.21 | 738,437.72 | 22,838.28 | 761,276.00 | 660,481.17 | 58,355.03 | 42,439.76 | 761,276.00 | |
| 0 | Multi-family Units | 2,445.37 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 102 | Multi-family Units | 2,666.53 | 271,986.06 | 8,411.94 | 280,398.00 | 280,398.00 | 0.00 | 0.00 | 280,398.00 | |
| 4 | Multi-family Units | 4,989.86 | 19,959.46 | 329.88 | 20,289.34 | 20,289.34 | 0.00 | 0.00 | 20,289.34 | |
| 0 | Multi-family Units | 5,067.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0 | Multi-family Units | 4,543.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0 | Multi-family Units | 4,084.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 199 | Non-residential | Various | 463,646.64 | 13,939.88 | 477,586.52 | 447,125.67 | 0.00 | 30,460.85 | 477,586.52 | |
| 4,099 | | Total | 9,492,349.47 | 282,603.85 | 9,774,953.33 | 8,655,443.89 | 391,277.09 | 728,232.31 | 9,774,953.33 | |
| Washington County Collection of S.D.C.'s Revenue | | | | | | | | | | |
| | | Unit Rate | Revenue | Collection Fee | Total | Improvement Fee (1) | Reimbursement Fee (1) | Collection/ Admin Fee (1) | Total SDC Fee | |
| 1,916 | Single Family Units | 1,891.50 | 3,624,114.00 | 112,086.00 | 3,736,200.00 | 3,310,848.00 | 86,220.00 | 339,132.00 | 3,736,200.00 | |
| (91) | Less SFR Credits | 1,891.50 | (172,126.50) | (5,323.50) | (177,450.00) | (177,450.00) | 0.00 | 0.00 | (177,450.00) | |
| 351 | Single Family Units | 2,102.96 | 738,138.96 | 22,829.04 | 760,968.00 | 674,334.72 | 17,560.80 | 69,072.48 | 760,968.00 | |
| (91) | Less SFR Credits | 2,102.96 | (191,369.36) | (5,918.64) | (197,288.00) | (174,827.52) | (4,552.80) | (17,907.68) | (197,288.00) | |
| 741 | Single Family Units | 2,203.84 | 1,633,036.71 | 50,515.29 | 1,683,552.00 | 1,491,886.08 | 38,851.20 | 152,814.72 | 1,683,552.00 | |
| (118) | Less SFR Credits | 2,203.84 | (260,053.12) | (8,042.88) | (268,096.00) | (237,574.30) | (6,186.83) | (24,334.87) | (268,096.00) | |
| 714 | Single Family Units | 2,327.03 | 1,661,582.84 | 51,294.16 | 1,712,877.00 | 1,517,872.54 | 39,527.93 | 155,476.53 | 1,712,877.00 | |
| 732 | Single Family Units | 2,457.01 | 1,798,531.32 | 55,624.68 | 1,854,156.00 | 1,662,100.04 | 38,930.26 | 153,125.70 | 1,854,156.00 | |
| 528 | Single Family Units | 2,638.40 | 1,393,075.20 | 43,084.80 | 1,436,160.00 | 1,274,207.02 | 32,828.31 | 129,124.68 | 1,436,160.00 | |
| 324 | Single Family Units | 2,981.57 | 936,868.68 | 28,975.32 | 965,844.00 | 865,049.50 | 20,431.32 | 80,363.16 | 965,844.00 | |
| 357 | Single Family Units | 3,466.78 | 1,237,640.46 | 38,277.54 | 1,275,918.00 | 1,185,589.29 | 18,310.10 | 72,018.63 | 1,275,918.00 | |
| 158 | Single Family Units | 6,674.47 | 1,054,566.26 | 17,071.76 | 1,071,638.02 | 1,071,638.02 | 0.00 | 0.00 | 1,071,638.02 | |
| 283 | Single Family Units | 6,777.79 | 1,918,114.57 | 30,511.31 | 1,948,625.88 | 1,948,625.88 | 0.00 | 0.00 | 1,948,625.88 | |
| 169 | Single Family Units | 6,076.20 | 1,664,878.80 | 29,545.96 | 1,694,424.76 | 1,694,424.76 | 0.00 | 0.00 | 1,694,424.76 | |
| 146 | Single Family Units | 5,462.18 | 797,478.28 | 15,753.68 | 813,231.96 | 813,231.96 | 0.00 | 0.00 | 813,231.96 | |
| 117 | Multi-family Units | 1,454.03 | 169,830.51 | 5,552.49 | 175,383.00 | 137,591.83 | 21,879.20 | 15,911.97 | 175,383.00 | |
| 41 | Multi-family Units | 1,616.99 | 66,296.59 | 2,050.41 | 68,347.00 | 53,619.73 | 8,526.36 | 6,200.91 | 68,347.00 | |
| 68 | Multi-family Units | 1,694.59 | 115,232.12 | 3,563.88 | 118,796.00 | 93,198.08 | 14,819.92 | 10,778.00 | 118,796.00 | |
| 194 | Multi-family Units | 1,789.65 | 347,192.10 | 10,737.90 | 357,930.00 | 280,803.97 | 44,652.13 | 32,473.90 | 357,930.00 | |
| (24) | Less MFR Credits | 1,789.65 | (47,323.24) | (1,463.61) | (48,786.85) | (38,274.36) | (6,086.21) | (4,426.28) | (48,786.85) | |
| 508 | Multi-family Units | 1,889.56 | 959,896.48 | 29,687.52 | 989,584.00 | 776,350.46 | 123,451.60 | 89,781.94 | 989,584.00 | |
| 563 | Multi-family Units | 2,029.24 | 1,142,101.28 | 35,322.58 | 1,177,423.86 | 923,714.97 | 146,884.81 | 106,819.67 | 1,177,423.86 | |
| 139 | Multi-family Units | 2,224.21 | 309,165.19 | 9,561.81 | 318,727.00 | 250,048.36 | 39,761.51 | 28,917.10 | 318,727.00 | |
| 118 | Multi-family Units | 2,666.53 | 314,650.54 | 9,731.46 | 324,382.00 | 278,771.01 | 26,406.42 | 19,204.45 | 324,382.00 | |
| 52 | Multi-family Units | 4,989.86 | 274,675.52 | 4,654.57 | 279,330.09 | 279,330.09 | 0.00 | 0.00 | 279,330.09 | |
| 16 | Multi-family Units | 5,067.60 | 81,081.60 | 1,303.56 | 82,385.16 | 82,385.16 | 0.00 | 0.00 | 82,385.16 | |
| 0 | Multi-family Units | 4,543.13 | 45,431.30 | 811.40 | 46,242.70 | 46,242.70 | 0.00 | 0.00 | 46,242.70 | |
| 0 | Multi-family Units | 4,084.58 | 53,099.54 | 1,113.63 | 54,213.17 | 54,213.17 | 0.00 | 0.00 | 54,213.17 | |
| 0 | Manufactured Housing | 1,483.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0 | Manufactured Housing | 2,039.91 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 32 | Manufactured Housing | 2,445.37 | 78,251.84 | 2,420.16 | 80,672.00 | 80,672.00 | 0.00 | 0.00 | 80,672.00 | |
| 97 | Non-residential | Various | 360,766.49 | 7,694.16 | 368,460.65 | 352,479.29 | 0.00 | 15,981.36 | 368,460.65 | |
| 8,040 | | Total | 22,104,824.96 | 599,026.44 | 22,703,851.40 | 20,571,102.45 | 702,216.03 | 1,430,528.37 | 22,703,851.40 | |
| Recap by Agency | | | | | | | | | | |
| | | | Revenue | Collection Fee | Total | Percent | Improvement Fee (1) | Reimbursement Fee (1) | Collection/ Admin Fee (1) | Total SDC Fee |
| | City of Beaverton | | 9,492,349.47 | 282,603.86 | 9,774,953.34 | 30.10% | 8,655,443.89 | 391,277.09 | 728,232.31 | 9,774,953.34 |
| | Washington County | | 22,104,824.96 | 599,026.44 | 22,703,851.40 | 69.90% | 20,571,102.45 | 702,216.03 | 1,430,528.37 | 22,703,851.40 |
| | | Total | 31,597,174.43 | 881,630.30 | 32,478,804.74 | | 29,226,546.34 | 1,093,493.12 | 2,158,760.68 | 32,478,804.74 |
| Add | | | | | | | | | | |
| | Allocation of interest earned | | | | 2,021,281.08 | | 1,653,879.82 | 146,002.93 | 221,398.24 | 2,021,281.08 |
| | Grant rec'd (Wa Cty) & Coparans pledge | | | | 24,000.00 | | 0.00 | 0.00 | 24,000.00 | 24,000.00 |
| Less | | | | | | | | | | |
| | SDC Credits for Land Donation Paid in Cash | | | x | (1,359,417.30) | | (1,237,865.48) | 0.00 | (121,551.82) | (1,359,417.30) |
| | Refunds of SFR Fees Collected in Error | | | x | (701,442.41) | | (633,500.26) | (1,227.24) | (66,641.39) | (701,442.41) |
| | Administrative Costs Paid | | | x | (18.69) | | 0.00 | 0.00 | (18.69) | (18.69) |
| | Collection Fees paid to City and County | | | | (881,630.27) | | (174,273.96) | 0.00 | (707,356.31) | (881,630.27) |
| Project Costs | | | | | | | | | | |
| | Inger Land Acquisition | | | | (690,517.55) | | (690,517.55) | 0.00 | 0.00 | (690,517.55) |
| | Husen Land Acquisition | | | | (448,254.93) | | (448,254.93) | 0.00 | 0.00 | (448,254.93) |
| | Fanno Trail Matching | | | | (1,131,806.36) | | (1,131,806.36) | 0.00 | 0.00 | (1,131,806.36) |
| | Stover/JQAY Acquisition | | | | (164,160.04) | | (164,160.04) | 0.00 | 0.00 | (164,160.04) |
| | PGE Land Acquisition | | | | (3,500.00) | | (3,500.00) | 0.00 | 0.00 | (3,500.00) |
| | Rock Creek/Bethany | | | | (775,329.38) | | (775,329.38) | 0.00 | 0.00 | (775,329.38) |
| | Camp Rivendale | | | | (628,794.95) | | (628,794.95) | 0.00 | 0.00 | (628,794.95) |
| | Conestoga Play Structure | | | | (27,951.70) | | (27,951.70) | 0.00 | 0.00 | (27,951.70) |
| | Synthetic Turf Project | | | | (315,242.42) | | (315,242.42) | 0.00 | 0.00 | (315,242.42) |
| | Stuhr Building Expansion | | | | (148,261.65) | | (148,261.65) | 0.00 | 0.00 | (148,261.65) |
| | Bluffs Park Development | | | | (107,645.65) | | (107,645.65) | 0.00 | 0.00 | (107,645.65) |
| | Foege Park Development | | | | (130,871.23) | | (130,871.23) | 0.00 | 0.00 | (130,871.23) |
| | Kelvin Land Acquisition | | | | (46,448.00) | | (46,448.00) | 0.00 | 0.00 | (46,448.00) |
| | Beaverton Pwlin Trail | | | | (945,615.87) | | (945,615.87) | 0.00 | 0.00 | (945,615.87) |
| | Kaiser Woods | | | | (1,016,829.86) | | (1,016,829.86) | 0.00 | 0.00 | (1,016,829.86) |
| | PCC Athletic Fields MP & Construction | | | | (10,161,040.65) | | (10,161,040.65) | 0.00 | 0.00 | (10,161,040.65) |
| | Synthetic Turf Field 2 | | | | (531,551.57) | | (531,551.57) | 0.00 | 0.00 | (531,551.57) |
| | Winkelman Land Acquisition | | | | (27,000.00) | | (27,000.00) | 0.00 | 0.00 | (27,000.00) |
| | BSD Synth Turf Field Matching Funds | | | | (200,000.00) | | (200,000.00) | 0.00 | 0.00 | (200,000.00) |
| | Nature Park Infrastructure | | | | (38,362.62) | | (38,362.62) | 0.00 | 0.00 | (38,362.62) |
| | HMT Play Structure Phase II | | | | (195,277.74) | | (195,277.74) | 0.00 | 0.00 | (195,277.74) |
| | Other Land Acquisition (thru FY07) | | | | (627,196.85) | | (627,196.85) | 0.00 | 0.00 | (627,196.85) |
| | Novice Skate Park | | | | (209,707.59) | | (209,707.59) | 0.00 | 0.00 | (209,707.59) |
| | CRA Backyard Master Plan | | | | (103,987.26) | | (103,987.26) | 0.00 | 0.00 | (103,987.26) |
| | Mt. Williams Land Acquisition | | | | (1,600,220.00) | | (1,600,220.00) | 0.00 | 0.00 | (1,600,220.00) |
| | Tennis Air Structure | | | | (528,651.17) | | (| | | |



THPRD board lowers drop-in rates for out-of-district users

Park district leaders hope to reverse revenue loss and maintain capacity

BY SHANNON WELLS

The Beaverton Valley Times, Nov 17, 2011, Updated Nov 28, 2011

Those living outside the Tualatin Hills Park and Recreation District boundaries who regularly “drop in” on its numerous recreation programs are about to get a break in fees they pay to participate.

The board’s Nov. 7 decision reduces admission fees to a pool or recreation center from \$12 to \$8 for out-of-district and \$4 for in-district users.

Total out-of-district revenue -- drop-in fees plus assessment fees of \$70 quarterly or \$280 annually per household -- contributed less than 12 percent of the district's annual user fee revenue in fiscal year 2010-11. That reflects a drop from 15 percent in 2006-07, leaving about \$965,000, which would be enough to run the Elsie Stuhr Center or the Tualatin Hills Tennis Center for a full year, district officials said.

In an effort to reverse the lost-revenue trend and encourage wider participation in drop-in facilities and activities, such as fitness rooms, swimming and basketball, the district’s board of directors voted unanimously to reduce drop-in fees for out-of-district users.

Out-of-district residents currently pay triple the in-district fee for drop-in programs. Starting in January, that ratio will decrease to double the amount, or a 33 percent reduction, to participate.

The cheaper fee is for people who pay each time they want to use a recreation or aquatic center for activities and sports.

The rate decrease is designed to better align the out-of-district rate for drop-in programs with other Northwest park and recreation agencies, said district spokesman Bob Wayt.

Board members are hopeful the reduction will raise participation enough to restore the revenue stream to earlier levels, which have eroded since 2008-09.

“We’re trying to bring the prices closer to the market standard,” said Board President Bob Scott. “Trying to recover (300 percent of) costs is quite a bit of markup for out-of-district folks, so we’re bringing it down in hopes of enticing more people to come back and use our programs.”

An update this spring of the district’s 2006 fee study showed the current drop-in surcharge is higher than that of other agencies surveyed.

Furthermore, the annual assessment fee for the district is \$280, compared to \$40 for an individual and \$80 per family from the city of Albany. The city of Hillsboro’s out-of-district surcharge is 50 percent above in-district rates, while Clackamas County charges 30 percent more for an annual pass.

Starting with the second year of fee increases after the study, the district saw a consistent decrease in drop-in participation and revenue. Out-of-district revenue dropped 12 percent from a high of \$608,552 in 2008-09 to the current level of \$492,302.

A rate decrease, as the study stipulated, should not just reverse the negative revenue trend but reflect how many out-of-district patrons live within the district’s “ultimate” service boundary. That includes the total eligible area from which the district could add residents in the future.

While residence information isn’t required for drop-in users, the study revealed those who buy passes come from a wide geographic area.

Here is the distribution among Washington, Clackamas and Multnomah counties from fiscal year 2010-11:

- 82.9 percent of patrons come from outside the future service boundary.
- 56.6 percent are outside the district's future boundary and the Beaverton School District.
- 26.3 percent are outside the future park district but in the school district.
- 17.1 percent are within the district's future boundary.

"A lot of people are coming from outside the ultimate service boundary," said Ann Mackiernan, the park district's operations analysis manager. "There's no reason not to lower the fee because we're not going to discourage those users from annexing into the park district.

"We are drawing people from a big area."

Scott said the board attempts to strike a balance: Providing in-district residents the services for which they're already invested while making sure the activities have healthy participation.

"It's a fine line," he said. "We've got to make sure we protect our in-district patrons and assure they have first availability. But if there are open spots, we want to fill those. We don't make any money on an empty spot."

For information on district passes and program options, visit thprd.org or call 503-645-6433.

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Everything Oregon

Tualatin Hills Park & Recreation District reduces drop-in fees for residents outside its borders

Published: Tuesday, November 22, 2011, 12:12 PM Updated: Tuesday, November 22, 2011, 12:14 PM



By **Dominique Fong, The Oregonian**

The Tualatin Hills Park & Recreation District reduced drop-in fees by a third for people who live outside its borders.

The cheaper fee is for people who pay each time they want to use a recreation or aquatic center for activities and sports. (If they do not take any classes, they do not have to pay the assessment fee, which is \$280 per year or \$70 per quarter.)

With the new change in January, admission to a center will be \$8 per use next year, instead of \$12 per use for out-of-district residents. In-district residents will pay \$4 per use.

The district board approved the decrease in November after a staff study showed revenue declining as fees went up. Less people have been dropping by over the last three years, and the district charges a premium rate compared to other park and recreation agencies, according to the study.

The board lowered the rate to align closer to what other local agencies charge, with the hope of eventually increasing participation. The district serves about 200,000 residents in the greater Beaverton area.

-- **Dominique Fong**

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Everything Oregon

Free Thanksgiving Day meal offered at the Elsie Stuhr Center

Published: Wednesday, November 23, 2011, 2:45 PM Updated: Wednesday, November 23, 2011, 4:25 PM



By **Dominique Fong, The Oregonian**

The **Elsie Stuhr Center** is hosting a free Thanksgiving Day feast for the public on Thursday.

A hearty meal of turkey, gravy, mashed potatoes, cranberries, bread stuffing, yams, salad and, of course, pumpkin pie, will be served from 11 a.m. to 2 p.m. at **5550 S.W. Hall Blvd.**

The center partnered with Loaves & Fishes and St. Matthew Lutheran Church for the event. Last year, the center served 700 people, and about the same number of people are expected this year.

Drop by the center for a free meal, no reservations needed.

-- **Dominique Fong**

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TUALATIN HILLS PARK & RECREATION DISTRICT

Food, toy drive set for Beaverton's less fortunate

The Tualatin Hills Park and Recreation District is again inviting the public to "Drop In and Help Out Our Neighbors," an annual holiday food and toy drive for Beaverton-area families and individuals in need of assistance.

From Friday to Dec. 15, new, unwrapped toys and non-perishable food items will be accepted at most park district centers.

All donated items will be turned over to the Sunshine Pantry for distribution to people requesting help.

"Contributions are more critical than ever during these difficult

economic times," said THPRD General Manager Doug Menke. "We encourage our patrons to join us in providing a happier holiday for our neighbors in need."

During the first three days of the collection, Friday, Saturday and Sunday, the park district will waive drop-in fees for any patron who donates a new, unwrapped toy (no stuffed animals) or at least two non-perishable food items at any recreation or aquatic center.

The waiver is good at all locations that have drop-in programs, except the Tualatin Hills Tennis Center.

Admission will be on a first-come, first-served basis for drop-in programs, including open/family swims, lap swims, open gyms, drop-in sports and fitness rooms.

Participating facilities will engage in friendly in-house competition to aid collections and foster holiday spirit.

Bragging rights will belong to those that receive the most collections and have — as determined by public voting — the most decorative collection barrel.

Patrons can vote for their favorite barrel Dec. 1-17 at thprd.org.

You can help make a difference

Food and toys will be accepted at the following Park District locations:

- **Aloha Swim Center:** 18650 S.W. Kinnaman Road
- **Beaverton Swim Center:** 12850 S.W. Third St.
- **Cedar Hills Recreation Center:** 11640 S.W. Park Way
- **Conestoga Recreation & Aquatic Center:** 9995 S.W. 125th Ave.
- **Elsie Stuhr Center:** 5550 S.W. Hall Blvd.
- **Garden Home Recreation Center:** 7475 S.W. Oleson Road
- **Harman Swim Center:** 7300 S.W. Scholls Ferry Road
- **Sunset Swim Center:** 13707 N.W. Science Park Drive
- **Tualatin Hills Aquatic Center:** 15707 S.W. Walker Road
- **Tualatin Hills Athletic Center:** 50 N.W. 158th Ave.
- **Tualatin Hills Nature Park Interpretive Center:** 15655 S.W. Millikan Way
- **Tualatin Hills Tennis Center:** 15707 S.W. Walker Road
- **THPRD Administration Office:** 15707 S.W. Walker Road.



Registration for THPRD winter classes moved up; spring signups to be done separately

Published: Monday, November 28, 2011, 4:45 PM Updated: Monday, November 28, 2011, 4:57 PM



THPRD
By

Registration for the Tualatin Hills Park & Recreation District's next round of classes and programs begins Saturday, December 10, and there are two important changes for patrons to note:

- * The Dec. 10 date applies only to winter classes and is one month earlier than in previous years.
- * Registration for spring classes will be done separately, starting Saturday, March 3, 2012. Previously, winter and spring registrations have been done at the same time.

"We surveyed our patrons earlier this year and received hundreds of responses," said Sharon Hoffmeister, THPRD's superintendent of Aquatics and registration coordinator. "The changes we made reflect what most people told us they wanted."

Online and phone registration for winter classes and programs will be open to in-district residents starting at 8 a.m. on the 10th and go until 6 p.m. that day. It will continue Dec. 11 from noon to 4 p.m. and Dec. 12-16 from 8:30 a.m. to 6 p.m.

Patrons registering by computer for the first time must establish an online account in advance at www.thprd.org/activities. Those registering by phone simply need to call 503/439-9400 starting Dec. 10.

THPRD will again offer, on a limited basis, Spanish language assistance during phone-in registration for classes and programs. The service will be available Dec. 10.

Class descriptions and schedules, along with registration instructions and forms, are in THPRD's winter/spring 2012 activities guide, which is available online at www.thprd.org. Printed copies of the guide can be picked up at any THPRD center or the Administration Office at 158th and Walker Road. The printed guide is also available at Beaverton-area libraries, the Beaverton Area Chamber of Commerce, Beaverton City Hall, Washington County Visitors Association, and the Beaverton School District Administration Center.

Those registering should have class information, credit card or debit information (Visa, MasterCard, Discover or THPRD gift card), and a valid THPRD residency card. They can sign up only members of their immediate family. Questions can be directed in advance to 503/645-6433.

For residents living outside the Tualatin Hills district, registration will begin Friday, Dec. 16, at 8:30 a.m. Those who

have paid an assessment fee (\$72 quarterly) may register by Internet, phone, fax, mail or walk-in starting that day.

Formed in 1955, THPRD is the largest special park district in Oregon, spanning about 50 square miles and serving more than 200,000 residents in the greater Beaverton area. The district provides year-round recreational and educational opportunities for people of all ages and abilities. Offerings include a broad range of classes and more than 200 park sites, 60 miles of trails, eight swim centers, six recreation centers, and about 1,300 acres of natural areas. For more information, visit www.thprd.org or call 503/645-6433.

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THPRD: connecting people, parks and nature

Friday Night Fun is a big hit with children, parents

by Michelle Trappen for THPRD

Green-haired Brandon Price races into the community room at Spencer House Apartments in Beaverton, checks out the board games on the table, then blasts outside to play basketball with other youngsters.

The 12-year-old is among 17 children on a recent Friday night to spend up to two hours with the Tualatin Hills Park & Recreation District's Rec Mobile.

It's all part of Friday Night Fun, a free program launched by the Park District in June 2010. It provides children in certain housing complexes with arts and crafts, games, sports and storytelling. And because the activities are supervised, parents of the children can get some much-appreciated alone time.

"We want to make sure that every child in our district has a chance to participate in our activities," said Kristin Granlund, Rec Mobile coordinator based at

THPRD's Cedar Hills Recreation Center. "Friday Night Fun takes that concept one step further, giving parents a chance to go out while their children are engaged in something fun and supervised."

Granlund said parents and children often hail from other countries. Somalis, for example, dominate the population living at the Merlo Station Apartments in Beaverton, where Friday Night Fun can draw as many as 55 children, especially during warm summer months.

THPRD uses its Rec Mobile program throughout the year to reach children who may not be able to visit a district

facility themselves. It visits one of eight apartment complexes every Friday night in summer and one every other week while school is in session. Average attendance is 10-25.

Sharon Haugen and Susan Bartholomew oversee the Friday Night Fun program. They count all the children who show up and order the right amount of pizza. At Spencer House, Haugen supervised kids playing games while Bartholomew helped others complete an art project: They rolled a marble in white paint, then rolled it onto black construction paper to create a Halloween spider web.

"We also read to the children," said Haugen, who teaches preschool during the day. "The kids really like the stories."

For Brandon Price – he with the dyed green hair – Friday Night Fun is a highlight of his week.

"You get to draw, play and eat pizza," the sixth grader explained. "I come here all the time. It's a lot of fun."



Nainoa Wilmes of THPRD (right) plays blocks and games with children at the Merlo Station Apartments.



THPRD's Allison Ahl teaches a boy at the Willow Springs Apartments in Beaverton how to make a gimp key chain.

Thousands served each year

According to Kristin Granlund, the THPRD Rec Mobile program served 6,790 children in 2010, a strong measure of its popularity.

The program's two vehicles are on the go most of all during the summer, when they visit 19 schools, parks and apartment complexes each week. They also travel to apartment complexes every day during winter and spring breaks.

For more info, visit www.thprd.org/activities/recmobile or call 503/629-6340.



OregonLive.com

Everything Oregon

From raised beds to a proposed community garden, Southminster Presbyterian Church plans for new neighborhood space

Published: Thursday, December 01, 2011, 10:00 AM Updated: Thursday, December 01, 2011, 1:01 PM



By **Dominique Fong, The Oregonian**



[View full size](#)

Courtesy of Warren Aney

Kids help build raised beds for a small garden at Southminster Presbyterian Church. The church is prepared to finally have their own garden by January.

A few years ago, when a Sunday school teacher told her class of 6-, 7- and 8-year-olds that their church wouldn't get a community garden, the kids were crushed.

People, including poor people, need food, kids said at the time.

The kids made a "proposal" – written in crayon – for the church of about 260 members. It was a picture of a small garden they could harvest and give to people who didn't have any food, said the Rev. Peg Pfab, pastor at **Southminster Presbyterian Church**.

Some of the adults took the proposal to heart and built a handful of raised beds for vegetables and flowers. Kids sold their produce on Sunday morning, accepted donations, and gave the money to the **Oregon Food Bank**.

Church members soon began talking seriously about how their extra grassy land could benefit the neighborhood. Let's try again, members said.

"People do a lot in the community individually," Pfab said. "But we didn't know what we could do as a congregation."

This past year, Pfab and church staff called the **Tualatin Hills Park & Recreation District** about their available land. The district, which manages six other community gardens, agreed to partner with the church. The two proposed a garden with 30 plots, which the church would own and the district would manage.

Pfab hoped the garden would be ready this summer, but the process of obtaining a permit from the city of Beaverton was more complex than she thought and took longer than planned, she said.

The city is expected to review the proposal for the garden by mid-December, and the garden could be ready by early 2012.

Pfab said she and her congregation are committed to taking care of the earth and reaching out to their community. They have big plans for the little garden.

One idea, Pfab said, is to provide the garden for families near Vose Elementary School, which has 86 percent of students on free or reduced lunch meal plans.

Their second idea is to offer free nutritional classes to the neighborhood, especially for people who are interested in gardening or those who want to learn more about healthy cooking and eating, Pfab said.

"We're making use of the earth so that it helps other people," Pfab said.

-- **Dominique Fong**

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Stuhr Center provided a Thanksgiving to remember

Rather than a restaurant, this year my wife, Atsuko, and I decided to have Thanksgiving dinner at Beaverton's Elsie Stuhr Center. A wise decision as it proved to be a fantastic experience.

The excellent food, turkey with all the trimmings, was prepared by Mr. Juvenal who regularly prepares the Loaves and Fishes lunches served on weekdays at the center and delivered to the homebound by volunteers. The ritziest of restaurants couldn't have done it better. Last year, the center served 700 Thanksgiving dinners. From the crowd I observed, I suggest an equal or greater number were served this year.

Atsuko and I waited for seating with a couple of Latino families. One little boy who discerned that I was not really fluent with my greeting, "Feliz Dia de Accion de Gracias a ti y a tus queridos," prompted that, "Feliz Dia de Pavo" would be quicker and easier. He was quick and obviously proud to let me know that he was 7 years old, in the second grade and could speak both English and Spanish. His mother and father rightfully beamed with pride.

We also happened to be seated with other Latino families. They welcomed us to the table and included us in their conversations. This was what made it such a memorable experience.

It was an honor to shake the callused hands of hardworking men and to be introduced to their wives and children. For drawing so many together as community, I count the Stuhr Center among the many blessings for which I am thankful.

ROBERT H. THORNHILL
Southwest Beaverton



Open houses to help THPRD patrons learn about classes, registration

Published: Tuesday, December 06, 2011, 4:37 PM Updated: Wednesday, December 07, 2011, 10:39 AM



By **THPRD**

Have a question about a class or program offered by the Tualatin Hills Park & Recreation District this winter? Need help getting registered? Or would you just like a chance at a Starbucks gift card?

Join THPRD staff for any of three winter open houses scheduled this month in the Beaverton area. Instructors will be on hand at each event and demonstrations of certain classes will be provided.

Here are the schedule and locations:

- **Cedar Hills Recreation Center**, 11640 SW Park Way, Portland: Tuesday, Dec. 13, 5-7 p.m.
- **Conestoga Recreation & Aquatic Center**, 9985 SW 125th Avenue, Beaverton (next to Southridge High School): Wednesday, Dec. 14, 5:30-9 p.m.
- **Garden Home Recreation Center**, 7475 SW Olesen Road, Portland: Wednesday, Dec. 21, 9:30 a.m. to noon.

"We're excited to reach out to our patrons in this additional way, to help them learn more about our classes and our registration process," said Eric Owens, THPRD superintendent of Recreation.

At each participating center, the first 25 people to bring in a new registrant (someone not currently in THPRD's database) will receive a \$10 gift card from Starbucks, courtesy of the Park District's Recreation Advisory Committee.

For more information about a particular open house, call the appropriate center: Cedar Hills (503/629-6340), Conestoga (503/629-6313), or Garden Home (503/629-6341).

Registration for winter classes and programs will be open to district residents starting this Saturday morning, Dec. 10, at 8 a.m. and will continue for several weeks thereafter. Detailed information is in THPRD's winter/spring **activities guide**, available at www.thprd.org or in print at any THPRD center.

Formed in 1955, THPRD is the largest special park district in Oregon, spanning about 50 square miles and serving more than 200,000 residents in the greater Beaverton area. The district provides year-round recreational opportunities for people of all ages and abilities. Offerings include a wide variety of classes and more than 200 park sites, 60 miles of trails, eight swim centers, six recreation centers, and 1,400 acres of natural areas. For more information, visit www.thprd.org or call 503/645-6433.

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TUALATIN HILLS PARK & RECREATION DISTRICT

Open houses offer registration help

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Colleagues develop into a tight team as they work together on the grounds of the 65-acre Jenkins Estate. During a shift in November, Marcie Dearing, employee specialist for Edwards Center (center right), hugs Erin Dever, 50. Staying on task are (from left) 10-year employee Alison Dougall, 42; Dave Anderson, 49, a substitute crew worker; and long-time employee Sue Olsen, 34.

Photos by
FAITH CATHCART
THE OREGONIAN



HARD WORK, RICH REWARDS

Anderson (center) and Dever have fun during a day of work that helps keep the estate grounds in good shape.



See a photo gallery from the Jenkins Estate at oregonlive.com/living or scan this photo with The Oregonian's Mobile Reader app. Details on Page A2.



Developmentally disabled people help rejuvenate the once-neglected Jenkins Estate

By KYM POKORNY
THE OREGONIAN

For a few hours the rain held off, and the yellow-slickered landscape crew at Jenkins Estate took time to appreciate the faint sunshine and take a break from pushing wheelbarrows heavy with mulch. Not an easy job, but a typical one for the workers, who are helping to rehabilitate the once-neglected gardens at the now-public 68-acre property.

"It's hard work, but we like it," says Sue Olsen, 34. She and her co-workers are part of a partnership between Tualatin Hills Parks & Recreation District and Edwards Center Inc., a nonprofit organiza-

tion that has helped developmentally disabled Oregonians get jobs, housing and education since 1972.

From March through November, a few days each week, she and four others weed, rake up leaves and haul and spread mulch and gravel, all heavy-duty tasks that make a difference at the historic estate.

"They're a big part of the grounds looking as good as they do," says Mike Fontenot, head gardener at the 68-acre estate on Cooper Mountain in Beaverton.

"Their work makes it look more like an estate, more what people expect."

Built in the early 20th century by prominent Portland couple Belle

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FAITH CATHCART/THE OREGONIAN

The work taken on by a group of people with disabilities at the Jenkins Estate takes strength, organization and endurance. They rake leaves, clear paths and spread mulch, which Erin Dever, 50 (left), and Alison Dougall, 42, tackle during a shift.

Estate

Continued from Page E1

and Ralph Jenkins, the estate includes a large English-style garden plus historic rhododendron, lilac and cutting beds. After Belle Jenkins died, the estate went through a couple of owners and fell into disrepair. The park district bought the estate and began renovating it. The main house, stable, farmhouse and greenhouse have been restored and are available for rental for weddings and other events.

The progress made by the Edwards crew over the years would be just about impossible to achieve by Fontenot and only one 29-hour permanent assistant and two part-time seasonal

workers. The group, which has been supervised by Tammy Thomsen for six years, has impressed him with their work, particularly reclaiming the cutting garden, which had been overrun with thistle and blackberries.

"They really wrestled it back," he says.

The parks district purchased the estate in 1974. The Edwards Center crews became involved in 1986. At first, the expectation was a short-term contract for clearing large areas. But the program succeeded so well from the start, says Allan Wells, park maintenance manager, that everyone agreed it should continue.

"They took ownership and had a good time," Wells says.

About 65 people with disabilities have been employed at the Jenkins

More information

Jenkins Estate:
503-645-6433, thprd.org

Edwards Center:
503-642-1581,
edwardscenter.org

Estate over the years, working in crews of at least five, under a contract with the Edwards Center, where they are trained. Three of the current team have worked on the estate for more than 20 years. Two others joined the program in the past couple of years.

And everybody's still having a good time.

"I want to come to work," says Kevin Richters, 42, who worked at Oil Can Henry's before he suffered a head injury in a car accident. "This is me. I like breathing the fresh air out here. It's clean. There isn't a lot of noise."

Everyone gets something

out of the job. Rachel LaBrousse, 38, is thrilled because she lost five pounds. Erin Dever, 50, one of the three on the crew for more than 20 years, loves raking up pine needles. Not even the rain or mud dampens their enthusiasm.

"We don't mind being dirty," Olsen says, cheerfully looking down at her mud-smudged rain gear.

Sometimes when the weather turns wet, the crew works in the greenhouse, scrubbing moss off benches and cleaning debris off the gravel floor.

"They have to use their brains to do this work," says Thomsen. "It's rewarding to them. We trust them, and they get a lot out of it."

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Metro caught in natural tangle

■ Regional agency has thousands of acres but few bucks for projects

By **JIM REDDEN**
Pamplin Media Group

Metro owns a tree farm.

The regional government did not buy the farm to sell the trees. It is a large part of Chehalem Ridge, a 1,143-acre piece of property Metro bought in 2010 for \$6.1 million to preserve as a natural area.

But there is little natural about the neat rows of identical-sized trees that cover much of the land in Washington County. Restoring it to a natural condition will take millions of dollars, money Metro currently does not have.

The benefits of preserving and enhancing natural areas can be seen at Cooper Mountain Nature Park, a 231-acre sanctuary in Beaverton. Metro purchased the property in 2009 for

\$6.6 million, then received authorization to spend about \$3 million more to build a nature center building, gardens, parking, a children's playground, bike racks and 3.5 miles of gravel trails.

The park is visited by thousands of people a year and is maintained by the Tualatin Hills Park and Recreation District, which manages the park in partnership with Metro.

Both properties were bought with bond money approved by voters in Washington, Multnomah and Clackamas counties. Voters authorized a \$136 million bond sale in 1995 to protect natural areas and complete trails. A \$227 million bond measure to continue the work was approved by voters in 2006. Metro has so far purchased around 11,000 acres of property throughout the region. Nearly \$70 million was set aside for

■ See **METRO, A7**



JAIME VALDEZ / Times Newspapers
SHINING EXAMPLE — Firefighters water down areas along a road at Metro's Cooper Mountain Nature Park in Beaverton, as crews control a prescribed fire in September for Big Prairie to kill invasive plants and boost its environmental health.

Metro: Tax issues put local governments in a bind

■ Continued from A1

local governments.

But the measures did not include funds to maintain or develop the properties. Metro officials estimate it could cost up to \$800,000 a year to maintain all of the properties it will eventually acquire. Preparing the 25 best candidates for public access could cost as much as \$85.5 million.

Although Metro could place a funding measure on the ballot, some local officials worry about its timing. Portland Parks Commissioner Nick Fish and Gresham Mayor Shane Bemis were among those expressing concern at a Dec. 2 meeting about the timing and potential impact on local governments of such a measure. The meeting was called by Metro President Tom Hughes and Tigard Mayor Craig Dirksen to discuss the open space-natural area situation.

Among other things, Fish and Bemis worried that a new funding measure would inadvertently reduce revenue available to other governments because of a side effect of Oregon's complex property tax limitation system called "compression."

According to Dirksen, no decisions were made at the meeting, but the group agreed to continue the discussions next year.

A major landowner

About half of the second bond measure remains to be spent. The Metro Council could spend that money to maintain or develop the properties it has already purchased, according to Jim Desmond, director of Metro's Sustainability Center, which oversees the program. The



JONATHAN HOUSE /Times Newspapers

NATURAL PARTNERSHIP — Residents enjoy hiking along the Little Prairie Loop and other trails in the Cooper Mountain Nature Park, which is managed by the Tualatin Hills Park and Recreation District. The property was one of the natural areas purchased and developed by Metro, which does not have enough money to do the same on all of the other natural lands it owns.

council is not considering that, however, in large part because the measure was sold to the public as necessary to acquire environmentally sensitive and other lands for preservation.

"There's great value in buying such lands now, even if nothing else happens to them for years," says Desmond.

Dirksen agrees.

"Some critics say Metro shouldn't buy land if they don't have the money to care for it, but preserving the right pieces from development is

important, and the voters support it," says Dirksen, who is running for Metro District 3, which includes Tigard, Tualatin, Sherwood, Wilsonville, Durham, King City and parts of Beaverton.

Even the Metro Council wasn't sure how much and what kind of land the regional government had acquired until recently. At the request of the council, Metro staff presented the first comprehensive report on the holdings in late November. It includes detailed information on dozens of properties

Metro owns throughout the region.

According to the report, "Metro's Portfolio of Natural Areas, Parks and Trails: Opportunities and Challenges," the regional government has become a major landowner and manager during the past 20 years. It controls 15,000 acres in the region, a number that may grow to 17,000 by the time proceeds of the second bond measure are spent.

A majority of the land — 72 percent — is in natural areas. Nature parks make up 24 percent, with recreational facilities and historic cemeteries accounting for the rest.

The lack of development and maintenance money raises serious questions for Metro and its regional partners, however.

"If natural areas are not actively managed and restored, they degrade significantly over time. Invasive plants can take over; erosion can damage water quality; threatened wildlife can disappear. Putting off key restoration work can make the same project more expensive — or even impossible — in the future. And, when public access grows, so do maintenance and restoration costs," according to the report.

Metro is not the only government facing such challenges. So are some counties, cities and special districts in the region that also own natural areas. For example, the vast majority of the land owned by Portland Parks & Recreation is undeveloped. Of the 11,209 acres owned by the parks bureau, 7,593 acres are natural lands. Only 3,401 acres are developed parks.

Portland's largest natural area, Forest Park, accounts for 5,170 acres. Early this year, the City Club

of Portland issued a report saying the park needs more Portland Parks & Recreation support.

Some other governments are in the same situation, in part because of the bond measures. According to the report, the local share of the money has helped increase the amount of non-Metro owned park and natural areas to about 20,000 acres.

Continue the conversation

Despite the problems, there's no doubt the Metro program is popular. The 1995 ballot measure was approved by 63 percent of voters in the three counties. The 2006 measure did nearly as well.

Perhaps even more impressive was the large number of well-connected people and organizations who endorsed the second measure. The Voter's Pamphlet had 19 pages of arguments in support of the measure, signed by a broad range of elected, civic and business leaders. In addition to environmentalists, they included such prominent developers as CenterCal Properties President Fred Bruning and Portland homebuilder Don Morissette.

Such broad support suggests voters would approve a new measure to maintain and develop the properties, even if it is opposed by some local officials in the region. But, according to Dirksen, balancing the needs of all governments within Metro's jurisdiction is important, too.

"I didn't even know compression was an issue until the (Dec. 2) meeting," Dirksen says. "When some governments are already looking at laying off police and firefighters, it makes sense to continue the conversation."

THPRD: connecting people, parks and nature

Park District is the place for fun times this winter

by Bill Evans, THPRD

If you asked one simple question – “What is THPRD?” – the answers would be as diverse as the Park District’s 220,000-plus residents.

During winter term, for example, the district has activities for pregnant mothers, chocoholics, young nature lovers, and tiny tot tennis players. Adults actually *laugh* through one of the exercise classes at the Stuhr Center.

Read on for details about all of these activities, which represent just a sampling of everything THPRD offers.

For more information, or to register, view the winter/spring activities guide at www.thprd.org or pick up a printed copy at any THPRD center.

Aloha Swim Center **18650 SW Kinnaman Road (Aloha)**

Pregnancy Fitness

Every Monday & Wednesday, 6:30 p.m.
Every Tuesday & Thursday, 8:15 p.m.

Aloha’s pregnancy fitness program provides a fantastic low-impact workout to maintain fitness, reduce discomfort, alleviate stress and prepare the body for labor and delivery.

A water workout is a great way to avoid overheating, and participants are typically able to continue until baby arrives. In addition to a safe and refreshing workout, participants enjoy the social benefit of meeting other expectant mothers. Drop-in fee: \$4.25 (single visit). For more information, call 503/629-6311.

Cooper Mountain Nature Park **18892 SW Kemmer Road** **(Beaverton)**

After-school Nature Club **Thursdays, 3:30-5:30 p.m.** **(Feb. 16-March 8)**

Life after school has never been this cool for kids 7-10. Participants will explore the natural world and delve into a new topic each week, including coyotes, animals of the deep, geology and animal tracking. The first after-school club of its kind at THPRD, Nature Club provides first-rate supervision, outdoor hikes (weather permitting), educational curriculum, games, crafts and snacks. Your child will have plenty to discuss at the dinner table. Cost \$49 for all four (or \$13 per session). Information: 503/629-6350.

Elsie Stuhr Center **5550 SW Hall Blvd. (Beaverton)**

Laughter Exercise **Mondays & Thursdays, 1:30-2:25 p.m.** **(Jan. 5 - March 22)**

No joke, this class combines two essential skills that help ensure a long and healthy life.

Hasya (laughter) is a system for producing sustained laughter without relying on humor or jokes. This fun new exercise system cultivates child-like playfulness and joy, increases oxygen to the brain, and heightens body awareness. The simple concepts applied here provide benefits for the mind and body; even the shyest participants will discover the ease of laughing for no reason! Ages 55+. Cost \$79 (in-district), \$132. Information: 503/629-6342.

Jenkins Estate **8005 SW Grabhorn Road (Aloha)**

Chocolate Fantasy **February 10, 3-9 p.m.**

Historic Jenkins Estate hosts a decadent evening in celebration of February’s favorite confection. Stroll through the Main House and Stable to sample the wares of 27 chocolatiers. Also, enjoy Washington County wine pairings, espresso, baked delights and shop for delicious Valentine’s Day gifts for that special someone ... or treat yourself. For guests 2 and older. Admission: \$5. Information: 503/629-6355.

Tualatin Hills Tennis Center **15707 SW Walker Road (Beaverton)**

Little Champs, Tiny Tot Beginner **Mondays, 3:30-4 p.m.**

This class, the first in the Tiny Tot series, is an introduction to tennis for 4- and 5-year-olds. Participants will spend time working on coordination and motor skills as well as



Tiny tot tennis at the Tualatin Hills Tennis Center gives little ones (ages 4-5) the chance to try out the game and get comfortable with the equipment.

hitting tennis balls. It is a chance for little ones to try out the game and get comfortable with the equipment. Upon successful completion, kids can graduate into an intermediate program for additional work on hand-to-eye coordination skills, more practice hitting and an introduction to basic skills. Cost \$16 (3 classes). Information: 503/629-6331. ■