



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

**Board of Directors Regular Meeting  
June 17, 2013  
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**

1. Executive Session\*
  - A. Personnel
  - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Swearing in of Reelected & Newly Elected Board Members
5. Election of Officers for Fiscal Year 2013-14
6. [Budget Hearing: Resolution Adopting the Budget, Levying Taxes, and Making Appropriations for the Fiscal Year 2013-14](#)
  - A. Open Hearing
  - B. Staff Report
  - C. Public Comment\*\*
  - D. Board Discussion
  - E. Close Hearing
  - F. Board Action
7. Audience Time\*\*
8. Board Time
9. Consent Agenda\*\*\*, \*\*\*\*
  - A. [Approve: Resolution Appointing Parks, Sports and Trails Advisory Committees Members](#)
  - B. [Approve: Intergovernmental Agreement with City of Beaverton for Fanno Creek Trail Crossing at Hall Blvd.](#)
  - C. [Approve: Resolution Authorizing Addition of a Metro Local Share Project](#)
  - D. [Approve: HMT ADA Parking Improvements Master Plan](#)
10. Unfinished Business
  - A. [Update: Comprehensive Plan - GreenPlay Draft Reports](#)
11. 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.

**\*\*Audience Time:** If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, also with a 3-minute time limit, please wait until it is before the Board. 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.

**\*\*\*\*Consent Agenda:** Minutes from the June 3, 2013 Regular Board Meeting will be provided at the August 5, 2013 Regular Board Meeting.

In compliance with the Americans with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



## MEMO

**DATE:** June 11, 2013  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** **Information Regarding the June 17, 2013 Board of Directors Meeting**

**Agenda Item #4 – Swearing in of Newly Elected and Reelected Board Members**

Washington County Commissioner, Greg Malinowski, will be in attendance to swear in new Board member, Jerry Jones, and reelected Board members, Larry Pelatt and Bob Scott.

**Agenda Item #5 – Election of Officers for Fiscal Year 2013-14**

Current Board of Directors President, Joe Blowers, will lead the process in the election of officers for Fiscal Year 2013-14. The seats to be elected include President, Secretary (currently held by Larry Pelatt), and Secretary Pro-Tempore (currently held by Bob Scott).

**[Agenda Item #6 – Budget Hearing: Resolution Adopting the Budget, Levying Taxes and Making Appropriations for the Fiscal Year 2013/14](#)**

Enclosed please find a memo from Keith Hobson, Director of Business & Facilities, outlining the process for the Budget Hearing to adopt the Fiscal Year 2013-14 Budget for the Tualatin Hills Park & Recreation District.

**Action Requested:** Board of Directors approval of Resolution 2013-20 to adopt the Budget, make appropriations, and levy ad valorem taxes for the fiscal year 2013/14.

**Agenda Item #9 – Consent Agenda**

Attached please find Consent Agenda items #9A-D for your review and approval.

**Action Requested:** Approve Consent Agenda Items #9A-D as submitted:

- A. [Approve: Resolution Appointing Parks, Sports and Trails Advisory Committees Members](#)**
- B. [Approve: Intergovernmental Agreement with City of Beaverton for Fanno Creek Trail Crossing at Hall Blvd.](#)**
- C. [Approve: Resolution Authorizing Addition of a Metro Local Share Project](#)**
- D. [Approve: HMT ADA Parking Improvements Master Plan](#)**

**Agenda Item #10 – Unfinished Business**

**A. [Comprehensive Plan – GreenPlay Draft Reports](#)**

Attached please find a memo from Keith Hobson, Director of Business & Facilities, reporting that Karon Badalamenti with GreenPlay, LLC, will be at your meeting to provide an overview of the findings and recommendations resulting from the research that has been conducted since summer 2012 in preparation for the update to the District's Comprehensive Plan. Also attached are two draft reports for the Board's review: "Tualatin Hills Park & Recreation District

Comprehensive Plan Update 2013” and “Tualatin Hills Park & Recreation District Resource Allocation, Cost Recovery Philosophy, Model and Policy, Service Assessment and Service Portfolio”.

**Action Requested:** No action is required from the Board of Directors at this time. The information is being presented for discussion and comment purposes only. Final reports and policy recommendations will be presented to the Board at the October 7, 2013 meeting for adoption.



[6]

## MEMO

**DATE:** June 7, 2013  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** **Budget Hearing: Resolution Adopting the Budget, Levying Taxes, and Making Appropriations for the Fiscal Year 2013/14**

In accordance with Local Budget Law, the Park District Board of Directors must conduct a public Budget Hearing on the Approved Budget prior to adopting the budget for the 2013/14 Fiscal Year. Also in accordance with Local Budget Law, a notice of this hearing and a summary of the Approved Budget have been published.

After conducting a Budget Hearing, the Park District Board of Directors must adopt the budget and take certain other actions relative to the 2013/14 Fiscal Year. The attached resolution takes the following actions as required by Oregon Local Budget Law:

### **Adopt the Budget**

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

### **Make Appropriations**

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

### **Levy Ad Valorem Taxes**

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

This resolution has been reviewed by the Park District's legal counsel.

### **Action Requested**

Board of Directors approval of Resolution 2013-20 to adopt the Budget, make appropriations, and levy ad valorem taxes for the fiscal year 2013/14.



# RESOLUTION NO. 2013-20

## TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

### A RESOLUTION APPROVING AND ADOPTING A BUDGET, LEVYING TAXES, AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2013/14

**WHEREAS**, Tualatin Hills Park & Recreation District (District) must prepare and adopt an annual budget under Chapter 294 of the Oregon Revised Statutes; and

**WHEREAS**, the District has complied with the standard procedures for preparing the budget, involving the public, estimating revenues, expenditures and proposed taxes, and outlining the programs and services provided by the District.

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

**Section 1. Budget Approved and Adopted.** The Board of Directors hereby approves and adopts the budget for fiscal year 2013/14 in a total sum of \$115,349,205, which is on file in the District's Administration Office.

**Section 2. Levy of Taxes.** The Board of Directors hereby imposes the taxes provided for in the adopted budget at the permanent rate of \$1.3073 per \$1,000 of assessed value (AV) for general fund operations and the amount of \$8,598,858 for bonded debt. These taxes are hereby imposed and categorized for tax year 2013/14 upon the AV of all taxable property within the District. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the levy:

	<b><u>Subject to the General Government Limitations</u></b>	<b><u>Excluded from Limitations</u></b>
<b>General Fund</b>	\$1.3073 / \$1,000 AV	
<b>Bonded Debt Fund</b>		\$8,598,858

**Section 3. Fiscal Year 2013/14 Appropriations.** The amounts for the fiscal year beginning July 1, 2013 and for the purposes shown below are hereby appropriated as follows:

	<b><u>General Fund</u></b>
Board of Directors and Contingency	\$ 2,301,620
Administration	\$ 2,036,386
Business and Facilities	\$16,987,628
Planning	\$ 1,611,240
Park and Recreation Services	\$15,960,640
Capital Outlay	<u>\$ 4,934,365</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$43,831,879</u></b>

**Bonded Debt Fund**

Bond Principal Payments	\$ 4,765,000
Bond Interest Payments	<u>\$ 3,598,093</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 8,363,093</b>
Unappropriated Ending Balance	\$ 60,950
<b>FUND TOTAL</b>	<b><u>\$ 8,424,043</u></b>

**Systems Development Charge Fund**

Capital Outlay	\$ 6,829,102
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 6,829,102</u></b>

**Maintenance Mitigation Fund**

Materials and Service	\$ 183,200
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 183,200</u></b>

**Metro Natural Areas Bond Fund**

Capital Outlay	\$ 22,568
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 22,568</u></b>

**Bond Capital Projects Fund**

Capital Outlay	\$55,014,323
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$55,014,323</u></b>

**Enterprise Fund**

Enterprise Operations	\$ 1,044,090
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 1,044,090</u></b>

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

**Section 5.** This resolution takes effect on July 1, 2013.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 17, 2013

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Joseph Blowers  
President / Director

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Larry Pelatt  
Secretary / Director

Adoption and date attested by:

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Jessica Collins  
Recording Secretary



[9A]

## MEMO

**DATE:** June 12, 2013  
**TO:** Doug Menke, General Manager  
**FROM:** James McElhinny, Director of Park and Recreation Services  
Hal Bergsma, Director of Planning

**RE:** Resolution Appointing Parks, Sports and Trails Advisory Committees Members

### Introduction

The Parks Advisory Committee requests Board of Directors approval of two Committee Member reappointments, the Sports Advisory Committee requests Board approval of two Committee Member reappointments, and the Trails Advisory Committee requests Board approval of two new Committee Member appointments.

### Background

At their June 11, 2013 meeting, the Parks Advisory Committee recommended that the Board of Directors reappoint Greg Cody to the Committee for a three-year term, and Miles Glowacki for a two-year term.

At their March 21, 2013 meeting, the Sports Advisory Committee recommended that the Board of Directors reappoint Janet Allison to the Committee for a two-year term, and Greg Cody for a three-year term.

At their May 21, 2013 meeting, the Trails Advisory Committee recommended that the Board of Directors approve and appoint Elaine Woods and John Ratliff to the Committee for three-year terms.

Please note that the respective applicants' applications and the Parks, Sports, and Trails Advisory Committees current rosters are attached.

### Action Requested

Board of Directors approval of Resolution 2013-21, reappointing two individuals to the Parks Advisory Committee, reappointing two individuals to the Sports Advisory Committee, and appointing two individuals to the Trails Advisory Committee.

**RESOLUTION 2013-21**  
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION REAPPOINTING  
PARKS, SPORTS AND TRAILS ADVISORY COMMITTEE MEMBERS**

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

**WHEREAS**, the committee members shall be appointed by the Board for a two- or three-year term; and

**WHEREAS**, the committee applicants have demonstrated his/her interest and knowledge in the committee's area of responsibility; and

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

The Board of Directors approves the reappointment of Greg Cody to the Parks Advisory Committee for a three-year term, and Miles Glowacki for a two-year term.

The Board of Directors approves the reappointment of Janet Allison to the Sports Advisory Committee for a two-year term, and Greg Cody for a three-year term.

The Board of Directors approves the appointment of John Ratliff and Elaine Woods to the Trails Advisory Committee for three-year terms.

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 17<sup>th</sup> day of June, 2013.

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

\_\_\_\_\_  
Larry Pelatt, Board Secretary

ATTEST:

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

**Tualatin Hills Park & Recreation District  
ADVISORY COMMITTEE APPLICATION**

Name: Gregory (Greg) Cody	Date: 6-9-13	
Address: [REDACTED]		
Phone # Home [REDACTED]	Work [REDACTED]	Cell [REDACTED]
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 [ X ]

1. *Please explain your interest in serving on the Advisory Committee:* I have been a member and Chairman of the Parks Advisory Committee since its inception. It has been with stewardship that I have been able to provide thoughts and communication to the THPRD staff about the District's users, as it relates to the Parks and Parks Committee relationship to other Advisory Committee's. I wish to continue this involvement with the committee to provide continued continuity for the District and its' patrons.

2. *How long have you lived in the community?* I have lived in the Tualatin Hills Park and Recreation District for the last 33 years. I am a native Oregonian.

3. *Have you or your family participated in any Center or other Recreation District activities?*  
Yes.

What: Softball, Baseball, Football, Soccer, Tennis, Swimming, Classes and an active Park/trail user.

When: 1980 to present 2013.

Where: District maintained School District fields, Sunset Park and the Athletic Center, Tennis Center, Swim Centers, Cedar Hills/Conestoga/Garden Home Recreation Centers and participant in the use of numerous neighborhood/community/regional parks.

Number of Years: 33

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

**Current:** Tualatin Hills Park & Recreation District, Beaverton Oregon:

- Sports Advisory Committee member: I am applying for reappointment under a separate application at this time. Provide thoughts and ideas to District staff as it relates to the users of the facilities.
- Budget Committee member/Committee Secretary & Chairman: Citizen Member to the committee. Review and comment on District budget as relates the current budget and proposed future budget.

- Parks Advisory Committee Member/Chairman: I am applying for reappointment at this time. An active volunteer bringing forward issues and ideas as they relate to the use of and improvements to the THPRD Parks.
- Schiffler Park Public Task Force member: Citizen Member of the Task Force to give thoughts and ideas for the planned improvement to the park from the 2008 Bond.

**Former:** Linfield College, McMinnville, Oregon:

- Parent Leadership Council member: Provide feedback to the College as it relates to concerns of the parents. Act as a sounding board to proposed ideas for the College, students and parents. Provide goals and communication to the parents on ways they can support Linfield College and their student.
- Presidents Leadership Team member: Meet with the College President, review and act as a sounding board to the current operations, concerns and goals as it relates to the College.
- Beaverton Summer Baseball & Softball: Member of the Board of Directors.
- Westhills Baseball/Softball Federation: Member Board of Directors.
- Presbyterian Church USA: Deacon and Elder.

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

Working as a team to set objectives, provide support and contribute to goals as established by the group.

**6. Term of Office preferred:**

*Please check one.*

2-year Term    [   ]

3-year Term    [x]



# TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

Name: Miles Glowacki		Date: 6/10/2013
Address: [REDACTED]	City: [REDACTED]	Zip: [REDACTED]
Phone # (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

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

This is an exciting time for THPRD. I would like to offer my input as the District moves forward. I believe Parks are very important to our community, offering a break from the concrete sprawl of our suburban environment. I believe in civic involvement and have knowledge and experience to offer the Board.

2. How long have you lived in the community? 7 years.

3. Have you or your family participated in any Center or other Recreation District activities?  
What:

Childrens swim classes.  
Parks Advisory committee

when:

2008-09-10  
Jan 2011-current

Where:

Conestoga Rec Center

Number of Years: 7 years

**\*CONTINUES ON NEXT PAGE**



**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:

Parks Advisory Committee 2010-2013

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

Currently work at the City of Beaverton in the Neighborhood Program. Our program administers the City's 11 recognized Neighborhood Association Committees. I have experience producing Agendas and Minutes, have attended many Citizen meetings. I also ran the Beaverton Community Center, serving over 150 diverse community groups. I have an understanding of diverse groups and their needs.

6. Term of Office preferred:

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



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

Last Updated: 4/5/13

<i>Committee Member</i>	<i>Member Since</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Miles Glowacki Chair	June 2011	[REDACTED]	[REDACTED]	[REDACTED]	Reapplying
Greg Cody	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	Reapplying
Carol Rogat	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	February 2014
Sue Rimkeit	June 2011	[REDACTED]	[REDACTED]	[REDACTED]	June 2014
Virginia Bruce	March 2012	[REDACTED]	[REDACTED]	[REDACTED]	March 2014
<i>Ex-Officio Member</i>	<i>Representing</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Dave Chrisman	Staff THPRD	15707 SW Walker Road, Beaverton 97006	503/645-6433	dchrisma@thprd.org	N/A
Mike Janin	Staff THPRD	15707 SW Walker Road, Beaverton 97006	503/645-6433	mjanin@thprd.org	N/A

## ADVISORY COMMITTEE APPLICATION

Name: <b>Janet Allison</b>	Date: <b>January 17, 2013</b>
Address: [REDACTED] <b>Beaverton</b> [REDACTED]	
Phone # (H) [REDACTED]	(WK) [REDACTED]
Cell: [REDACTED]	Email: [REDACTED]

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

### Sports Advisory Committee

1. **Please explain your interest in serving on the Advisory Committee:** I have been involved with the Park District as a volunteer since 1977 and my interests are in many areas, but specifically active recreation. In addition, I have been involved with the Athletic Center and everything under its purview since its planning phases, both building and programming. Along with my fellow members, I bring my ideas to this Committee and use my common sense to help make decisions that affect users of this facility, users of all fields within the District, and participants in the active recreation programs.

2. **How long have you lived in the community?** 39 years.

3. **Have you or your family participated in any Center or other Recreation District activities?** Various soccer programs for my husband, daughter, son and granddaughter; classes in aerobics, tap, aquatics, toddler fitness, ballet, art, Spanish, Safety Town, Big Truck Day, Nature Park plant sale, men's, women's and coed adult softball and volleyball; daily use of Ridgecrest Park for over 30 years; frequent use of Greenway Park.

4. **Have you served on other volunteer committees?**

Current Chair, Board of Trustees, Tualatin Hills Park Foundation, served on the Foundation Board as a member of the community since 2003 and while a member of the Board of Directors 1995 to 2001.  
Current Chair, Sports Advisory Committee, participation since its inception  
Current Chair, Unified Fields Steering Committee, member since its inception September 2002  
Current Chair, All Sports Steering Committee participation since summer 1978  
Current member Baseball/Softball Steering Committee since its inception Spring 1998  
Member District Board of Directors 1995 to 2001  
Chair, Hike 'n Bike 2004 and 2005, fundraiser for the Park Foundation  
Member Fee Study Task Force charged with studying the entire fee structure of the District  
Member PCC Rock Creek Development Community Task Force comprised of District staff, neighborhood businesses, neighbors and the community to study the design and layout of the sports complex on the PCC Rock Creek campus  
Member 1985 Action Plan Committee to study facilities and maintenance and make recommendations for bond measure  
Chair and Co-Chair THPRD campaign committees for five elections including successful \$25 million bond measure in 1994.  
Member campaign committee for successful \$100 million bond measure in 2008  
Member Fields Planning Committee 1991 - 1999  
Member Synthetic Turf II Use Planning Committee representing the adult community  
Member Advisory Committee Restructuring Task Force  
Member Cedar Hills Park Public Task Force

While a member of the Athletic Fields Planning Committee, suggested and worked with staff to build the concession stand at the softball fields.

Suggested and directly responsible for coordinating the purchase and installation of the concession stand patio roof

Suggested and directly responsible for working with the Athletic Center Advisory Committee to help fund new dugout covers on the five Complex softball fields. Worked with Maintenance to install.

Suggested and directly responsible for working with the District Budget Committee and District staff to fund and install Phase I of the ADA play equipment on the Complex. Phase II followed designed and built because of the involvement of the Athletic Center Advisory Committee. This is the premiere all accessible play structure in the entire District for children with special needs.

Suggested and directly responsible for working with the Budget Committee and staff to fund the lights on the four softball fields on the Complex

Worked with staff on the planning and development of the north fields in 1995

At the request of Ron Willoughby, organized the classic car and hot rod show for the District's 50<sup>th</sup> anniversary celebration in March 2005 which lead to The Classic at T-Hills, a classic car, truck and motorcycle event now in its 9<sup>th</sup> year for the benefit of the Park Foundation

5. Please describe any work experience or areas of expertise that you feel would benefit the Sports Advisory Committee: Area of expertise: My involvement with the District since 1977 and my good working relationship with many staff members. Other experience: President of St. Cecilia's Mothers' Club, St. Cecilia Pastoral Council, St. Cecilia Budget Committee, Holy Trinity Admin Council, Personnel Supervisor in the insurance industry, office manager, owner of small company with my husband for 27 years, which exposes me to every kind of situation you can imagine! And last, manager of adult softball and volleyball teams for 35+ years.

**Tualatin Hills Park & Recreation District  
ADVISORY COMMITTEE APPLICATION**

Name: Gregory (Greg) Cody	Date: 6-9-13	
Address: [REDACTED]		
Phone # Home [REDACTED]	Work [REDACTED]	Cell [REDACTED]
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 [  ]

1. *Please explain your interest in serving on the Advisory Committee:* For the last eight years I have been an active member of the predecessor committee, the "Athletic Center Advisory Committee" now known as the Sports Advisory Committee. It has been with stewardship that I have been able to provide thoughts and communication to the THPRD staff about the District's users as it relates to the Athletic Center/other facilities and District sports related issues. I wish to continue this involvement with the committee to provide continued continuity for the District and its' patrons.

2. *How long have you lived in the community?* I have lived in the Tualatin Hills Park and Recreation District for the last 33 years. I am a native Oregonian.

3. *Have you or your family participated in any Center or other Recreation District activities?*  
Yes.

What: Softball, Baseball, Football, Soccer, Tennis, Swimming, Classes and an active Park/trail user.

When: 1980 to present 2013.

Where: District maintained School District fields, Sunset Park and the Athletic Center, Tennis Center, Swim Centers, Cedar Hills/Conestoga/Garden Home Recreation Centers and participant in the use of numerous neighborhood/community/regional parks.

Number of Years: 33

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

**Current:** Tualatin Hills Park & Recreation District, Beaverton Oregon:

- Sports Advisory Committee member: I am applying for reappointment with this application. Provide thoughts and ideas to District staff as it relates to the users of the facilities.
- Budget Committee member/Committee Secretary & Chairman: Citizen Member to the committee. Review and comment on District budget as relates the current budget

and proposed future budget.

- Parks Advisory Committee Member/Chairman: Bring forward issues and ideas as they relate to the use of and improvements to the THPRD Parks.
- Schiffler Park Public Task Force member: Citizen Member of the Task Force to give thoughts and ideas for the planned improvement to the park from the 2008 Bond.

**Former:** Linfield College, McMinnville, Oregon:

- Parent Leadership Council member: Provide feedback to the College as it relates to concerns of the parents. Act as a sounding board to proposed ideas for the College, students and parents. Provide goals and communication to the parents on ways they can support Linfield College and their student.
- Presidents Leadership Team member: Meet with the College President, review and act as a sounding board to the current operations, concerns and goals as it relates to the College.
- Beaverton Summer Baseball & Softball: Member of the Board of Directors.
- Westhills Baseball/Softball Federation: Member Board of Directors.
- Presbyterian Church USA: Deacon and Elder.

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

Working as a team to set objectives, provide support and contribute to goals as established by the group.

**6. Term of Office preferred:**

*Please check one.*

2-year Term    [   ]

3-year Term    [x]



## Tualatin Hills Park & Recreation District SPORTS ADVISORY COMMITTEE ROSTER

Last Updated: 6/7/13

<i>Committee Member</i>	<i>Member Since</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Janet Allison Chair	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	Reapplying
Greg Cody	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	Reapplying
<i>Ex-Officio Member</i>	<i>Representing</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Scott Brucker	Staff THPRD	15707 SW Walker Road, Beaverton 97006	503/645-6433	sbrucker@thprd.org	N/A
Julie Rocha	Staff THPRD	15707 SW Walker Road, Beaverton 97006	503/629-6330	jrocha@thprd.org	N/A



TUALATIN HILLS PARK & RECREATION DISTRICT
ADVISORY COMMITTEE APPLICATION

Name: John Ratliff Date: 4/17/13
Address: [redacted] City: [redacted] Zip: [redacted]
Phone # (H) [redacted] (WK) [redacted] (CELL) [redacted]
Email: [redacted]

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

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

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

My wife and I walk the THPRD Trails almost daily. We use and enjoy the trail system.

2. How long have you lived in the community? Since 1998

3. Have you or your family participated in any Center or other Recreation District activities?

Yes, I regularly swim at the Tualatin Hills Aquatic Center, and we have walked to and gone through the Nature Park. I also have gone to the Tualatin Hills Aquatic Center to test scuba gear I have acquired. The pool allows for winter-time swimming, which I enjoy.

Number of Years: 15

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**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:

I am on the City of Beaverton Bicycle Advisory Committee.

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

My wife and I have been hiking and walking for many, many years. I am a safety professional with 35+ years of experience in the field. I also am a former U.S.A F. Pararescue-man, with 9+ years experience. My wife and I enjoy walking/hiking the THPRD trails, and feel that the ability to go out and walk significantly enhances the quality of life for Beaverton citizens and visitors. I also have a MSPH degree and feel walking significantly enhances public health.

6. Term of Office preferred:

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



# TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

Name: Elaine Woods		Date: 3/21/13
Address: [REDACTED]	City: [REDACTED]	Zip: [REDACTED]
Phone # (H) [REDACTED]	(WK) [REDACTED]	(CELL) [REDACTED]
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

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

I thoroughly enjoy the Trails in our community, especially the Willow Creek Greenway That is in our neighborhood. The trails that THPRD has developed greatly enhance the quality of life in our community. I especially appreciate this asset because greenways and neighborhood public Trails were not so available where we lived previously. I would like to participate in The committee to support your efforts and enhance This community resource.

2. How long have you lived in the community? Since June of 2011

3. Have you or your family participated in any Center or other Recreation District activities?

I have participated in exercise classes, enjoyed walking Trails  
Took advantage of the native plant sale  
My grandsons participated in the THPRD soccer program

Number of Years: 2

**\*CONTINUES ON NEXT PAGE**

**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:

I have not served on THPRD committees but do volunteer at the Cedar Mill Library

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

In my career as a School Library Media Specialist I served on many committees and the Teacher Center Policy Board. Interpersonal skills were needed in collaborating with Teachers and administrators in district and on multidistrict issues. The various issues addressed required us to problem solve, research the issues, determine solutions and best practices, then plan, develop and implement these solutions. I believe These skills and experiences would enable me to work well with others on the Advisory Committee as we work together to develop maintain and enhance this valuable community asset.

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: 6/7/13

<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 Chair	Southwest Quadrant	February 2005	[REDACTED]	[REDACTED]		[REDACTED]	February 2014
John Gruher Vice Chair	At-Large	December 2010	[REDACTED]	[REDACTED]		[REDACTED]	February 2015
Kevin Apperson	At-Large	July 2006	[REDACTED]	[REDACTED]		[REDACTED]	February 2014
Bernadette Le Secretary	Southeast Quadrant	January 2012	[REDACTED]	[REDACTED]		[REDACTED]	January 2014
Mary O'Donnell	At-Large	October 2009	[REDACTED]	[REDACTED]		[REDACTED]	February 2014
Kevin O'Donnell	Northwest Quadrant	August 2012	[REDACTED]	[REDACTED]		[REDACTED]	August 2015
Rotating Member	Beaverton Bicycle Advisory Committee		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	NA
<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		6220 SW 112 <sup>th</sup> Ave Beaverton, OR 97005	503/629-6305 ex 2761	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



[9B]

## MEMO

**DATE:** June 5, 2013  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** **Intergovernmental Agreement with City of Beaverton for Fanno Creek Trail Crossing at Hall Boulevard**

### Introduction

Staff is seeking Board of Directors approval of an Intergovernmental Agreement (IGA) with the City of Beaverton for the Fanno Creek Trail/Hall Boulevard Crossing project.

### Background

At their Regular meeting on June 18, 2012, the Board of Directors directed staff to pursue an at-grade, signalized, mid-block crossing of the Fanno Creek Trail at Hall Boulevard as part of the outcome of the crossing alternatives analysis/feasibility study completed last year. The feasibility study project closeout was completed in December 2012 with ODOT and Metro. Since then, District staff has been working with City of Beaverton staff on carrying out this directive. Staff from both agencies has met numerous times to discuss strategies for implementation. The IGA, included with this memo, formalizes these discussions and outlines the roles and responsibilities for each agency.

The IGA outlines specific obligations for both the City and the District, and identifies various expectations related to design and construction, maintenance and operation, compensation, and the work plan. The IGA will remain in effect until such time that the mid-block crossing improvements are deemed ineffective and cause for the removal of the improvements, or until such time that the permanent crossing solution (bridge) is constructed.

As indicated in the IGA, the District's financial responsibility will not exceed \$13,000 (beyond what the City has already received from grant funds) for design and engineering services, which will be completed by the City. The \$13,000 payment to the City will come from the General Fund from Planning & Development's professional services account. The District will be responsible for bidding the project and overseeing construction of the crossing improvements. A project budget of \$384,250 has been designated in the FY 2013/14 Budget and will be funded from SDC funds. In the event the crossing is deemed to be ineffective, as determined by the City, the crossing would be removed at an additional expense to the District. The signal and associated hardware could be purchased by the City (or another agency) for its use. The District could also use the hardware elsewhere, at another trail mid-block crossing location, or the District could simply salvage the materials.

Per the IGA, the City will provide design and engineering services, as well as secure all necessary permits and approvals, necessary to bid the project. The City will also provide inspection services during construction. Upon completion of the crossing improvements, the City will operate and maintain the crossing improvements, and will monitor the crossing area to

ensure traffic operations are not adversely impacted. According to City staff, it is expected to take six (6) months to a year to determine whether or not the crossing is successful or needs to be removed. If it is determined the crossing needs to be removed, the IGA states that the City may purchase (for an amount not to exceed \$200,000) from the District the signal and associated hardware for use elsewhere by the City.

The IGA has been reviewed and approved by both District legal counsel (Beery, Elsner, and Hammond) and the City Attorney's Office. The City Council approved the IGA at its regular meeting on June 4, 2013.

### **Proposal Request**

Staff is seeking Board of Directors approval of the IGA with the City of Beaverton for the Fanno Creek Trail/Hall Boulevard Crossing project and authorization for the General Manager, or his designee, to execute the agreement.

### **Benefits of Proposal**

Approval of the IGA will continue a successful partnership between the District and the City. Completion of the project will provide a designated, signalized, mid-block crossing that will provide an immediate safety improvement for both trail users and motorists where the trail intersects Hall Boulevard.

### **Potential Downside of Proposal**

In the event the City determines the crossing to be unsafe or that it negatively impacts traffic flow, the crossing will need to be removed at the District's expense. In the event that the crossing is removed, and the City cannot find another location for the signal, the District would be responsible for the signal.

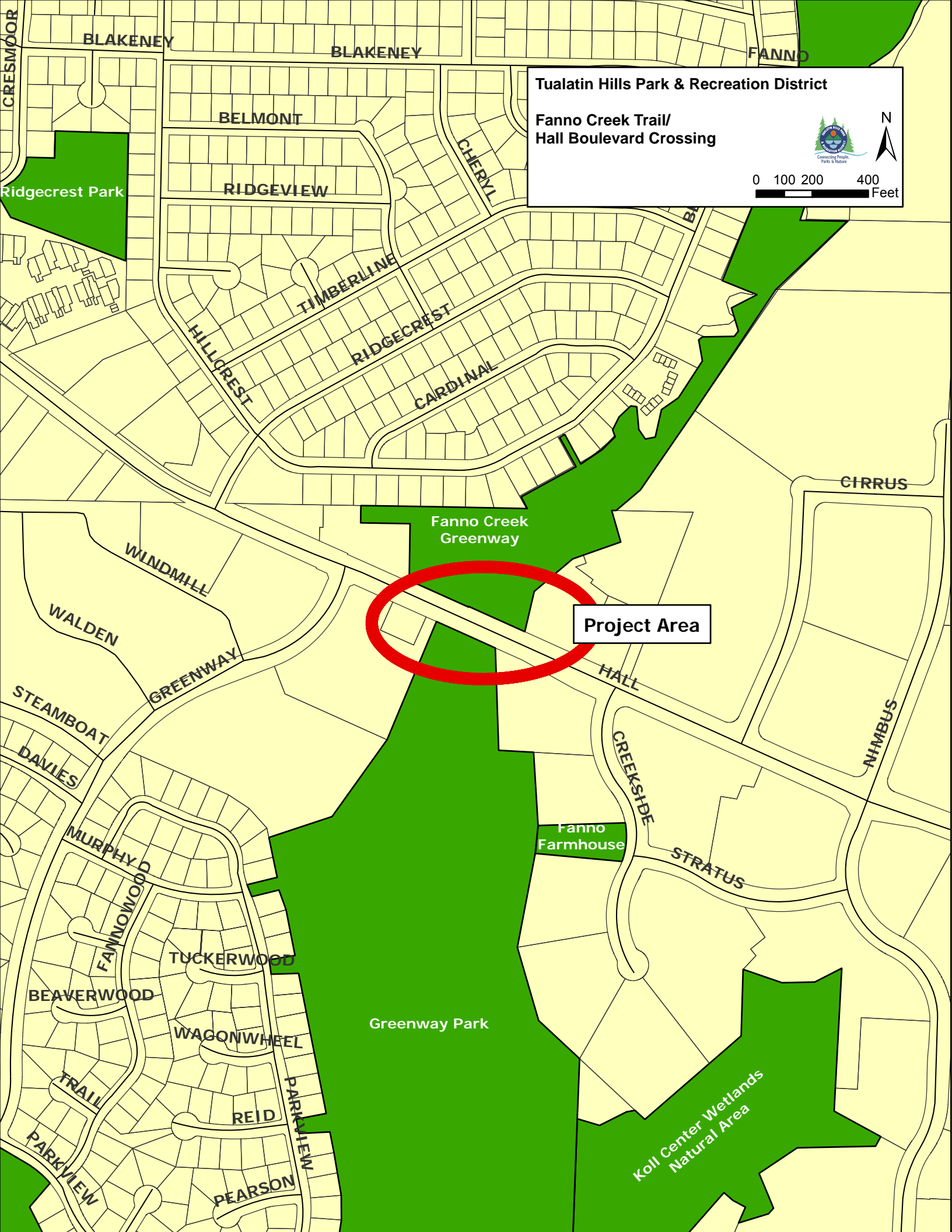
### **Maintenance Impact**

There are no maintenance impacts. There will be a minor trail realignment of the existing trail on each side of Hall Boulevard (currently maintained by the District), but all of the remaining work will take place within the City right-of-way and existing public utility easements. Per the IGA, the City will be responsible for maintenance and operation of the crossing improvements.

### **Action Requested**


Board of Directors approval of the following items:

1. Acceptance of the Intergovernmental Agreement (IGA) with the City of Beaverton for the Fanno Creek Trail/Hall Boulevard Crossing; and
2. Authorization for the General Manager, or his designee, to execute the agreement.



Tualatin Hills Park & Recreation District

Fanno Creek Trail/  
Hall Boulevard Crossing



0 100 200 400 Feet

N

Project Area

Fanno Creek  
Greenway

Fanno  
Farmhouse

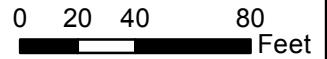
Greenway Park

Koll Center Wetlands  
Natural Area



Tualatin Hills Park & Recreation District

Fanno Creek Trail/  
Hall Boulevard Crossing

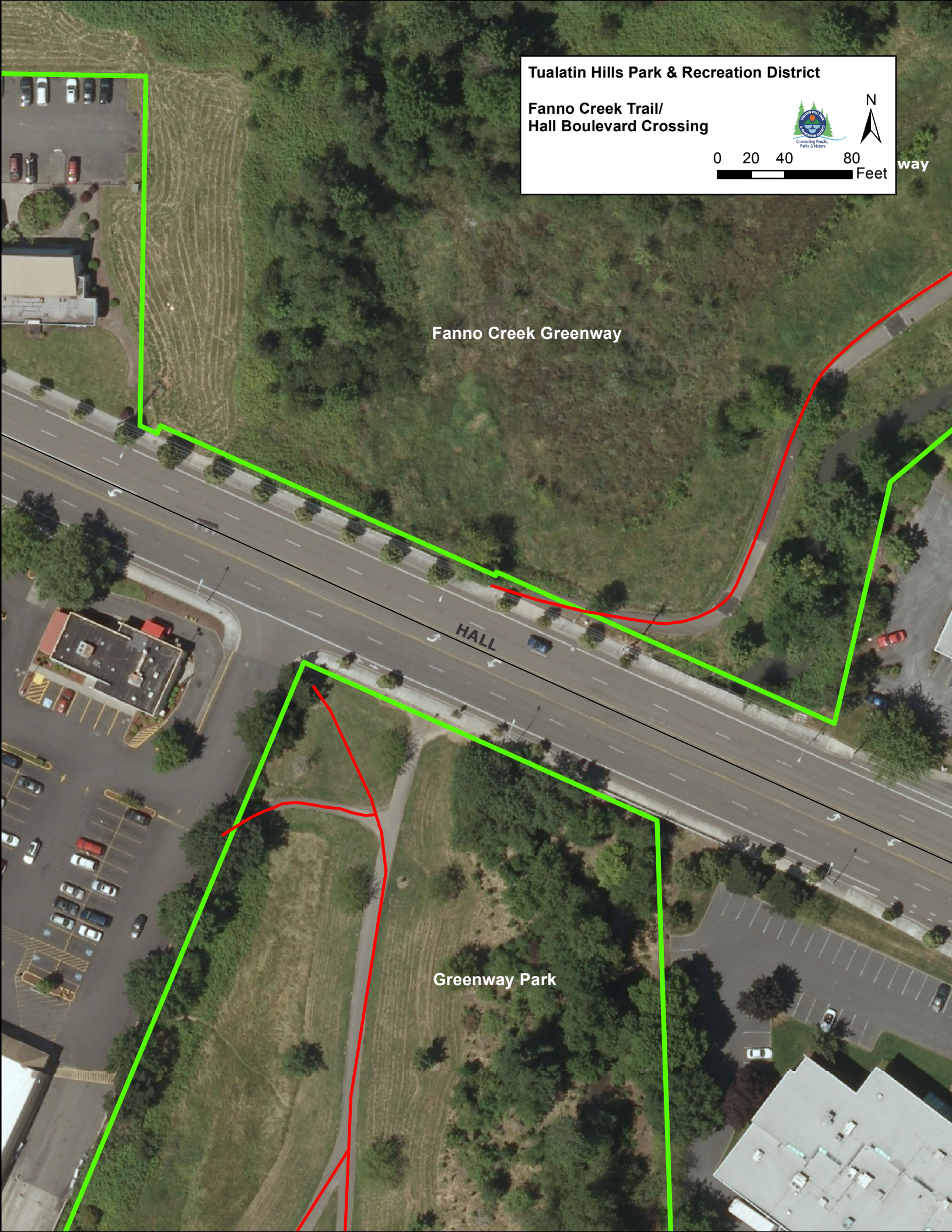


way

Fanno Creek Greenway

HALL

Greenway Park





**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
CITY OF BEAVERTON  
AND  
TUALATIN HILLS PARK & RECREATION DISTRICT**

**FANNO CREEK TRAIL – HALL BOULEVARD CROSSING**

This Intergovernmental Agreement is entered into and effective this \_\_\_ day of \_\_\_\_\_, 2013 by and between the City of Beaverton (hereinafter referred to as “City”), an Oregon municipal corporation, and the Tualatin Hills Park & Recreation District (hereinafter referred to as “THPRD”), an Oregon park and recreation district organized pursuant to ORS Chapter 266.

**WHEREAS**, THPRD has requested and the City Council has agreed to allow THPRD a crosswalk and traffic signal connecting the Fanno Creek Trail (“Trail”) across SW Hall Boulevard (“Hall Boulevard”) between SW Greenway Drive and SW Creekside Place as depicted on Exhibit A to this Agreement; and

**WHEREAS**, the City and THPRD recognize that the public safety improvements may cause unacceptable interference with efficient traffic movements on Hall Boulevard; and

**WHEREAS**, the City and THPRD have agreed to evaluate the improvements for effectiveness and to provide for removal and possible relocation of the improvements if the City deems them to be ineffective at this location:

**NOW THEREFORE**, the City and THPRD agree as follows:

I. Construction of the Improvements

City Obligations

The City shall:

1. In consideration of City’s receipt from THPRD of the approximate sum of \$51,000.00, provide engineering and design services and plans, including a construction cost estimate, for a “High-Intensity Activated Crosswalk,” known as a “HAWK” crossing. The City recognizes and acknowledges that, as of the effective date of this Agreement, THPRD has paid the City \$38,000.00 of the \$51,000.00.
2. The City will coordinate with THPRD in developing the engineering plans and provide a bid-ready set of plans to THPRD in a timely manner to allow THPRD to plan for and solicit construction bids for the improvements.
3. Obtain all permits and regulatory approvals, including but not limited to any necessary land use approval, for the improvements.
4. Provide inspection services during construction and upon substantial completion of the improvements.

5. Bill THPRD at least monthly for an amount not to exceed a total of \$51,000.00 for the engineering, design, and inspection services related to the improvements.
6. Be responsible for operation and maintenance of the improvements upon completion of construction.

### THPRD Obligations

THPRD will:

1. Provide up to \$51,000.00 to the City to reimburse the City for engineering, design and inspection services, to be paid within 30 days of THPRD's receipt of an invoice submitted by City for that work. As noted above, as of the effective date of this Agreement, THPRD has paid the City \$38,000.00 of the \$51,000.00
2. Review the engineering and design plans and respond to the City in a timely manner with any comments or concerns.
3. Manage the organization, solicitation and award of the public contract or contracts for construction of the improvements. THPRD shall ensure that the City is named as an additional obligee or beneficiary under any maintenance bond THPRD requires from the contractor.
4. Provide construction administration services, and take title to the improvements once complete, inspected and acceptable to both City and THPRD.
5. Execute appropriate easements in favor of City over THPRD property to allow City's operation and maintenance of the improvements once constructed and operational.

### II. Subsequent Actions and Obligations

After the improvements are complete and are placed into service at this location, the City shall monitor traffic conditions on Hall Boulevard to determine whether the improvements are diminishing traffic efficiency on the affected portion of Hall Boulevard to an unacceptable level. The City in its sole discretion shall determine whether the diminishment is caused in whole or in part by the improvements, and whether removing the improvements would restore the traffic conditions to an acceptable level.

If the City determines that the improvements are causing an unacceptable degradation in traffic efficiency on the affected portion of Hall Boulevard, the City may cause the improvements to be removed at THPRD's expense and the roadway to be restored to its prior condition.

In the event the City causes removal of the improvements, the City at its option may purchase the improvements from THPRD at the depreciated value of any equipment, materials and associated hardware to a maximum of \$200,000.00, payable by City within 180 days of removing the improvements.

### III. Mutual Obligations

1. THPRD shall be solely liable for any and all personal and bodily injury and property

damage arising out of the construction and removal of the improvements by THPRD or its contractors, agents and employees. The City shall be solely liable for any and all personal and bodily injury and property damage arising out of the engineering, design and inspection of the improvements.

2. This Agreement may be terminated, amended or otherwise modified only by a written instrument executed by both the City and THPRD, which will not be unreasonably withheld, referring to this Agreement specifically and declaring it terminated, amended or otherwise modified, provided that THPRD's obligation to pay City for any and all amounts charged by City for the engineering and design of the improvements shall survive termination. .
3. All notices and requests under this Agreement shall be in writing and shall be sent to the following street addresses:

City:

City of Beaverton  
4755 SW Griffith Drive  
P.O. Box 4755  
Beaverton, OR 97076  
Attention: Public Works Director

THPRD:

Tualatin Hills Parks & Recreation District  
15707 SW Walker Road  
Beaverton, OR 97006  
Attention: Director of Planning

4. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon. If any provision of this Agreement or application thereof to any person or circumstances shall to any extent be invalid, the remainder of this Agreement shall not be affected and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
5. This Agreement may be executed and acknowledged in counterpart originals and all such counterparts shall constitute one (1) Agreement. Signature pages may be detached from the counterpart originals and attached to a single copy of this Agreement to physically form one (1) document.

**IN WITNESS WHEREOF**, this instrument has been executed as of the date first set forth above.

**"City":**

**"THPRD":**

---

Denny Doyle  
Mayor  
City of Beaverton

---

Doug Menke  
General Manager  
Tualatin Hills Park and Recreation District



Tualatin Hills Park & Recreation District

Fanno Creek Trail/  
Hall Boulevard Crossing  
Exhibit A

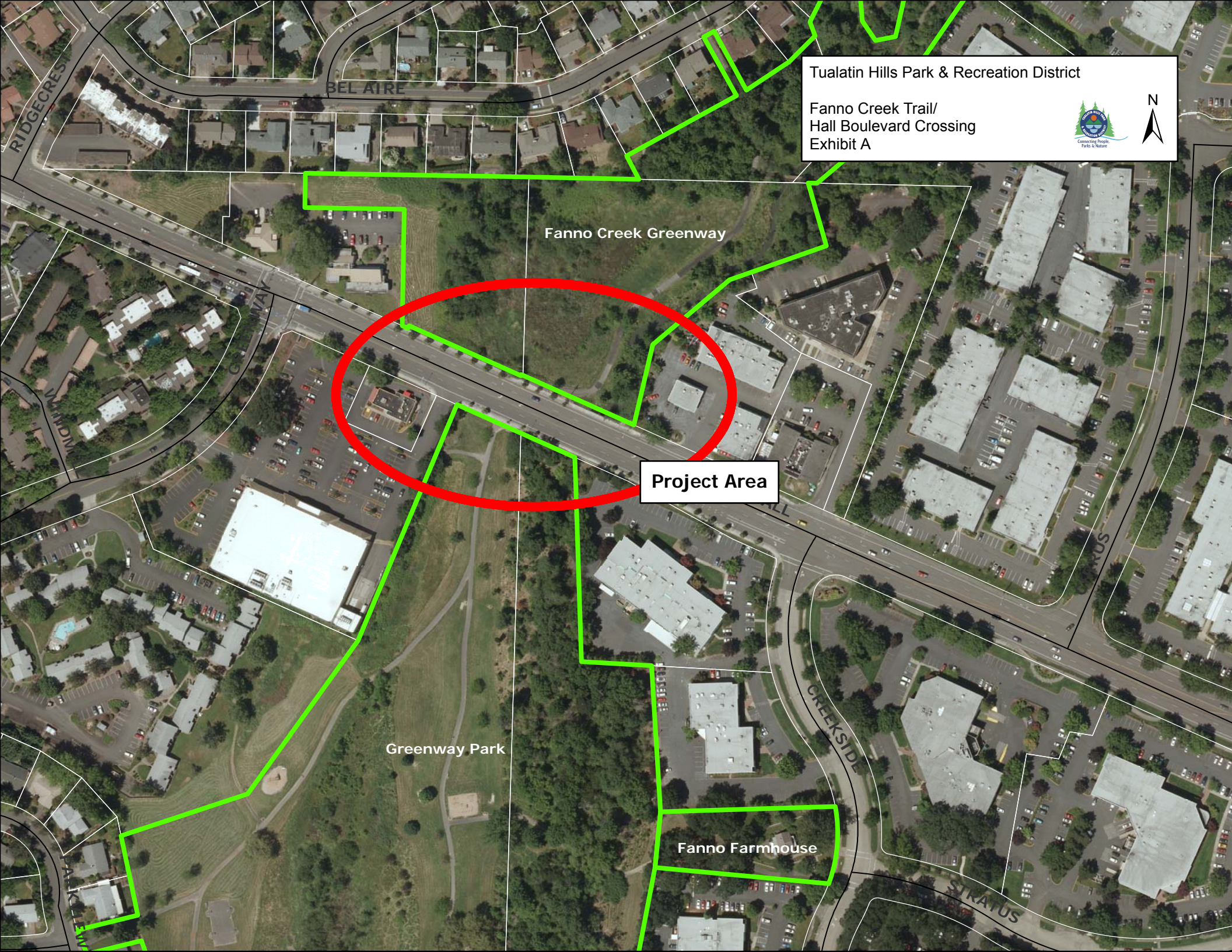


Fanno Creek Greenway

**Project Area**

Greenway Park

Fanno Farmhouse







[9C]

## MEMO

**DATE:** June 7, 2013  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** **Resolution Authorizing Addition of a Metro Local Share Project**

### Introduction

Staff is requesting Board of Directors approval of the resolution (attached) to add a new project for the Metro Local Share Bond project list.

### Background

At the February 6, 2006 Regular Board Meeting, the Board of Directors approved a Resolution to Submit Metro 2006 Natural Areas Bond Measure Project List. The list identified five projects that the Park District would use their Local Share funding for if the measure passed in November, 2006. The measure passed and the Park District entered into an Intergovernmental Agreement (IGA) with Metro, confirming that the previously submitted list of projects was still the same. The IGA allows for new or substitute projects to occur that are different from the originally approved project list, if the new or substitute projects meet certain conditions or criteria.

Pursuant to the terms of the IGA, action to add a new or substitute project must be taken by a local share partner's governing body through a public process including holding a public meeting in accord with the governing body's public meeting procedures. THPRD has taken this action twice before since the original list was established, in 2007 and 2008.

In this case, the District would be adding a new project, acquisition of land adjacent to Mountain View Middle School from the Beaverton School District (BSD) pursuant to an IGA between THPRD and BSD. The acquired land will be part of a planned community park to serve the southwest quadrant of the District. Metro local share funds received by Washington County would be transferred to THPRD to pay for part of the cost of the acquisition.

### Proposal Request

Staff is requesting Board approval of the addition of the following project to THPRD's Local Share Project List -- acquisition of land adjacent to Mountain View Middle School in the southwest quadrant of the District for part of a planned community park.

### Benefits of Proposal

Addition of the proposed project to the District's Local Share Project List will allow the District to use 2008 Bond Measure funds, that otherwise would have been needed for the acquisition, on other projects.

### Potential Downside of Proposal

There is no apparent downside to this proposal.

**Action Requested**

Board of Directors approval of Resolution 2013-22, authorizing addition of a new Local Share Project for acquisition of land adjacent to Mountain View Middle School in the southwest quadrant of the District for part of a planned community park.

**RESOLUTION NO. 2013-22**

**RESOLUTION AUTHORIZING ADDITION OF A  
“NEW LOCAL SHARE PROJECT”**

WHEREAS, Metro received voter approval of the November 2006 Natural Areas Bond Measure and subsequently requested project listings from qualifying jurisdictions available for such funding; and

WHEREAS, the Tualatin Hills Park & Recreation District is the park provider for the City of Beaverton and portions of unincorporated eastern Washington County; and

WHEREAS, the Tualatin Hills Park & Recreation District has coordinated with the City of Beaverton and Washington County to develop a list of projects for local share funding that would be to the benefit of all three partnering agencies; and

WHEREAS, the list of projects includes only natural area related activities or acquisition of land for parks including capital improvements such as restoration and enhancement, American with Disabilities Act improvements, public use facilities, environmental education facilities, and trails.

NOW, THEREFORE, it is hereby resolved as follows:

The Tualatin Hills Park & Recreation District submits the following “New Project” in the southwest quadrant of the district for Local Share Funding:

<i>Project Site</i>	<i>Lead Agency</i>
Funding for acquisition of land adjacent to Mountain View Middle School in the southwest quadrant of the District for part of a planned community park.	THPRD

DATED and adopted by the Board of Directors this 17<sup>th</sup> day of June, 2013.

TUALATIN HILLS PARK & RECREATION DISTRICT

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

By \_\_\_\_\_  
Larry Pelatt, Board Secretary

ATTESTED

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



[9D]

## MEMO

**DATE:** June 5, 2013  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** **HMT ADA Parking Improvements Master Plan**

### Introduction

THPRD hired AKS Engineering and Forestry (AKS) to provide design services for the HMT ADA Parking Improvements project. AKS has worked with THPRD to develop a master plan for the parking improvements and has completed a master plan and preliminary cost estimate. Staff requests Board of Directors approval of the Master Plan.

### Background

The approved Bond Measure scope for this site was to enhance ADA parking adjacent the Aquatic and Athletic Centers. The existing ADA parking count is not sufficient to serve the Athletic or Aquatic Centers usage demands.

The master plan was presented to both the Sports and Aquatics Advisory Committees. Both committees had some general project questions, but overall they both liked the proposed improvements and support the master plan. Staff also held one neighborhood meeting that was attended by two people. They also supported the proposed improvements and the overall master plan.

The current project cost estimate at the master plan phase is \$978,950 which includes \$97,633 for project contingency. The current total project budget of \$748,747 is estimated to be short by \$230,203. To proceed with the project, staff is proposing to work on reducing the storm water treatment costs (significantly higher than anticipated) and look for other potential project cost saving measures.

### Proposal Request

Staff is requesting Board approval of a project master plan so the consultants can proceed with the detailed project design. Chuck Gregory of AKS will be present at the June 17, 2013 Board of Directors Regular meeting to answer any questions the Board may have.

### Benefits of Proposal

The new design will increase the number of ADA parking stalls and will create additional accessible routes to both the Aquatic Center and the Athletic Center. The project will also increase the drop off area in front of the Aquatic Center and will provide a new drop off area in front of the Athletic Center. The project will also replace the Aquatic Center's deteriorating north entry stairs.

Also, with City of Beaverton's approval, the plan calls to remove the divider curb inside the THPRD entry drive off 158<sup>th</sup> Avenue and NW Schendel Drive. The curb removal will allow for



better vehicular circulation through the parking lot. The master plan also includes some landscaping improvements in addition to proposed “Low Impact Development Approaches” to reduce storm water runoff.

**Potential Downside of Proposal**

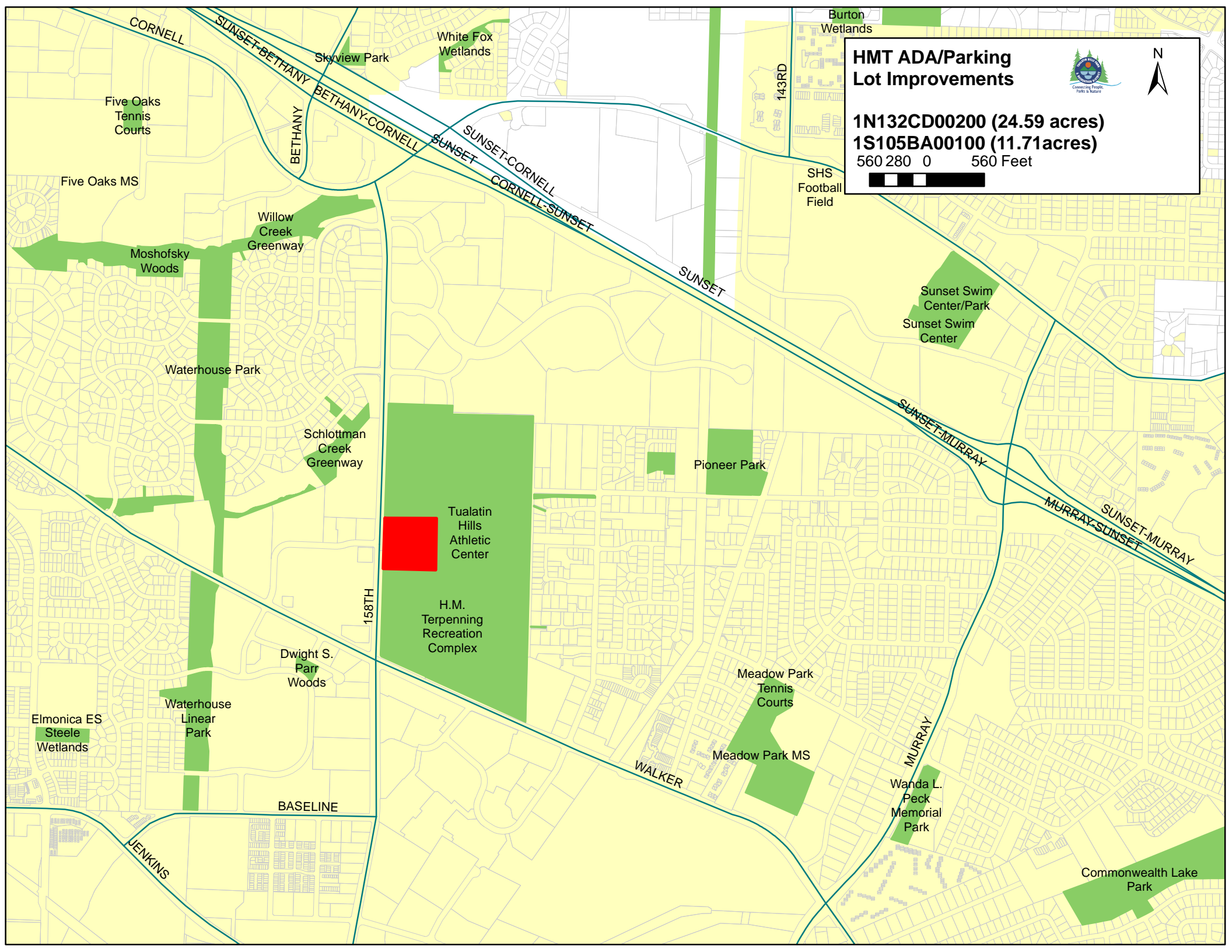
The projected budget overrun needs to be resolved, which will require more detailed design work and negotiations with Clean Water Services. Most of the projected cost estimate overrun can be attributed to the storm water treatment costs. Once the costs are better defined and closer to the project budget, AKS will proceed into construction documents and permitting for the project. Construction is scheduled for June of 2014. If the storm water treatment and enhancement and other costs cannot be reduced enough, additional funding will need to be received from other projects, categories or sources.

**Maintenance Impact**

Maintenance staff has reviewed the plans and has determined there will be no additional cost to maintain the new design, as the area is already receiving maintenance services.

**Action Requested**

Board of Directors approval of the HMT ADA Parking Improvements Master Plan.



**HMT ADA/Parking Lot Improvements**

**1N132CD00200 (24.59 acres)**  
**1S105BA00100 (11.71 acres)**

560 280 0 560 Feet



**Tualatin Hills Athletic Center**

**H.M. Terpenning Recreation Complex**

Dwight S. Parr Woods

Waterhouse Linear Park

BASELINE

JENKINS

Elmonica ES Steele Wetlands

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JENKINS

Elmonica ES Steele Wetlands

Waterhouse Linear Park

Dwight S. Parr Woods

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JENKINS

Elmonica ES Steele Wetlands

Waterhouse Linear Park

Dwight S. Parr Woods



**HMT ADA/Parking  
Lot Improvements**



**1N132CD00200 (24.59 acres)**

**1S105BA00100 (11.71 acres)**

30 15 0 30 Feet

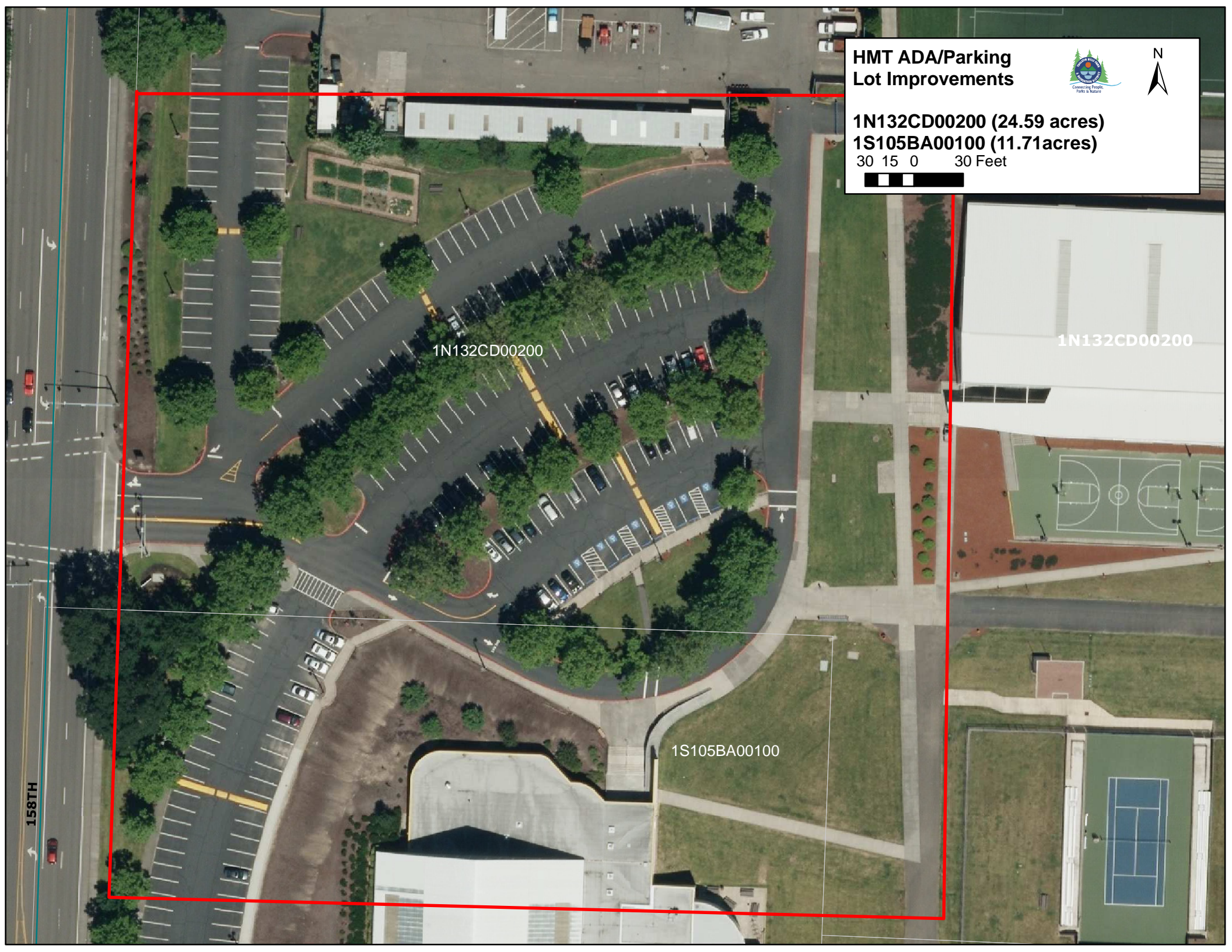


1N132CD00200

1N132CD00200

1S105BA00100

158TH







## Howard M. Terpenning Complex Aquatic Center ADA Parking Lot and Improvements Conceptual Plan

Conceptual plan prepared by AKS Engineering and Forestry  
05-30-2013



[10A]

## MEMO

**DATE:** May 29, 2013  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities  
**RE:** **Comprehensive Plan – GreenPlay Draft Reports**

### Introduction

Four projects have recently been completed by THPRD staff together with GreenPlay, LLC, a consulting firm that specializes in parks and recreation. Representatives from GreenPlay will present the findings from these four projects to the THPRD Board of Directors at their June 17, 2013 meeting.

### Background

In summer 2012, THPRD staff began work with consultants from GreenPlay on projects to assist in the update to the District's 2006 Comprehensive Plan along with the development of the THPRD Programs Functional Plan. The four projects are described below. At the January 14, 2013 Board meeting, representatives from GreenPlay provided an update to the Board on the activities that had been completed at that time. Attached please find a draft copy of the following two reports: "[Tualatin Hills Park & Recreation District Comprehensive Plan Update 2013](#)" and the "[Tualatin Hills Park & Recreation District Service and Financial Sustainability Analysis](#)." Included in the "Tualatin Hills Park & Recreation District Service and Financial Sustainability Analysis" report is a sample of the THPRD Service Portfolio which lists all THPRD service offerings along with a provision strategy for each program. A complete copy of the portfolio is available upon request.

### GIS Level of Service Analysis and Mapping

In October 2012, GreenPlay, working with Design Concepts, toured 102 THPRD park sites and 17 facilities to verify GIS mapping and assign quality rankings for overall design and ambiance for each site to assess overall level of service for the District. Sites were judged for their patron experience with quality scores ranging from one to three (one = does not meet patron expectations, two = meets patron expectations, three = exceeds patron expectations). All remaining THPRD sites were assigned quality scores based on the visited sites to which they were most similar. GIS maps were created to show the level of service and trail connectivity. The level of service maps can be found in the attached GreenPlay draft report "Tualatin Hills Park & Recreation District Comprehensive Plan Update 2013" (Appendix C – GRASP).

### Patron Survey

Also in October 2012, GreenPlay, in partnership with RRC Associates, sent 7,000 survey documents to THPRD residents asking a range of questions about THPRD services used, desired services not currently offered, and satisfaction with service content and delivery. A statistically-valid number of survey documents were returned to RRC Associates in early November. Survey results can be seen in the attached GreenPlay draft report "Tualatin Hills Park & Recreation District Comprehensive Plan Update 2013" (Appendix A – Survey Results).

### Cost Recovery Model Development

Work on the THPRD cost recovery model (cost recovery pyramid) was completed in March 2013. Steps to complete the pyramid included service category development and direct/indirect cost definition development by the THPRD Cost Recovery Team, followed by public and staff service category sorting meetings. Using the proposed fiscal year 2013/14 budget, total costs and total percentage expenditures by pyramid tier were then calculated for all THPRD services. Minimum targeted recovery goals for THPRD were then established as follows:

- Tier 1 – 0% cost recovery (total tax revenue subsidy)
- Tier 2 – 75% cost recovery
- Tier 3 – 100% cost recovery (breakeven)
- Tier 4 – 150% cost recovery
- Tier 5 – 200% cost recovery

The final cost recovery pyramid can be seen in the GreenPlay draft report “Tualatin Hills Park & Recreation District Service and Financial Sustainability Analysis” (see page 33):

#### Cost Recovery Pyramid – Current Cost Recovery

This pyramid shows the current cost recovery position of all THPRD services based on the direct cost definition developed as well as the target cost recovery rate per tier. All recovery calculations include a value for volunteer services performed in relation to that service.

### Service Assessment

The final project between GreenPlay and THPRD was a Service Assessment of all THPRD programs and activities. Each program/activity was analyzed for its strength in the market with an ultimate provision strategy recommendation for enhancement of service, reduction of service, collaboration, and/or advance or affirm market position. All THPRD services have been summarized in a service portfolio that is available upon request, but a sample of which can be found in the GreenPlay draft report “Tualatin Hills Park & Recreation District Service and Financial Sustainability Analysis” (Appendix G).

### Next Steps

Once the GreenPlay findings and recommendations have been presented to the Board on June 17, 2013, the GreenPlay report “Tualatin Hills Park & Recreation District Comprehensive Plan Update 2013” will be supplemented with an updated strategic plan. This plan will be drafted by THPRD staff and be based on the eight goals in the current strategic plan adopted in 2006. Based on Board feedback at the June 17 meeting, staff will also develop an implementation plan for the findings and recommendations. The final “THPRD Comprehensive Plan Update 2013,” “Strategic Plan Update 2013” and “THPRD Service and Financial Sustainability Analysis” reports along with final policy recommendations will be presented for final adoption by the Board at their October 7, 2013 Regular meeting.

### Action Requested

No action is required from the Board of Directors at this time. The information has been presented for discussion and comment purposes only. Final reports and policy recommendations will be presented to the Board at the October 7, 2013 meeting for adoption.