



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

**Board of Directors Regular Meeting
February 11, 2013
6:30 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. Legal
 - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Presentations
 - A. [Accept: Audit Report on Park District Financial Statements for Fiscal Year 2011-12](#)
 - B. [Natural Resources Advisory Committee](#)
5. [Public Hearing: Resolution Amending District Compiled Policies Chapter 5 \(Public Contracting Rules\)](#)
 - A. Open Hearing
 - B. Staff Report
 - C. Public Comment**
 - D. Board Discussion
 - E. Close Hearing
 - F. Board Action
6. Audience Time**
7. Board Time
8. Consent Agenda***
 - A. [Approve: Minutes of January 14, 2013 Regular Board Meeting](#)
 - B. [Approve: Monthly Bills](#)
 - C. [Approve: Monthly Financial Statement](#)
 - D. [Ratify: Collective Bargaining Agreement](#)
 - E. [Approve: Resolution Appointing Natural Resources Advisory Committee Members](#)
 - F. [Approve: Resolution Adopting the Supplemental Budget for the Fiscal Year Commencing July 1, 2012](#)
 - G. [Approve: Resolution Authorizing Annexation of Properties During 2013](#)
 - H. [Approve: Resolution Authorizing the Execution and Delivery of a Financing Agreement for the Energy Savings Performance Contract Phase II Projects](#)
 - I. [Approve: Resolution Acknowledging Recent Property Acquisitions and Describing Funding Source\(s\) and Purpose](#)
9. Unfinished Business
 - A. [Update: Bond Program](#)
 - B. [Information: General Manager's Report](#)
10. New Business
 - A. [Approve: Westside Trail Segment #18 Master Plan](#)
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. *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: February 1, 2013
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the February 11, 2013 Board of Directors Meeting**

Agenda Item #4 – Presentations

A. [Audit Report on Park District Financial Statements for Fiscal Year 2011-12](#)

Attached please find a memo from Keith Hobson, Director of Business & Facilities, reporting that Kathy Leader, Audit Committee member, will be at your meeting to present the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2012 and to answer any questions the Board of Directors may have.

Action Requested: **Board of Directors acceptance of the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2012.**

B. [Natural Resources Advisory Committee](#)

Attached please find a memo from Jim McElhinny, Director of Park & Recreation Services, reporting that Matthew Shepherd, outgoing Committee Chair, will be at your meeting to highlight the activities of the Committee during the past year as well as their goals for the coming year.

[Agenda Item #5 – Public Hearing: Resolution Amending District Compiled Policies Chapter Five \(Public Contracting Rules\)](#)

Attached please find a memo from Keith Hobson, Director of Business & Facilities, requesting the Board of Directors, acting as the Local Contract Review Board, conduct a Public Hearing regarding amending the District's Public Contracting Rules contained in Chapter 5 of the District Compiled Policies (DCP). Keith will be at your meeting to provide an overview of the memo and to answer any questions the Board may have.

Action Requested: **Upon completion of the Public Hearing, the Board of Directors, acting as the Local Contract Review Board, approve Resolution No. 2013-03 amending the Public Contracting Rules contained within Chapter 5 of the District Compiled Polices.**

Agenda Item #8 – Consent Agenda

Attached please find Consent Agenda items #8A-H for your review and approval.

Action Requested: **Approve Consent Agenda Items #8A-I as submitted:**
A. [Approve: Minutes of January 14, 2013 Regular Meeting](#)
B. [Approve: Monthly Bills](#)
C. [Approve: Monthly Financial Statement](#)
D. [Ratify: Collective Bargaining Agreement](#)

- E. [Approve: Resolution Appointing Natural Resources Advisory Committee Members](#)
- F. [Approve: Resolution Adopting the Supplemental Budget for the Fiscal Year Commencing July 1, 2012](#)
- G. [Approve: Resolution Authorizing Annexation of Properties During 2013](#)
- H. [Approve: Resolution Authorizing the Execution and Delivery of a Financing Agreement for the Energy Savings Performance Contract Phase II Projects](#)
- I. [Approve: Resolution Acknowledging Recent Property Acquisitions and Describing Funding Source\(s\) and Purpose](#)

Agenda Item #9 – Unfinished Business

A. [Bond Program](#)

Attached please find a memo from Hal Bergsma, Director of Planning, providing an update regarding recent activities centered around the Bond Program. Hal 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 February Regular Board meeting.

Agenda Item #10 – New Business

A. [Westside Trail Segment #18 Master Plan](#)

Attached please find a memo from Hal Bergsma, Director of Planning, requesting Board of Directors approval of the Westside Trail Segment #18 Master Plan. Steve Gulgren, Superintendent of Planning & Development, Brad Hauschild, Park Planner, along with Walt Bartel and Adrian Esteban of DEA, Inc., the project consultant, will be at your meeting to provide an overview of the master plan and to answer any questions the Board may have.

Action Requested: Board of Directors approval of the Westside Trail Segment #18 Master Plan.

Other Packet Enclosures

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



[4A]

MEMO

DATE: January 24, 2013
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Audit Report on Park District Financial Statements for Fiscal Year 2011/12**

Kathy Leader, as a representative of the District Audit Committee, will be at the February 11, 2013 Board of Directors meeting to present the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2012, and to answer any questions the Board of Directors may have.

Staff and the District's Auditors, Talbot, Korvola and Warwick LLP, presented the Draft Comprehensive Annual Financial Report to the District Audit Committee on January 23, 2013, for their review and approval. A copy of the Audited Financial Statements is attached.

Action Requested

Board of Directors acceptance of the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2012.

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

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2012



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

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2012



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

**TUALATIN HILLS PARK AND RECREATION DISTRICT
COMPREHENSIVE ANNUAL FINANCIAL REPORT
FISCAL YEAR ENDED JUNE 30, 2012**

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**TUALATIN HILLS PARK AND RECREATION DISTRICT
 COMPREHENSIVE ANNUAL FINANCIAL REPORT
 FISCAL YEAR ENDED JUNE 30, 2012**

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INTRODUCTORY SECTION



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

January 23, 2013

Honorable Members of the Board of Directors
and the Citizens of the
Tualatin Hills Park and Recreation District
Beaverton, Oregon

Members of the Board:

In accordance with state statutes, the Comprehensive Annual Financial Report (CAFR) of the Tualatin Hills Park and Recreation District (District) for the fiscal year ended June 30, 2012 is hereby submitted. Responsibility for both the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with management. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position and results of operations of the various funds of the District. All disclosures necessary to enable the reader to gain the maximum understanding of the District's financial activities have been included.

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

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

Talbot, Korvola and Warwick, LLP has issued an unqualified opinion on the District's financial statements for the year ended June 30, 2012. The independent auditor's report is located at the front of the financial section of this report. Immediately following, the reader will find Management's Discussion and Analysis (MD&A) that provides a narrative introduction, overview and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF THE GOVERNMENT

The Tualatin Hills Park and Recreation District is a special service district formed in 1955, operating under Oregon Revised Statutes Chapter 266 as a separate municipal corporation. The District is governed by a five member Board of Directors, elected to four-year terms of office, with daily operations administered by a General Manager. The

District provides year-round park and recreation services to a diverse population of over 230,000 residents within 50 square miles of east Washington County, Oregon, including the City of Beaverton.

District facilities include: five indoor and two outdoor swim centers; a combined recreation/aquatic center; two recreation centers; an athletic center with six indoor multi-purpose athletic courts; a senior center; historic sites (Jenkins Estate, Fanno Farmhouse and John Quincy Adams Young House); a 220-acre Nature Park and Interpretive Center; the Cooper Mountain Nature Park and Interpretive Center; a tennis center with six indoor and eight outdoor courts (covered by two air structures for fall and winter season usage); and a camp for developmentally disabled youth.

- The District maintains, either through direct ownership or joint use agreement (including school sites): 51 outdoor basketball pads; 101 outdoor tennis courts; 156 soccer/football/lacrosse fields; 109 softball/baseball fields; two skate parks; three bocce courts; five volleyball courts; and an outdoor hockey rink.
- The District has 300 park and recreation facility sites totaling approximately 2,200 acres, consisting of 1,095 acres of wetland/natural areas, and 1,105 acres of developed sites, including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 42 miles of off-street pathways.
- District programs include: aquatics instruction, leagues and drop-in programs; youth and adult sports leagues and fitness programs; youth and adult general and specialized recreation programs; youth after-school and day camps; senior fitness and recreation programs; developmentally disabled and special needs recreation programs; and natural resource education programs.

Certain services for the patrons of the District are provided by the legally separate Tualatin Hills Park Foundation, which is reported in a separate column in the government-wide financial statements. The District is considered to be financially accountable for the Foundation, according to criteria developed by accounting principles generally accepted in the United States (GAAP), due to the nature of the relationship. The District has no other potential component units. Further information on the Tualatin Hills Park Foundation can be found in the notes to the financial statements (see Note I.A).

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

FACTORS AFFECTING FINANCIAL CONDITIONS

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

Local economy – Due to Ballot Measure 50, passed by voters in May 1997, the District has a permanent tax rate of \$1.3073 per \$1,000 of assessed value. An annual 3 percent increase is allowed on maximum assessed valuation, along with increases due to new construction, land partitions, zoning changes, etc. The District has been able to maintain a relatively stable revenue base despite the economic downturn. Both the City of Beaverton and Washington County had experienced a higher rate of growth than the state as a whole for several years, resulting in a strong property tax base that had previously increased at a rate of approximately four to five percent annually.

Because the District's 2012 assessed value is only 75.8 percent of market value, there is an inherent cushion in property tax collections on most properties. However, with the decline in market values realized over the past few years, certain properties have now converged to comparable market/assessed value, where the 3.0 percent increase is no longer applicable. Convergence has affected 11.0 percent of properties within District boundaries for the current year, resulting in an anticipated reduction of \$87,800 in property taxes. This will be closely monitored in future years to ensure accurate resource estimates. Fortunately, the collection rate within the county remains strong, averaging over 96.0 percent over the past ten years. During the 2012 year, property taxes increased by 2.9 percent within the general fund, and a 3.15 percent increase is anticipated for the current year.

Washington County, the second most populous county in Oregon, has experienced declines in most job sectors since July 2008, however, several categories showed improvement in 2011. Construction, manufacturing, wholesale and retail trade, along with education and health services all posted gains for the year. Furthermore, the County's unemployment rate as of September, 2012 sits at 6.9 percent, a lower rate than either the state (8.7 percent) or national rate (7.8 percent). Within the District, the significant revenues received from the assessment of system development charges (SDC's) have trended down in previous years, due to the decline in the construction industry. SDC revenues are statutorily restricted to use for purchase or construction of new, or expansion of existing, facilities, improvements and land within the District.

Long-term financial planning

To address the ongoing implications of funding constraints, the District developed a long-term financial plan five years ago, along with finalizing an updated Comprehensive Plan and Trails Plan. The Comprehensive Plan must be reviewed and updated every five years, which will be completed in 2013. Eight implementation goals are included in the Comprehensive Plan, which currently comprise the foundation of our annual budget process.

As directed in the Comprehensive Plan, the District adopted and implemented a program fee study in June 2007, with a four-year phase in process. The final year of increases began in January 2011, and was applied to all registered classes not yet recovering at full costs. However, because of the current economy and patron needs, the Board of Directors delayed the final year of fee increases for drop-in and pass activity until January 1, 2012. Ongoing, all fees will be reviewed and updated annually to reflect inflationary increases.

An SDC methodology update was completed and implemented in January 2008, with inflationary adjustments scheduled annually. Subsequently, a review of applicable cost indexes resulted in a downward adjustment to the actual fees for the past three years. Even though SDC revenue has decreased significantly, new construction is occurring, and revenues only declined slightly over last year by 2.2 percent.

The District is actively monitoring deferred and projected maintenance replacements. Major replacement items (those specifically identified and critical to District operations) have been effectively addressed; however, funding for routine replacements (all non-major items) has not kept up with replacement needs (other than safety related items). The five-year funding projection, prepared during the annual budget process, illustrates the importance of addressing this long-term need, to avoid a decline in District assets.

As part of the previously mentioned long-term financial plan, the District established viable financial strategies to ensure stable management during all economic conditions. Some of the issues addressed, either this year or into the next, ensure the adherence to these policies and exhibit a proactive approach to our economic targets.

- All District programs are reviewed regularly to ensure cost recovery and comparability to the market.
- The District retirement program was amended with a Tier II addition for employees hired after June 30, 2010 with the final component of employer contributions occurring in fiscal year 2012/13; this will contain the cost of funding of required contributions, while providing a stable retirement plan to all eligible staff.
- Continue with next phase of District-wide implementation of energy savings performance contract improvements to reduce energy consumption and water usage.

MAJOR INITIATIVES

Bond measure

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

As of June 30, 2012, \$34.7 million of bond funds have been expended.

Future goals

With the 2012/13 budget process, the Board developed goal outcome measures, based on the Comprehensive Plan goals, to provide quantifiable performance measure targets. Business plans were developed based on these measures, and those that met the

required return on investment were incorporated into the adopted budget. Along with these targeted business plans, the District will also be focusing on:

- Continued efforts to reach all under-served populations through-out the District, including the creation of a mobile senior fitness program, Wellness on Wheels.
- Completion of an aging facilities study model for use at all aquatic centers.
- Update the existing ADA Transition Plan to new ADA regulations.
- Management of the Bond Capital Project program, including dedicated funding for personnel necessary to complete the voter approved list of projects.

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association (GFOA) awarded a *Certificate of Achievement for Excellence in Financial Reporting* to the District for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2011. This was the seventh year of submission, and subsequent receipt, of this prestigious award. In order to be awarded the Certificate of Achievement, the District had to publish an easily readable and efficiently organized CAFR that satisfied both GAAP and applicable legal requirements.


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

The District's Adopted Budget Document for the 2010/11 Fiscal Year received the *Distinguished Budget Presentation* award from GFOA. This is the seventh year that the District has received such an award. In order to qualify, the budget document must be judged proficient as a policy document, a financial plan, an operations guide and a communications device.

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

In closing, the dedication, commitment and professional contribution to the financial stability of the District made by the Board of Directors and General Manager must be acknowledged. Their guidance and leadership are of invaluable assistance to the financial management of the District.

Respectfully submitted,



Keith D. Hobson
Director of Business and Facilities

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Tualatin Hills Park
and Recreation District

Oregon

For its Comprehensive Annual

Financial Report

for the Fiscal Year Ended

June 30, 2011

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Linda C. Danison

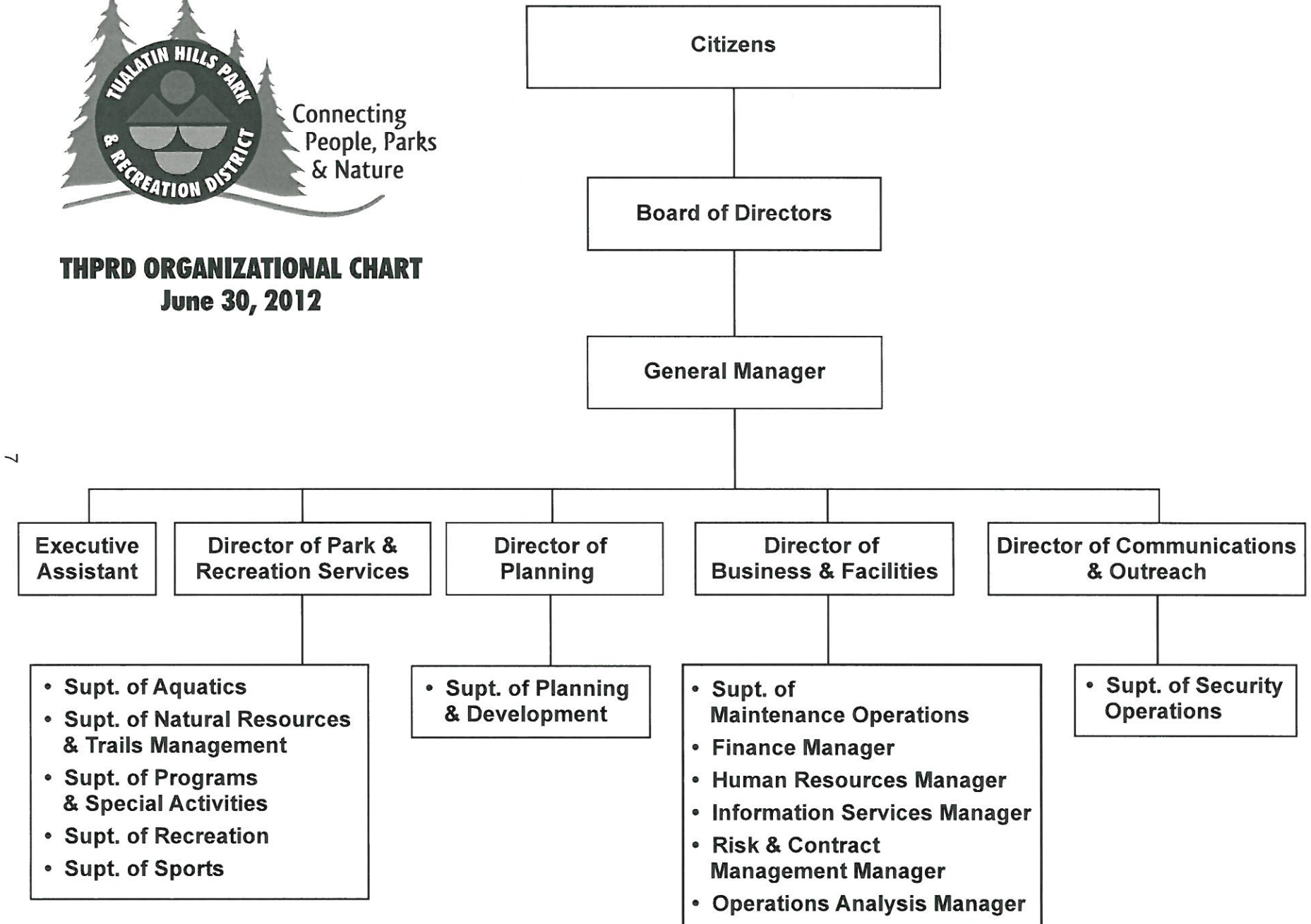
President

Jeffrey R. Emer

Executive Director



THPRD ORGANIZATIONAL CHART
June 30, 2012



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

Administrative Office
15707 SW Walker Road
Beaverton, Oregon 97006

Board of Directors
as of June 30, 2012

<u>Name</u>	<u>Term Expires</u>
Bob Scott, President 21302 NW Cannes Dr. Portland, Oregon 97229	June 30, 2013
Larry Pelatt, Secretary 7655 SW 140 th Ave. Beaverton, Oregon 97008	June 30, 2013
Joe Blowers, Secretary Pro-tempore 2050 SW 78 th Ave. Portland, Oregon 97225	June 30, 2015
Bill Kanable 8130 SW Sorrento Rd. Beaverton, Oregon 97008	June 30, 2013
John Griffiths 10245 SW 153 rd Ave. Beaverton, Oregon 97007	June 30, 2015

Registered Agent and Office

Doug Menke
15707 SW Walker Road
Beaverton, Oregon 97006

General Manager
Doug Menke

Director of Business and Facilities
Keith D. Hobson

FINANCIAL SECTION



Talbot, Korvola
& Warwick, LLP

Certified Public Accountants
& Consultants

4800 Meadows Road, Suite 200
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INDEPENDENT AUDITOR'S REPORT

January 23, 2013

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

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Tualatin Hills Park and Recreation District (District), as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the District as of June 30, 2012, and the respective changes in financial position thereof and the budgetary comparison information of the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the required supplemental information, such as the Management's Discussion and Analysis and the Schedules of Funding Progress, as listed in the Table of Contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental

INDEPENDENT AUDITOR'S REPORT (Continued)

Board of Directors
Tualatin Hills Park and Recreation District
January 23, 2013
Page 2

Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Introductory and Statistical Sections are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

TALBOT, KORVOLA & WARWICK, LLP
Certified Public Accountants

By 
Angelique Whitlow, Partner

MANAGEMENT'S DISCUSSION AND ANALYSIS

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

Financial Highlights

- The assets of the District exceeded its liabilities at June 30, 2012 by \$121,418,378.
- Capital assets (net of accumulated depreciation and related debt) account for most of this amount, with a value of \$111,753,935.
- Of the remaining net assets, \$6,270,492 may be used to meet the District's ongoing obligations to patrons and creditors, without legal restriction.
- The District's total net assets increased by \$7,707,302 or 6.8 percent over the previous year. Acquisitions of park property and improvements contribute mainly to this increase.
- As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$74,495,895 an increase of \$25,230,688, or 51.2 percent, due largely to resources generated from the general obligation debt issue in September 2011 for \$40,060,000, along with decreases from the expending of capital funds related to the bond capital projects funding.
- As of June 30, 2012, fund balance for the General Fund was \$3,837,993 or 10.3 percent of total General Fund expenditures, on a modified accrual basis.

Overview of the Financial Statements

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

Government-wide financial statements

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

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

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

program). This shows the extent each program relies on taxes for funding. All changes in net assets are reported using the accrual basis of accounting, which requires that revenues be reported when they are earned and expenses be reported when goods and services are received. Items such as uncollected taxes, unpaid vendor invoices for items received by June 30, 2012, and earned but unused vacation leave are included in the statement of activities as revenue and expense. However, the cash associated with these items was not received or distributed until after June 30, 2012.

The government-wide financial statements include not only the District itself (known as the Primary Government), but also a legally separate foundation, Tualatin Hills Park Foundation, for which the District is financially accountable. Financial information for this component unit is reported separately from the financial information presented for the District itself.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting for compliance with finance-related legal requirements. All of the funds of the District fall into the governmental fund category, which accounts for most, if not all, of a government's tax-supported activities.

Governmental funds

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

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

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

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

Budgetary highlights

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

Notes to the basic financial statements

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

Government-wide Financial Analysis

Statement of Net Assets

As noted earlier, net assets may serve over time as an indicator of the District's financial position. As of June 30, 2012, the District's assets exceeded liabilities by \$121,418,378.

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

Tualatin Hills Park and Recreation District Net Assets

	Governmental Activities	
	June 30, 2012	June 30, 2011
Cash and investments	\$ 77,860,236	\$ 51,548,311
Other assets	3,706,642	3,365,968
Capital assets	154,013,472	135,542,662
Total assets	<u>235,580,350</u>	<u>190,456,941</u>
Other liabilities	5,082,165	4,290,855
Debt liabilities	109,079,807	72,455,010
Total liabilities	<u>114,161,972</u>	<u>76,745,865</u>
Net assets:		
Invested in capital assets, net of debt	111,753,935	102,325,244
Restricted	3,393,951	4,966,711
Unrestricted	6,270,492	6,419,121
Total net assets	<u>\$ 121,418,378</u>	<u>\$ 113,711,076</u>

The largest portion of the District's net assets, \$111,753,935 or 92.1 percent, reflects its investment in capital assets, less any related debt used to acquire these assets still outstanding. The District's assets (recorded at cost) are used to provide services to patrons. Consequently, these assets are not available for future spending, and debt repayment must be provided from other sources.

An additional portion of the District's net assets, \$3,393,951 or 2.8 percent, represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$6,270,492 or 5.1 percent is unrestricted and may be used to meet the District's ongoing obligations.

For the year ended June 30, 2012, the District had positive balances in all three categories of net assets.

Statement of Activities

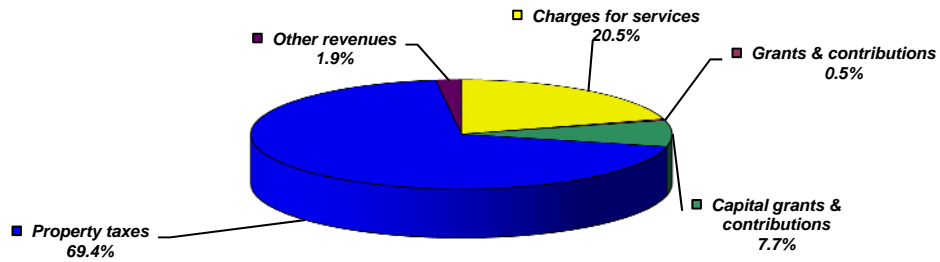
Governmental activities increased the District's net assets by \$7,707,302 in this fiscal year. Key elements of this increase are as follows:

Tualatin Hills Park and Recreation District Changes in Net Assets

	Governmental Activities	
	Fiscal Year Ended June 30,	
	2012	2011
Revenues:		
Program revenues:		
Charges for services	\$ 9,622,209	\$ 9,087,924
Operating grants and contributions	195,890	155,727
Capital grants and contributions	3,621,810	3,522,996
General revenues:		
Property taxes	32,536,833	31,633,996
Grants and contributions not restricted to specific programs	233,515	197,632
Other	679,392	649,911
Total revenues	<u>46,889,649</u>	<u>45,248,186</u>
Expenses:		
Board of Directors	229,942	212,527
Administration	1,678,446	1,603,306
Business and facilities	14,337,163	14,061,469
Planning and development	640,871	571,594
Park and recreation services	18,210,409	17,750,967
Interest on long-term debt	4,085,516	3,106,160
Total expenses	<u>39,182,347</u>	<u>37,306,023</u>
Change in net assets	7,707,302	7,942,163
Net assets - beginning balance	<u>113,711,076</u>	<u>105,768,913</u>
Net assets - ending	<u>\$ 121,418,378</u>	<u>\$ 113,711,076</u>

Property taxes increased by \$902,837 over the prior year, or 2.9 percent due to the statutorily allowable increases in assessed value on existing property and some new construction within the District boundaries. Charges for services increased by \$534,285, or 5.9 percent due to expansion of programs, increased drop-in and frequent user pass fees, along with annual inflationary fee increases as warranted. Capital grants and contributions reflect a slight increase of 2.8 percent, or \$98,814 due to increased funding received during the year for capital projects.

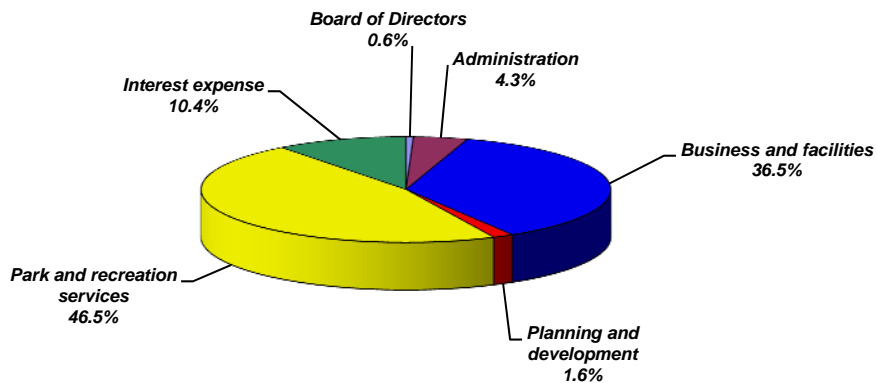
**Governmental Activities:
Revenues by Source**



Expenses for the District reflect an increase of 5.0 percent over last year, due to several factors:

- Temporary personnel hired for fiscal and construction management of bond related capital projects,
- Expansion of program offerings resulting in increased part-time wages and supply costs, and
- Increase in debt interest expense from the 2011 General Obligation bond issue.

**Governmental Activities:
Expenses by Function**



Financial Analysis of the District's Funds

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

Governmental funds analysis

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

During Fiscal Year 2011/12, the District's governmental funds reported an increase in combined ending fund balances of \$25,230,688, attributable to the resources generated from the Series 2011 general obligation bond issue of \$40,060,000 as shown within the Bond Capital Projects Fund. This same fund expended \$13,865,031 in capital related projects within the year. The General Fund and System Development Charges Fund both reported decreases within the year while the remaining funds reported slight increases. The previous fiscal year had a decrease of \$13,562,977, again attributable to the expending of bond related capital costs within the Bond Capital Projects Fund.

The **General Fund** is the chief operating fund of the District. At the end of the current fiscal year, the unassigned fund balance for the General Fund was \$3,837,993. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 10.3 percent of total General Fund expenditures, exceeding the District's financial policy guideline of 10 percent.

Program revenues increased by 3.4 percent, or \$314,637 from program expansion, combined with the final implementation of fee increases for drop-in programs and passes as of January 1, 2012; along with annual inflationary increases to class registration fees. Other than program revenues, General Fund revenues increased by \$794,261 or 3.1% over the previous year, with slight increases in all categories.

General Fund fund balance decreased by \$1,558,124 over the previous year, due to the expending of carryover funds for the maintenance facility purchase and renovation in the current year. Operating expenditures (excluding capital outlay and debt service) increased by \$267,108 due to additional funding for personnel related to the bond capital projects, along with inflationary increases in supplies and programming costs. Capital expenditures reflect the completion of the maintenance facility renovation, but decreased from the previous year by \$4,468,372. Debt service increased by \$141,839 over the previous year, resulting from a one-time large debt service payment structured within the Series 2010(A) full faith and credit issue.

The **Bonded Debt Fund** has a total fund balance of \$413,134, an increase of \$109,957 versus the previous year, and is restricted for the payment of debt service on existing general obligation debt.

The **Bond Capital Projects Fund** accounts for the proceeds received from the sale of the general obligation bonds, Series 2009 for \$58,505,000 and Series 2011, sold in September 2011 for \$40,060,000. In November 2008, District voters authorized a total levy of \$100 million to target a specific list of projects and land acquisitions throughout the District. A total of \$13,865,031 was expended during the current fiscal year. As of the end of the year, total fund balance in this fund restricted for park development is \$67,080,294.

The **System Development Charges Fund** accounts for development impact fees assessed on new construction within the District boundaries. Revenues decreased slightly by \$37,524, or 1.9 percent over last year, and fund balance decreased by \$1,682,717 due to an increase in construction spending for park improvements and land acquisition. This fund balance of \$2,980,817 is entirely restricted for parks acquisition and development and improvements related to capacity expansion, and is fully available for appropriation.

General Fund Budgetary Highlights

The District prepares and adopts its budget on an annual basis using a modified cash basis of accounting. General Fund revenues were slightly less than budgeted by 1.2 percent, largely due to anticipated grants not awarded or received and recreation program fee revenues not quite meeting expectations. Expenditures stayed well under budget by 11.1 percent, primarily due to non-expenditure of contingency funds and capital expenditures at less than budgeted amounts. A reconciliation of budgetary basis to GAAP basis is shown on the General Fund Budget to Actual statement on page 26. The difference between the original budget and final amended budget consisted of the following adjustments related to additional administrative support services associated with the Bond Capital Projects Fund:

<u>Classification</u>	<u>Category</u>	<u>Amount</u>
Resource	Charges for Services	\$ 194,554
Appropriation	Administration	12,500
Appropriation	Business and facilities	27,331
Appropriation	Planning	154,723

Capital Asset and Debt Administration

Capital assets

The District's investment in capital assets as of June 30, 2012, amounts to \$154,013,472 (net of accumulated depreciation). This investment in capital assets includes land, park sites and development, buildings and improvements, plus machinery, equipment and furnishings. The net increase in the District's capital assets for the current fiscal year was \$18,470,810 or 13.6 percent.

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

	June 30	
	2012	2011
Land	\$ 70,452,882	\$ 66,956,670
Parks sites and planning development	30,978,898	28,702,888
Buildings and improvements	37,920,310	32,056,123
Equipment and furnishings	1,442,981	1,296,977
Intangible assets	164,445	95,097
Construction in progress	13,053,956	6,434,907
Total	\$ 154,013,472	\$ 135,542,662

Increases were generated in land (\$3,496,212) due to new acquisitions of park and natural area parcels and in parks sites and planning development (\$2,276,010) from project completion, as required by the bond capital projects program. The increase to construction in progress (\$6,619,049) is also mainly related to the bond capital projects. The building and improvements increase (\$5,864,187) is attributable to the completion of the new maintenance facility renovation,

along with expansion of the Elsie Stuhr Senior Center, a bond capital project. Deferred maintenance was funded for both buildings and parks improvements, to the extent of available funds.

Additional information on the District's capital assets can be found in Note IV.B on page 35 of this report.

Long-term debt and other long-term obligations

At June 30, 2012 the District had \$109.1 million in debt and other long-term obligations outstanding compared to \$72.5 million last year. Approximately \$5.6 million of the debt outstanding at June 30, 2012 is due within one year. Debt increased by a net of \$36.6 million, mainly due to issuance of Series 2011 general obligation bonds in the amount of \$40.1 million.

Tualatin Hills Park and Recreation District Outstanding Debt and Obligations

	June 30	
	2012	2011
General obligation bonds	\$ 95,780,000	\$ 60,095,000
Premiums	2,163,005	543,347
Full faith and credit obligations	10,010,000	10,695,000
Loans	60,000	100,000
Compensated absences	1,066,802	1,021,663
Total	\$ 109,079,807	\$ 72,455,010

The District's most recent credit ratings, received in September 2011 were "AA" from Standard & Poor's and "Aa1" from Moody's for general obligation debt, and "AA" from Standard & Poor's and "Aa2" from Moody's for full faith and credit obligations.

The general obligation bonds, series 1998, have bond insurance provided by Financial Guaranty Insurance Company, which equates to a rating of "AAA" from Standard & Poor's and "Aaa" from Moody's. Due to the District's strong credit rating, additional insurance was not financially advantageous, nor necessary, for the series 2009 and 2011 general obligation issues or the series 2010 full faith issues.

Due to the national economic situation, the bond ratings on several of our issuers of insurance have been downgraded over the past two years. Material event notices have been filed, as necessary for compliance with our continuing disclosure requirements.

Additional information on the District's long-term obligations can be found in Note IV.D on pages 36 – 38.

Economic Factors and Next Year's Budget and Rates

Some of the factors considered during the preparation of the 2012/13 budget were:

- Assessed value on property was estimated to increase by approximately 3.15 percent over the previous year.
- Review and adjustment of user fees to accurately reflect changes in current participation levels and ensure cost recovery.

- Absorbing an overall increase of Personnel Service costs of 5.7 percent, with a cost of living increase of 2.85 percent for full and regular part-time staff and the addition of retirement plan contributions for regular part-time staff.
- A slight inflationary increase to Materials and Services of 1.2 percent to ensure adequate coverage of maintenance responsibilities to newly acquired properties.
- Continued funding of necessary personnel to complete the Bond Capital project program.
- Funding of land acquisition and new construction within the Systems Development Charges Fund for approximately \$1.8 million.

In previous years, property taxes generally increased by the statutorily allowed 3.0 percent of assessed value on all properties. With the decline in market value, certain properties now have a comparable market/assessed value; therefore, the 3.0 percent increase cannot be generally applied. For the 2012/13 budget, approximately 11.0 percent of residential property within District boundaries is at market value, decreasing the overall growth to 2.65 percent. New development growth is conservatively estimated at 0.5 percent, for the combined rate of 3.15 percent. The District will continue to closely analyze the various properties to accurately estimate future resources.

Deferred maintenance is being funded at the maximum level available, and will continue to be a critical component of future budgetary plans. The District continues to actively research alternative revenue sources, and has seen an increase in grants, sponsorships and various rental incomes.

Overall, on a budgetary basis the General Fund shows an increase of \$944,176 or 23.4% over the anticipated beginning fund balance in the 2012/13 budget. This increase is largely due to factors such as:

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

In order to remain stable and sustainable in this volatile economic environment, the District has carefully scrutinized revenues, expenditures, and all other facets affecting daily and long term operations. Property tax collections have remained consistent, and program revenues are stable overall, with some increases in selected areas. Local parks and recreation programs offer an affordable alternative for families of all sizes and economic backgrounds, as reflected by our residents' involvement.

Requests for Information

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



Tualatin Hills Park and Recreation District
Statement of Net Assets
June 30, 2012

	<u>Primary Government</u>	<u>Component Unit</u>
	<u>Governmental Activities</u>	<u>Tualatin Hills Park Foundation</u>
Assets:		
Cash and cash equivalents	\$ 32,711,011	\$ 634,573
Investments	42,807,157	-
Due from other governments	489,565	-
Receivables	1,919,834	45,143
Inventories	64,728	-
Prepays	123,138	-
Deferred charges	1,104,500	-
Cash and cash equivalents - temporarily restricted	2,342,068	-
Net pension benefit	4,877	-
Capital assets (net of accumulated depreciation):		
Land	70,452,882	-
Park sites and planning development	30,978,898	-
Buildings and improvements	37,920,310	-
Equipment and furnishings	1,442,981	-
Intangible assets	164,445	-
Construction in progress	13,053,956	-
Total assets	<u>235,580,350</u>	<u>679,716</u>
Liabilities:		
Accounts payable and other current liabilities	3,329,339	13,187
Accrued interest payable	490,697	-
Unearned revenue	1,262,129	689
Noncurrent liabilities:		
Due within one year	5,623,117	-
Due in more than one year	103,456,690	-
Total liabilities	<u>114,161,972</u>	<u>13,876</u>
Net Assets:		
Invested in capital assets, net of related debt	111,753,935	-
Restricted for:		
Debt service	413,134	-
Parks development	2,980,817	78,141
Unrestricted	6,270,492	587,699
Total net assets	<u>\$ 121,418,378</u>	<u>\$ 665,840</u>

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

Tualatin Hills Park and Recreation District
Statement of Activities
For the Year Ended June 30, 2012

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government Governmental Activities	Component Unit Tualatin Hills Park Foundation
Primary government:						
Governmental activities:						
Board of Directors	\$ 229,942	\$ -	\$ -	\$ -	\$ (229,942)	\$ -
Administration	1,678,446	-	-	-	(1,678,446)	-
Business and facilities	14,337,163	-	-	-	(14,337,163)	-
Planning and development	640,871	-	-	-	(640,871)	-
Park and recreation services	18,210,409	9,622,209	195,890	3,621,810	(4,770,500)	-
Interest on long-term debt	4,085,516	-	-	-	(4,085,516)	-
Total primary government	\$ 39,182,347	\$ 9,622,209	\$ 195,890	\$ 3,621,810	(25,742,438)	-
Component unit:						
Park foundation	\$ 385,194	\$ 174,983	\$ 61,513	\$ -		(148,698)
General revenues:						
Property taxes levied for general purposes					24,441,614	-
Property taxes levied for debt service					8,095,219	-
Grants and contributions not restricted to specific programs					233,515	34,579
Unrestricted investment earnings					507,727	2,229
Miscellaneous					171,665	-
Total general revenues					33,449,740	36,808
Change in net assets					7,707,302	(111,890)
Net assets - beginning balance					113,711,076	777,730
Net assets - ending					\$ 121,418,378	\$ 665,840

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

Tualatin Hills Park and Recreation District
Balance Sheet
Governmental Funds
June 30, 2012

	<u>General Fund</u>	<u>Bonded Debt Fund</u>	<u>Bond Capital Projects Fund</u>	<u>System Development Charges Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
Assets						
Assets:						
Cash and cash equivalents	\$ 5,312,274	\$ 373,198	\$ 23,838,320	\$ 3,003,562	\$ 183,657	\$ 32,711,011
Investments	-	-	42,807,157	-	-	42,807,157
Receivables:						
Interest	229	196	139,356	1,114	-	140,895
Property taxes	1,236,046	393,450	-	-	-	1,629,496
Accounts receivable	149,443	-	-	-	-	149,443
Intergovernmental	257,342	29,415	-	202,808	-	489,565
Due from other funds	716,068	-	-	-	-	716,068
Cash and cash equivalents - restricted	-	-	1,820,553	521,515	-	2,342,068
Prepays	123,138	-	-	-	-	123,138
Inventories	64,728	-	-	-	-	64,728
Total assets	<u>\$ 7,859,268</u>	<u>\$ 796,259</u>	<u>\$ 68,605,386</u>	<u>\$ 3,728,999</u>	<u>\$ 183,657</u>	<u>\$ 81,173,569</u>
Liabilities and Fund Balances						
Liabilities:						
Accounts payable	\$ 977,554	\$ -	\$ 1,246,395	\$ 82,114	\$ -	\$ 2,306,063
Salaries payable	443,129	-	-	-	-	443,129
Contracts payable	-	-	16,454	-	-	16,454
Retainages payable	-	-	262,243	-	-	262,243
Due to other funds	-	50,000	-	666,068	-	716,068
Other current liabilities payable	301,450	-	-	-	-	301,450
Deferred revenue	2,299,142	333,125	-	-	-	2,632,267
Total liabilities	<u>4,021,275</u>	<u>383,125</u>	<u>1,525,092</u>	<u>748,182</u>	<u>-</u>	<u>6,677,674</u>
Fund balances:						
Nonspendable	64,728	-	-	-	-	64,728
Restricted - debt service	-	413,134	-	-	-	413,134
Restricted - parks development	-	-	67,080,294	2,980,817	-	70,061,111
Committed - mitigation maintenance	-	-	-	-	183,657	183,657
Unassigned	3,773,265	-	-	-	-	3,773,265
Total fund balances	<u>3,837,993</u>	<u>413,134</u>	<u>67,080,294</u>	<u>2,980,817</u>	<u>183,657</u>	<u>74,495,895</u>
Total liabilities and fund balances	<u>\$ 7,859,268</u>	<u>\$ 796,259</u>	<u>\$ 68,605,386</u>	<u>\$ 3,728,999</u>	<u>\$ 183,657</u>	

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	154,013,472
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.	(108,461,127)
Reduction of deferred revenues for those amounts that were not available to pay current period expenditures.	1,370,138
Net assets of governmental activities	<u>\$ 121,418,378</u>

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

Tualatin Hills Park and Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the fiscal year ended June 30, 2012

	General Fund	Bonded Debt Fund	Bond Capital Projects Fund	System Development Charges Fund	Other Governmental Funds	Total Governmental Funds
Revenues:						
Property taxes	\$ 24,145,323	\$ 7,976,837	\$ -	\$ -	\$ -	\$ 32,122,160
Aquatic programs	2,604,415	-	-	-	-	2,604,415
Tennis center	853,427	-	-	-	-	853,427
Sports programs	1,287,406	-	-	-	-	1,287,406
Recreation programs	4,770,489	-	-	-	-	4,770,489
Grants and sponsorships	892,561	-	-	-	850,000	1,742,561
System development charges	-	-	-	1,897,759	-	1,897,759
Interest earned	136,714	36,226	306,208	27,742	837	507,727
Charges for services	799,091	-	-	-	-	799,091
Miscellaneous revenues	278,137	-	-	-	-	278,137
Total revenues	<u>35,767,563</u>	<u>8,013,063</u>	<u>306,208</u>	<u>1,925,501</u>	<u>850,837</u>	<u>46,863,172</u>
Expenditures:						
Current:						
Board of Directors	229,942	-	-	-	-	229,942
Administration	1,675,574	-	-	-	-	1,675,574
Business and facilities	14,018,655	-	-	-	-	14,018,655
Planning and development	1,430,176	-	-	-	-	1,430,176
Park and recreation services	13,996,776	-	-	-	-	13,996,776
Capital outlay	4,634,381	-	13,442,046	3,608,218	850,000	22,534,645
Debt service	1,340,183	7,903,106	422,985	-	-	9,666,274
Total expenditures	<u>37,325,687</u>	<u>7,903,106</u>	<u>13,865,031</u>	<u>3,608,218</u>	<u>850,000</u>	<u>63,552,042</u>
Excess (deficiency) of revenues over (under) expenditures	(1,558,124)	109,957	(13,558,823)	(1,682,717)	837	(16,688,870)
Other financing sources:						
Sale of bonds	-	-	40,060,000	-	-	40,060,000
Premiums on bonds sold	-	-	1,859,558	-	-	1,859,558
Total other financing sources	<u>-</u>	<u>-</u>	<u>41,919,558</u>	<u>-</u>	<u>-</u>	<u>41,919,558</u>
Net change in fund balance	(1,558,124)	109,957	28,360,735	(1,682,717)	837	25,230,688
Fund balances at beginning of year, as previously reported	6,654,619	303,177	38,719,559	4,663,534	182,820	50,523,709
Prior period adjustment	(1,258,502)	-	-	-	-	(1,258,502)
Fund balances at beginning of year, restated	<u>5,396,117</u>	<u>303,177</u>	<u>38,719,559</u>	<u>4,663,534</u>	<u>182,820</u>	<u>49,265,207</u>
Fund balances at end of year	<u>\$ 3,837,993</u>	<u>\$ 413,134</u>	<u>\$ 67,080,294</u>	<u>\$ 2,980,817</u>	<u>\$ 183,657</u>	<u>\$ 74,495,895</u>

Tualatin Hills Park and Recreation District
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balance of Governmental Funds
To the Statement of Activities
For the fiscal year ended June 30, 2012

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

Net changes in fund balances - total governmental funds	\$ 25,230,688
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	18,059,915
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, and donations) is to increase net assets.	410,895
Governmental funds defer revenues that do not provide current financial resources. However, the statement of activities recognizes such revenues at their net realizable value when earned, regardless of when received.	414,672
The issuance of long-term debt (e.g., bond, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.	(36,396,573)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	(12,295)
Change in net assets of governmental activities	\$ 7,707,302

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

Tualatin Hills Park and Recreation District
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
General Fund
For the fiscal year ended June 30, 2012

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Property taxes	\$ 24,222,230	\$ 24,222,230	\$ 24,145,323	\$ (76,907)
Aquatic programs	2,326,372	2,326,372	2,604,645	278,273
Tennis center	868,224	868,224	849,256	(18,968)
Sports programs	1,164,994	1,164,994	1,290,253	125,259
Recreation programs	5,196,455	5,196,455	4,775,212	(421,243)
Grants and sponsorships	1,306,025	1,306,025	892,561	(413,464)
Interest earned	100,000	100,000	136,714	36,714
Charges for services	432,011	626,565	799,091	172,526
Miscellaneous revenues	410,960	410,960	278,137	(132,823)
Total revenues	36,027,271	36,221,825	35,771,192	(450,633)
Expenditures:				
Board of directors	2,110,050	2,110,050	229,942	1,880,108
Administration	1,753,916	1,766,416	1,675,574	90,842
Business and facilities	16,534,939	16,562,270	16,036,371	525,899
Planning	1,361,757	1,516,480	1,430,176	86,304
Park and recreation services	15,002,333	15,002,333	14,119,914	882,419
Capital outlay	5,183,307	5,183,307	3,956,848	1,226,459
Total expenditures	41,946,302	42,140,856	37,448,825	4,692,031
Excess (deficiency) of revenues over (under) expenditures	(5,919,031)	(5,919,031)	(1,677,633)	4,241,398
Fund balances at beginning of year	5,919,031	5,919,031	6,654,619	735,588
Fund balances at end of year	\$ -	\$ -	\$ 4,976,986	\$ 4,976,986
Fund balance - budgetary basis			\$ 4,976,986	
Recognition of prior year deferred revenue			(1,258,502)	
Recognition of current year deferred revenue			(3,629)	
Recognition of current year prepaids			123,138	
Fund balance - GAAP basis			\$ 3,837,993	

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

Tualatin Hills Park and Recreation District

NOTES TO THE BASIC FINANCIAL STATEMENTS JUNE 30, 2012

I. Summary of significant accounting policies

A. Reporting entity

Tualatin Hills Park and Recreation District 9 (the District) is a special service district governed by an elected five member Board of Directors (the Board), and operates as a separate municipal corporation. The accompanying financial statements present the District and its component unit, an entity for which the District is considered financially responsible. The District is a primary government. A primary government is a financial reporting entity, which has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As required by accounting principles generally accepted in the United States (GAAP), these financial statements present the financial status and activities of the District and its component unit. The discretely presented component unit, Tualatin Hills Park Foundation (the Foundation), is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the District. The District has no other potential component units.

Discretely Presented Component Unit. Tualatin Hills Park Foundation, formed in 1958, is a publicly supported non-profit, tax-exempt organization dedicated to benefit the District by enhancing the recreational opportunities within the community. The Board of Trustees elects trustees by majority vote, with one member from the District Board of Directors. The nature and significance of the relationship is such that the exclusion of the Foundation statement would cause the District's financial statements to be misleading or incomplete. The Foundation has a June 30 year-end. The complete financial statements of the Tualatin Hills Park Foundation may be obtained at the District's administrative office.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all activities of the District and its component unit.

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

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

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

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

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

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

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

The District reports the following major governmental funds:

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

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

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

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

Other governmental funds

Other governmental funds include the nonmajor funds of the District. The following details the Mitigation Maintenance Fund, a special revenue fund and the Metro Natural Areas Bond Fund, a capital project fund.

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

The *Metro Natural Areas Bond Fund* accounts for the funds received from a local bond measure for the acquisition and improvement of natural areas and water quality.

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

D. Assets, liabilities and net assets or equity

1. Cash, cash equivalents and investments

The cash and cash equivalents of both the District and Foundation are cash on hand, demand deposits and funds invested with the Oregon State Treasurer's Local Government Investment Pool (LGIP), with interest accruing to the benefit of each individual fund. The District considers cash on hand, demand deposits and short-term highly liquid investments with a maturity of three months or less, when purchased, to be cash and cash equivalents.

State statutes, and the District's Investment Policy, authorize the District to invest in obligations of the U.S. Treasury, commercial paper, repurchase agreements, bankers' acceptances, municipal bonds, mutual funds and the State Treasurer's LGIP. The Foundation follows the same policy. Investments are reported at fair value, based on quoted prices for identical investments.

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

2. Receivables and payables

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

3. Inventory and prepaid items

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

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

4. Capital assets

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

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

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

<u>Assets</u>	<u>Years</u>
Buildings	50
Building improvements	20
Facilities improvements	20–50
Equipment and furnishings	5
Intangible assets	5

5. *Compensated Absences*

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

6. *Long-term obligations*

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

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

7. *Fund equity*

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

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

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

To ensure financial stability, the Board has adopted a policy stating that the minimum level of ending fund balance will be at least 10 percent of operating expenses in the year. In any year in which the District is not at the targeted fund level, the budgeted contingency will be increased by 1 percent of property tax revenues, or \$150,000.

II. Reconciliation of government-wide and fund financial statements

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

The governmental fund balance sheet includes reconciliation between *fund balance – total governmental funds* and *net assets – governmental activities* as reported in the government-wide statement of net assets. One element of that reconciliation explains that “long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.” The details of this \$(108,461,127) difference are as follows:

Net pension benefit	\$ 4,877
Bonds payable	(95,780,000)
Less: Deferred charge for issuance costs (to be amortized over life of debt)	1,104,500
Plus: Issuance premium (to be amortized over life of debt)	(2,163,005)
Full faith and credit obligations	(10,010,000)
Loans payable	(60,000)
Accrued interest payable	(490,697)
Compensated absences	<u>(1,066,802)</u>
Net adjustment to decrease <i>fund balance – total governmental funds</i> to arrive at <i>net assets – governmental activities</i>	<u>\$ (108,461,127)</u>

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

The governmental fund statement of revenues, expenditures, and changes in fund balances includes reconciliation between *net changes in fund balances – total governmental funds* and *changes in net assets of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that “Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.” The details of this \$18,059,915 difference are as follows:

Capital outlay (for capitalized assets)	\$ 22,128,263
Depreciation expense	<u>(4,068,348)</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net assets of governmental activities</i>	<u>\$ 18,059,915</u>

Another element of that reconciliation states “The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins and donations) is to increase net assets.” The details of this \$410,895 difference are as follows:

Donations of capital assets increase net assets in the statement of activities, but do not appear in the governmental funds because they are not financial resources.	<u>\$ 410,895</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net assets of governmental activities</i>	<u>\$ 410,895</u>

Another element of that reconciliation states that “the issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.” The details of this \$(36,396,573) difference are as follows:

Debt issued or incurred:	
General obligation bonds	\$ (40,060,000)
Premium	(1,859,558)
Deferred charges	422,985
Principal repayments:	
General obligation debt	4,375,000
Other long-term debt	<u>725,000</u>
Net adjustment to decrease <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net assets of governmental activities</i>	<u>\$ (36,396,573)</u>

Another element of that reconciliation states that “Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.” The details of this \$(12,295) difference are as follows:

Compensated absences	\$ (45,139)
Net pension benefit	(24,929)
Accrued interest	(105,691)
Amortization of interest costs (premiums)	239,900
Amortization of deferred charges (issuance costs)	<u>(76,436)</u>
Net adjustment to decrease <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net assets of governmental activities</i>	<u>\$ (12,295)</u>

III. Stewardship, compliance and accountability

A. Budgetary information

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

Governmental fund budgets are established in accordance with state law, and are adopted on a fund level except the General Fund. The General Fund budget is adopted on an organizational unit level. Organization units are the levels of control for all funds established by the resolution. The detail budget document, however, is required to contain more specific information for the above mentioned appropriation levels. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers and approval by the Board. Original and supplemental budgets may be modified by the use of appropriations transfers between the levels of control. Such transfers require approval by the Board. The Board approved one resolution to adjust a budget appropriation within the year, increasing the General Fund by \$194,554 for administrative support services associated with the Bond Capital Projects Fund.

IV. Detailed notes on all funds

A. Cash, cash equivalents and investments

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

At June 30, 2012, the District had the following cash, cash equivalents and investments:

	District Fair Value	Foundation Fair Value
Demand deposits	\$ 2,279,251	\$ 443,860
Certificates of deposit	309,053	190,713
Commercial paper	2,033,015	-
Bankers acceptance	2,999,401	-
Investments in the State Treasurer's Local Government Investment Pool	30,431,760	-
Government and agency obligations	<u>39,807,756</u>	<u>-</u>
Total cash equivalents and investments	<u>\$ 77,860,236</u>	<u>\$ 634,573</u>

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

Cash and cash equivalents	\$ 32,711,011	\$ 643,573
Investments	42,807,157	-
Cash and cash equivalents – restricted	<u>2,342,068</u>	<u>-</u>
Total cash equivalents and investments	<u>\$ 77,860,236</u>	<u>\$ 634,573</u>

GAAP requires investments with a remaining maturity of more than one year at the time of purchase to be stated at fair value. Fair value is determined at the quoted market price, if available; otherwise the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than in a forced liquidation sale.

Investments in the LGIP are stated at share value, which approximates fair value, and is the value at which the shares can be withdrawn. The LGIP does not report all investments at fair value in accordance with the provisions of GASB Statement No. 31. The LGIP is required by Oregon Revised Statutes (ORS) to compute the fair value of all investments maturing more than 270 days from the date the computation is made. If the fair value totals more than one percent of the balance of the LGIP in terms of unrealized gain or loss, the amount is required to be distributed to the pool participants. Fifty percent of the LGIP portfolio must mature within 93 days. Up to 25% of the LGIP portfolio may mature in over one year and no investment may mature in over three years. At June 30, 2012, the District's share of the amount of unrealized gain reported by the LGIP was considered immaterial.

Current investments ratings are:

	N/A	Moody's Aaa	Total	Weighted Average Maturity (years)
Government and agency obligations	\$ 2,811,660	\$ 36,996,096	\$39,807,756	1.01
Bankers acceptance	-	2,999,401	2,999,401	.39

The LGIP is unrated.

A. Interest rate risk

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

B. Credit risk

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

C. Concentration of credit risk

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

In accordance with GASB 40, the District is required to report all individual non-federal investments, which exceed 5% of total invested funds. As of June 30, 2012, the District did not hold any non-federal investments exceeding 5% of invested funds.

D. Custodial credit risk – deposits

Deposits with financial institutions are comprised of bank demand deposits. The combined total bank balance is \$2,450,333. Of these deposits, \$627,613 is covered by federal depository insurance. As required by Oregon Revised Statutes, deposits in excess of federal depository insurance were held at a qualified depository for public funds. All qualified depositories for public funds are included in the multiple financial institution collateral pool that is maintained by and in the name of the Office of the State Treasurer.

E. Custodial credit risk – investments

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

B. Capital Assets

Capital asset activity for the year ended June 30, 2012 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 66,956,670	\$ 3,496,212	\$ -	\$ 70,452,882
Construction in progress	6,434,907	8,304,292	(1,685,243)	13,053,956
Total capital assets, not being depreciated	<u>73,391,577</u>	<u>11,800,504</u>	<u>(1,685,243)</u>	<u>83,506,838</u>
Capital assets, being depreciated:				
Parks sites and planning development	45,597,675	4,399,964	-	49,997,639
Buildings and improvements	50,869,964	7,240,711	-	58,110,675
Equipment and furnishings	5,754,077	683,915	(83,742)	6,354,250
Intangible assets	107,002	99,307	-	206,309
Total capital assets being depreciated	<u>102,328,718</u>	<u>12,423,897</u>	<u>(83,742)</u>	<u>114,668,873</u>
Less accumulated depreciation for:				
Park sites and planning development	(16,894,787)	(2,123,954)	-	(19,018,741)
Buildings and improvements	(18,813,841)	(1,376,524)	-	(20,190,365)
Equipment and furnishings	(4,457,100)	(537,912)	83,742	(4,911,270)
Intangible assets	(11,905)	(29,958)	-	(41,863)
	<u>(40,177,633)</u>	<u>(4,068,348)</u>	<u>83,742</u>	<u>(44,162,239)</u>
Total capital assets, being depreciated, net	<u>62,151,085</u>	<u>8,355,549</u>	<u>-</u>	<u>70,506,634</u>
Governmental activities capital assets, net	<u>\$ 135,542,662</u>	<u>\$ 20,156,053</u>	<u>\$ (1,685,243)</u>	<u>\$ 154,013,472</u>

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

Business and facilities	\$ 149,795
Parks and recreation services	<u>3,918,553</u>
Total depreciation expense – governmental activities	<u>\$ 4,068,348</u>

Construction commitments as of June 30, 2012 were as follows:

<u>Project</u>	<u>Spent to date</u>	<u>Remaining Commitment</u>
Schiffler Park renovation	\$ 715,426	\$ 1,008,874
Jordan/Husen Park construction	253,745	558,255
Conestoga Rec/Aquatic expansion	3,476,336	424,282
Hyland Forest Park restoration	28,840	16,960
Jenkins Estate restoration	<u>45,175</u>	<u>62,395</u>
Total	<u>\$4,519,522</u>	<u>\$2,070,766</u>

C. Due to/due from other funds

The composition of the due to/due from balances as of June 30, 2012 are:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Bond Debt Fund	\$ 50,000
General Fund	System Development Charges Fund	666,068

The balances resulted from coverage of debt service due prior to receipt of taxes, and a portion of combined construction costs accumulated within the General Fund for tracking purposes, until total project completion and subsequent reimbursement from the System Development Charges Fund.

D. Long-term debt

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

	Beginning Balance	Increase	Amortization/ Repayments	Ending Balance	Due Within One Year
General Obligation Bonds:					
Series 1998	\$ 7,735,000	\$ -	\$ (1,755,000)	\$ 5,980,000	\$ 1,870,000
plus refunding premium	71,391	-	(27,686)	43,705	21,405
Series 2009	52,360,000	-	(1,100,000)	51,260,000	1,385,000
plus premium	411,502	-	(36,987)	374,515	36,210
Series 2011	-	40,060,000	(1,520,000)	38,540,000	1,110,000
plus premium	-	1,859,558	(163,880)	1,695,678	157,661
Full Faith and Credit Obligations:					
Series 2006	1,345,000	-	(450,000)	895,000	95,000
plus refunding premium	40,003	-	(9,642)	30,361	6,416
Series 2010A	1,685,000	-	(215,000)	1,470,000	20,000
plus premium	20,451	-	(1,705)	18,746	1,487
Series 2010B	6,820,000	-	-	6,820,000	-
Series 2010C	845,000	-	(20,000)	825,000	85,000
Loans:					
Synthetic turf #2 project	100,000	-	(40,000)	60,000	20,000
Compensated Absences	1,021,663	890,374	(845,235)	1,066,802	814,938
	<u>\$ 72,455,010</u>	<u>\$42,809,932</u>	<u>\$ (6,185,135)</u>	<u>\$109,079,807</u>	<u>\$ 5,623,117</u>

General Obligations Bonds

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

General obligation bonds, Series 1995, were issued on March 1, 1995 in the amount of \$25,900,000 to finance building construction, land acquisition and park improvements. Stated interest rates for specific maturities ranged from 4.75 to 5.75%, in accordance with the terms agreed at issuance. The general obligation advance refunding bonds, Series 1998 were issued to refund \$15,350,000 principal of these bonds. The outstanding balance of Series 1995 obligation has been paid in full.

The \$15,670,000 general obligation refunding bonds, Series 1998 were issued, dated September 1, 1998, as is described above to refund \$15,350,000 principal of the general obligation bonds, series 1995. Stated interest rates for specific maturities ranged from 3.6 to 5.75%, in accordance with the terms agreed at issuance. Payment of principal and interest on Series 1998 Obligations, when due, is insured by a policy issued by FGIC. Due to a rating downgrade of FGIC insurance by both Moody's and Standard & Poor's Ratings Service, a material event notice was filed in compliance with continuing disclosure requirements.

General obligations bonds, Series 2009 were issued on April 2, 2009, in the amount of \$58,505,000 to finance land acquisition, improvements and development of parks and facilities, along with rehabilitation and acquisition of natural areas throughout the District. Stated interest rates for specific maturities ranged from 3.00% to 4.75%, in accordance with the terms agreed at issuance. The bonds are paid annually, with interest payments semi-annually, over a term of twenty years.

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

Full Faith and Credit Obligations

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

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

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

Loan Payable

On May 4, 2005, the District borrowed \$340,000, for construction of an additional Synthetic Turf Project on District property. \$140,000 of the proceeds was used to prepay the previous Synthetic Turf Loan, and the balance of \$200,000 was used to fund a portion of the construction costs. This loan bears an interest rate of 4.5%, and is payable over ten years. This loan is not collateralized.

Annual principal requirements for all issues are as follows:

Year ending June 30,	General Obligation Series			Full Faith & Credit Series				Loan	Total
	1998	2009	2011	2006	2010A	2010B	2010C		
Principal									
2013	\$ 1,870,000	\$ 1,385,000	\$ 1,110,000	\$ 95,000	\$ 20,000	\$ -	\$ 85,000	\$ 20,000	\$ 4,585,000
2014	1,990,000	1,520,000	1,255,000	100,000	25,000	-	85,000	20,000	4,995,000
2015	2,120,000	1,665,000	1,360,000	105,000	30,000	-	85,000	20,000	5,385,000
2016	-	1,825,000	1,455,000	110,000	40,000	-	90,000	-	3,520,000
2017	-	1,990,000	1,570,000	110,000	45,000	-	95,000	-	3,810,000
2018-2022	-	12,975,000	9,960,000	375,000	310,000	420,000	385,000	-	24,425,000
2023-2027	-	19,640,000	14,430,000	-	480,000	1,400,000	-	-	35,950,000
2028-2032	-	10,260,000	7,400,000	-	520,000	1,655,000	-	-	19,835,000
2033-2037	-	-	-	-	-	1,975,000	-	-	1,975,000
2038-2041	-	-	-	-	-	1,370,000	-	-	1,370,000
	\$ 5,980,000	\$ 51,260,000	\$ 38,540,000	\$ 895,000	\$ 1,470,000	\$ 6,820,000	\$ 825,000	\$ 60,000	\$ 105,850,000

Annual interest requirements for all issues are as follows:

Year ending June 30,	General Obligation Series			Full Faith & Credit Series				Loan	Total
	1998	2009	2011	2006	2010A	2010B	2010C		
Interest									
2013	\$ 343,850	\$ 2,089,575	\$ 1,325,556	\$ 40,650	\$ 56,720	\$ 436,918	\$ 30,276	\$ 2,700	\$ 4,326,245
2014	236,325	2,058,413	1,303,356	36,850	56,270	436,918	28,528	1,800	4,158,460
2015	121,900	2,020,413	1,278,256	32,850	55,720	436,918	26,389	900	3,973,346
2016	-	1,974,625	1,254,456	28,650	54,620	436,918	23,953	-	3,773,222
2017	-	1,919,875	1,225,356	24,250	52,920	436,918	21,016	-	3,680,335
2018-2022	-	8,410,875	5,325,731	38,000	237,375	2,175,928	44,002	-	16,231,911
2023-2027	-	5,155,563	3,279,525	-	161,835	1,924,090	-	-	10,521,013
2028-2032	-	734,119	449,200	-	44,100	1,461,778	-	-	2,689,197
2033-2037	-	-	-	-	-	871,275	-	-	871,275
2038-2041	-	-	-	-	-	187,065	-	-	187,065
	\$ 702,075	\$ 24,363,456	\$ 15,441,438	\$ 201,250	\$ 719,560	\$ 8,804,726	\$ 174,164	\$ 5,400	\$ 50,412,069

Compensated Absences and Net Pension Benefits

The District's compensated absences and net pension obligations are liquidated by the General Fund. As of June 30, 2012, the District had a net pension benefit resulting from an overpayment of the annual recommended contribution by \$4,877 which will be applied to the subsequent year contributions.

Short-term Debt

The District issued Tax and Revenue Anticipation Notes, Series 2011, in the amount of \$6,000,000 on July 6, 2011, to continue operations of the general government prior to receipt of annual tax revenue. These notes matured on December 15, 2011, with an interest rate of 0.96%.

V. Other information

A. Defined Benefit Pension Plan

Plan Description

The District maintains a single-employer, defined benefit pension plan ("Plan") trusted by Standard Insurance Company. The plan provides retirement, disability and death benefits to plan members and beneficiaries. The Plan does not issue a publicly available financial statement. Within the plan, Tier I, a defined benefit plan, applies to all full-time employees hired before July 1, 2010. Tier II, a hybrid plan consisting of two components, applies to all full-time employees hired on or after July 1, 2010, and all regular part-time (RPT) employees per the schedule noted on page 39. The two components are the employer paid pension fund and an Individual Account Program (IAP).

Membership in the Plan as of July 1, 2012 was:

<u>Group</u>	<u>Number of Participants</u>
Active participants	201
Terminated	17
Retired receiving medical premium benefits	<u>23</u>
Total	<u>241</u>

Employees who have completed six months of full-time employment are participants in the Plan.

Tier I Plan (all full-time employees hired prior to July 1, 2010)

The normal retirement benefit, as authorized by the Board, is equal to 1.9% of the participant's basic monthly earnings multiplied by the years and months of employment with the District. An employee may retire at age 58, or elect early retirement at a reduced benefit after age 55 with ten years of service.

As of May 1, 2004, a change in plan provisions allows participants that have reached normal retirement age (58) and accrued 20 years of benefit service to elect to receive an "in-service" distribution of the benefits accrued to the date of distribution.

Tier I Funding Policy

Participants are required to contribute 6% of salary to the retirement plan. Employee contributions are withheld on a pre-tax basis. Per Board direction, the District is required to contribute at an actuarially determined rate, which was 20.6% (blended rate for both plans) of annual covered payroll for 11/12. A participant may make voluntary contributions up to a maximum of 10% of monthly salary. Benefits derived from such contributions are in addition to other Plan benefits. Both mandatory and voluntary contributions are fully vested at all times.

Tier II Plan (all full-time employees hired on or after July 1, 2011 and all regular part-time employees)

The normal retirement benefit under the Tier II Plan is equal to 1.5% of the participant's basic monthly earnings multiplied by the years and months of employment with the District. An employee may retire at 65, or elect early retirement at a reduced benefit after age 55 with ten years of service. There is no "in-service" distribution allowed within the Tier II plan.

Tier II Funding Policy

Per Board direction, the District will contribute at the actuarially determined rate, which was 20.6% (blended for both plans) as computed at the close of each year. Participants are required to contribute 6% of salary to a separate individual account (IAP) which is treated as a defined contribution account. The IAP fund will be pooled and invested by the District fund manager. A participant may make voluntary contributions up to a maximum of 25% of their earnings. Benefits derived from such contributions are in addition to other Plan benefits. Both mandatory and voluntary contributions are fully vested at all times.

All regular part-time employees began receiving pension benefits under the Tier II plan phased in as follows:

- During July 1, 2010 – June 30, 2011: no pension benefits were earned by RPT employees. However, RPT employees began satisfying vesting requirements as of the latter of July 1, 2010 or his/her hire date.
- During July 1, 2011 – June 30, 2012: RPT employees began making mandatory 6% contributions to the IAP account, if possible.
- During July 1, 2012 – June 30, 2013: RPT employees shall receive full Tier II pension benefits (IAP + employer contribution) and will begin earning years of service credits.

Annual Pension Cost and Net Pension Benefit

The District's annual pension cost and net pension benefit to the Plan for the year ended June 30, 2012 were as follows:

Annual required contribution	\$2,164,122
Interest on net pension benefit	(2,310)
Adjustment to annual required contribution	<u>3,700</u>
Annual pension cost	2,165,512
Contributions made	<u>(2,140,583)</u>
(Increase) decrease in net pension benefit	24,929
Net pension benefit beginning of year	<u>(29,806)</u>
Net pension benefit end of year	<u>\$ (4,877)</u>

For 2012, the District's annual pension cost was equal to the required contribution. However, the contributions made were slightly less than the annual pension cost, resulting in a decrease to the net pension benefit. The annual required contribution was determined as of the July 1, 2011 actuarial valuation using the aggregate actuarial cost method.

Fiscal Year Ended	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Benefit
06/30/12	\$ 2,165,512	98.9%	\$ (4,877)
06/30/11	2,411,109	101.2%	(29,806)
06/30/10	2,132,920	100.0%	-

Funded Status and Funding Progress

As of July 1, 2012, the most recent actuarial valuation date, the plan was 80.1 percent funded. The actuarial accrued liability for benefits was \$24.3 million, and the actuarial value of assets was \$19.5 million, resulting in an unfunded actuarial accrued liability (UAAL) of \$4.8 million. The covered payroll (annual payroll of active employees covered by the plan) was \$9.9 million, and the ratio of the UAAL to the covered payroll was 49.1 percent.

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

Actuarial Assumptions

The actuarial assumptions included (a) an investment rate of return (net of expenses) of 7.75% pre-retirement and 6% post-retirement, and (b) projected salary based on a graded salary scale (S-4, set back 8 years, plus 3%) and post-retirement cost of living adjustments (or assumed inflation rate) of 2% a year. The valuation of assets is based on market value as of the first day of the plan year, increased by the amount of any accrued contributions and decreased by the amount of any accrued expenses. The amortization method is level percentage of payroll on a closed basis. The remaining amortization period as of June 30, 2012 is approximately nine years.

The Aggregate Cost Method is the method used to determine actuarial cost of the plan. Because the aggregate actuarial cost method does not identify or separately amortize unfunded actuarial liabilities, information about funded status and funding progress has been prepared using the entry age actuarial cost method for that purpose, and the information presented is intended to approximate the funding progress of the plan.

B. Other Post-Employment Benefits (OPEB)

Plan Description

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

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

Funding Policy

The District does not pay any portion of the health insurance premium for retirees; however the retirees do receive benefits, as described below, through the District's retirement plan. Also, retirees receive an implicit benefit of a tiered healthcare premium at the same rate provided to active employees. Retirees may not convert either benefit into an in-lieu payment to secure coverage under independent plans. At June 30, 2012, 23 retirees were receiving post-employment healthcare benefits.

Annual OPEB Cost and Net OPEB Obligation

The District's annual other postemployment benefit cost is calculated based on the annual required contribution (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liability or excess over a period not to exceed 30 years. For 2012, the District's annual OPEB cost was equal to the required contribution, as authorized by the Board.

The District's annual OPEB cost and net OPEB obligation to the Plan for the year ended June 30, 2012 were as follows:

Annual required contribution	\$ 68,656
Interest on net OPEB obligation	-
Adjustment to annual required contribution	<u>-</u>
Annual OPEB cost	68,656
Contributions made	<u>(68,656)</u>
Increase (decrease) in net OPEB obligation	-
Net OPEB obligation beginning of year	<u>-</u>
Net OPEB obligation end of year	<u>\$ -</u>

The District's annual OPEB cost, the percentage contributed to the plan and the net OPEB obligation as of June 30, 2012 are as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage Contributed	Net OPEB Obligation
06/30/12	\$ 68,656	100.0%	\$ -
06/30/11	123,358	100.0%	-
06/30/10	128,123	100.0%	-

Funded Status and Funding Progress

As of July 1, 2012, the most recent actuarial valuation date, the plan was 79.2 percent funded. The actuarial accrued liability for benefits was \$1.5 million, and the actuarial value of assets was \$1.2 million, resulting in an unfunded actuarial liability of \$310,000. The covered payroll (annual payroll of active employees covered by the plan) was \$8.3 million, and the ratio of the unfunded actuarial liability to the covered payroll was 3.7 percent.

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

Actuarial Assumptions

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

In the July 1, 2011, actuarial valuation the aggregate actuarial cost method was used to determine the ARC. The actuarial assumptions included (a) an investment rate of return (net of expenses) of 7.75% pre-retirement and 6% post-retirement, and (b) post-retirement cost of living adjustments (or assumed inflation rate) of 2% a year. The valuation of assets is based on market value as of the first day of the plan year, increased by the amount of any accrued contributions and decreased by the amount of any accrued expenses.

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

C. Risk Management

The District is a member of the Special Districts Insurance Services (SDIS). The Special Districts Association of Oregon created SDIS in 1984 for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. SDIS has over 800 members, and is governed by a five member Board of Directors who are elected to three-year terms. In-house services of SDIS include risk

management consultation, claims and litigation administration, investigation and loss analyses. SDIS contracts for specialists in land use problems and lobbyist services.

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

D. Commitments and Contingencies

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

The District has a contract with an employee union defining compensation and other considerations that expires at June 30, 2013.

On January 21, 2011, the District entered into an operating lease agreement with Peregrine Sports, LLC, doing business as the Portland Timbers (the Timbers), a professional soccer team, to lease a portion of the new maintenance facility for an initial term beginning July 1, 2011 and ending June 30, 2021. The Timbers occupy 6,000 square feet of the facility for a locker room, training area and office space, along with land underlying the Timbers practice field. The Timbers were responsible for all construction costs associated with the leased space and field, and have exclusive use of said improvements. Furthermore, the Timbers participated in construction of an adjacent artificial turf field for public use.

During the initial term, the Timbers pay \$42,620 per year to the District no later than December 31st of each year. At June 30, 2012, lease payments for the initial term are as follows:

<u>Year</u>	<u>Amount</u>
2013	\$ 42,620
2014	42,620
2015	42,620
2016	42,620
2017	42,620
2018-2021	170,480
	<u>\$ 383,580</u>

E. Subsequent Events

The District issued Tax and Revenue Anticipation Notes, Series 2012, in the amount of \$6,000,000 on July 16, 2012. These notes mature on December 15, 2012 and bear interest at a rate of 1.00%.

Subsequent to year end, the District purchased land of approximately \$6,050,000 for the development of parks and facilities utilizing available funds within the System Development Charges and Bond Capital Projects Funds.

F. Prior Period Adjustment

The fund balance of the District was reduced by \$1,258,502 at June 30, 2011, to reflect the recognition of program revenues deferred at the end of last year. Revenues received from the summer registration period, in payment for classes commencing after July 1, have not historically been deferred due to the cyclical and repetitive nature. This adjustment reflects the recognition of these deferred revenues on the fund statements.



**REQUIRED
SUPPLEMENTARY
INFORMATION**

Tualatin Hills Park and Recreation District
REQUIRED SUPPLEMENTARY INFORMATION

Pension
Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Present Value of Accrued Pension Benefits (b)	Difference (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	Difference as a Percentage of Covered Payroll ((b-a)/c)
6/30/2010	13,416,746	19,599,514	6,182,768	68.5%	8,633,383	71.6%
6/30/2011	17,357,823	22,060,730	4,702,907	78.7%	8,723,566	53.9%
6/30/2012	19,493,603	24,345,620	4,852,017	80.1%	9,877,197	49.1%

Other Post Employment Benefits
Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Present Value of Future Benefits (b)	Difference (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	Difference as a Percentage of Covered Payroll ((b-a)/c)
6/30/2010	860,504	1,774,338	913,834	48.5%	8,633,383	10.6%
6/30/2011	1,097,645	1,587,685	490,040	69.1%	8,426,083	5.8%
6/30/2012	1,177,451	1,487,101	309,650	79.2%	8,261,380	3.7%



SUPPLEMENTAL INFORMATION

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BOARD OF DIRECTORS:				
Part time salaries	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Payroll taxes	260	260	281	(21)
Personal services	<u>3,260</u>	<u>3,260</u>	<u>3,281</u>	<u>(21)</u>
Professional services	180,090	180,090	168,635	11,455
Office supplies	6,400	6,400	3,937	2,463
Dues and memberships	1,800	1,800	1,450	350
Conferences	18,500	18,500	19,790	(1,290)
Small furniture and equipment	-	-	700	(700)
Materials and services	<u>206,790</u>	<u>206,790</u>	<u>194,512</u>	<u>12,978</u>
Contingency	1,900,000	1,900,000	-	1,900,000
Elections	-	-	32,149	(32,149)
Total Board of Directors	<u>2,110,050</u>	<u>2,110,050</u>	<u>229,942</u>	<u>1,880,108</u>
ADMINISTRATION:				
General Manager				
Full time salaries	223,816	223,816	227,414	(3,598)
Part time salaries	-	-	465	(465)
Employee benefits	70,061	70,061	77,277	(7,216)
Payroll taxes	18,259	18,259	19,070	(811)
Personal services	<u>312,136</u>	<u>312,136</u>	<u>324,226</u>	<u>(12,090)</u>
Telecommunications	3,500	3,500	6,364	(2,864)
Office supplies	4,500	4,500	3,098	1,402
Dues and memberships	23,350	23,350	21,821	1,529
Conferences	20,000	20,000	12,264	7,736
Technical training	17,200	17,200	1,130	16,070
Staff transportation	8,000	8,000	7,800	200
Materials and services	<u>76,550</u>	<u>76,550</u>	<u>52,477</u>	<u>24,073</u>
Total General Manager	<u>388,686</u>	<u>388,686</u>	<u>376,703</u>	<u>11,983</u>
Communications and Development				
Full time salaries	345,677	345,677	344,260	1,417
Part time salaries	15,508	15,508	27,347	(11,839)
Employee benefits	126,656	126,656	129,712	(3,056)
Payroll taxes	33,707	33,707	36,305	(2,598)
Personal services	<u>521,548</u>	<u>521,548</u>	<u>537,624</u>	<u>(16,076)</u>
Professional services	141,500	154,000	102,867	51,133
Technical services	3,750	3,750	894	2,856
Printing and publications	178,100	178,100	184,915	(6,815)
Postage	85,850	85,850	90,960	(5,110)
Advertising	90,652	90,652	52,310	38,342
Telecommunications	1,000	1,000	-	1,000
Office supplies	5,927	5,927	8,124	(2,197)
Program supplies	12,000	12,000	10,363	1,637
Dues and memberships	5,195	5,195	4,061	1,134
Conferences	2,000	2,000	575	1,425
Technical training	3,000	3,000	561	2,439
Staff transportation	3,860	3,860	3,775	85
Small furniture and equipment	1,000	1,000	1,316	(316)
Materials and services	<u>533,834</u>	<u>546,334</u>	<u>460,721</u>	<u>85,613</u>
Total Communications and Development	<u>1,055,382</u>	<u>1,067,882</u>	<u>998,345</u>	<u>69,537</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
ADMINISTRATION (continued):				
Security Operations				
Full time salaries	\$ 80,012	\$ 80,012	\$ 80,388	\$ (376)
Part time salaries	90,201	90,201	92,926	(2,725)
Employee benefits	32,062	32,062	34,968	(2,906)
Payroll taxes	17,684	17,684	19,472	(1,788)
Personal services	<u>219,959</u>	<u>219,959</u>	<u>227,754</u>	<u>(7,795)</u>
Technical services	72,937	72,937	64,141	8,796
Maintenance services	7,482	7,482	3,178	4,304
Printing and publications	350	350	-	350
Telecommunications	2,400	2,400	1,170	1,230
Office supplies	375	375	380	(5)
Program supplies	4,795	4,795	3,118	1,677
Dues and memberships	100	100	-	100
Conferences	300	300	-	300
Technical training	400	400	535	(135)
Staff transportation	500	500	-	500
Small furniture and equipment	250	250	250	-
Materials and services	<u>89,889</u>	<u>89,889</u>	<u>72,772</u>	<u>17,117</u>
Total Security Operations	<u>309,848</u>	<u>309,848</u>	<u>300,526</u>	<u>9,322</u>
Total Administration	<u>1,753,916</u>	<u>1,766,416</u>	<u>1,675,574</u>	<u>90,842</u>
BUSINESS AND FACILITIES:				
Director of Business and Facilities				
Full time salaries	331,365	331,365	336,333	(4,968)
Employee benefits	116,786	116,786	127,670	(10,884)
Payroll taxes	29,854	29,854	30,202	(348)
Personal services	<u>478,005</u>	<u>478,005</u>	<u>494,205</u>	<u>(16,200)</u>
Professional services	6,000	6,000	6,650	(650)
Technical services	50,300	50,300	20,725	29,575
Rental equipment	42,000	42,000	35,589	6,411
Bank charges and fees	3,200	3,200	5,100	(1,900)
Printing and publications	4,000	4,000	3,219	781
Postage	62,400	62,400	42,922	19,478
Advertising	1,500	1,500	780	720
Telecommunications	1,440	1,440	2,572	(1,132)
Office supplies	64,684	64,684	41,272	23,412
Dues and memberships	3,285	3,285	3,183	102
Conferences	9,100	9,100	8,569	531
Technical training	2,975	2,975	1,827	1,148
Staff transportation	5,280	5,280	4,596	684
Materials and services	<u>256,164</u>	<u>256,164</u>	<u>177,004</u>	<u>79,160</u>
Debt principal	725,000	725,000	725,000	-
Debt interest	739,748	739,748	615,183	124,565
Debt service	<u>1,464,748</u>	<u>1,464,748</u>	<u>1,340,183</u>	<u>124,565</u>
Total Director of Business and Facilities	<u>2,198,917</u>	<u>2,198,917</u>	<u>2,011,392</u>	<u>187,525</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Finance				
Full time salaries	\$ 353,520	\$ 379,638	\$ 377,052	\$ 2,586
Part time salaries	21,216	10,607	4,043	6,564
Employee benefits	138,434	148,704	156,408	(7,704)
Payroll taxes	35,605	37,156	36,079	1,077
Personal services	<u>548,775</u>	<u>576,105</u>	<u>573,582</u>	<u>2,523</u>
Professional services	11,100	11,100	21,116	(10,016)
Technical services	52,431	52,431	54,801	(2,370)
Bank charges and fees	16,896	16,896	15,456	1,440
Printing and publications	5,250	5,250	3,414	1,836
Office supplies	1,125	1,126	998	128
Dues and memberships	520	520	780	(260)
Conferences	3,500	3,500	2,806	694
Technical training	3,924	3,924	921	3,003
Staff transportation	150	150	167	(17)
Small furniture and equipment	400	400	-	400
Materials and services	<u>95,296</u>	<u>95,297</u>	<u>100,459</u>	<u>(5,162)</u>
Total Finance	<u>644,071</u>	<u>671,402</u>	<u>674,041</u>	<u>(2,639)</u>
Human Resources				
Full time salaries	203,018	203,018	206,712	(3,694)
Employee benefits	78,695	78,695	86,861	(8,166)
Payroll taxes	19,215	19,215	19,232	(17)
Personal services	<u>300,928</u>	<u>300,928</u>	<u>312,805</u>	<u>(11,877)</u>
Professional services	11,950	11,950	10,770	1,180
Technical services	12,500	12,500	9,536	2,964
Printing and publications	270	270	355	(85)
Advertising	2,075	2,075	795	1,280
Office supplies	683	683	195	488
Program supplies	850	850	1,259	(409)
Dues and memberships	400	400	395	5
Conferences	4,950	4,950	3,134	1,816
Technical training	39,000	39,000	26,594	12,406
Staff transportation	375	375	108	267
Materials and services	<u>73,053</u>	<u>73,053</u>	<u>53,141</u>	<u>19,912</u>
Total Human Resources	<u>373,981</u>	<u>373,981</u>	<u>365,946</u>	<u>8,035</u>
Information Services				
Full time salaries	366,234	366,234	365,766	468
Employee benefits	140,113	140,113	155,032	(14,919)
Payroll taxes	34,663	34,663	34,887	(224)
Personal services	<u>541,010</u>	<u>541,010</u>	<u>555,685</u>	<u>(14,675)</u>
Professional services	57,000	57,000	36,151	20,849
Technical services	99,550	99,550	92,453	7,097
Telecommunications	74,500	74,500	69,972	4,528
Program supplies	39,000	39,000	36,811	2,189
Maintenance supplies	10,000	10,000	6,610	3,390
Technical training	7,000	7,000	1,820	5,180
Staff transportation	1,500	1,500	12	1,488
Small furniture and equipment	800	800	-	800
Materials and services	<u>289,350</u>	<u>289,350</u>	<u>243,829</u>	<u>45,521</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Information Services (continued)				
Computer technology replacement	\$ 165,000	\$ 165,000	\$ 151,032	\$ 13,968
Computer technology improvement	85,500	85,500	58,876	26,624
Capital outlay	<u>250,500</u>	<u>250,500</u>	<u>209,908</u>	<u>40,592</u>
Total Information Services	<u>1,080,860</u>	<u>1,080,860</u>	<u>1,009,422</u>	<u>71,438</u>
Risk and Contract Management				
Full time salaries	164,896	164,896	164,436	460
Part time salaries	-	-	2,341	(2,341)
Employee benefits	64,827	64,827	70,030	(5,203)
Payroll taxes	15,609	15,609	15,655	(46)
Personal services	<u>245,332</u>	<u>245,332</u>	<u>252,462</u>	<u>(7,130)</u>
Professional services	1,500	1,500	6,601	(5,101)
Technical services	12,380	12,380	7,664	4,716
Miscellaneous other services	24,916	24,916	26,746	(1,830)
Insurance	294,381	294,381	297,819	(3,438)
Printing and publications	2,300	2,300	886	1,414
Advertising	280	280	-	280
Telecommunications	960	960	1,151	(191)
Office supplies	700	700	846	(146)
Program supplies	4,400	4,400	1,325	3,075
Dues and memberships	1,695	1,695	941	754
Conferences	2,000	2,000	-	2,000
Technical training	5,850	5,850	2,176	3,674
Staff transportation	1,122	1,122	537	585
Small furniture and equipment	-	-	2,412	(2,412)
Materials and services	<u>352,484</u>	<u>352,484</u>	<u>349,104</u>	<u>3,380</u>
Total Risk and Contract Management	<u>597,816</u>	<u>597,816</u>	<u>601,566</u>	<u>(3,750)</u>
Maintenance Operations				
Full time salaries	3,563,034	3,563,034	3,515,774	47,260
Part time salaries	1,667,687	1,667,687	1,607,654	60,033
Employee benefits	1,531,880	1,531,880	1,613,638	(81,758)
Payroll taxes	550,024	550,024	560,348	(10,324)
Personal services	<u>7,312,625</u>	<u>7,312,625</u>	<u>7,297,414</u>	<u>15,211</u>
Instructional services	2,455	2,455	-	2,455
Professional services	17,000	17,000	5,151	11,849
Technical services	90,240	90,240	83,847	6,393
Heat	564,366	564,366	502,242	62,124
Electricity	773,745	773,745	708,837	64,908
Water and sewer	557,966	557,966	519,413	38,553
Refuse services	94,840	94,840	95,824	(984)
Rental facility	26,672	26,672	24,672	2,000
Rental equipment	20,458	20,458	14,322	6,136
Maintenance services	427,923	427,923	364,252	63,671
Vehicle and equipment services	27,250	27,250	17,034	10,216
Miscellaneous other services	-	-	2,000	(2,000)
Advertising	100	100	25	75
Telecommunications	85,293	85,293	85,358	(65)
Office supplies	5,279	5,279	4,436	843
Program supplies	17,000	17,000	11,952	5,048
Maintenance supplies	896,232	896,232	929,623	(33,391)

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Maintenance Operations (continued)				
Gas & oil (vehicles)	\$ 195,065	\$ 195,065	\$ 203,027	\$ (7,962)
Dues and memberships	2,285	2,285	1,605	680
Conferences	4,900	4,900	1,727	3,173
Technical training	16,765	16,765	15,912	853
Staff transportation	16,150	16,150	12,196	3,954
Small furniture and equipment	1,699	1,699	5,510	(3,811)
Materials and services	<u>3,843,683</u>	<u>3,843,683</u>	<u>3,608,965</u>	<u>234,718</u>
Fleet capital replacement	482,986	482,986	467,625	15,361
Capital outlay	<u>482,986</u>	<u>482,986</u>	<u>467,625</u>	<u>15,361</u>
Total Maintenance Operations	<u>11,639,294</u>	<u>11,639,294</u>	<u>11,374,004</u>	<u>265,290</u>
Total Business and Facilities	<u>16,534,939</u>	<u>16,562,270</u>	<u>16,036,371</u>	<u>525,899</u>
PLANNING:				
Director of Planning				
Full time salaries	108,196	108,196	109,236	(1,040)
Part time salaries	126,792	214,722	172,823	41,899
Employee benefits	30,376	30,376	33,329	(2,953)
Payroll taxes	22,836	31,629	29,419	2,210
Personal services	<u>288,200</u>	<u>384,923</u>	<u>344,807</u>	<u>40,116</u>
Telecommunications	2,500	2,500	2,179	321
Office supplies	200	200	285	(85)
Program supplies	200	200	186	14
Dues and memberships	-	-	25	(25)
Staff transportation	3,500	3,500	3,240	260
Materials and services	<u>6,400</u>	<u>6,400</u>	<u>5,915</u>	<u>485</u>
Total Director of Planning	<u>294,600</u>	<u>391,323</u>	<u>350,722</u>	<u>40,601</u>
Planning and Development				
Full time salaries	648,588	687,431	690,139	(2,708)
Employee benefits	244,554	259,827	282,999	(23,172)
Payroll taxes	61,515	65,399	65,002	397
Personal services	<u>954,657</u>	<u>1,012,657</u>	<u>1,038,140</u>	<u>(25,483)</u>
Professional services	85,000	85,000	21,145	63,855
Advertising	-	-	120	(120)
Telecommunications	750	750	953	(203)
Office supplies	8,250	8,250	6,345	1,905
Program supplies	3,000	3,000	1,198	1,802
Dues and memberships	3,250	3,250	2,461	789
Conferences	4,500	4,500	3,194	1,306
Technical training	1,750	1,750	1,292	458
Staff transportation	6,000	6,000	4,287	1,713
Small furniture and equipment	-	-	319	(319)
Materials and services	<u>112,500</u>	<u>112,500</u>	<u>41,314</u>	<u>71,186</u>
Total Planning and Development	<u>1,067,157</u>	<u>1,125,157</u>	<u>1,079,454</u>	<u>45,703</u>
Total Planning	<u>1,361,757</u>	<u>1,516,480</u>	<u>1,430,176</u>	<u>86,304</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PARK AND RECREATION SERVICES:				
Director of Park and Recreation				
Full time salaries	\$ 171,157	\$ 171,157	\$ 177,848	\$ (6,691)
Employee benefits	65,970	65,970	66,343	(373)
Part time salaries	14,300	14,300	10,133	4,167
Payroll taxes	16,377	16,377	16,805	(428)
Personal services	<u>267,804</u>	<u>267,804</u>	<u>271,129</u>	<u>(3,325)</u>
Professional services	30,500	30,500	13,626	16,874
Fee reductions-family assistance	375,000	375,000	365,160	9,840
Printing and publications	500	500	-	500
Telecommunications	7,000	7,000	958	6,042
Office supplies	8,500	8,500	671	7,829
Dues and memberships	-	-	120	(120)
Conferences	13,000	13,000	5,949	7,051
Technical training	1,000	1,000	590	410
Staff transportation	3,990	3,990	4,669	(679)
Materials and services	<u>439,490</u>	<u>439,490</u>	<u>391,743</u>	<u>47,747</u>
Total Director of Park and Recreation	<u>707,294</u>	<u>707,294</u>	<u>662,872</u>	<u>44,422</u>
Aquatics				
Full time salaries	1,258,677	1,258,677	1,248,603	10,074
Part time salaries	1,320,956	1,320,956	1,254,406	66,550
Employee benefits	568,977	568,977	575,162	(6,185)
Payroll taxes	266,827	266,827	272,342	(5,515)
Personal services	<u>3,415,437</u>	<u>3,415,437</u>	<u>3,350,513</u>	<u>64,924</u>
Telecommunications	-	-	1,893	(1,893)
Office supplies	1,500	1,500	878	622
Program supplies	43,542	43,542	37,991	5,551
Dues and memberships	1,365	1,365	743	622
Conferences	8,400	8,400	7,786	614
Technical training	6,877	6,877	5,857	1,020
Staff transportation	4,500	4,500	2,419	2,081
Small furniture and equipment	-	-	772	(772)
Materials and services	<u>66,184</u>	<u>66,184</u>	<u>58,339</u>	<u>7,845</u>
Total Aquatics	<u>3,481,621</u>	<u>3,481,621</u>	<u>3,408,852</u>	<u>72,769</u>
Sports				
Full time salaries	481,476	481,476	434,032	47,444
Part time salaries	585,108	585,108	539,197	45,911
Employee benefits	216,948	216,948	217,504	(556)
Payroll taxes	107,391	107,391	103,699	3,692
Personal services	<u>1,390,923</u>	<u>1,390,923</u>	<u>1,294,432</u>	<u>96,491</u>
Instructional services	142,530	142,530	114,678	27,852
Rental facility	42,000	42,000	42,368	(368)
Printing and publications	2,400	2,400	-	2,400
Advertising	800	800	-	800
Telecommunications	1,900	1,900	2,348	(448)
Office supplies	8,050	8,050	5,448	2,602
Program supplies	100,261	100,261	123,540	(23,279)

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PARK AND RECREATION SERVICES (continued):				
Sports (continued)				
Dues and memberships	\$ 100	\$ 100	\$ 390	\$ (290)
Conferences	3,500	3,500	6,449	(2,949)
Technical training	200	200	-	200
Staff transportation	2,450	2,450	2,101	349
Small furniture and equipment	100	100	-	100
Materials and services	<u>304,291</u>	<u>304,291</u>	<u>297,322</u>	<u>6,969</u>
Total Sports	<u>1,695,214</u>	<u>1,695,214</u>	<u>1,591,754</u>	<u>103,460</u>
Recreation				
Full time salaries	1,086,232	1,086,232	1,072,377	13,855
Part time salaries	2,428,291	2,428,291	2,074,196	354,095
Employee benefits	511,599	511,599	527,358	(15,759)
Payroll taxes	353,408	353,408	341,585	11,823
Personal services	<u>4,379,530</u>	<u>4,379,530</u>	<u>4,015,516</u>	<u>364,014</u>
Instructional services	42,099	42,099	53,801	(11,702)
Rental facility	5,700	5,700	1,153	4,547
Rental equipment	16,836	16,836	4,900	11,936
Maintenance services	4,211	4,211	1,177	3,034
Printing and publications	2,965	2,965	428	2,537
Postage	1,300	1,300	564	736
Advertising	1,200	1,200	594	606
Telecommunications	3,300	3,300	3,283	17
Office supplies	22,000	22,000	15,567	6,433
Program supplies	399,986	399,986	300,728	99,258
Dues and memberships	1,260	1,260	988	272
Conferences	8,000	8,000	6,726	1,274
Technical training	3,764	3,764	1,814	1,950
Staff transportation	3,580	3,580	3,758	(178)
Small furniture and equipment	9,500	9,500	2,815	6,685
Materials and services	<u>525,701</u>	<u>525,701</u>	<u>398,296</u>	<u>127,405</u>
Total Recreation	<u>4,905,231</u>	<u>4,905,231</u>	<u>4,413,812</u>	<u>491,419</u>
Programs and Special Activities				
Full time salaries	898,722	898,722	914,972	(16,250)
Part time salaries	861,868	861,868	838,607	23,261
Employee benefits	395,267	395,267	442,527	(47,260)
Payroll taxes	177,977	177,977	185,306	(7,329)
Personal services	<u>2,333,834</u>	<u>2,333,834</u>	<u>2,381,412</u>	<u>(47,578)</u>
Instructional services	1,090	1,090	-	1,090
Technical services	130,526	130,526	118,159	12,367
Rental facility	2,400	2,400	2,400	-
Rental equipment	5,440	5,440	8,371	(2,931)
Maintenance services	4,574	4,574	1,761	2,813
Miscellaneous other services	-	-	411	(411)
Postage	3,132	3,132	866	2,266
Advertising	4,865	4,865	4,732	133
Telecommunications	6,120	6,120	3,910	2,210
Office supplies	19,415	19,415	8,045	11,370
Program supplies	167,370	167,370	139,155	28,215

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PARK AND RECREATION SERVICES (continued):				
Programs and Special Activities (continued)				
Maintenance supplies	\$ 5,127	\$ 5,127	\$ 624	\$ 4,503
Dues and memberships	3,000	3,000	2,029	971
Conferences	8,200	8,200	8,139	61
Technical training	3,040	3,040	2,952	88
Staff transportation	8,419	8,419	4,244	4,175
Small furniture and equipment	-	-	152	(152)
Foundation support (gas)	-	-	2,018	(2,018)
Materials and services	<u>372,718</u>	<u>372,718</u>	<u>307,968</u>	<u>64,750</u>
Total Programs and Special Activities	<u>2,706,552</u>	<u>2,706,552</u>	<u>2,689,380</u>	<u>17,172</u>
Natural Resources and Trails				
Full time salaries	622,480	622,480	612,905	9,575
Part time salaries	357,570	357,570	315,397	42,173
Employee benefits	201,204	201,204	228,268	(27,064)
Payroll taxes	102,129	102,129	100,569	1,560
Personal services	<u>1,283,383</u>	<u>1,283,383</u>	<u>1,257,139</u>	<u>26,244</u>
Instructional services	3,861	3,861	5,963	(2,102)
Professional services	-	-	1,050	(1,050)
Technical services	17,832	17,832	8,530	9,302
Rental equipment	10,346	10,346	5,743	4,603
Maintenance services	5,600	5,600	1,474	4,126
Printing and publications	500	500	70	430
Advertising	850	850	595	255
Telecommunications	3,578	3,578	3,661	(83)
Office supplies	10,240	10,240	9,731	509
Program supplies	41,173	41,173	33,210	7,963
Maintenance supplies	114,853	114,853	16,173	98,680
Dues and memberships	1,100	1,100	919	181
Conferences	3,825	3,825	2,016	1,809
Technical training	3,500	3,500	1,586	1,914
Staff transportation	2,780	2,780	1,934	846
Small furniture and equipment	3,000	3,000	3,450	(450)
Materials and services	<u>223,038</u>	<u>223,038</u>	<u>96,105</u>	<u>126,933</u>
Total Natural Resources and Trails	<u>1,506,421</u>	<u>1,506,421</u>	<u>1,353,244</u>	<u>153,177</u>
Total Park and Recreation Services	<u>15,002,333</u>	<u>15,002,333</u>	<u>14,119,914</u>	<u>882,419</u>
CAPITAL OUTLAY:				
Carryforward projects	3,294,031	3,294,031	2,607,415	686,616
Athletic facility replacement	25,000	25,000	24,135	865
Athletic facility improvements	8,500	8,500	7,167	1,333
Park and trail replacement	252,500	252,500	232,993	19,507
Park and trail improvements	337,100	337,100	185,007	152,093
Building replacement	1,099,676	1,099,676	767,444	332,232
Building improvements	24,000	24,000	33,983	(9,983)
ADA projects	45,000	45,000	34,822	10,178
Program facility challenge grants	97,500	97,500	63,882	33,618
Total Capital Outlay	<u>5,183,307</u>	<u>5,183,307</u>	<u>3,956,848</u>	<u>1,226,459</u>
Total General Fund Expenditures	<u>\$ 41,946,302</u>	<u>\$ 42,140,856</u>	<u>\$ 37,448,825</u>	<u>\$ 4,692,031</u>

Tualatin Hills Park and Recreation District
Bonded Debt Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
For the fiscal year ended June 30, 2012

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Property taxes	\$ 7,921,826	\$ 7,976,837	\$ 55,011
Interest earned	14,000	36,226	22,226
Total revenues	<u>7,935,826</u>	<u>8,013,063</u>	<u>77,237</u>
Expenditures:			
Debt service	<u>7,997,401</u>	<u>7,903,106</u>	<u>94,295</u>
Total expenditures	<u>7,997,401</u>	<u>7,903,106</u>	<u>94,295</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	<u>(61,575)</u>	<u>109,957</u>	<u>171,532</u>
Fund balance at beginning of year	<u>233,500</u>	<u>303,177</u>	<u>69,677</u>
Fund balance at end of year	<u>\$ 171,925</u>	<u>\$ 413,134</u>	<u>\$ 241,209</u>

Tualatin Hills Park and Recreation District
Bond Capital Projects Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Interest earned	\$ 345,975	\$ 306,208	\$ (39,767)
Total revenues	<u>345,975</u>	<u>306,208</u>	<u>(39,767)</u>
Expenditures:			
Issuance costs	-	422,985	(422,985)
Capital outlay	83,501,596	13,442,046	70,059,550
Total expenditures	<u>83,501,596</u>	<u>13,865,031</u>	<u>69,636,565</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	(83,155,621)	(13,558,823)	69,596,798
Other financing sources:			
Sale of general obligation bonds	41,495,000	40,060,000	(1,435,000)
Premiums on bonds sold	-	1,859,558	1,859,558
Total other financing sources	<u>41,495,000</u>	<u>41,919,558</u>	<u>424,558</u>
Net change in fund balance	(41,660,621)	28,360,735	70,021,356
Fund balances at beginning of year	41,660,621	38,719,559	(2,941,062)
Fund balances at end of year	<u>\$ -</u>	<u>\$ 67,080,294</u>	<u>\$ 67,080,294</u>

Tualatin Hills Park and Recreation District
System Development Charges Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
System development charges	\$ 2,850,057	\$ 1,897,759	\$ (952,298)
Interest earned	38,000	27,742	(10,258)
Total revenues	<u>2,888,057</u>	<u>1,925,501</u>	<u>(962,556)</u>
Expenditures:			
Capital outlay	<u>7,782,233</u>	<u>3,608,218</u>	<u>4,174,015</u>
Total expenditures	<u>7,782,233</u>	<u>3,608,218</u>	<u>4,174,015</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	(4,894,176)	(1,682,717)	3,211,459
Fund balances at beginning of year	<u>4,894,176</u>	<u>4,663,534</u>	<u>(230,642)</u>
Fund balances at end of year	<u>\$ -</u>	<u>\$ 2,980,817</u>	<u>\$ 2,980,817</u>

Tualatin Hills Park and Recreation District
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the fiscal year ended June 30, 2012

	<u>Special Revenue</u> <u>Mitigation</u> <u>Maintenance</u> <u>Fund</u>	<u>Capital Project</u> <u>Metro</u> <u>Natural Areas</u> <u>Bond Fund</u>	<u>Total</u> <u>Other</u> <u>Governmental</u> <u>Funds</u>
Revenues:			
Capital grants	\$ -	\$ 850,000	\$ 850,000
Interest earned	837	-	837
Total revenues	<u>837</u>	<u>850,000</u>	<u>850,837</u>
Expenditures:			
Capital outlay	-	850,000	850,000
Total expenditures	<u>-</u>	<u>850,000</u>	<u>850,000</u>
Excess of revenues over expenditures and net changes in fund balance	837	-	837
Fund balances at beginning of year	<u>182,820</u>	<u>-</u>	<u>182,820</u>
Fund balances at end of year	<u>\$ 183,657</u>	<u>\$ -</u>	<u>\$ 183,657</u>

Tualatin Hills Park and Recreation District
Mitigation Maintenance Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
For the fiscal year ended June 30, 2012

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Interest earned	\$ 900	\$ 837	\$ (63)
Total revenues	<u>900</u>	<u>837</u>	<u>(63)</u>
Expenditures:			
Materials and services	5,000	-	5,000
Contingency	178,915	-	178,915
Total expenditures	<u>183,915</u>	<u>-</u>	<u>183,915</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	(183,015)	837	183,852
Fund balance at beginning of year	<u>183,015</u>	<u>182,820</u>	<u>(195)</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 183,657</u>	<u>\$ 183,657</u>

Tualatin Hills Park and Recreation District
Metro Natural Areas Bond Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget to Actual
For the fiscal year ended June 30, 2012

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Capital grants	\$ 1,300,000	\$ 850,000	\$ (450,000)
Total revenues	<u>1,300,000</u>	<u>850,000</u>	<u>(450,000)</u>
Expenditures:			
Capital outlay	1,300,000	850,000	450,000
Total expenditures	<u>1,300,000</u>	<u>850,000</u>	<u>450,000</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	-	-	-
Fund balance at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**OTHER
FINANCIAL
SCHEDULE**

Tualatin Hills Park and Recreation District
Schedule of Property Tax Transactions and Outstanding Balances
For the fiscal year ended June 30, 2012

	Taxes Uncollected June 30, 2011	Add Levy as Extended by Assessor	Add (Deduct) Discounts Allowed	Add Interest Received	Add (Deduct) Cancellations and Adjustments	Deduct Interest and Tax Collected	Taxes Uncollected June 30, 2012
2011-2012	\$ -	\$ 33,334,482	(854,352)	\$ 11,315	\$ 50,519	\$ (31,713,114)	828,850
2010-2011	771,522	-	5,449	36,107	(36,209)	(308,523)	468,346
2009-2010	318,986	-	3,353	29,693	(18,650)	(69,346)	264,036
2008-2009	131,577	-	10	27,330	(4,314)	(116,631)	37,972
2007-2008	33,754	-	3	8,488	(1,554)	(30,166)	10,525
2006-2007	9,188	-	4	827	(850)	(2,175)	6,994
Prior Years	16,635	-	-	1,837	(2,749)	(2,950)	12,773
	<u>\$ 1,281,662</u>	<u>\$ 33,334,482</u>	<u>\$(845,533)</u>	<u>\$ 115,597</u>	<u>\$ (13,807)</u>	<u>\$ (32,242,905)</u>	<u>\$ 1,629,496</u>

General Fund	\$ 993,787					\$ 1,236,046
Debt Service Fund	287,875					393,450
	<u>\$ 1,281,662</u>					<u>\$ 1,629,496</u>



STATISTICAL SECTION

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

CONTENTS	PAGE
Financial Trends <i>These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.</i>	63
Revenue Capacity <i>These schedules contain information to help the reader assess the District's most significant local revenue source, property tax.</i>	67
Debt Capacity <i>These schedules present information to help the reader assess the affordability of the District's current levels of outstanding debt and the District's ability to issue additional debt in the future.</i>	72
Demographic and Economic Information <i>These schedules offer demographic and economic indicators to help the readers understand the environment within which the District's financial activities take place.</i>	76
Operating Information <i>These schedules contain service and infrastructure data to help the reader understand how the information in the District's financial report relates to the services the District provides and the activities it performs.</i>	78

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

Ten years of data is presented on required tables unless related to government-wide statements that have only been prepared from the year ended June 30, 2003, or is not available from existing sources.

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

	Fiscal Year								
	2004	2005	2006	2007	2008	2009	2010	2011	2012
	(as restated)								
Governmental activities									
Invested in capital assets, net of related debt	\$ 56,189,179	\$ 62,890,110	\$ 65,083,859	\$ 81,461,139	\$ 86,885,092	\$ 89,588,161	\$ 97,699,300	\$ 102,325,244	\$ 111,753,935
Restricted	9,346,441	10,406,433	13,392,572	5,233,264	4,089,447	4,914,904	5,388,324	4,966,711	3,393,951
Unrestricted	2,884,929	3,008,933	3,380,183	3,965,498	3,577,389	2,826,589	2,681,289	6,419,121	6,270,492
Total primary government net assets	<u>\$ 68,420,549</u>	<u>\$ 76,305,476</u>	<u>\$ 81,856,614</u>	<u>\$ 90,659,901</u>	<u>\$ 94,551,928</u>	<u>\$ 97,329,654</u>	<u>\$ 105,768,913</u>	<u>\$ 113,711,076</u>	<u>\$ 121,418,378</u>

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

	Fiscal Year								
	2004	2005	2006	2007	2008	2009	2010	2011	2012
	(as restated)								
Expenses									
Governmental activities:									
Board of Directors	\$ 105,476	\$ 136,597	\$ 170,390	\$ 187,210	\$ 151,139	\$ 252,707	\$ 158,614	\$ 212,527	\$ 229,942
Administration	1,082,661	1,339,707	1,189,415	1,148,393	1,620,813	1,435,073	1,510,804	1,603,306	1,678,446
Business and facilities	1,822,421	1,924,598	3,047,589	2,942,845	2,963,834	13,414,199 ¹⁾	14,022,988	14,061,469	14,337,163
Planning and development	-	-	-	-	-	925,029 ²⁾	724,568	571,594	640,871
Park and recreation services	20,508,872	21,787,823	21,658,035	22,854,097	25,260,805	16,749,941	17,769,469	17,750,967	18,210,409
Interest on long-term debt	1,199,130	1,111,955	1,130,474	1,063,732	935,564	1,117,606	3,032,756	3,106,160	4,085,516
Total governmental activities expenses	<u>\$ 24,718,560</u>	<u>\$ 26,300,680</u>	<u>\$ 27,195,903</u>	<u>\$ 28,196,277</u>	<u>\$ 30,932,155</u>	<u>\$ 33,894,555</u>	<u>\$ 37,219,199</u>	<u>\$ 37,306,023</u>	<u>\$ 39,182,347</u>
Program Revenues									
Governmental activities:									
Park and recreation services:									
Charges for services	\$ 5,611,020	\$ 6,040,307	\$ 6,381,080	\$ 6,720,311	\$ 7,379,076	\$ 8,158,928	\$ 8,673,796	\$ 9,087,924	\$ 9,622,209
Operating grants and contributions	47,723	26,653	19,078	35,185	27,599	42,756	143,768	155,727	195,890
Capital grants and contributions	3,154,087	3,914,526	3,868,580	2,283,436	2,372,111	2,958,270	4,560,810	3,522,996	3,621,810
Total governmental program revenues	<u>\$ 8,812,830</u>	<u>\$ 9,981,486</u>	<u>\$ 10,268,738</u>	<u>\$ 9,038,932</u>	<u>\$ 9,778,786</u>	<u>\$ 11,159,954</u>	<u>\$ 13,378,374</u>	<u>\$ 12,766,647</u>	<u>\$ 13,439,909</u>
Net(expense)/revenue									
Governmental activities	<u>\$(15,905,730)</u>	<u>\$(16,319,194)</u>	<u>\$(16,927,165)</u>	<u>\$(19,157,345)</u>	<u>\$(21,153,369)</u>	<u>\$(22,734,601)</u>	<u>\$(23,840,825)</u>	<u>\$(24,539,376)</u>	<u>\$(25,742,438)</u>
Total primary government net expense	<u>\$(15,905,730)</u>	<u>\$(16,319,194)</u>	<u>\$(16,927,165)</u>	<u>\$(19,157,345)</u>	<u>\$(21,153,369)</u>	<u>\$(22,734,601)</u>	<u>\$(23,840,825)</u>	<u>\$(24,539,376)</u>	<u>\$(25,742,438)</u>
General Revenues and Other Changes in Net Assets									
Governmental activities:									
Taxes									
Property taxes	\$ 19,373,497	\$ 20,182,058	\$ 21,097,305	\$ 22,162,377	\$ 23,201,119	\$ 24,440,625	\$ 30,576,672	\$ 31,633,996	\$ 32,536,833
Unrestricted grants and contributions	126,878	181,035	161,784	186,127	232,743	234,137	215,450	197,632	233,515
Investment earnings	294,270	447,771	935,335	1,059,117	637,812	488,973	793,970	445,603	507,727
Gain on sale of capital assets	-	5,988	-	-	-	-	-	-	-
Miscellaneous	674,976	3,387,269	283,879	4,553,011	1,879,872	348,592	693,992	204,308	171,665
Total governmental activities	<u>\$ 20,469,621</u>	<u>\$ 24,204,121</u>	<u>\$ 22,478,303</u>	<u>\$ 27,960,632</u>	<u>\$ 25,951,546</u>	<u>\$ 25,512,327</u>	<u>\$ 32,280,084</u>	<u>\$ 32,481,539</u>	<u>\$ 33,449,740</u>
Change in Net Assets									
Governmental activities	<u>\$ 4,563,891</u>	<u>\$ 7,884,927</u>	<u>\$ 5,551,138</u>	<u>\$ 8,803,287</u>	<u>\$ 4,798,177</u>	<u>\$ 2,777,726</u>	<u>\$ 8,439,259</u>	<u>\$ 7,942,163</u>	<u>\$ 7,707,302</u>
Total primary government	<u>\$ 4,563,891</u>	<u>\$ 7,884,927</u>	<u>\$ 5,551,138</u>	<u>\$ 8,803,287</u>	<u>\$ 4,798,177</u>	<u>\$ 2,777,726</u>	<u>\$ 8,439,259</u>	<u>\$ 7,942,163</u>	<u>\$ 7,707,302</u>

¹⁾ The Maintenance department was moved from Park and recreation services to Business and facilities.

²⁾ The Planning department was moved from Business and facilities to its own division of Planning and development.

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

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010 (as restated)	2011 (as restated)	2012
General fund										
Reserved	\$ 79,403	\$ 79,403	\$ 103,878	\$ 120,398	\$ 75,840	\$ 112,826	\$ 116,712	\$ -	\$ -	\$ -
Unreserved	2,898,542	2,607,151	2,908,752	3,818,904	4,261,281	4,548,093	4,185,875	-	-	-
Nonspendable	-	-	-	-	-	-	-	131,319	93,642	64,728
Unassigned	-	-	-	-	-	-	-	3,717,581	5,302,475	3,773,265
Total general fund	\$ 2,977,945	\$ 2,686,554	\$ 3,012,630	\$ 3,939,302	\$ 4,337,121	\$ 4,660,919	\$ 4,302,587	\$ 3,848,900	\$ 5,396,117	\$ 3,837,993
All other governmental funds										
Reserved, reported in:										
Special revenue fund	\$ -	\$ -	\$ -	\$ 66,963	\$ 83,943	\$ 161,686	\$ 175,925	\$ -	\$ -	\$ -
Debt service fund	593,822	540,896	484,716	460,511	418,913	338,212	255,341	-	-	-
Capital project funds	6,961,228	9,346,441	10,406,433	12,932,061	4,814,351	3,751,235	62,683,669	-	-	-
Restricted, reported in:										
Debt service fund	-	-	-	-	-	-	-	189,152	303,177	413,134
Capital project funds	-	-	-	-	-	-	-	59,866,624	43,383,093	70,061,111
Committed, reported in:										
Special revenue fund	-	-	-	-	-	-	-	182,010	182,820	183,657
Total all other governmental funds	\$ 7,555,050	\$ 9,887,337	\$ 10,891,149	\$ 13,459,535	\$ 5,317,207	\$ 4,251,133	\$ 63,114,935	\$ 60,237,786	\$ 43,869,090	\$ 70,657,902

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

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Revenues										
Property taxes	\$18,764,080	\$19,387,604	\$20,297,846	\$21,124,084	\$22,095,939	\$23,064,951	\$ 24,227,511	\$30,429,777	\$ 31,656,648	\$ 32,122,160
Aquatic programs	2,466,690	2,446,928	2,679,791	2,787,489	2,820,884	2,070,276	2,236,943	2,438,104	2,542,840	2,604,415
Tennis center	520,341	543,968	582,343	594,451	630,856	779,947	798,424	867,529	869,498	853,427
Sports programs	667,529	696,659	644,289	648,302	676,849	756,520	991,443	1,123,287	1,233,700	1,287,406
Recreation programs	1,828,324	1,881,185	2,102,083	2,321,238	2,571,571	3,824,758	4,192,324	4,307,171	4,555,062	4,770,489
Grants and sponsorships	200,536	485,538	354,688	892,183	221,312	857,212	950,096	1,906,063	1,441,320	1,742,561
System development charges	2,140,110	2,843,150	3,767,526	3,165,261	2,283,436	1,775,241	1,406,672	2,370,160	1,939,855	1,897,759
Interest earned	306,427	294,270	442,698	924,540	1,074,988	632,735	488,973	793,970	445,603	507,727
Charges for services	-	-	-	-	-	-	-	553,515	712,478	799,091
Miscellaneous	108,984	204,176	181,759	210,989	267,646	342,161	378,292	710,592	192,203	278,137
Total revenues	27,003,021	28,783,478	31,053,023	32,668,537	32,643,481	34,103,801	35,670,678	45,500,168	45,589,207	46,863,172
Expenditures										
Board of Directors	\$ 92,333	\$ 105,476	\$ 136,597	\$ 170,390	\$ 187,210	\$ 151,139	\$ 252,707	\$ 158,614	\$ 212,527	\$ 229,942
Administration	1,001,986	924,767	1,143,146	1,236,566	1,141,833	1,599,223	1,449,070	1,547,895	1,590,784	1,675,574
Business and facilities	1,676,553	1,822,992	1,929,548	2,612,192	2,529,507	2,643,563	12,970,222	13,836,899	13,796,771	14,018,655
Planning and development	-	-	-	-	-	-	907,994	1,250,838	1,282,382	1,430,176
Park and recreation services	17,621,854	18,408,515	19,300,473	19,368,313	20,710,852	22,205,573	13,199,722	14,341,740	14,201,551	13,996,776
Capital outlay	3,139,365	3,318,043	4,943,286	2,823,615	12,772,256	5,334,604	4,471,549	9,619,570	28,607,214	22,534,645
Debt service										
Principal	1,512,856	1,493,910	1,672,785	1,782,000	1,880,000	1,958,000	2,061,000	4,790,000	5,695,000	5,100,000
Interest	1,332,050	1,268,879	1,180,270	1,196,923	1,127,798	990,961	1,345,100	3,285,448	3,298,121	4,566,274
Total expenditures	26,376,997	27,342,582	30,306,105	29,189,999	40,349,456	34,883,063	36,657,364	48,831,004	68,684,350	63,552,042
Excess of revenues over (under) expenditures	626,024	1,440,896	746,918	3,478,538	(7,705,975)	(779,262)	(986,686)	(3,330,836)	(23,095,143)	(16,688,870)
Other financing sources (uses)										
Debt issuance	200,000	600,000	340,000	-	2,515,383	-	58,505,000	-	9,510,000	40,060,000
Premiums on bonds issued	-	-	-	-	-	-	492,215	-	22,166	1,859,558
Sale of capital assets	1,117,126	-	358,495	-	-	-	494,941	-	-	-
Payment of refunded debt	-	-	(140,000)	-	(2,509,360)	-	-	-	-	-
Total other financing sources (uses)	1,317,126	600,000	558,495	-	6,023	-	59,492,156	-	9,532,166	41,919,558
Net change in fund balances	\$ 1,943,150	\$ 2,040,896	\$ 1,305,413	\$ 3,478,538	\$ (7,699,952)	\$ (779,262)	\$ 58,505,470	\$ (3,330,836)	\$ (13,562,977)	\$ 25,230,688
Debt service as a percentage of noncapital expenditures	13.7%	12.8%	12.3%	12.5%	12.1%	9.9%	10.4%	20.5%	22.4%	23.3%

1) The Maintenance department was moved from Park and recreation services to Business and facilities.

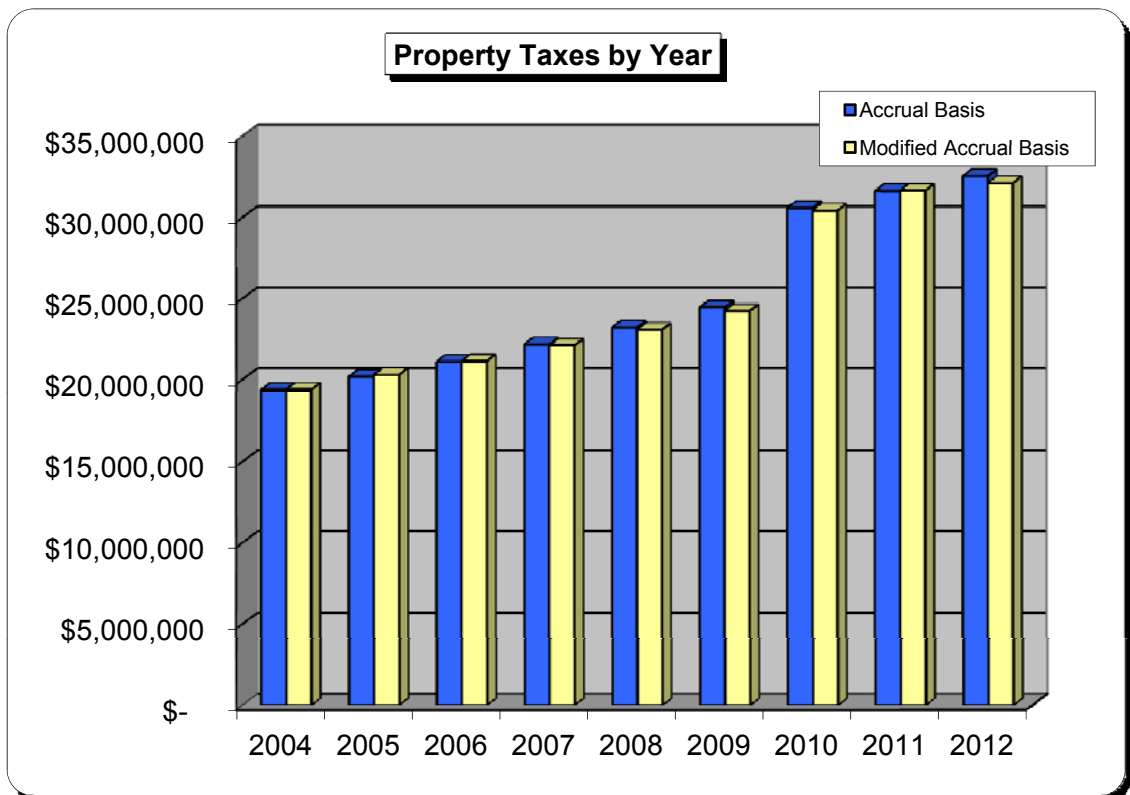
2) The Planning department was moved from Business and facilities to its own division of Planning and development.

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

<u>Fiscal Year</u>	<u>Property Tax</u>
2004	\$ 19,373,497
2005	20,182,058
2006	21,097,305
2007	22,162,377
2008	23,201,119
2009	24,440,625
2010	30,576,672
2011	31,633,996
2012	32,536,833

GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE
Last Nine Fiscal Years
(modified accrual basis of accounting)

<u>Fiscal Year</u>	<u>Property Tax</u>
2004	\$ 19,387,604
2005	20,297,846
2006	21,124,084
2007	22,095,939
2008	23,064,951
2009	24,227,511
2010	30,429,777
2011	31,656,648
2012	32,122,160



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

Fiscal Year Ended June 30	Real Property		Personal Property		Public Utilities		Total		Assessed Value as a Percentage of Market Value	Direct Tax Rate per \$1,000
	Market Value	Assessed Value	Market Value	Assessed Value	Market Value	Assessed Value	Market Value	Value Assessed Value		
2004	\$ 17,331,674,917	\$ 12,643,746,560	\$ 623,322,326	\$ 621,958,774	\$ 401,969,062	\$ 401,855,424	\$ 18,356,966,305	\$ 13,667,560,758	74.45%	1.4636
2005	18,295,984,830	13,278,625,970	599,475,083	597,803,883	402,148,468	401,939,489	19,297,608,381	14,278,369,342	73.99%	1.4551
2006	20,177,301,764	13,987,126,670	571,487,358	569,723,772	397,350,279	396,980,470	21,146,139,401	14,953,830,912	70.72%	1.4505
2007	25,189,449,597	14,767,708,060	571,413,816	569,749,216	401,502,509	399,247,240	26,162,365,922	15,736,704,516	60.15%	1.4425
2008	27,801,627,008	15,557,016,280	607,128,846	605,124,136	409,574,071	404,696,250	28,818,329,925	16,566,836,666	57.49%	1.4341
2009	28,690,818,930	16,428,933,960	646,678,370	644,613,810	488,253,163	487,065,660	29,825,750,463	17,560,613,430	58.88%	1.4291
2010	26,842,700,370	17,044,511,490	584,058,386	580,800,516	542,678,941	542,600,920	27,969,437,697	18,167,912,926	64.96%	1.7343
2011	25,415,795,100	17,588,772,400	576,119,940	568,963,800	562,879,594	560,660,160	26,554,794,634	18,718,396,360	70.49%	1.7428
2012	24,106,665,298	18,012,341,620	587,010,937	580,369,457	578,886,050	555,788,140	25,272,562,285	19,148,499,217	75.77%	1.7372

Source: Washington County, Department of Assessment and Taxation

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

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Direct Government:									
Tualatin Hills Park and Recreation District	1.4636	1.4551	1.4505	1.4425	1.4341	1.4291	1.7343	1.7428	1.7372
Overlapping Government:									
Washington County	2.8953	2.8731	2.8395	2.4493	3.0331	2.9840	2.9840	2.9798	2.9744
Washington County - Enhanced Patrol	1.1650	1.1424	1.1300	1.1120	1.0920	1.3099	1.2823	1.2660	1.2477
Washington County - Road Maintenance	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456
Washington County - RFPD #2	1.1219	1.1219	1.1219	1.1219	1.6919	1.7890	1.6919	1.6919	1.6919
Washington County -North Bethany SD	-	-	-	-	-	-	-	-	1.2500
Northwest Regional ESD	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538
Multnomah County ESD	0.4576	0.4576	0.4576	0.4576	0.4576	0.4576	0.4576	0.4576	0.4134
Portland Community College	0.5118	0.5099	0.4950	0.4889	0.5051	0.5031	0.6325	0.6359	0.5981
School District No. 48, Beaverton	8.0102	6.5968	7.9760	6.2900	6.7358	6.5643	6.8793	6.7841	6.8603
School District No. 1J, Hillsboro	6.6651	6.7059	6.5835	6.5240	8.0581	7.1016	7.4600	7.5846	7.4663
School District No. 1-1, Portland	7.1160	7.1792	4.7743	5.2781	6.5281	6.5281	6.5281	6.5281	6.5166
School District - Hillsboro, Reedville Bonds	0.2985	0.3327	0.2556	0.2268	0.2493	0.2617	0.4102	-	-
Tualatin Valley Water District - Wolf Creek	0.1439	0.0566	-	-	-	-	-	-	-
Tualatin Valley Water District - Metzger	0.2214	0.1335	-	-	-	-	-	-	-
Tualatin Valley Fire and Rescue District	1.8265	1.8259	1.8216	1.8194	1.8692	1.8434	1.8947	1.8828	1.9302
Port of Portland	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701
City of Beaverton	3.9736	4.1041	4.0135	4.2117	4.1841	4.1153	4.1986	4.2034	4.1791
City of Hillsboro	4.7665	4.7665	4.7655	4.7665	4.7665	5.3865	5.3865	5.3865	5.3827
Urban Renewal - Hillsboro	-	-	-	-	-	-	-	-	0.0141
City of Portland	7.7258	7.4957	7.3741	7.2395	7.2779	6.7554	7.0862	7.0527	6.9497
Urban Renewal - Portland	0.9233	0.9324	0.9867	1.0022	1.0502	1.0508	1.1624	1.1722	1.1314
Metro Service District	0.2900	0.2838	0.2841	0.2782	0.4292	0.3984	0.4368	0.4088	0.3154
TriMet	0.1080	0.1104	0.1191	0.0973	0.0856	0.0803	0.0863	0.0878	0.0583

Rate per \$1,000 of assessed valuation

Source: Washington County, Department of Assessment and Taxation

**Tualatin Hills Park and Recreation District
PRINCIPAL PROPERTY TAXPAYERS
June 30, 2012**

	2012		
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$372,130,123	1	1.99%
Frontier Communications	140,366,000	2	0.75%
Portland General Electric	130,855,602	3	0.70%
Tektronix Inc.	132,532,873	4	0.71%
PS Business Parks LP	109,808,499	5	0.59%
Comcast Corporation	120,273,900	6	0.64%
Maxim Integrated Products, Inc.	96,248,470	7	0.44%
Northwest Natural Gas Co.	83,274,800	8	0.70%
Bernard Properties Partnership	59,371,003	9	0.32%
Nimbus Center LLC	57,218,120	10	0.31%
 All other tax payers	 17,416,316,970		 92.86%
 Totals	 \$18,718,396,360		 100.00%

Source: Washington County, Department of Assessment and Taxation
(information not available for FY 2003)

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

Fiscal Year Ended June 30	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2003	\$ 19,374,729	\$ 18,307,900	94.5%	\$ 504,596	\$ 18,812,496	97.1%
2004	20,039,878	18,939,817	94.5%	514,022	19,453,839	97.1%
2005	20,804,534	19,749,164	94.9%	441,170	20,190,334	97.0%
2006	21,736,219	20,672,358	95.1%	422,175	21,094,533	97.0%
2007	22,775,894	21,687,609	95.2%	473,731	22,161,340	97.3%
2008	23,818,049	22,614,565	94.9%	441,060	23,055,625	96.8%
2009	25,095,569	23,896,079	95.2%	755,119	24,651,198	98.2%
2010	31,527,965	29,768,038	94.4%	649,725	30,417,763	96.5%
2011	32,641,290	30,901,476	94.7%	308,523	31,209,999	95.6%
2012	33,334,482	31,713,114	95.1%	-	31,713,114	95.1%

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

Governmental Activities

Fiscal Year	General Obligation Bonds	Full Faith & Credit Obligations	Loans Payable	Total Primary Government	Percentage of Personal Income ^{a)}	Per Capita ^{b)}
2004	\$ 17,830,000	\$ 3,850,000	\$ 763,776	\$ 22,443,776	0.138%	\$ 106.98
2005	16,605,000	3,540,000	826,000	20,971,000	0.124%	98.42
2006	15,310,000	3,210,000	669,000	19,189,000	0.103%	88.54
2007	13,935,000	2,935,000	509,000	17,379,000	0.087%	78.84
2008	12,495,000	2,580,000	346,000	15,421,000	0.072%	68.78
2009	69,490,000	2,195,000	180,000	71,865,000	0.339%	315.16
2010	65,155,000	1,780,000	140,000	67,075,000	0.311%	289.21
2011	60,095,000	10,695,000	100,000	70,890,000	n/a	312.62
2012	95,780,000	10,010,000	60,000	105,850,000	n/a	461.25

n/a - not available at time of printing

^{a)} based on Washington County total population

^{b)} based on estimated population of District

Source: State of Oregon, OLMIS

Portland State University Center for Population Research and Census

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

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

Fiscal Year	Less: Amounts Available in Debt		Total	Percentage of Estimated Actual Taxable Value of Property	Per Capita ^{a)}
	General Obligation Bonds	Service Fund			
2004	\$ 17,830,000	\$ 540,896	\$ 17,289,104	0.13%	\$ 82.41
2005	16,605,000	484,716	16,120,284	0.11%	75.66
2006	15,310,000	460,511	14,849,489	0.10%	68.52
2007	13,935,000	418,913	13,516,087	0.09%	61.32
2008	12,495,000	338,212	12,156,788	0.07%	54.22
2009	69,490,000	255,341	69,234,659	0.39%	303.63
2010	65,155,000	189,152	64,965,848	0.36%	280.12
2011	60,095,000	303,177	59,791,823	0.32%	263.67
2012	95,780,000	413,134	95,366,866	0.50%	415.57

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

Source: Portland State University Center for Population Research and Census

Tualatin Hills Park and Recreation District
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
June 30, 2012

<u>Overlapping Government</u>	<u>Overlapping Debt</u>	<u>Percentage Applicable</u>	<u>Estimated Share of Overlapping Net Direct Debt</u>
Debt repaid with property taxes:			
Tualatin Hills Park and Recreation District	\$ 95,780,000	100.0000%	\$ 95,780,000
Direct debt	<u>95,780,000</u>		<u>95,780,000</u>
Metro	\$ 273,485,000	13.4800%	\$ 36,860,582
TriMet	9,800,000	13.5300%	1,325,499
Portland Community College	191,375,000	16.7900%	32,136,838
City of Portland	149,410,000	0.0100%	9,413
City of Hillsboro	8,510,000	1.6600%	141,087
Washington County	14,325,000	39.8900%	5,714,744
Tualatin Valley Fire & Rescue District	47,470,000	45.1400%	21,220,799
School District No. 23, Tigard-Tualatin	133,025,589	0.0100%	15,564
School District No. 48, Beaverton	500,995,000	81.5800%	408,734,266
School District No. 1J, Hillsboro	315,773,096	3.2000%	10,088,950
School District No. 1J, Portland	460,455,126	0.4500%	2,016,793
Overlapping debt	<u>2,104,623,811</u>		<u>518,264,535</u>
Other Debt			
Tualatin Hills Park and Recreation District	\$ 10,070,000	100.0000%	\$ 10,070,000
Direct debt	<u>10,070,000</u>		<u>10,070,000</u>
Metro	\$ 49,385,000	13.4800%	\$ 6,656,159
Portland Community College	174,850,000	16.7900%	29,361,861
City of Portland	535,867,280	0.0100%	33,759
City of Hillsboro	22,360,000	1.6600%	370,707
Washington County	98,860,000	39.8900%	39,438,714
Tualatin Valley Fire & Rescue District	15,000,000	45.1400%	6,705,540
Northwest Regional ESD	5,840,000	30.3500%	1,772,276
Multnomah ESD	34,745,000	0.3200%	112,053
Port of Portland	69,304,574	12.3200%	8,538,046
City of Beaverton	9,495,000	99.0800%	9,407,523
Overlapping debt	<u>1,015,706,854</u>		<u>102,396,638</u>
Total direct and overlapping debt	<u>\$ 3,226,180,665</u>		<u>\$ 726,511,173</u>

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

Source: Oregon State Treasury, Municipal Debt Information System

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

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Debt limit	\$ 432,893,989	\$ 458,924,158	\$ 482,440,210	\$ 528,653,485	\$ 654,059,148	\$ 720,458,248	\$ 745,643,762	\$ 699,235,942	\$ 663,869,866	\$ 631,814,057
Total net debt application to limit	18,990,000	17,830,000	16,605,000	15,310,000	13,935,000	12,495,000	69,490,000	65,155,000	60,095,000	95,780,000
Legal debt margin	<u>\$ 413,903,989</u>	<u>\$ 441,094,158</u>	<u>\$ 465,835,210</u>	<u>\$ 513,343,485</u>	<u>\$ 640,124,148</u>	<u>\$ 707,963,248</u>	<u>\$ 676,153,762</u>	<u>\$ 634,080,942</u>	<u>\$ 603,774,866</u>	<u>\$ 536,034,057</u>
 Total net debt applicable to the limit as a percentage of debt limit	4.39%	3.89%	3.44%	2.90%	2.13%	1.73%	9.32%	9.32%	9.05%	15.16%

Legal Debt Margin Calculation for Fiscal Year 2012

Real market value (2011/12)	\$ 25,272,562,285
General obligation debt capacity (2.5% of Real market value)	631,814,057
Less: Outstanding debt	<u>95,780,000</u>
Remaining legal debt capacity	<u>\$ 536,034,057</u>

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

Washington County

Fiscal Year	District Population (estimated)	Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
2004	209,800	480,200	\$16,366,000	\$33,546	7.3%	35,329
2005	213,073	489,785	17,338,000	34,626	6.2%	36,502
2006	216,717	500,585	18,607,666	36,259	5.3%	36,646
2007	220,422	511,075	19,945,179	38,371	4.8%	37,958
2008	224,192	519,925	21,185,612	40,188	4.9%	37,552
2009	228,025	527,140	21,205,286	39,465	10.1%	37,536
2010	231,925	529,710	21,586,715	40,606	10.6%	38,460
2011	226,764	540,410	n/a	n/a	7.8%	38,571
2012	229,486	n/a	n/a	n/a	6.9%	39,054

- Source:
- a) Portland State University Center for Population Research and Census
 - b) U.S. Dept. of Commerce, Bureau of Economic Analysis
 - c) U.S. Dept. of Labor, Metropolitan District
 - d) Beaverton School District

n/a data not available at time of printing

Tualatin Hills Park and Recreation District
MAJOR EMPLOYMENT INDUSTRIES IN WASHINGTON COUNTY
June 30, 2012

	2012	
Industry	Annual Average	Percentage of Total County Employment
Mining and logging	300	0.1%
Construction	11,600	4.8%
Manufacturing:		
Computer and electronic products	26,100	
Other durable goods	11,700	
Non-durable goods	5,300	
	43,100	17.7%
Trade, transportation and utilities:		
Wholesale trade	16,700	
Retail trade	28,300	
Transportation, warehousing and utilities	3,400	
	48,400	19.9%
Information	7,900	3.2%
Financial activities	15,300	6.3%
Professional and business services:		
Professional and technical services	11,700	
Management of companies and enterprises	5,700	
Administrative and waste services	19,000	
	36,400	14.9%
Educational and health services	30,400	12.5%
Leisure and hospitality	20,100	8.2%
Other services	7,200	3.0%
Government:		
Federal government	800	
State government	2,700	
Local government	7,600	
Local education	11,900	
	23,000	9.4%
Total non-farm employment	243,700	100.0%

* Fiscal Year 2012 information includes data through 12/31/2011

Source: OLMIS
(information not available for FY 2003)

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

Function	Fiscal Year								
	2004	2005	2006	2007	2008	2009	2010	2011	2012
Administration									
Administration	4	6	6	6	6	2	2	2	2
Communications and outreach	2	2	2	2	5	6	7	6	6
Security operations	1	3	3	3	4	4	4	4	4
Business and facilities									
Director	2	2	3	3	1	4	4	4	4
Finance services	6	6	6	6	6	6	6	7	7
Information services	4	4	4	5	5	5	5	5	5
Human resources	1	1	1	1	2	3	3	3	3
Risk and contract management	4	4	4	4	2	2	2	2	2
Maintenance									
Operations	3	3	4	4	4	3	3	3	3
Park maintenance	35	36	38	44	44	45	46	46	46
Vehicles and equipment	6	6	6	6	6	6	6	6	6
Athletic facilities	17	17	17	17	21	23	23	23	23
Building and pool maintenance	41	43	43	44	44	49	48	49	49
Planning									
Director	-	-	-	-	-	1	2	2	2
Planning and development	6	6	6	6	6	6	6	10	10
Park and recreation									
Director	3	3	3	3	2	2	3	3	3
Aquatics	72	77	78	78	81	80	81	81	73
Sports	29	29	31	29	31	31	33	32	31
Programs and special activities	38	38	38	38	40	41	42	42	41
Recreation	91	91	92	93	97	104	107	106	105
Natural resources and trails	11	12	13	13	14	17	21	24	23
Total full-time equivalent employees	376	389	398	405	421	440	454	460	448

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

	2004 actual	2005 actual	2006 actual	2007 actual	2008 actual	2009 actual	2010 actual	2011 actual	2012 estimate
Parks and Recreation									
Cultural and recreational activities:									
Aquatics									
Attendance at open/drop-in programs and classes	530,601	560,172	556,976	531,225	577,934	603,018	589,522	563,160	554,089
Number of classes held	4,625	4,551	5,326	5,019	4,722	5,452	5,421	5,740	4,915
Sports ¹⁾									
Attendance at open/drop-in programs and classes	n/a	n/a	690,838	814,653	700,000	697,335	654,533	710,364	725,000
Number of classes held	434	471	522	521	512	521	395	583	595
Recreation									
Attendance at open/drop-in programs and classes	712,733	764,689	716,205	731,157	740,206	870,704	924,770	947,841	945,500
Number of classes held	4,921	6,387	4,377	4,556	4,802	4,896	4,869	4,794	4,651
Programs and special activities									
Attendance at open/drop-in programs and classes	294,532	317,539	334,601	338,275	342,314	354,960	374,644	375,255	378,165
Number of classes held	1,162	1,287	1,361	1,366	1,185	1,349	1,547	1,798	1,735
Natural Resources and trails									
Attendance at open/drop-in programs and classes	144,317	177,451	241,329	249,159	195,018	136,960	188,450	171,449	174,692
Number of classes held	187	239	263	278	293	338	545	580	570
Maintenance activities:									
Buildings maintained (shown per 1,000 sq. ft)	326	326	326	326	355	366	368	368	434
Cost per sq. ft. of buildings	\$6.15	\$6.51	\$7.22	\$7.66	\$6.21	\$7.28	\$7.17	\$8.20	\$5.92
Pool facilities maintained (shown per 1,000 sq. ft.)	152	152	152	152	152	152	152	152	152
Cost per sq. ft. of pools	\$9.34	\$9.18	\$10.42	\$11.42	\$14.71	\$12.03	\$15.87	\$12.57	\$14.84
Parks maintained - developed acres	915	1,028	1,028	1,041	1,076	1,076	1,071	1,083	1,095
Cost per developed acre	\$2,586.00	\$2,290.00	\$2,290.00	\$2,523.00	\$2,560.00	\$2,638.00	\$2,796.00	\$2,765.00	\$2,743.00
Parks maintained - undeveloped acres	851	749	749	848	859	867	1,077	900	1,105
Cost per undeveloped acre	\$146.00	\$165.00	\$165.00	\$163.00	\$169.00	\$172.00	\$146.00	\$175.00	\$143.00
Vehicle and equipment units maintained	332	340	354	389	413	427	434	436	436
Cost per vehicle and equipment unit	\$1,901.00	\$1,853.00	\$1,768.00	\$1,800.00	\$1,752.00	\$1,870.00	\$1,860.00	\$1,937.00	\$1,990.00

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

Tualatin Hills Park and Recreation District
CAPITAL ASSET STATISTICS BY FUNCTION
June 30, 2012

Parks and Recreation:

Number of parks	300
Park acreage:	
Developed sites (neighborhood, community and regional parks)	1,095
Undeveloped sites (wetlands and natural areas)	1,105
Pathways and trails mileage	42
Lakes	3
Stream corridor mileage	27
 Facilities:	
Swim Centers:	
Indoor	5
Outdoor	2
Recreation Centers	2
Combined Recreation/Aquatic Center	1
Athletic Center	1
Senior Center	1
Historical Facilities (weddings, meetings, community events)	3
Interpretive Centers/Nature Parks	2
Tennis Center	1
Camp Rivendale (developmentally disabled patrons)	1
 Fields and courts:	
Tennis:	
Indoor	14
Outdoor ¹⁾	101
Basketball:	
Indoor	6
Outdoor ¹⁾	51
Volleyball ¹⁾	5
Sports fields: ¹⁾	
Soccer/football/lacrosse	156
Softball/baseball	109
Bocce	3
Hockey	1
Indoor running track	1
Skate park	2

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



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INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

January 23, 2013

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

We have audited the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Tualatin Hills Park and Recreation District (District), as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements and have issued our report thereon dated January 23, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

COMPLIANCE

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

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

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

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

COMPLIANCE (Continued)

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

OAR 162-10-230 INTERNAL CONTROL

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

We have issued under separate cover our communication of the material weakness in internal control over financial reporting in a letter to the Board of Directors dated January 23, 2013.

* * * * *

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

Talbot, Kervob & Warwick, LLP

Certified Public Accountants



[4B]

MEMO

DATE: January 28, 2013
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park & Recreation Services

RE: Natural Resources Advisory Committee

The Natural Resources Advisory Committee will be in attendance at the February 11, 2013 Regular Board of Directors Meeting to make their annual presentation to the Board. Matthew Shepherd, outgoing Committee Chair, will highlight the activities of the Committee during the past year as well as their goals for the coming year.

Please find attached the current Natural Resources Advisory Committee roster.



Tualatin Hills Park & Recreation District NATURAL RESOURCES ADVISORY COMMITTEE ROSTER

Last Updated: January 8, 2013

<i>Committee Member</i>	<i>Member Since</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Rod Coles	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	February 2013
Matthew Shepherd	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	February 2013
Eric Lindstrom* *Chair	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	May 2014
Mitch Cruzan	May 2010	[REDACTED]	[REDACTED]	[REDACTED]	May 2013
Cory Samia	May 2010	[REDACTED]	[REDACTED]	[REDACTED]	May 2013
Donald Nearhood	August 2011	[REDACTED]	[REDACTED]	[REDACTED]	August 2014
Jack Shorr	February 2012	[REDACTED]	[REDACTED]	[REDACTED]	February 2015
<i>Staff Liaisons</i>		<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Bruce Barbarasch	Staff THPRD	5500 SW Arctic Drive, Suite 2, Beaverton 94005	503/629-6350	bbarbara@thprd.org	N/A
Kristin Atman	Staff THPRD	15655 SW Millikan Way, Beaverton 97006	503/629-6350	katman@thprd.org	N/A



[5]

MEMO

DATE: January 28, 2013
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities
RE: **Resolution Amending District Compiled Policies Chapter 5 (Public Contracting Rules)**

Introduction

Staff is requesting the Board of Directors, acting as the Local Contract Review Board, to conduct a public hearing regarding amending the District Public Contract Rules contained in Chapter 5 of the District Compiled Policies (DCP). Pending outcome of the public hearing, staff requests that the Board approve Resolution No. 2013-03 adopting the proposed changes, which reflect changes to statute made by the 2011 Legislature, as well as other recommendations by staff.

Background

The Oregon Public Contracting Code requires the Attorney General to adopt Model Rules of procedure appropriate for use by state agencies and local governments. Local agencies may either accept and follow the model rules, or adopt their own purchasing rules in accordance with state purchasing statutes. While 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.

In June 2005, the District Board of Directors adopted the Public Contract Rules and Procedures, and subsequently amended them in February 2007. In April 2009, the Board of Directors adopted Chapter 5 of the District Compiled Policies, Public Contracts and Agreements, and the existing purchasing rules were all included in this chapter.

Under state purchasing statutes, agencies that adopt their own rules must review their rules each time the Attorney General amends the Model Rules to determine whether the agency should amend its rules to comply with statutory changes. The Attorney General amended the model rules effective January 1, 2012, which includes changes from the 2011 Legislative Assembly.

Staff is proposing certain other changes to DCP Chapter 5 to create more internal consistency within District purchasing procedures and to clear up ambiguities within the sustainable purchasing requirements.

At the December 3, 2012 Board of Directors meeting, staff reviewed proposed changes to DCP Chapter 5 with the Board, and received Board direction to proceed with scheduling a public hearing for the purpose amending the policy.

Proposal Request

Staff is requesting that the Board of Directors, acting as the District's Local Contract Review Board, amend DCP Chapter 5 to reflect the proposed changes. Attached is a marked-up

version of DCP Chapter 5 and summary table, labeled as Exhibit A, which identify the proposed amendments. The Oregon Public Contracting Code requires that the Park District hold a public hearing prior to amending the Contracting Rules and Procedures. Notice of the public hearing has been properly published and posted. Also attached, for the Board's information, are drafts of the internal procedures and a purchasing guide.

The resolution and the proposed changes to DCP Chapter 5 have been reviewed by District legal counsel.

Benefits of Proposal

The proposed changes to DCP Chapter 5 create greater consistency with the Attorney General's Model Rules as well as internal consistency within District contracting procedures. This should promote greater efficiency in contracting activity and ease of compliance with District contracting rules.

Potential Downside of Proposal

There is no apparent downside to this proposal.

Action Requested

Upon completion of the Public Hearing, the Board of Directors, acting as the Local Contract Review Board, approve Resolution No. 2013-03 amending the Public Contracting Rules contained within Chapter 5 of the District Compiled Polices.

RESOLUTION NO. 2013-03
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION AMENDING DISTRICT COMPILED POLICIES CHAPTER FIVE,
TO REFLECT CHANGES IN THE ATTORNEY GENERAL'S MODEL RULES**

WHEREAS, in 2009 the Tualatin Hills Park & Recreation District Board of Directors adopted new district policies chapters as District Compiled Policies (DCP) to make them more useful and readable. DCP Chapter 5 includes the provisions related to Public Contracts and Agreements;

WHEREAS, the Tualatin Hills Park & Recreation District desires to update DCP Chapter 5 to reflect changes in state law, in the Attorney General's Model Rules and to improve the internal consistency of the District's contracting procedures;

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS FOLLOWS:

Section 1. DCP Chapter 5 attached as Exhibit A, is amended as to this resolution is approved;

Section 2. This amendment takes effect on the adoption date below.

Adopted by the Board of Directors this 11th day of February 2013.

Joseph Blowers
Board President

Larry Pelatt
Board Secretary

ATTEST:

Jessica Collins
Recording Secretary

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.

PERSONAL SERVICES,

(A) Includes those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the

DISTRICT COMPILED POLICIES

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

- (1) Contracts existing on July 11, 2005; and

DISTRICT COMPILED POLICIES

- (2) Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services.

(B) Contracts for Certain Construction-related Personal Services. This section applies only to personal services meeting the following criteria:

- a. A contract with an Estimated Fee that exceeds \$100,000; and
- b. The contract is for personal service that is *legally required* to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or an engineer to design a bridge. Because the law requires licensed professionals to design and engineer structures, District would rely on this subsection to hire someone to perform those services. However, if District were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under the Personal Services in this policy, as defined by ORS 279C.100, as “Related Services”.
- c. If either (A) or (B) above is not satisfied then District may rely on the Personal Services in this policy to solicit and award the contract. If the requirements of (a) and (b) are satisfied, then the provisions of OAR 137-048-0210 through OAR 137-048-0220 will be adhered to.

~~(B)~~(C) Direct Appointment (Under \$5100,000). Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$5100,000.

~~(C)~~(D) Informal Selection Process (\$5100,000 – \$1250,000).

- (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 \$5100,000 or more and not to exceed \$1250,000.
- (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.

DISTRICT COMPILED POLICIES

~~(D)~~(E) Formal Selection Process (Over \$1250,000). The use of the formal selection procedures described in OAR 137-~~047-0255~~ ~~048-0220~~ and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$~~1~~250,000.

5.04 Delegation

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

5.05 Special Procurements and Exemptions

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

5.06 Small Procurements (Under \$5,000)

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

~~(B)~~ — The District may amend a public contract awarded as a small procurement beyond the \$5,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum to more greater than \$6,000. ~~125% of the original contract price.~~

DISTRICT COMPILED POLICIES

~~(C)~~(B)

5.07 Intermediate Procurements

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

5.08 Electronic Advertising

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

5.09 Notice of intent to award certain contracts

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

DISTRICT COMPILED POLICIES

- (G) A protest of the District's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

5.10 Methods for Awarding Contracts Using RFP Process

- (A) In making an award using the RFP process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including the processes described in ORS 279B.060(6)(b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process used must be stated in the RFP. OAR 137-047-0261 through 137-047-0263 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 [of the Board](#) or [the General](#) Manager has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. [If the President is not available, approval by a board member may be sought in the following successive order: Secretary, Secretary Pro-temp, Board member.](#) The nature of the emergency and the method used for the selection of the contractor must be documented.
- (B) Emergency contracts may be awarded as follows:
 - (1) Goods and Services. Emergency contracts for procurement of goods and services may be awarded under ORS 279B.080 and DCP 5.04.
 - (2) Public Improvements. The District adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

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.

DISTRICT COMPILED POLICIES

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

5.13 Prequalification

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

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- (7) Has a satisfactory record of integrity, and may consider, previous criminal convictions for offenses related to obtaining or subcontracting or in the connection with the bidders performance of a contract or subcontract.
- (C) The Manager will notify applicants of qualification or disqualification within 30 days of applications. Applicants may appeal disqualifications by filing a written notice of appeal with the Manager within three days of receipt of notice of disqualification. The District presumes receipt at the earliest of date of personal delivery, facsimile, actual oral or written notice, or three days after mailing of a notice of disqualification.
- (D) The Manager may debar a prospective bidder or proposer for the reasons listed in ORS 279C.375(3)(b). The Manager must provide written notice of such determination to the person or applicant and comply with the decision requirements of ORS 279C.375(4).

5.14 Appeals of Prequalification Decisions and Debarment Decisions

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

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

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5.15 Concession Agreements

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

5.16 Purchases from Federal Catalogs

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

5.17 Intergovernmental Agreements

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

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).

DISTRICT COMPILED POLICIES

(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 standards and may amend them from time to time in accordance with this policy.
 - (c) For purchases where there are no appropriate standards/criteria, THPRD will develop and maintain a list of acceptable “green product” resources.
- (2) THPRD staff will use Life Cycle Cost (a method of economic analysis that takes into account expected costs over the useful life of an asset), based on THPRD’s sustainability cost model, as the basis of selection on all purchases when a single-item is over \$50,000 or weighing ~~ing~~ 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.

DISTRICT COMPILED POLICIES

- (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.

TUALTIN HILLS PARK AND RECREATION DISTRICT
Public Contracting Rules and Procedures

Proposed 2013 Amendments - Summary Table

Type of Procurement	Park District Current Practice	2011 Oregon Statues	Proposed Park District Rules
<p><u>Direct Selection (Small Procurements)</u>: Procurement of products, services or supplies is exempt from competitive bidding when its value is less than a specified amount.</p> <p style="text-align: center;">Approval authority:</p>	<p>Use Model Rules: exempt when less than \$5,000</p> <p>General Manager approval</p>	<p>Exempt when less than or equal to \$5,000</p> <p>ORS 279B.065 OAR 137.047.0265</p>	<p>Exempt when less than or equal to \$5,000</p> <p>General Manager approval</p>
<p><u>Informal Competitive Quotes (Intermediate Procurements)</u>: Procurement of products, services or supplies requires a minimum of three (3) informal written competitive quotes when their value is within a specified range.</p> <p style="text-align: center;">Approval authority:</p>	<p>Use Model Rules: Required for procurements between \$5,000 to \$150,000</p> <p>General Manager approval \$150,000 or less</p> <p>Board approval greater than \$150,000</p>	<p>Required for procurements greater than \$5,000 and less than or equal to \$150,000</p> <p>ORS 279B.070 OAR 137.047.0270</p>	<p>Use Model Rules: Required for procurements over \$5,000 and not exceeding \$150,000</p> <p>General Manager approval \$150,000 or less</p> <p>Board approval greater than \$150,000</p>
<p><u>Formal Competitive Sealed Bids</u>: Procurement of products, services or supplies requires formal written competitive proposals when their value exceeds a specified amount.</p> <p style="text-align: center;">Approval authority:</p>	<p>Use upper limit of Attorney General Model Rules: required when value exceeds \$150,000</p> <p>Board approval</p>	<p>Required when value exceeds \$150,000. Local Contract Review Board (LCRB) sets amount based on upper limits established for Informal Quotes</p> <p>ORS 279B.055 & 279B.060 OAR 137.047.0260 - 0263</p>	<p>Use upper limit of Attorney General Model Rules: required when value exceeds \$150,000</p> <p>Board approval</p>
<p><u>Sole Source</u>: Allows agencies to award a contract for goods or services without</p>	<p>Use Attorney General Model Rules: approval by</p>	<p>Approval may be given by head of agency. Written</p>	<p>Use Attorney General Model Rules: approval by</p>

Type of Procurement	Park District Current Practice	2011 Oregon Statues	Proposed Park District Rules
<p>competition.</p> <p>Approval authority:</p>	<p>General Manager if under \$100,000; approval by Board if over \$100,000</p> <p>General Manager approval \$100,000 or less</p> <p>Board approval greater than \$100,000</p>	<p>findings and public notice required for sole source purchases. Requires Board to determine its own rules.</p> <p>ORS 279B.075 OAR 137.047.0275</p>	<p>General Manager if under \$150,000; approval by Board if greater than \$150,000</p> <p>General Manager approval \$150,000 or less</p> <p>Board approval greater than \$150,000</p>
<p><u>Emergency Procurement:</u> May enter into public contracts without competitive bid under emergency situations.</p> <p>Approval authority:</p>	<p>Use Attorney General Model Rules</p> <p>General Manager approval for a defined emergency</p>	<p>Allows head of agency or designee to authorize a defined emergency procurement. Requires Board to determine its own procedure in writing.</p> <p>ORS 279B.080 OAR 127.047.0280</p>	<p>Use Attorney General Model Rules</p> <p>General Manager approval for a defined emergency</p>
<p><u>Disposal of surplus and abandoned property</u></p> <p>Approval authority:</p>	<p>Allow General Manager to dispose of surplus property with a value less than \$50,000. Board to review if over \$50,000 or for Real Property.</p> <p>General Manager approval for value less than \$50,000</p> <p>Board approval for Real Property or value over \$50,000</p>	<p>Requires Board to determine its own procedure.</p> <p>ORS 279A</p>	<p>Allow General Manager to dispose of surplus property with a value less than or equal to \$50,000. Board to review if greater than \$50,000 or for Real Property.</p> <p>General Manager approval for value less than or equal to \$50,000</p> <p>Board approval for Real Property or value greater than \$50,000</p>
<p><u>Personal Services Contracts</u></p>	<p>Use Attorney General Model Rules</p>	<p>Requires agencies to define "personal</p>	<p>Use Attorney General Model Rules</p>

Type of Procurement	Park District Current Practice	2011 Oregon Statues	Proposed Park District Rules
<p style="text-align: center;">Approval authority:</p>	<p>definitions for personal services.</p> <p>If less than or equal to \$50,000 direct appointment</p> <p>If greater than \$50,000 and less than \$150,000 require a minimum of three (3) informal competitive proposals.</p> <p>If greater than \$150,000, require competitive sealed proposals.</p> <p>General Manager approval under \$150,000</p> <p>Board approval over \$150,000</p>	<p>services” and establish procedures for contracting.</p> <p>ORS 279A.070</p>	<p>definitions for personal services, except as defined by Local Contract Review Board under DCP 5.</p> <p>If less than or equal to \$100,000 direct appointment subject to procedure requirements</p> <p>If greater than \$100,000 and less than \$250,000 require a minimum of three (3) informal competitive proposals.</p> <p>If greater than \$250,000, require competitive sealed proposals.</p> <p>General Manager approval under \$150,000</p> <p>Board approval over \$150,000</p>
<p><u>Architectural, Engineering, and Land Surveying Services and Related Services</u></p>	<p>Use Attorney General Model Rules definitions for personal services.</p> <p>If less than or equal to \$50,000 direct appointment</p> <p>If greater than \$50,000 and less than \$150,000 require a minimum of three (3) informal competitive proposals.</p> <p>If greater than \$150,000, require</p>	<p>OAR 137.048 applies to any Contracting Agency with independent contracting authority seeking services of a Consultant to perform Architectural, Engineering, Photogrammetric, surveying, or Related Services.</p> <p>Requires Qualification-Based Selection (QBS) process for projects between \$100,000</p>	<p>Use Attorney General Model Rules and definitions of 137.048, except as defined by Local Contract Review Board under DCP 5.</p> <p>Related A&E Services other than those <i>legally required</i> will use the Personal Services procedures to solicit and award the contract.</p> <p>If less than or equal to \$100,000 direct</p>

Type of Procurement	Park District Current Practice	2011 Oregon Statues	Proposed Park District Rules
<p>Approval authority:</p>	<p>competitive sealed proposals.</p> <p>General Manager approval under \$150,000</p> <p>Board approval over \$150,000</p>	<p>and \$250,000</p>	<p>appointment subject to procedure requirements.</p> <p>If greater than \$100,000 and less than \$250,000 provide requests of proposals to a minimum of five (5) consultants, using QBS process.</p> <p>If greater than \$250,000, require Requests of Proposals through public advertisement.</p> <p>General Manager approval under \$150,000</p> <p>Board approval over \$150,000</p>
<p><u>Notice of Intent to Award a Contract</u></p>	<p>Use Attorney General Model Rules</p>	<p>Requires notice to be given seven (7) days before the award of a public improvement contract to each bidder or proposer.</p> <p>ORS 279B.135 OAR 127.047</p>	<p>Use Attorney General Model Rules</p>

<p><u>Concession Agreements</u> By definition, a concession is not considered a public contract.</p> <p style="text-align: center;">Approval authority:</p>	<p>Use Attorney General Model Rules</p> <p>General Manager approval</p>	<p>An agency may enter into a contract without competitive bid with concessionaires. May use an informal selection process for agreements with concessionaires.</p> <p>ORS 279.025(2)</p>	<p>Use Attorney General Model Rules</p> <p>General Manager approval</p>
<p><u>Pre-Qualification Process</u></p>	<p>Pre-Qualification process required for public improvement contracts greater than \$1,000,000, and staff's discretion when less than \$1,000,000.</p>	<p>Agency may require Pre-Qualification for projects exceeding a specified amount.</p> <p>ORS 279B.120 OAR 127.049.0220</p>	<p>Pre-Qualification process required for public improvement contracts greater than \$1,000,000, and staff's discretion when less than \$1,000,000.</p>

Non-Exempt Personal and Related A&E Service Contracts 2.02.04

Date: **DRAFT**

Supersedes Policy Number: 2.02.03 - 12/04/00

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 authorization regarding personal services contracts, governed by State statutes, primarily ORS 279B and 279C, as modified and adopted by the Board of Directors, July 11, 2005, and amended February 5, 2007, **February 11, 2013**.

POLICY

Tualatin Hills Park & Recreation District is subject to the Model Rules adopted by the Attorney General under ORS 279A, 279B, and 279C, which includes Divisions 46, 47, 48 and 49 in the Attorney General's Public Contracts Manual for contracting activities. Division 46 and 47 are applicable to Personal Services contracts, while Division 48 rules are limited to professional services to be performed by a licensed Architect or a Registered Professional Engineer (A&E). The following policy governs **Non-exempt Personal Services contracts, and Related A&E Service Contracts**, and is identified as such.

1. Definition

A contract for "Personal Services" is a contract that calls for specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.

- a. Personal Services shall include, but are not limited to: architects; engineers; surveyors; attorneys; accountants; auditors; agent of record; computer programmers; property managers; artists; designers; performers; and consultants. The General Manager or designee shall have the authority to determine whether a particular service is a "personal service" under this definition.
- b. **"Related A&E Services" are a special class of Personal Services Contracts, which are defined by ORS 279C.100 and are subject to the provisions of this policy. A&E Services for Construction Contracts are further described and ---clarified under Policy 02.02.XX**
- c. Qualifications and performance history, expertise, knowledge and creativity, and the ability to exercise sound professional judgment are typically the primary consideration when selecting a Personal Services contractor. Price will be a factor in the selection process.
- d. Personal Services Contracts do not include contracts primarily for equipment, supplies or materials. For example, a contract to supply all hardware and standard software is not a Personal Services Contract, but a contract with a technology consultant to design or develop a new computer system is a Personal Services Contract.

- e. Exempt Personal Services are Personal services contracts existing on July 11, 2005, are exempt and hereby extended by direct appointment. Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services are exempt.

2. Independent Contractor Status Required

The District may enter into a Personal Services Contract with an Independent Contractor when:

- a. The required services cannot be performed within a reasonable time using the District's own work force;
- b. The skills necessary to perform the required services are not available within the District's own work force; or
- c. An impartial opinion or evaluation is necessary or appropriate
- d. The District may not use Personal Services Contracts to obtain and pay for services of an employee. If a Contractor is not an Independent Contractor, the District may not enter into a Personal Services Contract with the Contractor; instead, the District must follow personnel policies for employment options.

3. Selection Process for Personal Service Contracts

- a. Direct Appointment Process (Under \$100,000)
Consultant Services may be entered into a contract, when the estimated cost does not exceed \$100,000, as set forth or, proposals may also be solicited using the informal or formal selection process as identified.
- b. Informal Selection Process (Under \$250,000)
When the estimated cost of Consultant Services is not expected to exceed \$250,000, the informal selection procedure set forth in OAR 137-047-0270 shall be used. The selection may be based on criteria including, but not limited to, each proposer's:
 - i. Particular capability to perform the services required;
 - ii. Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
 - iii. Performance history;
 - iv. Approach and philosophy used in providing services;
 - v. Fees or costs; and
 - vi. Geographic proximity to the project or the area where the services are to be performed.

Price may be considered, but need not be the determining factor. Proposals may also be solicited in using a written request for proposal, at the District's discretion.

- c. Formal Selecting Process (Over \$250,000)
The formal procedure shall be used whenever the estimated cost of Consultant Services exceeds \$250,000, using the formal selection procedure set forth in OAR 137-048-0220 and ORS 279B.060.

4. Cooperative Procurement with other Government Agencies

Whenever feasible, the District may utilize a permissive cooperative procurement contracts (ORS 279A.215) available with other governmental agencies, which includes, but not limited to State, County, City and Special Districts. Contracts between public agencies utilizing existing solicitations or current requirements require that:

- a. The original contact meets competitive procurement requirements;
- b. The solicitation and award process for the original contract is open and impartial competitive process;
- c. The solicitation and contract allows other public agencies to establish contracts and price agreements under the terms and conditions of the original contract;
- d. No material change is made in the terms, conditions or prices of the contract;

PROCEDURES

The following procedures must be used for solicitation of **Related** A&E Services and Non-exempt Personal Services contracts.

1. Competitive Procurement**a. Direct Appointment Process**

- i. **Related A&E Services and Non-Exempt Personal Service Contracts under \$100,000 will be obtained by quotes with written specifications, or through a Request For Proposal. However;**
- ii. **Contracts under \$100,000 may be directly appointed if all the following criteria are met, documented and approved by the Division Director:**
 - (1) **Qualifications** – Document how the consultant is specifically or uniquely qualified to fulfill the scope of work; addressing one or more of the following: a) efficiencies anticipated, b) availability from only one source, c) proprietary goods, materials or skills, d) technical expertise, e)...
 - (2) **Performance History** – Consultant has completed above-average work for the District previously, or received similar evaluation from a reference check;
 - (3) **Current Contracts** – Evaluate current, as well as any projected contracts Consultant may have with the District. Consultant cannot be under contract with the District for projects with similar Scope of Work in which the aggregate exceeds \$100,000 in total fees.

b. Informal Selection Process

When the estimated cost is equal to or less than **\$250,000**, the following informal selection procedure should be used:

- i. **Written Solicitation** - Solicitations inviting written Proposals shall be sent to a minimum of three (3) Consultants, **must include, at a minimum the following:**
 - (1) Description of project
 - (2) Anticipated Contract performance schedule
 - (3) Conditions or limitations
 - (4) Date and Time proposals are due
 - (5) Criteria upon **which the most** qualified consultant will be selected
 - (6) Statement that proposers are responding at their own expense
 - (7) Statement directing proposers to **available** protest procedures

- ii. Review Proposals – Review and score all Proposals received according to the criteria set forth in the Request for Proposals. List proposals from highest to lowest scores.
- iii. Competitive Informal Selection - The informal selection procedure shall be competitive to the maximum extent practicable and the selection and scores based on criteria which include, but are not limited to Consultant's capability to perform; number of experienced staff; performance history; project approach and design philosophy; compensation information; geographic proximity to the project.
- iv. Negotiate Scope of Services - The District shall discuss and refine the scope of services for the project and shall negotiate conditions, including but not limited to a compensation and performance schedule with the highest scored consultant.

Note: If the scope of a project is revised during negotiations and the estimated cost of the Consultant's services exceeds \$250,000, then the informal process will be terminated and the services of a qualified Consultant shall be solicited using the Formal Selection Process below.

c. Formal Selection Process

This formal procedure shall be used whenever the estimated cost exceeds \$250,000:

- i. Advertising - The Board of Directors must authorize the advertisement to bid for goods or services when services exceed \$100,000. All rules [\[insert hyperlink\]](#) related to advertising must be followed. Generally, Business Services will prepare the advertisement to ensure that all requirements are met.
 - (1) Request for Qualifications (RFQ) - Used to develop a short list of at least three qualified Consultants. Must be followed by a Request for Proposal.
 - (2) Request for Proposal (RFP) - Whether or not preceded by an RFQ, the RFP shall describe or contain project description, evaluation process, whether interviews are anticipated, closing date and time, reservation to reject any or all proposals, contract requirements, and a sample contract.
 - (a) Procuring Departments shall create a Request for Proposal (RFP) to include at a minimum:
 - (i) Background information and project description;
 - (ii) Evaluation Criteria for Selection;
 - (iii) Conditions or Limitations;
 - (iv) Whether interviews are possible;
 - (v) Proposal Due Date;
 - (vi) Reservation of the right to: seek clarification, negotiate, and reject any and all proposals;
 - (vii) Statement that Proposers responding at own expense;
 - (viii) Protest Procedures;
 - (ix) Special Contract Requirements;
 - (x) Statement of whether a pre-Proposal meeting will be held;
 - (xi) Information the Procuring Department deems reasonably necessary;
 - (xii) **Reservation of the right to seek clarification of each Proposer;**

(xiii) **Reservation of the right to reject any or all Proposals or cancel the RFP at any time if doing either would be in the best interest as determined by the District.**

(xiv) Sample Contract

(b) Procuring Department, with help from the Business Services, shall advertise each RFP at least once in the a publication of general circulation, such as the Daily Journal of Commerce, no fewer than fourteen (14) calendar days before the closing date of the RFP.

ii. Pre-proposal meeting - May be held for all interested Consultants to discuss the proposed project and the required consultant services.

iii. RFP Analysis - Consultant selection committee shall review, ~~and~~ score ~~and score~~ all responsive proposals according to the criteria included in the RFP.

iv. Contract Negotiations - Contract negotiations with the highest scored consultant shall be directed toward obtaining written agreement.

v. Contract Award – Only the Board of Directors has the authority to award a contract for services. Please refer to *Contract Provisions* page for proper contract usage.

d. Solicitation Requirements

All formal solicitations require an RFP or RFQ, and must be in writing and advertised at least once in the publication of general circulation, such as the Daily Journal of Commerce, no fewer than fourteen (14) calendar days before the closing date of the RFP or RFQ. Note: Upon completion of contractor selection and competitive procurement procedures, refer to Policy 2.02.02 for Purchasing Authority procedures.

2. **Approvals of Contracts**

a. When the actual amount of the contract does not exceed \$1,000, the Department Superintendent has the fiscal authority to enter into an agreement through the LPO process. The scope and terms of the services will be stated on the local purchase order. If a two-party agreement is used, the General Manager or Director of Business & Facilities is to enter into the agreement.

b. When the actual amount of the contract is more than \$1,000, but not more than \$100,000, the General Manager or Director of Business & Facilities is to enter into the agreement. The scope and terms of the agreement will be documented on the Purchase Order (when under \$5,000), or the scope and terms of the services will be stated in a two-party written agreement. When the actual Contract amount exceeds \$100,000, the Board of Directors must approve the contract prior to award.

3. **Emergency Procurements**

General

An emergency is an occurrence of a serious and urgent nature that demands immediate action. Normal procurement procedures may be suspended for the purchase of goods or services in emergency situations. Emergency procurement may be utilized to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures.

Authority to Declare

The President of the Board or the General Manager (or designees) has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. If the President is not available, approval by a board member may be sought in the following successive order: Secretary, Secretary Pro-temp, Board member. The nature of the emergency and the method used for the selection of the contractor must be documented.

Procedures

For purposes of securing such approval, Departments shall prepare a written declaration for signature by General Manager (or designee) indicating the following:

- Nature of the emergency;
- Work to be done including goods, services to be procured;
- Name of contractor and reason for selection of the particular contractor;
- Estimated amount of expenditure.

For expenditures exceeding the General Manager's authority of \$150,000, the General Manager shall contact the President of the Board, as applicable, for approval prior to proceeding with the emergency work. The General Manager shall prepare and file a resolution for authorizing the emergency declaration at the next regularly scheduled Board meeting or as soon as possible thereafter.

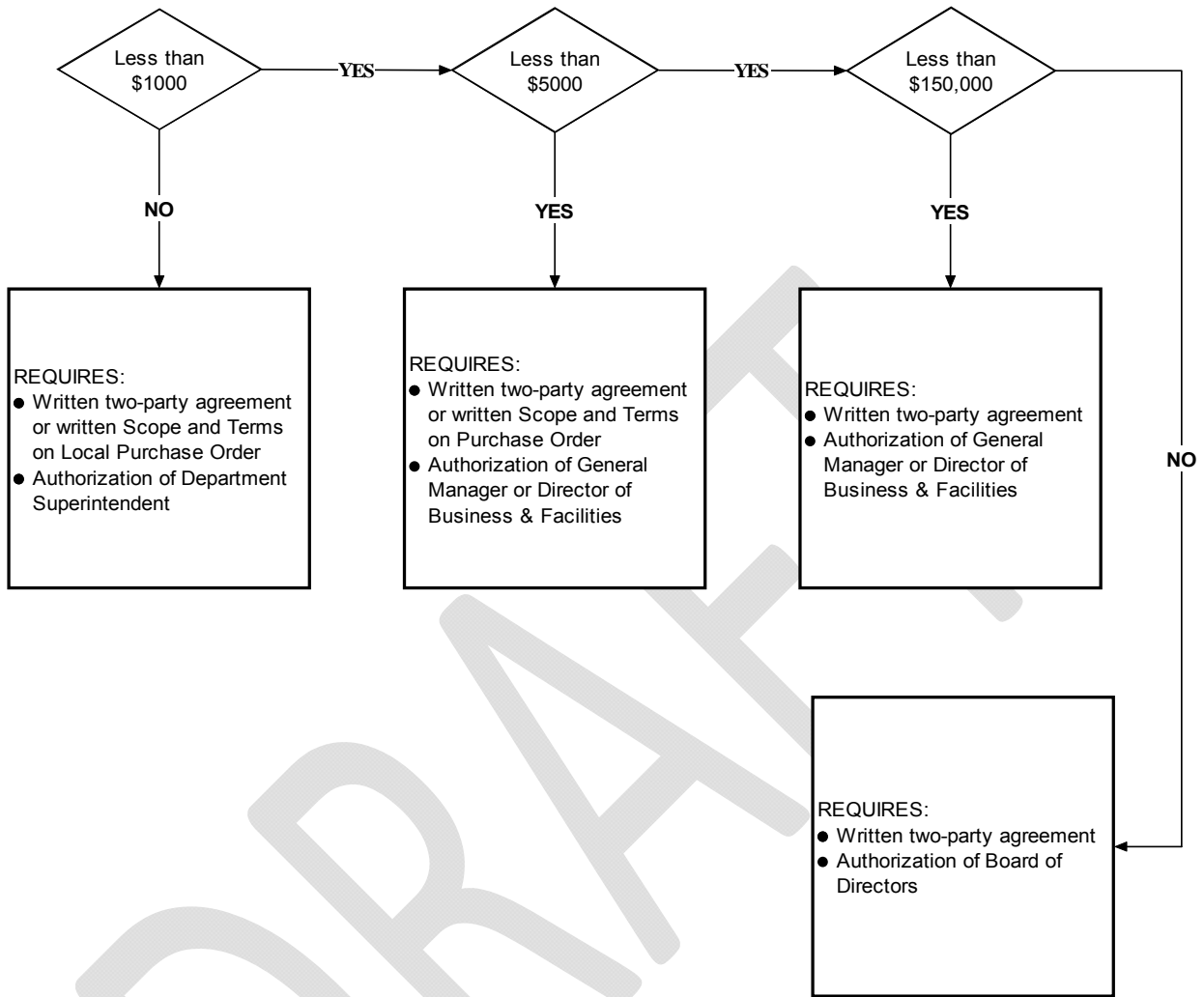
After approval, the department should find an appropriate source and then direct the vendor to proceed. This does not relieve the department from seeking competition to the extent practicable, negotiating a fair and reasonable price, and documenting the procurement action.

After placing the order with the vendor, the department should process the requisition online and include the emergency declaration.

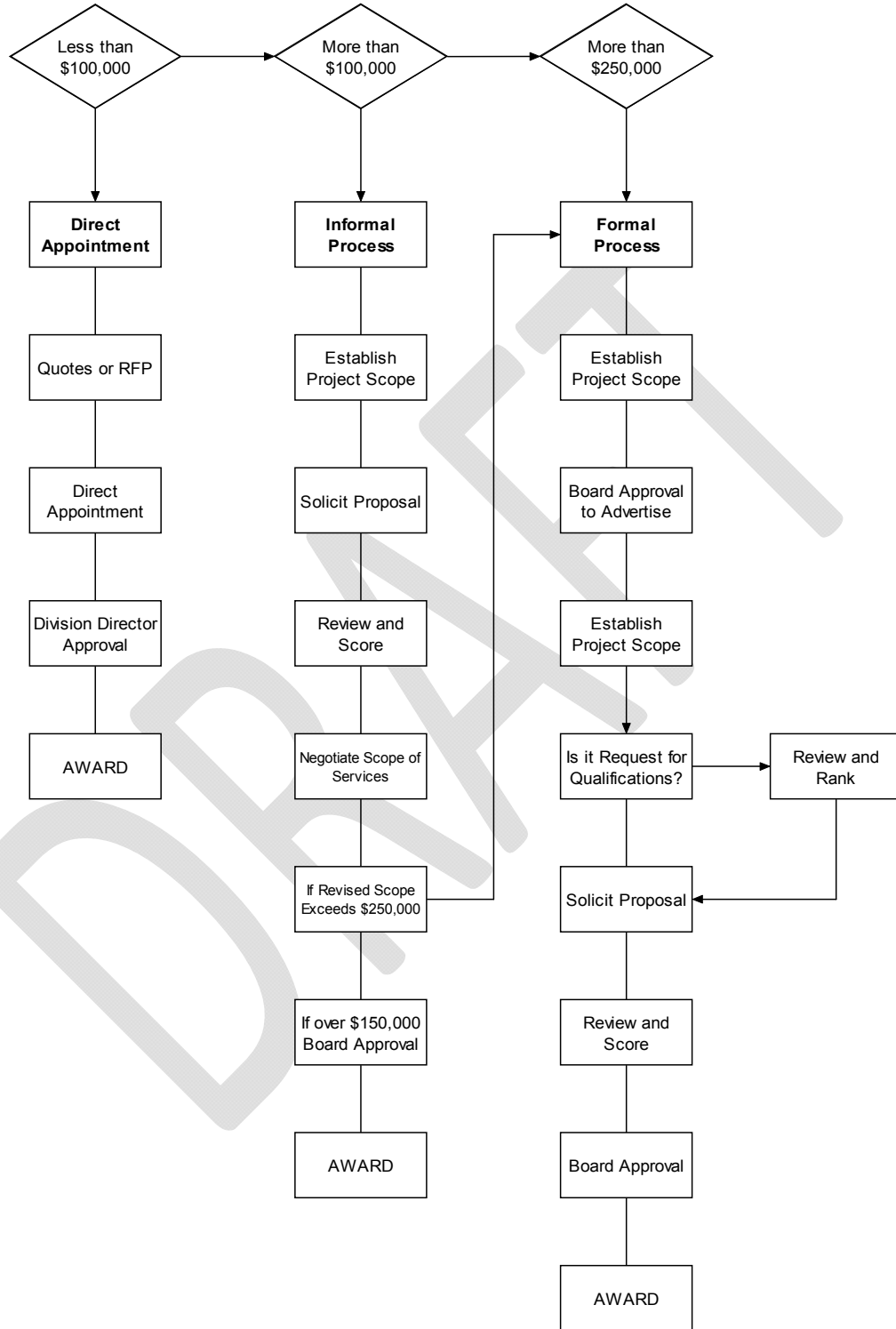
The department shall monitor the emergency work and, upon completion, submit a confirming purchase order and all supporting documentation to the Finance Department, as applicable, including: 1) a copy of the emergency declaration signed by the General Manager, and 2) any agreements, quotes or proposals, including any pertaining to price, made orally with the contractor.

If either the General Manager or the Board of Directors does not authorize the emergency declaration, the department must immediately advise the consultant to stop work and submit a final invoice for work performed prior to the stop work date.

CONTRACT PROVISIONS



CONTRACTOR SELECTION



Date: **DRAFT**

Supersedes Policy Number: 2.02.03 - 12/04/00

Adopted by: Doug Menke
General ManagerImplemented by: Keith D. Hobson
Director of Business & Facilities

Signature: _____

Signature: _____

Date: _____

Date: _____

PURPOSE

The purpose of this policy is to establish guidelines for authorization regarding A&E construction related services contracts, governed by State statues, primarily ORS 279C, as modified and adopted by the Board of Directors, July 11, 2005, and amended February 5, 2007 and February 11, 2013.

POLICY

Tualatin Hills Park & Recreation District (**the District**) is subject to the Model Rules adopted by the Attorney General under ORS 279A, 279B, and 279C, which includes Divisions 46, 47, 48 and 49 in the Attorney General's Public Contracts Manual for contracting activities. Division 46 and 47 are applicable to Personal Services contracts, **while Division 48 rules are limited to professional services to be performed by a licensed Architect or a Registered Professional Engineer (A&E). The following policy governs A&E for Construction Services only. Related A&E Services defined by ORS 279C.100(6) shall use Policy 2.02.04 - Non-exempt Personal and Related A&E Services Contracts.**

1. Definition

A contract for "Architect, Engineer, and Land Surveying", which are defined by ORS 279C.100 calls for specialized skills, knowledge and resources in the application of highly technical expertise, or the exercise of professional, artistic or management discretion or judgment. **This section applies only to personal services (Architect, Engineer, and Land Surveying) meeting the following criteria:**

- a. **The contract is for personal service that is legally required to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or an engineer to design a bridge. Because the law requires licensed professionals to design and engineer structures, the District would rely on this subsection to hire a consultant to perform those services. However, if the District were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under the Personal Services in this policy, as defined by ORS 279C.100, as "Related Services."**
- b. **If the above criteria (1.a) describing is not satisfied then the District may rely on the Personal Services Non-exempt Personal and Related A&E Services policy 2.02.04 to solicit and award the contract. If the requirements of (1.a) above are satisfied, then the provisions of OAR 137-048-0210 through OAR 137-048-0220 will be adhered to.**

2. Selection Process for A&E Construction Related Service Contracts**a. Direct Appointment Process (Under \$100,000)**

The District, at its sole discretion, may enter into a contract for Consultant Services when the estimated cost does not exceed \$100,000, as set forth or, proposals may be solicited using the informal or formal selection process as identified.

b. Informal Selection (Qualification-Based Selection [QBS]) Process (Under \$250,000)

When the estimated cost of Consultant Services is not expected to exceed \$250,000, the informal selection procedure set forth in OAR 137-048-0210 shall be used. The selection may be based on criteria including, but not limited to, each proposer's:

- i. Consultant's capability, experience and past performance history and record in providing services required;
- ii. Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
- iii. Performance history; ability to meet schedules, cost control methods and contract administration practices;
- iv. Proposed management techniques and approach/philosophy used in providing services;
- v. Consultant's geographic proximity to and familiarity of/with the area in which the services are to be performed; or
- vi. Volume of work, if any, previously awarded to a Consultant.

Price **may not** be considered as an evaluative criterion.

c. Formal Selecting Process (Over \$250,000)

The formal procedure shall be used whenever the estimated cost of Consultant Services exceeds \$250,000, using the formal selection procedure set forth in OAR 137-048-0220 and ORS 279B.060.

3. Cooperative Procurement with other Government Agencies

Whenever feasible, the District may utilize a permissive cooperative procurement contracts (ORS 279A.215) available with other governmental agencies, which includes, but not limited to State, County, City and Special Districts. Contracts between public agencies utilizing existing solicitations or current requirements require that:

- a. The original contract meets competitive procurement requirements;
- b. The solicitation and award process for the original contract was an open and impartial competitive process;
- c. The solicitation and contract allows other public agencies to establish contracts and price agreements under the same terms and conditions of the original contract.

PROCEDURES

The following procedures must be used for solicitation of A&E and non-exempt Personal Services contracts.

1. Competitive Procurement**a. Direct Appointment Process**

- i. A&E Construction Related Services under \$100,000 will be obtained by quotes with written specifications, or through a Request For Proposal. However;
- ii. Contracts under \$100,000 maybe directly appointed if all of the following criteria are met, documented and approved by the Division Director:
 - (1) Qualifications – Document how the consultant is specifically or uniquely qualified to fulfill the scope of work; addressing one or more of the following: a) efficiencies anticipated, b) availability from only one source, c) proprietary goods, materials or skills, d) technical expertise, e)...
 - (2) Performance History – District has documented the Consultants for previous work on projects as above-average, or received similar evaluation from a reference check;
 - (3) Current Contracts – Evaluate current, as well as any projected contracts Consultant may have with the District. Consultant cannot be under contract with District for projects with similar Scope of Work in which the aggregate exceeds \$100,000 in total fees.

2. Informal Selection (QBS) Process

When the estimated cost is equal to or less than \$250,000, the following informal selection procedure should be used:

- i. Solicitation - Solicitations inviting written proposals shall be sent to a minimum of five (5) prospective A&E Consultants drawn from:
 - (1) The District's list of Consultants that has been created and is maintained under OAR 137-048-0120 (List of Interested Consultants; Performance Record);
 - (2) Another Contracting Agency's list of Consultants that is created and maintained under OAR 137-048-0120 (List of Interested Consultants; Performance Record);
 - or
 - (3) All Consultants the District reasonably can locate that offer the desired Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services, or any combination of the foregoing.
- ii. Written Solicitations must include, at a minimum the following:
 - (1) Description of project
 - (2) Anticipated Contract performance schedule
 - (3) Conditions or limitations
 - (4) Date and Time proposals are due
 - (5) Criteria upon which the most qualified consultant will be selected
 - (6) Statement that proposers are responding at their own expense
 - (7) Statement directing proposers to available protest procedures
- iii. Review Proposals - Review and score all Proposals received according to the criteria set forth in the Request for Proposals. List proposals from highest to lowest scores.
- iv. Competitive Informal Selection - The informal selection procedure shall be competitive to the maximum extent practicable and the selection and scored based

on criteria which includes, but are not limited to Consultant's capability to perform; number of experienced staff; performance history; project approach and design philosophy; **budget and change order management history**; geographic proximity to the project.

- v. Negotiate Scope of Services - The District shall discuss and refine the scope of services for the project and shall negotiate conditions, including compensation and performance schedule with the highest **scored** consultant.

Note: If the scope of a project is revised during negotiations and the estimated cost of the Consultant's services **exceeds \$250,000**, then the informal process will be terminated and the services of a qualified Consultant shall be solicited using the Formal Selection Process below.

- b. Formal Selection Process

This formal procedure shall be used whenever the estimated cost of A&E Consultant Services exceeds **\$250,000**

- i. Advertising - The Board of Directors must authorize the advertisement to bid for services when **the estimated costs for such services may** exceed \$150,000. All rules **[insert hyperlink]** related to advertising must be followed. Generally, Business Services will prepare the advertisement to ensure that all requirements are met.

- (1) Request for Qualifications (RFQ) method is a **"two-phase" process which is intended to limit respondents for complex projects to only the most qualified; and/or lessen the cost impact to respondents. Contract award is dependent on both phases being used. The issuance of an RFQ is the first phase of the process and is used to short list the most qualified (highest scored) respondents. The first phase does not include cost as an evaluation criterion. The second phase is the issuance of a modified Request for Proposal or Qualification Based Selection RFP to the short listed respondents and generally results in a contract award.**

- (2) Request for Proposal (RFP) - Whether or not preceded by an RFQ, the RFP shall describe or contain project description, evaluation process, whether interviews are anticipated, closing date and time, reservation to reject any or all proposals, contract requirements, and a sample contract.

- (a) Procuring Departments shall create a Request for Proposal (RFP) to include at a minimum:

- (i) Background information and project description;
 - (ii) Evaluation Criteria for Selection;
 - (iii) Conditions or Limitations;
 - (iv) Whether interviews are possible;
 - (v) Proposal Due Date;
 - (vi) Reservation of the right to: seek clarification, negotiate, and reject any and all proposals;
 - (vii) Statement that Proposers responding at own expense;
 - (viii) Protest Procedures;
 - (ix) Special Contract Requirements;

- (x) Statement of whether a pre-Proposal meeting will be held;
 - (xi) Information the Procuring Department deems reasonably necessary;
 - (xii) **Reservation of the right to seek clarification of each Proposer;**
 - (xiii) **Reservation of the right to reject any or all Proposals or cancel the RFP at any time if doing either would be in the best interest as determined by the District.**
 - (xiv) Sample Contract
- (b) Procuring Department, with help from the Business Services, shall advertise each RFP at least once in a publication of general circulation, such as the Daily Journal of Commerce, no fewer than fourteen (14) calendar days before the closing date of the RFP.
- ii. Pre-proposal meeting - May be held for all interested Consultants to discuss the proposed project and the required consultant services. **The solicitations must clearly state whether the pre-proposal meeting is mandatory or non-mandatory. If the meeting is mandatory, then only those proposers who can demonstrate attendance may submit a proposal for consideration.**
 - iii. RFP Analysis - Consultant selection committee shall review, ~~and~~ score ~~and rank~~ all responsive proposals according to the criteria included in the RFP.
 - iv. Contract Negotiations – **Following principled negotiation efforts, if agreement with the highest scoring proposer cannot be reached within a reasonable period of time, the District may, in its sole discretion, terminate negotiations and thereby reject the highest scored proposal. The District may then attempt to reach a final agreement with the second highest scoring proposer and may continue on, in the same manner, with remaining proposers until an agreement is reached. If negotiations with any proposer do not result in a contract within a reasonable period of time, as determined by the District in its sole discretion, the District may cancel the particular formal solicitation.**
 - v. Contract Award – Only the Board of Directors has the authority to award a contract for services resulting **from this Formal Solicitation process**. Please refer to *Contract Provisions* page for proper contract usage.
- c. Solicitation Requirements
All formal solicitations require an RFP or RFQ, and must be in writing and advertised at least once in the publication of general circulation, such as the Daily Journal of Commerce, no fewer than fourteen (14) calendar days before the closing date of the RFP or RFQ. Note: Upon completion of contractor selection and competitive procurement procedures, refer to Policy 2.02.02 for Purchasing Authority procedures.
3. **Approvals of Contracts**
- a. When the actual amount of the contract does not exceed \$1,000, the Department Superintendent has the **procurement** authority to enter into an agreement through the LPO process. The scope and terms of the services will be stated on the local purchase order. If a two-party agreement is used, the General Manager or Director of Business & Facilities is to enter into the agreement.
 - ~~b.~~—When the actual amount of the contract is more than \$1,000, but not more than

\$150,000, the General Manager **or Designee has the authority** to enter into the agreement. The scope and terms of the agreement will be documented on the Purchase Order (when under \$5,000), or the scope and terms of the services will be stated in a two-party written agreement. When the actual Contract amount exceeds \$150,000, the Board of Directors must approve the contract prior to award.

~~6.~~

4. Emergency Procurements

General

An emergency is an occurrence of a serious and urgent nature that demands immediate action. Normal procurement procedures may be suspended for the purchase of goods or services in emergency situations. Emergency procurement may be utilized to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures.

Authority to Declare

The President of the Board or the General Manager (or designees) has the authority to determine when emergency conditions exist sufficient to warrant an emergency contract. If the President is not available, approval by a board member may be sought in the following successive order: Secretary, Secretary Pro-temp, Board member. The nature of the emergency and the method used for the selection of the contractor must be documented.

Procedures

For purposes of securing such approval, Departments shall prepare a written declaration for signature by General Manager (or designees) indicating the following:

- Nature of the emergency;
- Work to be done including goods, services to be procured;
- Name of contractor and reason for selection of the particular contractor;
- Estimated amount of expenditure.

For expenditures exceeding the General Manager's authority of \$150,000, the General Manager shall contact the President of the Board, as applicable, for approval **prior** to proceeding with the emergency work. The General Manager shall prepare and file a resolution for authorizing the emergency declaration at the next regularly scheduled Board meeting or as soon as possible thereafter.

After approval, the department should find an appropriate source and then direct the vendor to proceed. This does not relieve the department from seeking competition to the extent practicable, negotiating a fair and reasonable price, and documenting the procurement action.

After placing the order with the vendor, the department should process the requisition online and include the emergency declaration.

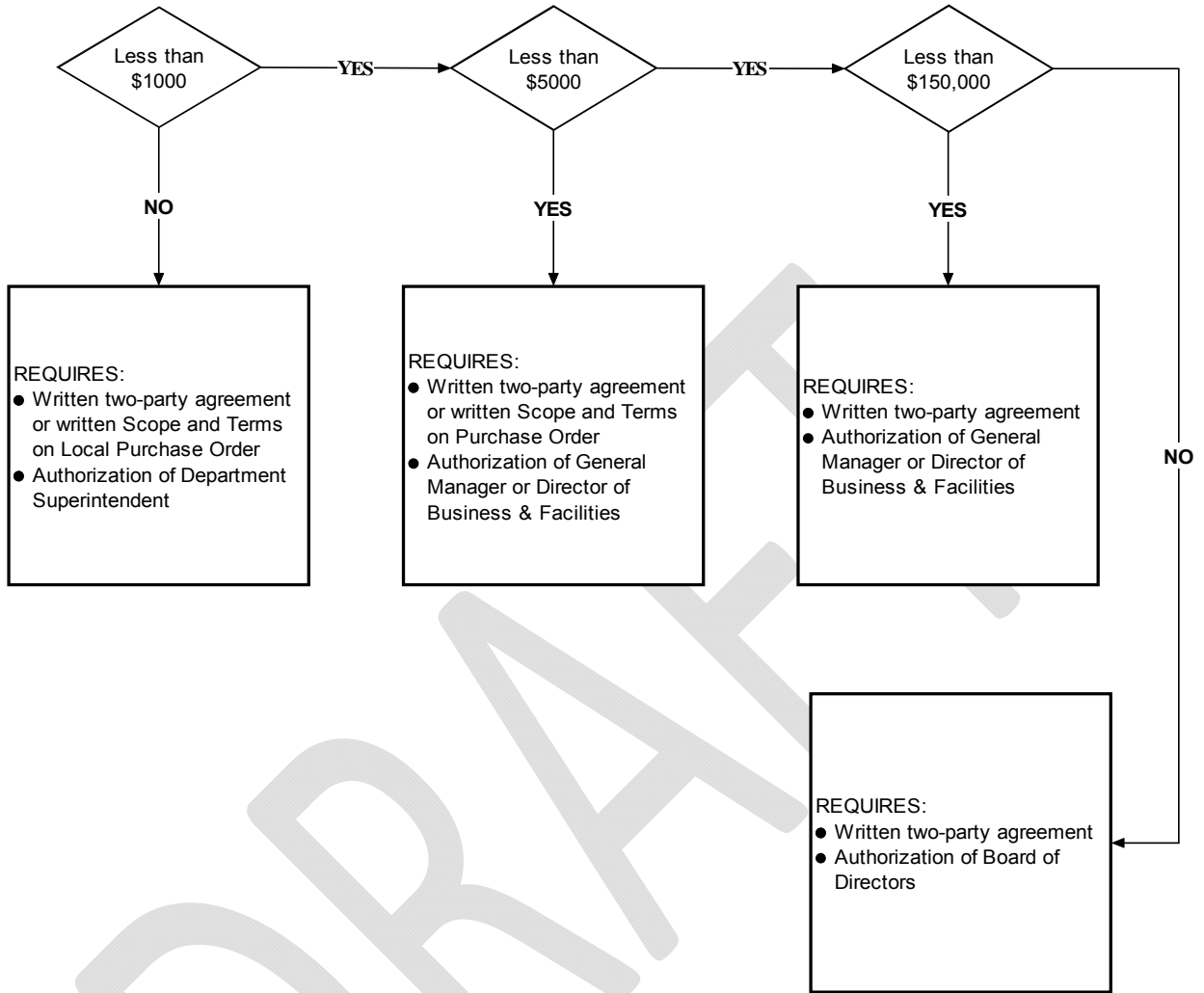
The department shall monitor the emergency work and, upon completion, submit a confirming purchase order and all supporting documentation to the Finance Department, as applicable, including: 1) a copy of the emergency declaration signed by the General Manager, and 2) any agreements, quotes or proposals, including any pertaining to price, made orally with the contractor.

If either the General Manager or the Board of Directors does not authorize the emergency

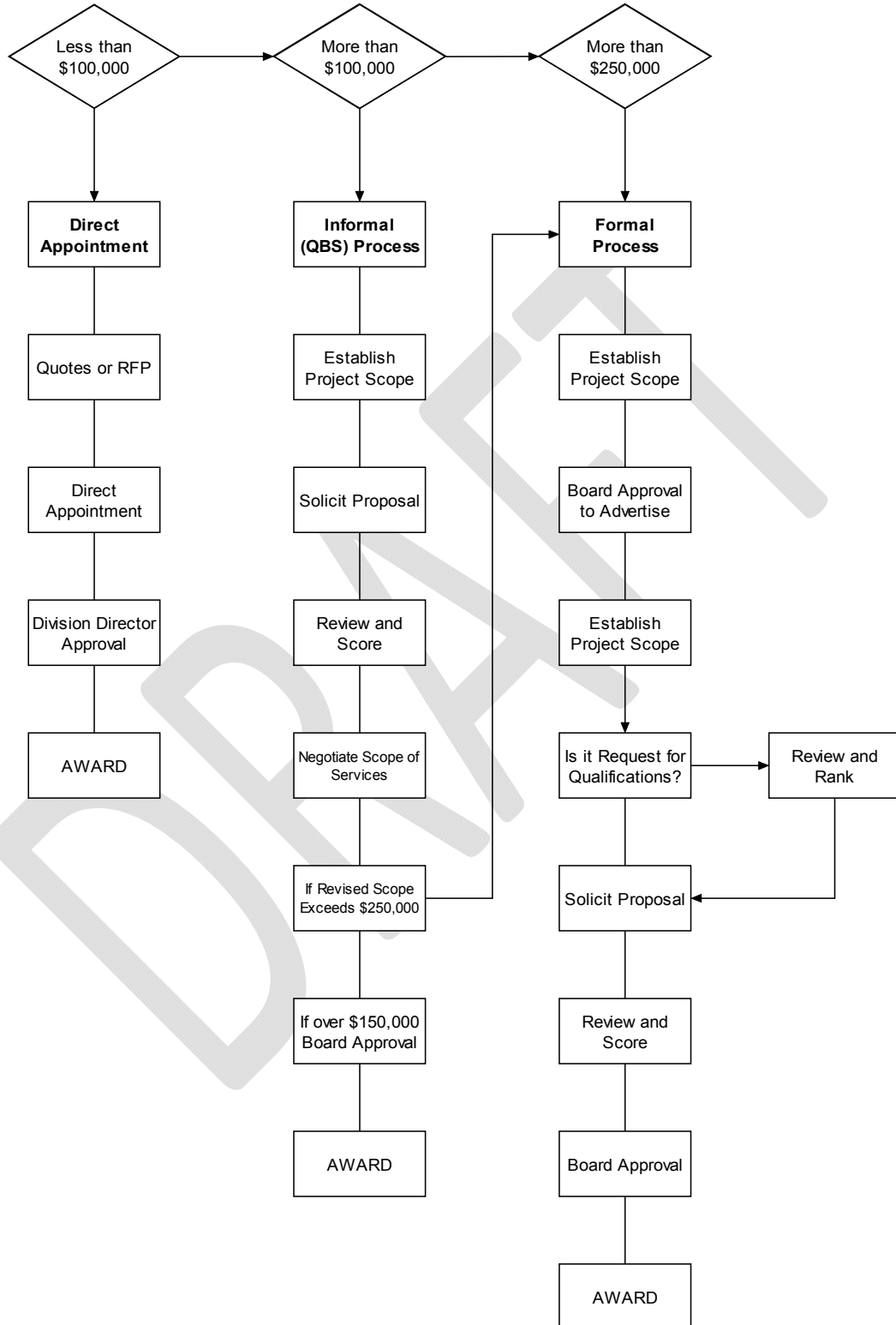
declaration, the department must immediately advise the consultant to stop work and submit a final invoice for work performed prior to the stop work date.

DRAFT

CONTRACT PROVISIONS



CONTRACTOR SELECTION



Purchasing of Goods and Services

Purchase Amount	Procedure
≤ \$500 <u>1,000</u>	No quotes or bids required
> \$500 <u>1,000</u> up to ≤ \$5,000	Informally Solicited Quotes <ul style="list-style-type: none"> Document attempts and quotes
> \$5,000 up to ≤ \$150,000	Formally Solicited Quotes <ul style="list-style-type: none"> Written specifications required Attempt to obtain at least 3 quotes Document attempts and quotes
> \$150,000	Competitive Bidding required <ul style="list-style-type: none"> Board Approval

Purchasing Authorization

Amount	Method	Budget Authorization
≤ \$ 50 <u>100</u>	Check Request or Local Purchase Order ¹	Employee reimbursement
≤ \$500 <u>1,000</u>	Local Purchase Order ¹	Center Supervisors and Maintenance Coordinators
≤ \$4,000 <u>2,500</u>	Local Purchase Order⁺ <u>Purchase Requisition</u>	Superintendents and Managers
≤ \$150,000	Purchase Requisition	Division Directors and General Manager
> \$150,000	Purchase Requisition	Board of Directors

¹ Purchases made with gasoline credit cards, Costco, Office Max, Home Depot are exempt from the LPO/PO requirement, within appropriate authorization levels.



Desktop Purchasing & Contracting Reference Guide

PROPOSED ~~February~~ January 2013

QUESTIONS?

Visit . . .

Contract Management @ Inside THPRD

Or Call us . . .

Finance Manager
Cathy Brucker, x1640

Risk and Contract Manager
Mark A. Hokkanen, x1250

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Public Improvement Projects

Purchase Amount	Procedure	Insurance Certificate Required ¹	BOLI Prevailing Wages Required ²	Performance & Payment Bond Required ³	First-tier Subcontractor Disclosure Required ⁴	Bid Bond Required
≤ \$500	No quotes or bids required	No	No	No	No	No
> \$500 up to ≤ \$5,000	Informally Solicited Quotes <ul style="list-style-type: none"> Document attempts and quotes 	No	No	No	No	No
> \$5,000 up to ≤ \$100,000	Formally Solicited Quotes <ul style="list-style-type: none"> Written specifications required Attempt to obtain at least 3 quotes Document attempts and quotes 	Required for contracts over \$10,000	Required for contracts over \$50,000	Required for contracts over \$100,000	Required for contracts over \$100,000	No
> \$100,000	Competitive Bidding required <ul style="list-style-type: none"> Board Approval when over \$150,000 	Yes	Yes	Yes	Yes	Yes

Amount of Purchase	A&E Construction Related Services Procedures ⁵	Related A&E Services and Non-Exempt Personal Services Procedures
≤ \$50,000 100,000	Direct Appointment ⁶ <ul style="list-style-type: none"> Obtain quotes with written specifications or RFP Direct appoint with Division Director Approval 	Direct Appointment ⁶ <ul style="list-style-type: none"> Obtain quotes with written specifications or RFP Direct appoint with Division Director Approval
> \$50,000 100,000 up to ≤ \$150,000 250,000	Informal Selection Process ⁵ <ul style="list-style-type: none"> Create an RFP using QBS Process Requirements Create an RFP. If > \$100,000 must use QBS Process. Solicit minimum 5 consultants Review & Rank Score Negotiate Price if > \$100,000 Board Approval when over \$150,000 Award 	Informally Solicited <ul style="list-style-type: none"> Written specifications Attempt to obtain at least three (3) quotes, if practical Document attempts and quotes Board Approval when over \$150,000 Award
> \$150,000 250,000	Formal Selection Process ⁷ <ul style="list-style-type: none"> Create an RFP using QBS Process Requirements Advertise Review & Rank Negotiate Price with top ranked Board Approval Award 	Formal Selection Process <ul style="list-style-type: none"> Create an RFP Advertise Review Proposals Board Approval Award

¹ Certificate of insurance for at least \$ 1 million for General Liability, Auto Liability and Umbrella coverage, listing Tualatin Hills Park & Recreation District as a named additional insured.

² Required if the Public Improvement contract is part of a larger project in excess of \$50,000, or if Federal monies are used to fund the project. Contractor must have on file a Public Works Bond with the Construction Contractors Board.

³ Public Improvement Contracts in excess of \$100,000, require the Contractor to execute and deliver to the agency a performance and payment bonds in the sum equal to the Contract Price, unless waived under ORS 279C.380(4), or exempt from the required performance bond pursuant to ORS 279C.390.

⁴ Public Improvements contracts with a contract value of more than \$100,000 require that a bidder shall submit a disclosure form of any first-tier subcontractor that will be furnishing labor or materials in connection with a public improvement, within two working hours of the date and time of the deadline when bids are due.

⁵ Qualification-based Selection (QBS) Process - Price may not be used as criteria for evaluation in RFP / RFQ if greater than \$100,000 for Legally Required A&E Services. QBS Process does not apply to Related Services of A&E, i.e. landscape architect, estimating services, appraisal, construction management, materials testing, etc. as defined by DCP5.

⁶ As described in District Compiled Policy Chapter 5. OAR 137-048-0200.

⁷ A&E 2008 Bond Projects under \$500,000 may be authorized by the General Manager, unless identified by the Board of Directors.



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, January 14, 2013. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

Present:

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

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

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

- To conduct deliberations with persons designated by the governing body to carry on labor negotiations,
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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

President, Joe Blowers, noted that representatives of the news media and designated staff may attend 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 the Executive Session. No final action or final decision may be made in Executive Session. At the end of Executive Session, the Board will return to open session and welcome the audience back into the room.

Agenda Item #2 – Call Regular Meeting to Order

President, Joe Blowers, called the Regular Meeting to order at 7:05 p.m.

Agenda Item #3 – Action Resulting from Executive Session

Bob Scott moved that the Board of Directors authorize the General Manager to execute an Intergovernmental Agreement in a form approved by the District's legal counsel with the Beaverton School District for acquiring part of a future community park, certain property the school district has declared surplus, and establishing in the IGA a 25-year shared use agreement for new athletic fields to be developed by THPRD on BSD property next to the property acquired from BSD. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Bill Kanable moved that, pursuant to a commitment of the 2008 Bond Measure, the Board authorize staff to acquire a property in the southwest quadrant of the District for part of a future community park, subject to the General Manager's determination that all of the terms of the sales agreement between THPRD and the seller have been met and that a related acquisition is likely to occur. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #4 – Audience Time

Greg Cody, 13955 SW Barlow Place, Beaverton, is before the Board of Directors this evening regarding the Fanno Creek Trail / Hall Boulevard Crossing Project. Greg referenced a recent Beaverton City Council meeting at which the Council denied a citizen's appeal to halt the project, which freed the project to move forward. Greg described the existing dangerous conditions that continue to exist without a pedestrian crossing at that location and urged the District to move forward in constructing the crossing as soon as possible.

- ✓ Doug Menke, General Manager, noted that an update on the project, including next steps and funding sources, will be provided at the February Regular Board meeting.

Agenda Item #5 – Board Time

Bill Kanable relayed a positive citizen comment he received regarding the boards for the Waterhouse Trail boardwalk being replaced with boards that are less slippery.

Bob Scott asked for an update on the mid-block crossing at NW 185th and Bethany Lake Park.

- ✓ Steve Gulgren, Superintendent of Planning & Development, replied that the project is making good progress and that the pedestrian signals are the last items in the project, which are scheduled to be installed in the near future.
- ✓ Doug Menke, General Manager, noted that the mid-block crossing at SW Walker Road and the Waterhouse Trail is almost complete as well. The light posts have just been installed and the signals will follow shortly.

Larry Pelatt relayed two positive citizen comments he received regarding Lowami Hart Woods Natural Area, which is currently under construction as a 2008 Bond Measure project, expressing surprise that the project is already moving forward.

President, Joe Blowers, described a recent visit to A.M. Kennedy Park, which is currently under construction as a 2008 Bond Measure project. He noted that the site currently has a shocking appearance due to vegetation removal and that he has received some comments regarding this from concerned residents. He suggested the District initiate some community outreach to the neighborhood regarding the current appearance of the site, including consideration of showing some photos of other sites that have gone through a similar transformation.

- ✓ Doug Menke, General Manager, agreed that such outreach would be helpful, noting that the District has other projects as well where there is a stark contrast between what the site looks like during the first phase of construction and what it will look like when finished.
- ✓ Larry described an outreach process used by lumber companies in showing photos of clear-cut areas in order to prepare the community for what the area may look like before, during, and after the logging process.

Agenda Item #6 – Consent Agenda

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of December 3, 2012 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Aquatics Advisory Committee Member, (E) Aloha Swim Center Seismic Improvements Project, (F) Tualatin Valley Water District Reservoir Project, and (G) Deputy Director of Planning Position. Larry Pelatt seconded the motion.

Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #7 – Unfinished Business

A. Comprehensive Plan – GreenPlay Update

Keith Hobson, Director of Business & Facilities, noted that an update to the District’s 2006 Comprehensive Plan has been underway since fall 2011. Elements being updated in the plan include a future needs assessment (aided in part by a resident survey), park standards (level of service) using a GIS qualitative analysis, along with development of a cost recovery policy and model. All of these project components are being developed in conjunction with GreenPlay, LLC. Keith noted that GreenPlay is here this evening to provide an overview of the results from the resident survey, the level of service GIS mapping project, and development of the consensus cost recovery pyramid. Keith introduced Karon Badalamenti, GreenPlay Project Lead; Kristin Caborn, GreenPlay team member; David Peterson, with Design Concepts; and Ann Mackiernan, Operational Analysis Manager, to continue with the presentation.

Karon, Kristin and David provided a detailed overview of the status of the Comprehensive Plan Update project via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

Preliminary Survey Results

In October 2012, GreenPlay, in partnership with RRC Associates, sent 7,000 survey documents to District 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. Although the final survey document is still in development, preliminary graphed survey results were included within the Board of Directors information packet.

Karon provided a detailed overview of the survey questions and results, including the following key highlights:

- Most important values and issues to THPRD’s residents, per the survey results:
 - Providing balanced opportunities
 - A focus on the District’s residents

- Healthy, active lifestyles
- Safe and positive activities for youth
- Natural resource preservation
- Implementation of planned projects
- Creating a connected community
- Maintaining current facilities and amenities
- Most important aspects of THPRD to improve, per the survey results:
 - Promotions and publicity of parks, trails and natural areas
 - Karon noted that while this is not an unusual answer to this survey question regardless of the agency's promotional efforts, perhaps it warrants a more targeted effort to reach residents.
 - Price and user fees
 - Karon stated that as this process moves forward in looking at ways to improve or maintain cost recovery, it will be important to look at alternative funding methods.
- Current Facilities and Services – Importance vs. Needs-met Matrix
 - Karon described this matrix, noting that services that fall to the midline or upper left of the matrix warrant the most attention.
 - If the District were to stop offering the services that fall in the upper right of the matrix, it would hear from the public that it is not meeting their needs.

Bill Kanable asked how Sports Fields could be shown in the upper midline of this matrix, yet also be ranked toward the lower half in survey questions regarding what facilities are most used and desired.

- ✓ Karon replied that this is not an uncommon scenario and is a good example of why there is not one tool used to determine the answer; it is the integration of all of this information together that helps determine the recommendations on how best to move forward.
- Importance of Future Facilities – Percentage of Important vs. Not Important
 - Karon noted that this information can help drive the discussion regarding where more analysis is needed. For example, Playgrounds rate as very important so strategically the District may need to further explore where such amenities may be lacking or need repurposing.

Level of Service Analysis

In October 2012, GreenPlay, working with Design Concepts, toured 102 District park sites to verify GIS mapping and assign quality rankings for overall design and ambiance, and for each site component. Sites were judged for their patron experience with quality scores ranging from 1 to 3 (1 = does not meet patron expectations, 2 = meets patron expectations, 3 = exceeds patron expectations). All remaining District sites were assigned quality scores based on the visited sites to which they were most similar. The maps showing these assessments were provided at the Board's places this evening, copies of which were also entered into the record.

David provided a detailed overview of the various Level of Service Analyses, including the following key highlights:

- This process recognizes that the more amenities contained within a park site, the higher the level of service being offered to those surrounding neighbors.
- Due to the consistently high level of service in the District, a GRASP (Geo-Referenced Amenities Standards Program) score of 74.7 was used as the service threshold for analysis. This threshold equates to access to the average of all neighborhood parks, plus access to a trail. The average score on a national level would be about 67.2.

- Level of Service Analysis: Neighborhood Access
 - Examines access to facilities using a one-mile radius with a premium given to walkable proximity.
 - Level of service meets or exceeds service threshold in 99% of District.
 - Gap in service exists only in northeast corner of the District and an opportunity exists to fill this gap by developing the Teufel property.
- Level of Service Analysis: Walkable Access
 - Examines access to facilities using a ½-mile radius and accounts for impact of arterial roadways as barriers.
 - Areas do exist with limited or no service within a 15-minute walk.
 - Examination based on actual population shows that 75% of population has walkable access at or above the service threshold.
- Level of Service Analysis: Community Access
 - Examines access to community-based facilities accessible by bike or car using a 5-mile radius.
 - Community access to highly-developed or specialized facilities meets or exceeds level of service standard throughout the District.
 - Further examined this level of service by comparing specific parks' GRASP scores. For example, the new Winkelman Park scored approximately 120, while Cedar Hills Park scored approximately 70; yet, Cedar Hills Park provides access for a much greater population than Winkelman Park.

In October 2012, GreenPlay also toured and inventoried 17 indoor facilities. Kristin provided a detailed overview of the Level of Service Analyses performed for the indoor facilities, including the following key highlights:

- Indoor Facilities: Joint Use
 - Includes HMT Recreation Complex and Conestoga Recreation & Aquatic Center. Currently meet expectations and are more efficient to operate.
- Indoor Facilities: Aquatics
 - Most pool facilities are well maintained, but are showing signs of age and do not meet expectations. Most do not offer any other activities but the pool.
 - Future discussion will include ways the District could potentially utilize such space a little better, taking into consideration that aquatics and fitness/wellness are very high priorities to the District's residents.
- Indoor Facilities: Recreation
 - Recreation centers provide high levels of access for the District; however, most are showing signs of age.
 - Inconvenient ADA access and retrofitted spaces were common.
 - The mix of leased spaces with District program spaces is a topic to take into further consideration when discussing where these activities should fall on the cost recovery pyramid.
- Indoor Facilities: Special Use
 - Includes the Elsie Stuhr Center, Jenkins Estate, Tualatin Hills Nature Park, and Fanno Farmhouse. All exceed expectations.
 - Each is unique in character and provides a specialized service/amenity, including historical reference for the District.
 - Facility rentals are another topic to take under further consideration when discussing the cost recovery pyramid.

Cost Recovery Pyramid & Categories of Services

In December 2012, GreenPlay and District staff held three public meetings and two staff meetings to sort the District's 30 service categories into a five-tiered cost recovery pyramid

model. Eighty residents and 73 staff members participated in the workshops and sorted 33 separate pyramids. Resident pyramids and staff pyramids were compiled separately and then compared. Where slight sorting differences were found, the final combined consensus pyramid deferred to the resident sorting level. The Consensus Pyramid can be found as an attachment provided within the Board of Directors information packet.

Prior to sorting each service onto the pyramid, GreenPlay and District staff was responsible for creating the District's Categories of Services, including definitions. As a result of the sorting workshops and the public input process, the names, definitions and examples were further refined and the category Tournaments was added and separated from Leagues. The resulting 31 categories of services and their definitions are summarized as an attachment provided within the Board of Directors information packet.

Karon provided a detailed overview of the Resource Allocation Pyramid Methodology and the resulting Consensus Pyramid, noting that it is important to remember that the items toward the top of the pyramid are not necessarily things that the District should stop providing; rather, that the taxpayers should not be supporting these activities via tax revenue.

- ✓ Bob Scott, who has been participating in this process as a member of the Cost Recovery Team, described the various meetings that occurred in order to develop the Consensus Pyramid, noting that he was amazed at how well the public and staff pyramids meshed. He complimented GreenPlay on their methods in working with staff on sorting programs in which the staff has ownership.

Karon noted that the other tool that staff will be using is a Service Assessment Matrix which will allow staff to look at all of the services individually in relation to the market and analyze the District's position in the market for that particular service. She described the matrix, noting that the services that end up labeled as a Core Service on the matrix tend to correspond to the services listed toward the bottom of the pyramid, as they are highly dependent on tax funds and no one else provides the service. The market for some services may vary depending on location within the District, dependent on who else is providing a like or similar service.

Karon provided a brief overview of the project schedule, noting that the final presentation is currently scheduled for June 2013, and offered to answer any questions the Board may have.

President, Joe Blowers, described financial reports that show that the District's facilities have varying cost recovery rates. He offered Garden Home Recreation Center as an example, noting that the facility has a significant area rented out to day cares, which would sit at the top of the pyramid. He asked whether the cost recovery reports are capturing this information.

- ✓ Keith replied that it is a good snapshot that provides a method for the District to analyze how the facilities are doing and how they are trending over time. Although it is a useful measurement, it is not as sophisticated as what is being discussed this evening.
- ✓ Karon noted that a facility such as Conestoga Recreation & Aquatic Center may have services that span the entirety of the pyramid, but the aggregate should be close to the 80% threshold for tiers one and two combined. She described the importance of using the same terms and calculations through this process in order to come to accurate benchmarks, noting that it gets especially difficult to compare information to other agencies for this reason. She noted that THPRD is one of the more sophisticated agencies she has worked with in regard to its ability to track information.
- ✓ Keith agreed that the District's Long-term Financial Plan models are giving the District a jumpstart in this analysis.

Joe commented that the Jenkins Estate and Fanno Farmhouse, although wonderful facilities, seem to primarily address needs at the top of the pyramid. The District has not been able to reach sufficient cost recovery for the Jenkins Estate, in particular.

- ✓ Doug Menke, General Manager, agreed that the majority of services provided by the Jenkins Estate are at the top of the pyramid. Although the public is able to walk on the grounds of the property, a significant majority of the events held within the buildings are invitation-only. This issue has been under consideration by District staff since before GreenPlay started their work and a recommendation may come before the Board for this particular site prior to the completion of their work. Options may include a third-party concessionaire to assume operations of the facilities, while still allowing public access to the grounds. The District would continue to maintain the grounds and facilities for historical purposes.

Larry Pelatt expressed agreement that the District needs to explore alternative methods of funding and/or operations for the Jenkins Estate. In addition, he expressed agreement with Karon's comments regarding the difficulties in finding other agencies to compare benchmarks for fear that those other agencies are not using the same standards of measurements.

- ✓ Karon agreed, noting that even basic position titles, such as General Manager, differ from agency to agency. She noted that as an industry, we are not talking the same language, which makes it difficult to develop benchmarking tools. She noted, however, that benchmarking to others is probably the least effective tool to make decisions; but, benchmarking to yourself over a period of time is very effective.

Doug thanked GreenPlay for the informative presentation, noting that their level of national expertise is very beneficial for the District, especially in acknowledging that this process is not about what other agencies are providing, but where THPRD is at and making decisions based on our residents. He noted that having Bob Scott readily involved has also been very beneficial, not only due to his financial background, but his working understanding as a policy maker helps enrich the environment and provide a level of confidence for staff to hear from Board members and see that they are willing to participate in these issues.

- ✓ President, Joe Blowers, expressed agreement, noting that he is looking forward to GreenPlay's next presentation.

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:

- Greenhouse Gas Inventory
 - Keith Hobson, Director of Business & Facilities, provided a brief overview of the results from the latest Greenhouse Gas inventory, which showed a 5% reduction for 2011/12 compared to 2010/11, and an overall reduction of 7% compared to the baseline year of 2009/10.
- Spanish Mini Activities Guide
 - Bob Wayt, Director of Communications & Outreach, provided a brief overview of a new 10-page guide in Spanish that features information about the registration process and swimming classes that may be of interest to THPRD's growing Latino population.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the Board may have regarding the report.

Larry Pelatt asked how the District handles phone calls it receives by Spanish speakers.

- ✓ Bob replied that there are a number of bilingual District employees, including two in the Administration Office. Typically, if a center cannot assist a Spanish speaker, they will call the Administration Office for help.

Agenda Item #8 – New Business

A. Graf Meadows Trail Master Plan

Steve Gulgren, Superintendent of Planning & Development, provided an overview of the memo included within the Board of Directors information packet, noting that the District's Trails Master Plan indicates a trail link between the Graf Meadows and Graf Meadows 2 subdivisions that does not currently exist. According to a neighborhood spokesperson, the trail project was promised to the neighborhood approximately 10 years ago. During the interim, residents were able to cross the drainage creek between the two subdivisions with a homemade bridge, but over the past few years, increased housing developments upstream and beaver activity have caused a good portion of the trail and the entire bridge to be inundated with water year round. Because of this, the neighbors requested that the Board elevate this trail connection to a higher priority on the District's capital improvements project list. The Board agreed and the project was approved in the FY 2012/13 Budget using System Development Charge funds. Steve introduced Dave Walters, Park Planner, and Andrew Tull of 3J Consulting, the project consultant, to present an overview of the proposed Graf Meadows Trail Master Plan.

Dave provided an overview of the public outreach process used in the development of the master plan, which included two neighborhood meetings, as well as meetings with the Trails and Natural Resources Advisory Committees. Neighbors provided positive input and met District staff on site to review the alternatives and provide further feedback. There was a neighborhood consensus that Option 1 was the preferred alternative.

Andrew provided a detailed overview of the proposed Graf Meadows Trail Master Plan, noting that the overall goal was to design a master plan that is sensitive to the site while still providing the neighborhood's requested trail link, via a PowerPoint presentation of the informational materials included within the Board of Directors information packet and offered to answer any questions the Board may have.

Larry Pelatt expressed concern that handrails are not proposed for the bridge, although he realizes that the bridge is being built to code. He noted that the District is a safety conscious organization and that the lack of handrails concerns him for safety reasons.

- ✓ President, Joe Blowers, commented that it would be similar to the bridge at the Tualatin Hills Nature Park, which has a raised edge.
- ✓ Dave agreed that the boardwalk would have a kick rail.

Larry replied that he is concerned that this area may have a greater water depth than the bridge at the Nature Park. He requested that District staff explore the idea of adding handrails and see what the additional cost might be.

- ✓ Steve suggested that handrails could be added as a bid alternate.
- ✓ Bill Kanable noted that, although he understands Larry's concerns, the bridge at the Nature Park is in similar conditions and a similar height with no hand rails.
- ✓ Joe described the current situation at Graf Meadows, noting that it is currently a dirt path with a flooded break in the trail that leads to an underwater log bridge. The new bridge and trail would be a much improved situation. He noted that the District was content with the current situation until the neighbors brought it to our attention, so he does not see why we would be concerned with not having handrails.

Larry replied that the District was not concerned about the current condition because it did not install the log bridge or maintain the trail. However, this is going to be our project to construct and maintain.

Bill questioned what the District's liability would be if a patron tripped on the kick rail and fell into the water.

- ✓ Doug replied that it would be built to code, so there would be no liability.

Bill replied that adding handrails would then be more of a function of whether the District desires to provide accommodations above code. If this alternative is within a reasonable cost, the District would have the option to choose one way or the other.

- ✓ Doug replied that another consideration is that the District would be setting a higher standard. The bridge at the Nature Park is built to the District's existing standards.

Bill agreed, noting that it is a matter of whether or not the District is willing to pay for and provide more safety, if necessary.

- ✓ Andrew noted that based upon the results of their analysis, the bridge may be about 12" off the ground. He asked whether it would make a difference if the bridge were 30" off the ground versus 12".

Larry replied it would, and also how deep the water is that someone might fall into.

- ✓ Steve suggested that District staff continue with the design process and return to the Board with this information.

Larry agreed, noting that he only wants the alternative to be further explored, even if in the end it is decided that it does not work or is not necessary.

Bill Kanable moved the Board of Directors approve the Graf Meadows Trail Preferred Master Plan. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Resolution Appointing Budget Committee Member

Doug Menke, General Manager, provided an overview of the memo included within the Board of Directors information packet, noting that currently there is one position available on the Budget Committee for appointment. Notice of the vacancy was published and seven applications were received. At the request of Board President, Joe Blowers, a scoring matrix was distributed to the Board members in order to assist with the discussion regarding the applicants. The completed scoring matrix has been provided to the Board, a copy of which was entered into the record.

President, Joe Blowers, noted that Stephen Pearson's application scored the highest; however, many qualified applications were received, including some other current Parks Bond Citizen Oversight Committee members.

Bob Scott moved that the Board of Directors approve Resolution 2013-02 appointing Stephen Pearson to the Budget Committee for a term of three years. Larry Pelatt seconded the motion.

Discussion followed:

Bill Kanable thanked the other applicants who applied for the Budget Committee.

- ✓ President, Joe Blowers, agreed and encouraged those that were not appointed to reapply for a future committee position, whether on the Budget Committee, Oversight Committee, or one of the District's Advisory Committees. He noted that all of these committees are good ways to get an idea of how the District works and he encourages the applicants to pursue some of these opportunities, as well.

Roll call proceeded as follows:

John Griffiths Yes

Bill Kanable Yes

Larry Pelatt Yes

Bob Scott Yes

Joe Blowers Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 - Adjourn

There being no further business, the meeting was adjourned at 8:40 p.m.

Joe Blowers, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins

Check Number	Check Date	Vendor Name	Check Amount
267584	12/14/2012	BBL Architects	10,916.17
267589	12/14/2012	Carlson Testing, Inc.	1,145.25
267590	12/14/2012	Cedar Mill Construction Co.	60,996.30
267601	12/14/2012	Peterson Structural Engineers, Inc.	6,224.00
267802	12/18/2012	Home Depot Credit Services	1,264.94
267803	12/18/2012	Pinnell Busch, Inc.	1,721.40
267862	12/21/2012	BBL Architects	2,064.74
Capital Outlay - Bond - Facility Expansion & Improvements			\$ 84,332.80
267356	12/05/2012	Assessment Associates Inc.	1,250.00
267367	12/05/2012	GRI Geotechnical Resources, Inc.	1,418.50
267368	12/05/2012	Hahn & Associates, Inc.	2,400.00
267378	12/05/2012	United Farm Family Life Ins Co	2,000.00
267598	12/14/2012	Lawyers Title Insurance Corporation	5,400.00
267829	12/19/2012	Lawyers Title Insurance Corporation	5,000.00
Capital Outlay - Bond - Land Acquisition			\$ 17,468.50
267372	12/05/2012	Native Ecosystems NW, LLC	5,780.00
267592	12/14/2012	John O. Grade III	1,000.00
267603	12/14/2012	Regional Art & Culture Council	6,284.00
Capital Outlay - Bond - Natural Resources Projects			\$ 13,064.00
267362	12/05/2012	Carlson Testing, Inc.	1,745.00
267364	12/05/2012	David Evans & Associates, Inc.	9,166.54
267371	12/05/2012	MacKay & Esposito, Inc.	8,921.63
267600	12/14/2012	Paul Brothers, Inc.	148,919.35
Capital Outlay - Bond - New/Redeveloped Community Parks			\$ 168,752.52
267361	12/05/2012	Brown Contracting, Inc.	27,693.00
267375	12/05/2012	Paul Brothers, Inc.	34,960.00
267585	12/14/2012	City of Beaverton	10,393.68
267593	12/14/2012	GreenWorks, PC	17,573.54
267596	12/14/2012	Lango Hansen Landscape Architects, PC	32,666.75
267869	12/21/2012	Prime, LLC	5,400.00
Capital Outlay - Bond - New/Redeveloped Neighborhood Parks			\$ 128,686.97
267353	12/05/2012	ACS Testing, Inc.	2,654.09
267360	12/05/2012	Brian C. Jackson, Architect, LLC	10,673.69
267364	12/05/2012	David Evans & Associates, Inc.	14,109.66
267367	12/05/2012	GRI Geotechnical Resources, Inc.	3,341.10
267379	12/05/2012	Western Wood Structures, Inc.	11,190.00
267586	12/14/2012	Brian C. Jackson, Architect, LLC	13,336.79
267602	12/14/2012	Prime, LLC	8,100.00
267607	12/14/2012	Walker Macy	2,815.23
267866	12/21/2012	Colf Construction, LLC	171,907.25
267867	12/21/2012	Lance Ward Services	9,440.00
267986	12/26/2012	B & B Masonry	14,000.00
267987	12/26/2012	Beaverlake Nursery	8,000.00
267988	12/26/2012	Hoss Paving, Inc.	10,000.00
267989	12/26/2012	Interstate Fence Company	2,500.00
267990	12/26/2012	Northwest Hydro-Mulchers, Inc.	2,500.00
267991	12/26/2012	Orion Geomatics	9,075.00
Capital Outlay - Bond - Trails/Linear Parks			\$ 293,642.81
267366	12/05/2012	Goodfellow Brothers, Inc.	74,981.60
Capital Outlay - Bond - Youth Athletic Field Development			\$ 74,981.60

Check Number	Check Date	Vendor Name	Check Amount
267352	12/05/2012	3J Consulting, Inc.	5,409.00
267577	12/14/2012	3J Consulting, Inc.	3,024.00
		Capital Outlay - Brookhaven Park Bridge/Boardwalk	\$ 8,433.00
267358	12/05/2012	Brandsen Hardwood Floors, Inc.	11,390.00
267868	12/21/2012	Pool & Spa House, Inc.	2,918.00
267376	12/05/2012	Pool & Spa House, Inc.	2,879.00
267595	12/14/2012	Jacobs Heating & Air Conditioning	4,711.00
267863	12/21/2012	Bruner Plumbing, Inc.	10,365.00
		Capital Outlay - Building Replacements	\$ 32,263.00
267578	12/14/2012	AAM, Inc.	1,950.00
		Capital Outlay - Community Benefit Fund Project	\$ 1,950.00
267842	12/20/2012	Brian C. Jackson, Architect, LLC	1,910.64
		Capital Outlay - East Tennis Air Structure	\$ 1,910.64
267657	12/14/2012	Gilmore Kramer Company	2,951.28
267695	12/14/2012	Quality Door Service, Inc.	3,995.00
		Capital Outlay - Facility Challenge Grants	\$ 6,946.28
267434	12/05/2012	Hughes Electrical Contractors	3,408.00
		Capital Outlay - Information Technology Improvement	\$ 3,408.00
267414	12/05/2012	Dell Marketing L.P.	14,828.67
		Capital Outlay - Information Technology Replacement	\$ 14,828.67
267902	12/21/2012	Horizon Distributors, Inc.	10,545.96
		Capital Outlay - Irrigation System Repair	\$ 10,545.96
267588	12/14/2012	Brown Contracting, Inc.	12,302.50
		Capital Outlay - OBP Grant - Walker Road Crossing	\$ 12,302.50
267582	12/14/2012	Ash Creek Associates, Inc.	36,681.19
267681	12/14/2012	OR Dept of Environmental Quality	1,604.50
267799	12/18/2012	Anderson Environmental Contracting, LLC	113,044.52
267580	12/14/2012	Alta Planning & Design, Inc.	1,922.17
267588	12/14/2012	Brown Contracting, Inc.	5,272.50
267577	12/14/2012	3J Consulting, Inc.	4,540.32
		Capital Outlay - SDC - Park Development/Improvements	\$ 163,065.20
ACH	12/11/2012	Ann M. Satterfield	1,237.11
ACH	12/28/2012	Debbie D. Schoen	1,504.44
		Conferences	\$ 2,741.55
267604	12/14/2012	Robert Gray Partners, Inc.	15,249.68
		Contracts Payable - Sunset Swim Center	\$ 15,249.68
267387	12/05/2012	PGE	50,696.76
267613	12/14/2012	PGE	6,222.38
268007	12/26/2012	PGE	4,095.48
		Electricity	\$ 61,014.62
267572	12/14/2012	Standard Insurance Company	188,995.51
268026	12/31/2012	Kaiser Foundation Health Plan	208,835.52
268028	12/31/2012	Oregon Dental Service	27,331.30
268031	12/31/2012	Standard Insurance Company	30,213.97
268036	12/31/2012	UNUM Life Insurance-LTC Company of America	1,281.28
		Employee Benefits	\$ 456,657.58

Check Number	Check Date	Vendor Name	Check Amount
267568	12/14/2012	Aetna/ING Life Insurance and Annuity Company	7,137.50
267571	12/14/2012	PacificSource Administrators, Inc.	7,703.67
267573	12/14/2012	Standard Insurance Company	30,587.10
267575	12/14/2012	Standard Insurance Company	3,775.00
268025	12/31/2012	Aetna/ING Life Insurance and Annuity Company	7,137.34
268029	12/31/2012	PacificSource Administrators, Inc.	8,741.67
268030	12/31/2012	Standard Insurance Co.	12,837.19
268033	12/31/2012	Standard Insurance Company	3,774.84
268035	12/31/2012	THPRD - Employee Assn.	7,795.45
		Employee Deductions	\$ 89,489.76
267456	12/05/2012	Marc Nelson Oil Products, Inc.	1,762.77
267492	12/05/2012	Tualatin Valley Water District	14,327.88
267673	12/14/2012	Marc Nelson Oil Products, Inc.	1,700.89
		Gas & Oil (Vehicles)	\$ 17,791.54
267386	12/05/2012	NW Natural	33,531.26
268006	12/26/2012	NW Natural	21,319.72
		Heat	\$ 54,850.98
267827	12/18/2012	Universal Whistles, LLC	5,150.00
		Instructional Services	\$ 5,150.00
267402	12/05/2012	Beecher Carlson Insurance LLC	31,044.00
		Insurance	\$ 31,044.00
267539	12/11/2012	Ellen Bradley	1,346.00
		Insurance Reimbursement for Property Damage	\$ 1,346.00
267395	12/05/2012	Allied Electric Co.	2,525.00
267431	12/05/2012	Guaranteed Pest Control	1,404.00
267480	12/05/2012	Schulz-Clearwater Sanitation, Inc.	3,795.00
267620	12/14/2012	AAM, Inc.	2,300.00
267678	12/14/2012	Northwest Tree Specialists	1,360.00
267689	12/14/2012	Pavement Maintenance, Inc.	1,962.00
267936	12/21/2012	Schulz-Clearwater Sanitation, Inc.	1,142.75
		Maintenance Services	\$ 14,488.75
267349	12/04/2012	Phoenix Asphalt Maintenance Co., Inc.	3,200.00
267407	12/05/2012	Coastwide Laboratories	4,086.08
267410	12/05/2012	Country Green Turf Farms	1,167.20
267430	12/05/2012	Grainger	1,584.02
267468	12/05/2012	OVS Total Solutions	1,924.00
267622	12/14/2012	Airgas Nor Pac, Inc.	1,465.85
267638	12/14/2012	Coastwide Laboratories	1,506.38
267660	12/14/2012	Home Depot Credit Services	2,929.67
267884	12/21/2012	Coastwide Laboratories	5,678.74
267890	12/21/2012	ePoly Star, Inc.	7,375.10
267951	12/21/2012	Univar USA, Inc.	3,644.32
		Maintenance Supplies	\$ 34,561.36
267946	12/21/2012	THP Foundation	1,826.97
		Miscellaneous Income - Snacks/Soda Commission	\$ 1,826.97
267921	12/21/2012	OfficeMax Incorporated	1,120.68
267933	12/21/2012	Ricoh Americas Corporation	1,338.52
		Office Supplies	\$ 2,459.20

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
267550	12/11/2012	US Postal Service CMRS-PB Postage	3,000.00 \$ 3,000.00
267447	12/05/2012	Lazerquick	9,970.00
267482	12/05/2012	Signature Graphics Printing & Publication	15,909.00 \$ 25,879.00
267438	12/05/2012	JDesigns	1,750.00
267633	12/14/2012	Beery, Elsnor & Hammond, LLP	7,422.50
267666	12/14/2012	Karen Kane Communications	1,425.00
267676	12/14/2012	Northwest Techrep, Inc.	3,510.00
267686	12/14/2012	Pacific Habitat Services, Inc.	1,555.25
267875	12/21/2012	Allegro Design	1,750.00
267939	12/21/2012	Smith Dawson & Andrews	2,500.00
267944	12/21/2012	Talbot, Korvola & Warwick, LLP Professional Services	9,100.00 \$ 29,012.75
267393	12/05/2012	Action Fitness Equipment Repair & Maintenance	1,305.90
267426	12/05/2012	Fun Express, LLC	1,330.55
267466	12/05/2012	OR Dept of Administrative Services	1,095.36
267475	12/05/2012	Purchase Advantage Card	1,215.17
267637	12/14/2012	Cascade Athletic Supply Co.	3,926.64
267661	12/14/2012	HSBC Business Solutions	1,368.64
267714	12/14/2012	Wilson Sporting Goods	1,419.26
267888	12/21/2012	Discount School Supply	1,111.36
267921	12/21/2012	OfficeMax Incorporated	1,232.47
268024	12/28/2012	Dream Ridge Stables LLC Program Supplies	2,800.00 \$ 16,805.35
267536	12/11/2012	Sheri Caron Promissory Note - Winter Registration	1,573.00 \$ 1,573.00
267617	12/14/2012	Waste Management of Oregon Refuse Services	6,552.25 \$ 6,552.25
267933	12/21/2012	Ricoh Americas Corporation Rental Equipment	3,248.37 \$ 3,248.37
267345	12/04/2012	Bill Evans	1,495.00
267711	12/14/2012	Urban Forest Pro, LLC	2,750.00
267901	12/21/2012	Group Mackenzie Engineering, Inc.	2,304.00
267917	12/21/2012	Metro Data Resource Center	1,066.77
267958	12/21/2012	Washington County Health & Human Services	3,916.00
267900	12/21/2012	GreenPlay, LLC Technical Services	15,407.70 \$ 26,939.47
267435	12/05/2012	INPRA	1,435.00
267923	12/21/2012	OR Dept of Agriculture Technical Training	1,122.50 \$ 2,557.50
267385	12/05/2012	Integra Telecom	4,231.48
267608	12/14/2012	AT&T Mobility	1,615.92
267612	12/14/2012	Nextel Communications	2,800.21
268004	12/26/2012	Integra Telecom Telecommunications	4,218.98 \$ 12,866.59

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
267469	12/05/2012	Pacific Power Products	1,659.00
267688	12/14/2012	Pacific Power Products	1,716.00
267825	12/18/2012	Sunbelt Rentals, Inc.	1,183.02
		Vehicle/Equipment Services	\$ 4,558.02
267388	12/05/2012	Tualatin Valley Water District	27,497.52
267609	12/14/2012	City of Beaverton	8,976.88
267614	12/14/2012	Tualatin Valley Water District	3,672.99
268002	12/26/2012	Clean Water Services	2,112.08
268008	12/26/2012	Tualatin Valley Water District	1,569.53
		Water & Sewer	\$ 43,829.00
		Report Total:	<u><u>\$ 2,002,075.74</u></u>

Tualatin Hills Park & Recreation District



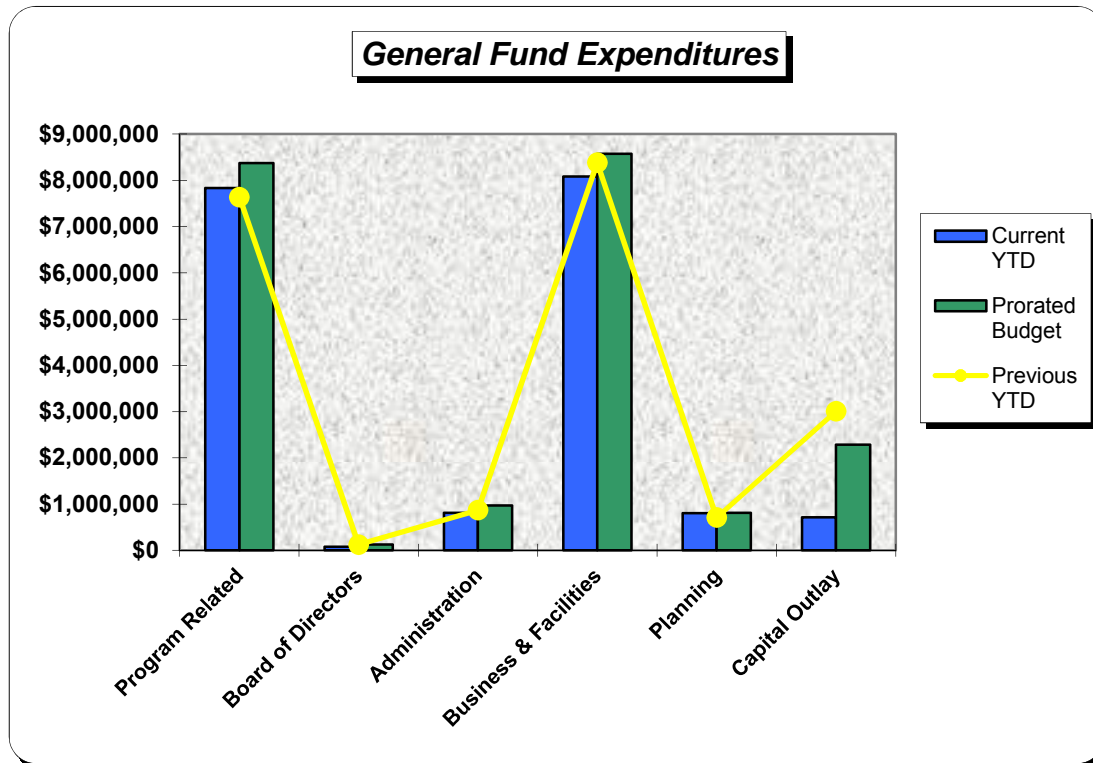
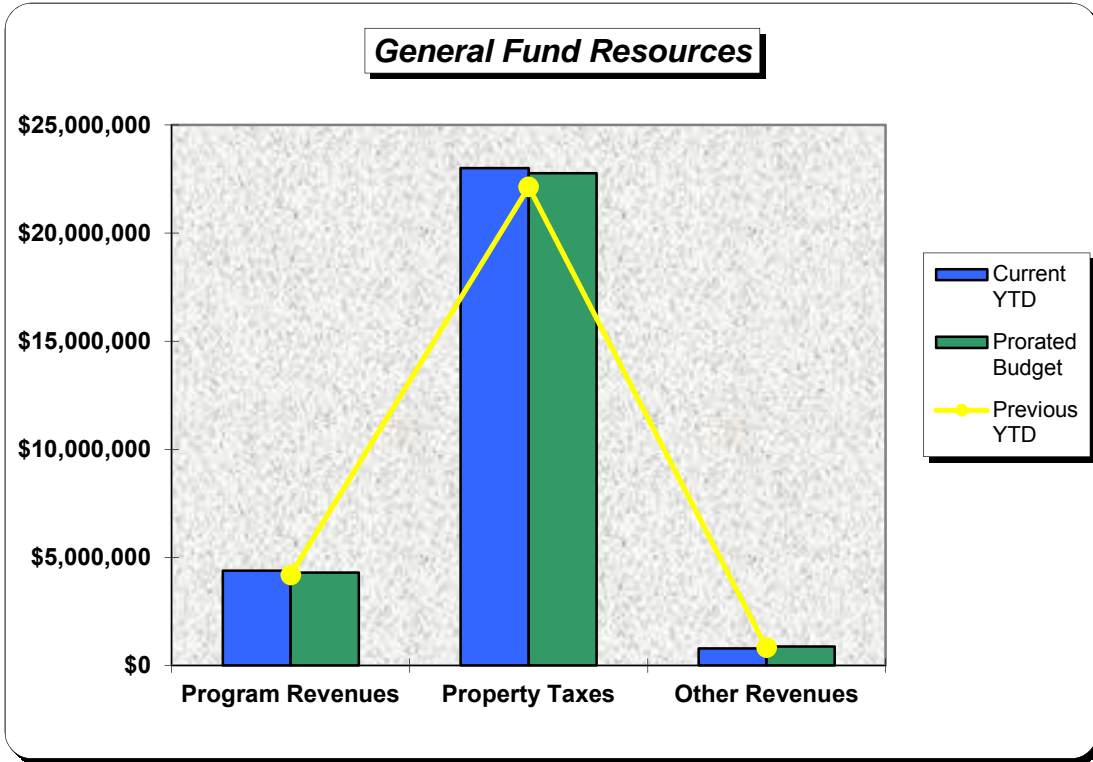
General Fund Financial Summary December 2012

	<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	\$ 308,517	\$ 1,217,125	\$ 1,058,078	115.0%	\$ 2,466,382
Tennis Center	135,943	404,443	408,986	98.9%	896,900
Recreation Centers & Programs	509,246	2,144,116	2,139,436	100.2%	4,818,549
Sports Programs & Field Rentals	94,257	516,133	614,889	83.9%	1,173,452
Natural Resources	15,587	102,177	84,491	120.9%	272,551
Total Program Resources	1,063,550	4,383,994	4,305,880	101.8%	9,627,834
Other Resources:					
Property Taxes	159,142	23,003,543	22,767,671	101.0%	24,909,925
Interest Income	13,140	25,935	23,650	109.7%	110,000
Facility Rentals/Sponsorships	62,195	186,158	198,836	93.6%	451,900
Grants	10,282	212,542	212,542	100.0%	1,007,372
Miscellaneous Income	57,857	359,139	443,765	80.9%	1,120,619
Total Other Resources	302,616	23,787,317	23,646,465	100.6%	27,599,816
Total Resources	\$ 1,366,166	\$28,171,311	\$27,952,344	100.8%	\$37,227,650
Program Related Expenditures:					
Parks & Recreation Administration	58,737	320,257	318,208	100.6%	677,038
Aquatic Centers	274,755	1,907,106	2,005,881	95.1%	3,694,072
Tennis Center	80,967	485,648	507,712	95.7%	993,565
Recreation Centers	311,275	2,516,955	2,718,964	92.6%	4,855,292
Programs & Special Activities	123,624	1,060,342	1,107,589	95.7%	1,963,810
Athletic Center & Sports Programs	110,764	783,432	839,081	93.4%	1,730,063
Natural Resources & Trails	107,017	756,911	873,159	86.7%	1,666,334
Total Program Related Expenditures	1,067,139	7,830,651	8,370,593	93.5%	15,580,174
General Government Expenditures:					
Board of Directors	20,152	81,830	125,999	64.9%	2,332,900
Administration	109,172	814,093	970,962	83.8%	1,878,069
Business & Facilities	1,130,438	8,084,523	8,571,410	94.3%	16,420,325
Planning	130,818	805,669	811,511	99.3%	1,646,067
Capital Outlay	52,441	718,050	2,283,363	31.4%	3,402,925
Total Other Expenditures:	1,443,021	10,504,165	12,763,244	82.3%	25,680,286
Total Expenditures	\$ 2,510,160	\$18,334,816	\$21,133,837	86.8%	\$41,260,460
Revenues over (under) Expenditures	\$ (1,143,994)	\$ 9,836,495	\$ 6,818,508	144.3%	\$ (4,032,810)
Beginning Cash on Hand		4,976,986	4,032,810	123.4%	4,032,810
Ending Cash on Hand		\$14,813,481	\$10,851,318	136.5%	\$ -

Tualatin Hills Park and Recreation District

General Fund Financial Summary

December 2012





[8D]

MEMO

DATE: January 30, 2013
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Collective Bargaining Agreement

Introduction

Staff recommends that the Board of Directors ratify the Collective Bargaining Agreement with the Tualatin Hills Park & Recreation District Employees Association for the three-year period beginning on July 1, 2013.

Background

The current Collective Bargaining Agreement between the District and the Tualatin Hills Park & Recreation District Employees Association will expire June 30, 2013.

The District received notice on November 27, 2012 of the Employees Association's desire to negotiate a successor agreement. Informal discussions began, and a tentative agreement was reached December 2012 to carry forward the current Collective Bargaining Agreement by extending the terms and duration for an additional three-year period. This was a strategy previously discussed with the Board of Directors, as management staff has no major concerns with the existing contract language and believes primary cost containment targets were met through the 2010 negotiation process.

Attached is the Collective Bargaining Agreement resulting from these discussions. The only changes made to the current Collective Bargaining Agreement are date changes or other clerical corrections to make the 2013-2016 agreement properly reflect the new contract period. Since the new agreement has limited changes from the previous agreement, the updates are shown in red-line format. This updated agreement has been reviewed by the District's legal counsel. On January 29, 2013, the members of the Tualatin Hills Park & Recreation District Employees Association, by majority vote, approved the 2013-2016 Collective Bargaining Agreement.

Action Requested

Board of Directors ratification of the Collective Bargaining Agreement for the three-year period beginning on July 1, 2013.

COLLECTIVE BARGAINING AGREEMENT

TUALATIN HILLS PARK AND RECREATION DISTRICT

AND

TUALATIN HILLS PARK AND RECREATION DISTRICT
EMPLOYEES ASSOCIATION

~~2010-2013~~2013-2016



Collective Bargaining Agreement
2010-20132013-2016

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Collective Bargaining Agreement
~~2010-2013~~2013-2016

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Collective Bargaining Agreement ~~2010-2013~~2013-2016

AGREEMENT

This Agreement entered into the 1st day of July ~~2010~~2013 between the TUALATIN HILLS PARK AND RECREATION DISTRICT, hereinafter designated as "District" and the TUALATIN HILLS PARK & RECREATION DISTRICT EMPLOYEES ASSOCIATION, hereinafter referred to as "Association."

ARTICLE 1

RECOGNITION

Section 1.1:

The District recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all employees in the bargaining unit.

Section 1.2:

The bargaining unit shall consist of all full time (FT) and regular part time (RPT) employees of the District, EXCLUDING the General Manager, Assistant General Manager, Director of Business Services, Director of Park and Recreational Services, Director of Communications and Development, Executive Secretary, Management Team Support Specialist, Superintendent of Programs and Special Activities, Superintendent of Maintenance Operations, Superintendent of Aquatic Program Services, Superintendent of Sports and Recreational Activities, Superintendent of Planning and Development, Superintendent of Security Operations, Superintendent of Natural Resources and Trail Management, Senior Park Planner, Finance Manager, Human Resources Manager, Human Resources Coordinator, Risk and Contract Manager, Information Services Manager, Operations Analyst, Park Maintenance Coordinator, Athletic Facilities Coordinator, Building Maintenance Coordinator, Vehicle/Equipment Coordinator, Center Supervisors, and seasonal employees.

Section 1.3:

A FT employee is one (1) in a FT budgeted position or one (1) working in a FT schedule on a year round basis. A RPT employee is one (1) in a budgeted position working scheduled hours of not less than thirty (30) hours per week nor more than thirty-five (35) hours per week on a year-round basis. Hereinafter the term employees, without reference to FT or RPT shall be construed as to mean all members of the bargaining unit as described in Section 1.2.

Section 1.4:

The District will notify the Association prior to posting new or amended position classifications and will indicate whether or not it believes any of them should be included within the bargaining unit. If the Association believes any new or amended job classification should be included within the bargaining unit, the executive committee and union representative may meet with District representatives to discuss the matter. If agreement is not reached within a reasonable time, the District may proceed with posting the position. Either or both parties may request mediation for a determination of whether or not the classification is within the bargaining unit. Prior to such determination, the position classification shall remain out of the bargaining unit.

ARTICLE 2

MANAGEMENT RIGHTS

Section 2.1:

It is recognized that an area of responsibility must be reserved to the employer if the District is to effectively serve the public. Except to the extent expressly governed by a specific provision of this Agreement, the responsibilities of management are exclusively functions to be exercised solely by the District and are not subject to negotiation. By way of illustration and not limitation, the following are listed as such management functions:

- A. The determination of the services to be rendered to the citizens served by the District.
- B. The determination of the District's financial budgetary, accounting and organization policies and procedures.
- C. The continuous overseeing of personnel policies, procedures and programs promulgated under any ordinance or administrative order of the District establishing personnel rules and regulations not inconsistent with any other term of this Agreement.
- D. The management and direction of the work force including, but not limited to, the right to determine the methods, processes and the manner of performing work; the determination of the duties and qualifications of job classifications; the right to hire, promote, train, demote, transfer and retain employees; the right to discipline or discharge for proper cause; the right to lay off for lack of work or funds; the right to abolish positions or reorganize departments or divisions; the right to determine schedules of work; and the right to purchase, dispose and assign equipment or supplies.

ARTICLE 3

GENERAL CONDITIONS

Section 3.1:

No employee shall suffer any reduction in salary or benefits because of the adoption of this Agreement.

Section 3.2:

During the life of this Agreement, the Association agrees not to engage in any strike or work stoppage and the District agrees not to engage in any lockout.

Section 3.3:

No employee shall be discharged or discriminated against for upholding Association purposes and taking an active part in the affairs of the Association. No employee, who is a member of the Association, except as provided herein, shall use the District's time for Association activities. Reasonable time will be provided during contract negotiations.

Section 3.4:

The Association shall have the right to appoint representatives. The representatives shall be recognized by the District in the adjustment of any grievance when called upon by said officers of the Association to do so. The representative shall not be discriminated against for discharging the duties assigned to them by the Association, it being understood that the discharge of such duties shall not interfere with the normal performance of his/her work for the District; provided, however, that reasonable time will be allowed for any such representative to assist an employee in adjusting a grievance.

Section 3.5:

No provision of this Agreement shall be interpreted to authorize any party, the District, the bargaining unit, or any employee to perform any act, or failure to perform any act, if the performance or failure to perform would result in a violation of the law or rule of any federal, state or local government body or administrative agency.

Section 3.6:

The District shall provide each employee with copies of the Collective Bargaining Agreement.

Section 3.7:

No more than six (6) Chapter Officers, plus one (1) alternate, and elected or appointed Association representatives, upon approved application, may be granted time off with pay from their regular duties for collective bargaining and contract administration. Whenever possible, such meetings will be scheduled so as not to interfere with District duties. No more than ten (10) Chapter Officers and elected or appointed Association representatives, upon approved application, may be granted time off without pay from regular duties to attend the Oregon School Employees Association (OSEA) annual conference.

ARTICLE 4

FAIR SHARE

The terms of this Agreement have been made for all employees in the bargaining unit and not only for the members of the Association.

Section 4.1:

It is therefore fair that each employee covered by this Agreement pay his/her share of the cost of negotiating and administering it.

Section 4.2:

Any employee in the bargaining unit who has not joined the Association within thirty (30) days of the signing of this Agreement or within thirty (30) days of becoming an employee shall pay the Association an amount equal to the uniform dues of members of the Association, provided that any employee hired prior to July 1, 1979 shall not be subject to this provision unless s/he is a current dues paying member of the Association or chooses to become a member during the life of this Agreement. In such event, this Article shall apply as written.

Section 4.3:

Any individual employee, who has objection to the above, based on a bona fide religious tenet or teaching of a church or religious body, of which s/he is a member, shall inform the District and Association of his/her objection. Such employee shall be allowed to contribute an amount equal to uniform dues to a nonreligious charity mutually agreed upon between the employee and the Association. The employee shall furnish proof to the District and the Association that this has been done.

Section 4.4:

Payroll deduction of dues and/or in lieu of dues shall be made by the disbursing officer of the District each month to the Treasurer of the Association without any requirement of specific authorization by the affected employee and shall continue for the life of the Agreement as long as the employee is employed in the bargaining unit. The amount of dues shall be indicated by the Association to the District in writing and shall be effective on the date indicated by the Association.

ARTICLE 5

ASSOCIATION REPRESENTATIVES MEETING WITH STAFF

Section 5.1:

Representatives of the Association shall be afforded the opportunity to meet with employees before or after monthly staff meeting when such employees' work schedule makes it impossible for them to attend regular Association membership meetings.

ARTICLE 6

EMPLOYEE LIST

Section 6.1:

Once each quarter, the District will provide the Association with an up-to-date list of all employees. Such a list shall include the date of hire, address, classification and rate of pay.

ARTICLE 7

EQUAL OPPORTUNITIES

Section 7.1:

The District is an equal opportunity employer and will not allow discrimination toward any employee with regard to gender, age, race, color, national origin, sexual orientation, marital status, disability, veteran status, religious affiliation or any other classification protected under law.

ARTICLE 8

ATTENDANCE

Section 8.1:

If an employee is unable to report to work at the designated starting time, s/he is expected to provide sufficient notice. Notification must be given to the immediate Supervisor as soon as possible, and no later than the first one-half (½) hour of the regular scheduled work shift (this notification requirement shall be waived for emergency situations). Notification requirements may vary depending on a particular job function; departments may establish other written procedures, including prior notice requirements.

ARTICLE 9

ANNIVERSARY DATE

Section 9.1:

The anniversary date for the purposes of sick leave and vacation accruals and pension for those employees hired the first (1st) through fifteenth (15th) of the month shall be the first (1st) day of the month of hire.

Section 9.2:

The anniversary date for the purposes of sick leave and vacation accruals and pension for those employees hired the sixteenth (16th) of the month, but before the first (1st) of the following month shall be the first (1st) day of the month following the month in which the employee was hired.

ARTICLE 10

WAGES

Section 10.1:

The District agrees that each FT employee shall be paid in accordance with the schedule contained in the Rate Range Chart commencing July 1, ~~2010~~2013, as found in Section 11.3.

- A. FT employees shall receive merit increases as provided for in Section 11.2.

Section 10.2:

The District agrees that each RPT employee shall be paid in accordance with the schedule contained in the Rate Range Chart commencing July 1, ~~2010~~2013, as found in Section 11.3. ~~The base salary for RPT employees shall be an hourly rate based upon 2,080 hours per year, minus six percent (6%), at the applicable rates set forth in the Rate Range Chart in Section 11.3.~~

~~Effective July 1, 2011, t~~he base salary for RPT employees shall ~~be increase to~~ an hourly rate based upon 2,080 hours per year, to be equal to FT wages, at the applicable rates set forth in the Rate Range Chart in Section 11.3.

- A. RPT employees shall receive merit increases as provided for in Section 11.2.

Section 10.3:

The District agrees that each FT employee shall be paid in accordance with the schedule contained in the Rate Range Chart, adjusted effective July 1, ~~2010~~2013, for the period ending June 30, ~~2011~~2014, such adjustment to be the increasing of wage rates by the percentage determined and published by the U.S. Government Bureau of Labor and Statistics as the change in the Portland Consumer Price Index for all Urban Consumers (CPI-U) January, ~~2009~~2012 to December, ~~2009~~2012. However, in no event shall the Cost of Living Adjustment be less than zero percent (0%).

Section 10.4:

The District agrees that each RPT employee shall be paid in accordance with the schedule contained in the Rate Range Chart, adjusted effective July 1, ~~2010~~2013, for the period ending June 30, ~~2011~~2014, such adjustment to be the increasing of wage rates by the percentage determined and published by the U.S. Government Bureau of Labor and Statistics as the change in the Portland Consumer Price Index for all Urban Consumers (CPI-U) January, ~~2009~~2012 to December, ~~2009~~2012. However, in no event shall the Cost of Living Adjustment be less than zero percent (0%).

Section 10.5:

The District agrees that each FT employee shall be paid in accordance with the schedule contained in the Rate Range Chart, adjusted effective July 1, ~~2011~~2014, for the period ending June 30, ~~2012~~2015, such adjustment to be the increasing of wage rates by the percentage determined and published by the U.S. Government Bureau of Labor and Statistics as the change in the Portland Consumer Price Index for all Urban Consumers (CPI-U) January, ~~2010~~2013 to December, ~~2010~~2013. However, in no event shall the Cost of Living Adjustment be less than zero percent (0%).

Section 10.6:

The District agrees that each RPT employee shall be paid in accordance with the schedule contained in the Rate Range Chart, adjusted effective July 1, ~~2011~~2014, for the period ending June 30, ~~2012~~2015, such adjustment to be the increasing of wage rates by the percentage determined and published by the U.S. Government Bureau of Labor and Statistics as the change in the Portland CPI-U January, ~~2010~~2013 to December, ~~2010~~2013, upon the conditions set forth in Section 10.2 above. However, in no event shall the Cost of Living Adjustment be less than zero percent (0%).

Section 10.7:

The District agrees that each FT employee shall be paid in accordance with the schedule contained in the Rate Range Chart, adjusted effective July 1, ~~2012~~2015, for the period ending June 30, ~~2013~~2016, such adjustment to be increasing of wage rates by the percentage determined and published by the U.S. Government Bureau of Labor and Statistics as the change in the Portland CPI-U January, ~~2011~~2014 to December, ~~2011~~2014. However, in no event shall the Cost of Living Adjustment be less than zero percent (0%).

Section 10.8:

The District agrees that each RPT employee shall be paid in accordance with the schedule contained in the Rate Range Chart, adjusted effective July 1, ~~2012~~2015, for the period ending June 30, ~~2013~~2016, such adjustment to be increasing of wage rates by the percentage determined and published by the U.S. Government Bureau of Labor and Statistics as the change in the Portland CPI-U January, ~~2011~~2014 to December, ~~2011~~2014, upon the conditions set forth in Section 10.2 above. However, in no event shall the Cost of Living Adjustment be less than zero percent (0%).

ARTICLE 11

RATE RANGE AND MERIT INCREASE

Section 11.1:

The Rate Range Chart shall be updated each year. Employees hired or promoted after July 1, ~~2010~~2013 shall be placed on a step contained on the Rate Range Chart. All employees shall normally be hired at the starting salary, Step A, and progress through Step I.

Section 11.2:

The anniversary date, for the purposes of merit increase, for employees hired the first (1st) through the fifteenth (15th) of the month shall be the first (1st) day of the month of hire. The anniversary date, for the purposes of merit increase, for employees hired the sixteenth (16th) of the month, but before the first (1st) of the following month shall be the first (1st) day of the month following the month in which the employee was hired.

On the anniversary date of hire, the employee shall receive a merit increase upon meeting expectations as identified on the performance evaluation form.

The District shall have the sole right of awarding the merit increase but the employee shall have access to the grievance procedure as provided herein.

Section 11.3:

See Rate Range Charts.

Section 11.4:

Nothing in this Section shall prohibit the District from giving an employee an additional merit increase beyond that indicated herein; provided, however, such additional increases shall not be considered as an "early" anniversary date increase, and the employee shall still be entitled to future anniversary increases.

Section 11.5:

An employee shall be classified and paid at the rate for which they are normally assigned. However, if an employee assumes the duties of a higher paid classification for more than five (5) consecutive days s/he shall be paid at the higher rate for all time spent performing the higher paid duties. Rate of pay to be determined in accordance with Section 11.6.

Section 11.6:

If an employee is promoted to a higher paying classification, the employee shall be moved effective with the date of assignment to the step in the new classification which represents an increase in pay closest to five percent (5%) monthly.

ARTICLE 12

PAY PERIODS

Section 12.1:

Employees of the District shall be paid twice a month on the fifteenth (15th) and the last banking day of the month.

Section 12.2:

If the fifteenth (15th) of the month falls on a legal holiday or Saturday, the pay date shall be moved up to the day preceding. If the fifteenth (15th) of the month falls on a Sunday and Monday is a legal holiday, the pay date shall be moved to the Friday before. If the fifteenth (15th) of the month falls on Monday and Monday is a legal holiday, the pay date shall be moved to the Friday before. If the fifteenth (15th) of the month falls on a Sunday, the pay date shall be moved to the day following.

ARTICLE 13

OVERTIME AND COMPENSATORY TIME

Section 13.1:

An employee's workweek shall be predetermined, on a consistent and regular basis; however, there are times when employees of the District will be required to work over forty (40) hours a week.

All employees will receive one and one half (1½) hours compensatory paid time off for each authorized overtime hour worked in excess of forty (40) hours in any workweek.

If an employee has a balance of forty (40) compensatory time hours or more at the beginning of the payroll period, an employee may elect cash compensation for the overtime hours worked during that pay period. Overtime paid as cash compensation will be limited to eighty (80) hours per contract year. No overtime will be worked without prior approval from the Supervisor.

When leave hours taken plus hours worked exceed forty (40) hours in a workweek, the employee's leave hours shall be reduced by the number in excess of forty (40) for that workweek. For purposes of this Section, leave hours will not include holiday hours.

Section 13.2:

Employees requesting time off shall take accrued compensatory time, in excess of forty (40) hours prior to taking vacation time. The Supervisor must approve use of compensatory time.

Section 13.3:

Compensatory time shall be capped at two hundred forty (240) hours. Overtime hours worked in excess of the two hundred forty (240) cap shall be paid in cash.

Section 13.4:

Compensation paid to an employee for accrued compensatory time off shall be paid at the regular rate earned by the employee at the time the employee receives such payment.

Section 13.5:

Upon termination, an employee who has accrued compensatory time off shall be paid for the unused compensatory time off at a rate of compensation not less than the average regular rate received by such employee during the last three (3) years of the employee's employment, or the final regular rate received by such employee, whichever is higher.

ARTICLE 14

STANDBY TIME

Section 14.1:

Standby Time is defined as any time an employee is required to carry a pager unit or cellular phone for the purpose of being called during off duty hours in an emergency situation. One employee from each crew affected will be required to carry a pager unit for a period not to exceed one calendar week at a time on a rotating basis. No one employee shall be required to carry the pager for a period longer than one week in duration at a time.

Section 14.2:

Employees required to carry a pager unit shall be compensated a standby premium adjustment equal to twelve (12) hours straight time for each weekly rotation (prorated if less than seven [7] days). All compensation for Standby Time will be provided as compensatory time.

As provided for in Section 13.1, employees have the option to be paid cash wages for overtime hours worked up to eighty (80) hours per contract year.

Compensation for Standby Time shall be in addition to the employee's regular salary and in addition to any call-out compensation the employee may accrue.

Section 14.3:

When an employee receives a call while on standby and the call results in the employee being required to physically report to a worksite, the employee shall be compensated for actual time worked, with a minimum of two (2) hours call back, at the overtime rate. Time spent traveling from home to the worksite and back shall be regarded as actual time worked. Actual time worked during a call out shall be provided as compensatory time stated in Section 14.2. If call back overlaps with regular work hours, compensation shall not be paid twice for the same hours.

Section 14.4:

The employee who is called-back to work shall receive private car mileage, both ways, between home and the duty station at the rate prescribed in Section 27.3.

ARTICLE 15

EMPLOYEE BENEFITS

Section 15.1:

MEDICAL & DENTAL INSURANCE

Medical Insurance

If the renewal rate for the ~~2010-11-2013-2014~~ fiscal year is less than 10% over the previous fiscal year rate, the District shall retain ~~Regence Blue Cross/Blue Shield, Preferred Provider Plan~~Kaiser Added Choice Plan,—medical insurance or the equivalent for all FT and RPT

employees and their dependents.

For FT employees, the District shall pay one hundred percent (100%) of the premium for employee only coverage. FT employees electing spouse, dependent or family coverage shall contribute five percent (5%) of the difference between the employee only rate and the spouse, dependent or family rate.

For RPT employees, the District shall pay seven-eighths (7/8) of the premium for employee only coverage. RPT employees electing spouse, dependent or family coverage shall contribute five percent (5%) of the difference between the employee only rate and the spouse, dependent or family rate plus one-eighth (1/8) of the remaining portion of the difference between the employee only rate and the spouse, dependent or family rate.

For all employees participating on the ~~Regence BlueCross/BlueShield, Preferred Provider Plan~~ Kaiser Added Choice Plan, as of July 1 of each year, the District will contribute ~~\$300-\$600~~ per employee per year, non-cumulative, into the employee's Section 125 Plan to offset medical expenses. No compensation is allowed for any unused funds.

If during the ~~2010-2011~~ 2013-2014, ~~2011-12~~ 2014-2015 or ~~2012-13~~ 2015-2016 fiscal years, the renewal premium for ~~Regence BlueCross/BlueShield, Preferred Provider Plan~~ Kaiser Added Choice Plan increases ten percent (10%) or more over the previous year's rate, the District may reopen Article 15 and renegotiate the plan. Article 15 shall only be opened if the formal renewal rate proposal is an increase of 10% or more of the previous fiscal year rate. If the contract is opened under this Article, Section 3.2 does not apply. All other Articles and Sections shall remain in force.

In the event eligible spouses are both employed by the District, one (1) spouse shall be entitled to spouse, dependent or family coverage (as provided above) while the other spouse shall be entitled to employee only coverage. Additional coverage may be purchased at the full group rate.

Dental Insurance

If the renewal rate for the ~~2010-2011~~ 2013-2014 fiscal year is less than 10% over the previous fiscal year rate, the District shall retain ~~MetLife-ODS~~ dental insurance, or the equivalent, (\$2,000 maximum yearly coverage per person) for all FT and RPT employees and their dependents. For FT employees, the District shall pay one hundred percent (100%) of the premium for employee only coverage. FT employees electing spouse, dependent or family coverage shall contribute five percent (5%) of the difference between the employee only rate and the spouse, dependent or family rate.

For RPT employees, the District shall pay seven-eighths (7/8) of the premium for employee only coverage. RPT employees electing spouse, dependent or family coverage shall contribute five percent (5%) of the difference between the employee only rate and the spouse, dependent or family rate plus one-eighth (1/8) of the remaining portion of the difference between the employee only rate and the spouse, dependent or family rate.

If during the ~~2010-2011~~ 2013-2014, ~~2011-12~~ 2014-2015 or ~~2012-13~~ 2015-2016 fiscal years, the renewal premium for ~~MetLife-ODS~~ dental insurance, or equivalent (\$2,000 maximum yearly coverage per person) increases ten percent (10%) or more over the previous year's rate, the District may reopen Article 15 and renegotiate the plan. Article 15 shall only be opened if the formal renewal rate proposal is an increase of 10% or more of the previous fiscal year rate. If the contract is opened under this Article, Section 3.2 does not apply. All other Articles and Sections shall remain in force.

In the event eligible spouses are both employed by the District, one (1) spouse shall be entitled to spouse, dependent or family coverage (as provided above) while the other spouse shall be entitled to employee only coverage. Additional coverage may be purchased at the full group rate.

Eligibility for insurance coverage shall be determined according to the existing written agreements with the District and its insurance coverage carrier.

**Section 15.2:
LIFE INSURANCE**

The District provides \$25,000 worth of term life insurance and \$25,000 of accidental death and dismemberment coverage for employees. The District pays all premiums in full.

**Section 15.3:
PENSION PLANS**

The District shall provide a hybrid pension plan through Standard Insurance Company (Tier II) which is comprised of two components, an employer paid pension fund and an Individual Account Program (IAP) for RPT and FT employees.

A. FT and RPT employees shall become eligible for the Tier II pension plan the first (1st) day of the month coinciding with or following six (6) months of service

B. FT and RPT employees shall contribute 6% of their salary (pre-tax) into a separate individual account (IAP) which is treated as a defined contribution. The IAP funds shall be pooled and invested by the District fund manager.

~~A. For FT employees hired prior to July 1, 2010, the District shall provide a group annuity contract (Tier I) with Standard Insurance Company under which the company invests District and employee contributions in order to provide pension benefits for FT employees when they retire.~~

~~FT employees become eligible the first (1st) day of the month coinciding with or following six (6) months of service.~~

A. FT employees shall pay six percent (6%) of the Retirement plan with the District providing the remaining portion. Employees may make voluntary contributions of up to twenty-five percent (25%) of their earnings.

B. In the case of retirement only, one-half (½) the value of unutilized sick leave at retirement will be included in total compensation before averaging.

~~B. For new FT employees hired July 1, 2010 or after, and all RPT employees, the District shall provide a hybrid pension plan through Standard Insurance Company (Tier II) which is comprised of two components, an employer paid pension fund and an Individual Account Program (IAP).~~

~~Any new FT employee hired July 1, 2010 or after shall enter the Tier II pension plan and will become eligible the first (1st) day of the month coinciding with or following six (6) months of service. FT employees shall contribute 6% of their salary (pre-tax) into a separate individual account (IAP) which is treated as a defined contribution account. The IAP funds shall be pooled and invested by the District fund manager.~~

~~All RPT employees will begin receiving pension benefits under the Tier II plan phased in as~~

follows:

~~During July 1, 2010-June 30, 2011, no pension benefits will be earned by RPT employees. However RPT employees will begin satisfying vesting requirements as of the latter of July 1, 2010 or his/her hire date.~~

~~During July 1, 2011-June 30, 2012, RPT employees will begin making a mandatory 6% contribution to the IAP account, if possible.~~

~~During July 1, 2012-June 30, 2013, RPT employees shall receive full Tier II pension benefits (IAP + employer contribution) and will begin earning years of service credits.~~

**Section 15.4:
DEFERRED COMPENSATION**

The District agrees to maintain a tax deferred compensation program for employees covered by this Agreement.

**Section 15.5:
LONG TERM DISABILITY**

A Long Term Disability insurance program for sixty-six and two-thirds percent (66^{2/3}%) of pre-disability earnings, with a maximum benefit of \$9,000 per month, (reduced by any deductible benefits) will be provided by the District, for all FT and RPT employees. Long Term Disability will begin after sixty (60) days of disability.

**Section 15.6:
LONG TERM CARE**

The District provides a Long Term Care insurance program for all FT employees. Long Term Care provides a maximum benefit of \$1,000 per month for home care and \$2,000 per month for facility care, with a lifetime maximum benefit of \$36,000. Long Term Care will begin after a ninety (90) day elimination period.

**Section 15.7:
FLEXIBLE SPENDING ACCOUNT**

The District provides a Section 125 Flexible Spending Account for all employees. The Section 125 Flexible Spending Account allows employees to pay for group health insurance premiums, other health and dependent care expenses, with pre-tax payroll deductions.

**Section 15.8:
EMPLOYEE ASSISTANCE PROGRAM**

A comprehensive Employee Assistance Program (EAP) is provided by the District, at no cost, for all employees.

**Section 15.9:
BENEFIT COMMITTEE**

The parties agree a benefit committee will be established and maintained. The benefit committee will be responsible for gathering and reviewing a variety of benefit information and for formulating recommendations for District Management review, including: ensuring the District's benefit programs remain competitive, cost containment measures are originated, and for the development of an educated employee approach toward health insurance benefits. Committee membership will be equally comprised – half (½) Association Members and half (½) District Management. Upon mutual agreement, if the benefit committee finds an advantageous benefit program, Article 15 may be re-opened for renegotiation.

ARTICLE 16

HOLIDAYS

Section 16.1:

FT employees shall receive ten (10) paid holidays (eight [8] hours each):

- | | |
|---|-----------------------------------|
| 1. January 1 | New Year's Day |
| 2. Monday closest to January 17 th | Martin Luther King's Birthday |
| 3. 3 rd Monday in February | President's Day |
| 4. Day Observed | Memorial Day |
| 5. July 4 | Independence Day |
| 6. 1 st Monday in September | Labor Day |
| 7. November 11 | Veterans Day |
| 8. 4 th Thursday in November | Thanksgiving Day |
| 9. 4 th Friday in November | Friday following Thanksgiving Day |
| 10. December 25 | Christmas Day |

Section 16.2:

RPT employees shall receive ten (10) paid holidays (seven [7] hours each):

- | | |
|---|------------------|
| 1. January 1 | New Year's Day |
| 2. Day Observed | Memorial Day |
| 3. July 4 | Independence Day |
| 4. 1 st Monday in September | Labor Day |
| 5. 4 th Thursday in November | Thanksgiving Day |
| 6. December 25 | Christmas Day |
| 7. Four (4) Floater Holidays | July 1 – June 30 |

RPT employees shall be granted four (4) non-cumulative Floater Holidays per contract year. Floater Holidays must be used by the end of the contract year and are not cumulative. Employees are required to receive prior approval by the Supervisor, and must provide two (2) weeks notice prior to taking the leave. The District shall have the option to retain staff, as it deems necessary to operate the District. Use of Floater Holiday shall be in full day increments (seven [7] hours) and cannot be reduced when paid hours for the workweek exceed thirty-five (35) hours.

Section 16.3:

An employee who is required to work a scheduled holiday will be compensated by one and one half (1½) hours pay for each hour worked in addition to holiday pay. In emergency situations, when an employee not previously scheduled, is called into work, the employee will be compensated by two (2) hours pay for each hour worked in addition to holiday pay.

Section 16.4:

If any of the above-listed holidays fall on a Saturday, it shall be observed on Friday, and if it falls on Sunday, it shall be observed on Monday. If an employee's regularly assigned work shift includes Saturday and/or Sunday and the actual holiday falls on a Saturday or Sunday the employee shall have the option to receive holiday pay on either the actual holiday or the observed holiday.

Section 16.5:

Should the holiday fall on an employee's scheduled day off, the employee may request an additional day off prior to, or following, the observed holiday. The employee will receive his/her

whole scheduled shift off; the FT employee will be compensated eight (8) hours, RPT seven (7) hours. Any additional hours in the employee's scheduled work shift must be worked during the same workweek, or the employee may request paid/unpaid leave. If an employee's work shift extends on both sides of 12:00 AM, midnight, the employee shall receive one (1) full work shift off with pay. If more than one (1) shift extends into the holiday the employee shall choose, with approval of his/her Supervisor, which shift will be designated as the holiday shift.

ARTICLE 17

VACATION

Section 17.1:

In order to make adequate preparation, no vacation leave for a period greater than fifteen (15) working days shall be granted unless a written request is submitted to the Office of the General Manager or designee, at least two (2) weeks prior to the time when the leave is to be begin. Employee vacations of fifteen (15) working days or less, shall be scheduled cooperatively between the employee and his/her immediate Supervisor. Supervisors must be reasonable in allowing the use of vacation time and may not unreasonably deny vacation requests. Where positions affect essential service levels, employees while on paid/work time may be asked to assist in securing substitutes.

Section 17.2:

Vacation for FT employees shall be earned as follows:

- A. One (1) year to completion of three (3) years – ten (10) eight (8) hour days
- B. Four (4) years to completion of nine (9) years – fifteen (15) eight (8) hour days
- C. Ten (10) years to completion of fourteen (14) years – eighteen (18) eight (8) hour days
- D. Fifteen (15) years to completion of nineteen (19) years – twenty-one (21) eight (8) hour days
- E. After twenty (20) years – twenty-four (24) eight (8) hour days

Due to the nature of service, FT employees shall be allowed to accumulate a maximum of two hundred forty (240) hours vacation time. When accrued vacation hours reach the two hundred forty (240) hour cap, new accruals are suspended until total hours are reduced to less than two hundred forty (240).

Section 17.3:

Vacation for RPT employees shall be earned as follows:

- A. One (1) year to completion of three (3) years – ten (10) seven (7) hour days
- B. Four (4) years to completion of nine (9) years – fifteen (15) seven (7) hour days
- C. Ten (10) years to completion of fourteen (14) years – eighteen (18) seven (7) hour days
- D. Fifteen (15) years to completion of nineteen (19) years – twenty-one (21) seven (7) hour days
- E. After twenty (20) years – twenty-four (24) seven (7) hour days

Due to the nature of service, RPT employees shall be allowed to accumulate a maximum of two hundred ten (210) hours vacation time. When accrued vacation hours reach the two hundred ten (210) hour cap, new accruals are suspended until total hours are reduced to less than two hundred ten (210).

Section 17.4:

If a FT employee's vacation hours total two hundred (200) or more, the FT employee shall be guaranteed approval of a request for a minimum of forty (40) hours of vacation time off within that payroll period.

Section 17.5:

Employees who terminate employment with the District, for any reason, will be paid for all unused vacation at their latest salary or hourly rate.

Section 17.6:

If a RPT employee is promoted into a FT position, total years of service under the Agreement will be credited when calculating vacation accrual rates.

ARTICLE 18

SICK LEAVE

Section 18.1:

All FT employees shall accumulate sick leave at the rate of one (1) day (eight [8] hours) per month to an unlimited accumulation of sick leave at the currently scheduled salary or rate of pay. Sick leave shall be deducted in fifteen (15) minute increments.

Section 18.2:

All RPT employees shall accumulate sick leave at the rate of seven (7) hours per month at the currently scheduled salary or rate of pay. Sick leave shall be deducted in fifteen (15) minute increments.

Section 18.3:

Attendance Incentive

If a RPT or FT employee has a balance of 210 hours (RPT)/ 240 hours (FT) or more of sick leave at the end of the contract year and has used less than one-half (½) his/her annual sick leave accrual (eighty-four [84] hours [RPT]/ ninety-six [96] hours [FT]) in that previous contract year, that employee is eligible to have up to fifteen percent (15%) of his/her remaining sick leave accrued in that contract year converted to vacation leave. Conversion may be made once per contract year.

Sick leave used for an absence which qualifies under the FMLA and/or OFLA or an absence due to disability under the ADA shall be excluded for purposes of determining whether an employee has used one-half (½) of his/her annual sick leave accrual in that contract year.

Section 18.4:

An employee unable to perform his/her duties due to personal illness/injury, necessity for medical/dental care, or the illness of an immediate family member requiring assistance may use accrued sick leave.

When sick leave is taken to care for an immediate family member, other care arrangements will be made as soon as possible, except where leave is provided for by family leave laws and the employee is eligible for such leave.

Employees shall make a reasonable effort to schedule medical and dental appointments that must occur during their work shift at a time that will minimize their time away from the workplace and produces the least amount of impact to District services and programs.

As used in this Article, "immediate family member" shall be defined as dependents and other close relatives who reside in the employee's household.

In order to receive compensation while on sick leave, the employee shall provide sufficient notice (unless unable to do so because of the serious nature of the injury or illness). Notification must be given to the immediate Supervisor, as soon as possible, and no later than the first one-half (½) hour of the regular scheduled work shift. Notification requirements may vary depending on a particular job function; departments may establish other written procedures, including prior notice requirements. Substitutes are the immediate Supervisor's responsibility. For absences of three (3) consecutive days or more, or if a pattern of misuse develops, a certificate from an attending physician may be required.

Section 18.5:

When an employee is receiving compensation under the State Accident Insurance Fund, the employee shall have the choice of deducting as sick leave the difference between the amounts paid by State Accident Insurance Fund and the employee's regular salary.

Section 18.6:

Upon termination of District employment, no compensation will be granted for unused sick leave.

ARTICLE 19

PERSONAL LEAVE

Section 19.1:

All FT Employees shall be granted two (2), non-cumulative, Personal Leave days (eight [8] hours) per contract year, to be used by the end of the contract year.

Employees are required to receive prior approval for Personal Leave, by the Supervisor, and must give two (2) weeks notice prior to the leave except for personal emergencies. If an emergency, notification must be given to the Supervisor as soon as possible in accordance with Article 8. The District shall have the option to retain staff, as it deems necessary to operate the District.

Section 19.2:

All RPT employees shall be granted two (2), non-cumulative, Personal Leave days (seven [7] hours) per contract year, to be used by the end of the contract year. Employees are required to receive prior approval for Personal Leave, by the Supervisor, and must give two (2) weeks notice prior to the leave except for personal emergencies. If an emergency, notification must be given to the Supervisor as soon as possible in accordance with Article 8. The District shall have the option to retain staff, as it deems necessary to operate the District.

ARTICLE 20

COMPASSIONATE LEAVE

Section 20.1:

In the event of a death in an employee's immediate family, a leave shall be granted with pay, upon approval by the General Manager or designee in order to make funeral arrangements if necessary, or to attend the funeral. A maximum of five (5) days (eight [8] hours) for FT employees or five (5) days (seven [7] hours) for RPT employees per contract year, non-accumulative will be allowed if warranted by the situation. Substitutes are the responsibility of the Supervisor.

Section 20.2:

Immediate family includes spouse, domestic associate, children, parents, grandparents, grandchildren, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparents, and stepchildren.

ARTICLE 21

FAMILY MEDICAL LEAVE

Section 21.1:

An employee may request a leave of absence without pay not to exceed a period of twelve (12) weeks, within a one (1) year period, when required to leave employment because of his/her own serious illness, the birth or adoption, or placement of a foster child, or to provide care for a spouse, same sex domestic partner, parent, parent-in-law or child suffering from a serious health condition.

A female employee may take an additional twelve (12) weeks of leave within any one (1) year period for illness, injury or condition related to pregnancy or childbirth that disables the employee from performing any available job duties offered.

An employee who uses Family Medical Leave to care for a newborn, newly adopted child or newly placed foster child may also be entitled to take up to twelve (12) weeks, within the one (1) year period, to care for a child with an illness or injury that is not a serious health condition, but requires home care.

Under certain circumstances, Family Medical Leave may be taken intermittently or on a "reduced leave schedule."

Section 21.2:

In order to retain credit for past service, the employee must:

- A. Notify the office of the General Manager or designee, thirty (30) days prior to the anticipated leave. For unanticipated leave the employee must give verbal or written notice within twenty-four (24) hours of commencement of the leave. Any person on behalf of the employee taking leave may give notice.
- B. Actually be returned to work not later than twelve (12) weeks after commencement of the leave.

Section 21.3:

An employee shall be reinstated to the former job, if the job still exists, even if it has been filled during the employee's leave, unless the employee would have been bumped or displaced if

leave had not been taken. If the position has been eliminated, the employee will be placed in an equivalent position.

Section 21.4:

An employee shall be entitled to use accrued sick leave, vacation, compensatory time or leave without pay in any combination for the period of the Family Medical Leave. Use of compensatory time and vacation are subject to the provisions as outlined in Section 13.2. Any compensatory time taken during a period the employee is eligible for OFLA and/or FMLA will not be counted by the District toward that leave(s). This time will, however, be counted toward Extended Leave which an employee may request under Article 21.

Section 21.5:

The employee taking Family Medical Leave is entitled to receive health benefits while they are on leave under the same terms and conditions as when s/he were on the same job.

ARTICLE 22

DONATION OF LEAVE

Section 22.1:

The District will allow employees to donate accumulated vacation and compensatory time to a co-worker, under the following conditions:

- A. The receiving employee provides certification from a health care provider (including estimated time away from work) attesting to a serious health condition that precludes them from performing the essential functions of his/her job.
- B. The receiving employee is non-probationary and has had no disciplinary action taken against the employee, nor is the employee on a corrective plan of action due to abuse of sick leave within the previous twelve (12) months.
- C. The receiving employee has exhausted all his/her leave balances.

Section 22.2:

All donations shall be anonymous and truly voluntary. All leave donations shall be posted to the receiving employee's medical leave account and may not exceed the amount required to carry the employee through the elimination period for disability insurance. The employee receiving donations shall take all his/her accruing leaves first.

Section 22.3:

All unused hours in the medical leave account will be pro-rated back to the donating employee's vacation leave account.

ARTICLE 23

EXTENDED LEAVE WITHOUT PAY

Section 23.1:

The office of the General Manager or designee, after receiving written justification, may grant extended leave without pay.

ARTICLE 24

MILITARY LEAVE

Section 24.1:

An employee requiring a leave of absence for training or service, in the Armed Forces or as a member of the National Guard, shall be provided leave and re-employment rights in accordance with the Uniformed Services Employment and Re-Employment Rights Act and applicable state regulations.

An employee requesting Military Leave must provide notice of his/her obligation or intention to perform service or training, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

An employee is entitled to a leave of fifteen (15) consecutive calendar days (October 1 through September 30) of absence due to military leave orders. Military leaves are without pay. Employees may use vacation, personal leave or compensatory time accrued before the commencement of the leave, if eligible to use such benefits. Employees will be eligible to be paid for holidays that they would otherwise be entitled to that occur during the military leave. Employees may use paid leave only for regularly scheduled workdays, during their regularly scheduled workweek during the fifteen (15) day period.

For employees entering military service for extended periods of active duty, leave shall be granted in accordance with the Oregon Revised Statutes and Federal Law, as they now read or may be amended to read in the future.

ARTICLE 25

COURT APPEARANCES/JURY DUTY

Section 25.1:

An employee shall be granted leave with pay any time they are required to report for jury duty or as a witness in cases in which the employee has no interest. The employee shall reimburse the District all witness fees or pay for jury duty, except mileage expenses, unless the employee receives said compensation while on an authorized leave of absence without pay.

An employee who is required to report for jury duty or as a witness shall be excused, with approval from his/her Supervisor, from appearing for his/her normal shift on that workday if the jury duty or witness responsibilities exceeds four (4) hours for FT employees or three and one-half (3½) hours for RPT employees.

If jury duty or witness responsibilities continue for four (4) hours or less for FT or three and one-half (3½) hours or less for RPT employees on the day shift, the employee shall report for the remainder of his/her workday. An employee on other than day shift shall have the number of hours spent on jury or witness duty deducted from his/her normal shift on that workday and shall report for the balance of his/her work shift as arranged by the Supervisor.

Section 25.2:

An employee who appears pursuant to subpoena before any court or administrative agency in any matter in which the employee has no personal interest shall be paid the regular pay for the hours of work lost to such appearance. The employee shall pay to the District any fees for such

appearance up to the amount of regular pay received. The employee shall retain any expense reimbursement received for such appearance.

ARTICLE 26

WORKERS COMPENSATION INSURANCE

Section 26.1:

The District will provide workers compensation insurance for all employees in the bargaining unit in conformance with the State Workers Compensation Act.

Section 26.2:

Additional compensation by the District shall be granted in an amount equal to the difference between the amount received from the workers compensation carrier and the employee's regular salary for a period not to exceed the employee's accumulated sick leave, vacation, and compensatory time off. The additional compensation referred to above shall be charged against the employee's accumulated sick leave, vacation, or compensatory time off.

Section 26.3:

Sick leave and vacation benefits shall accrue during the period compensation is paid.

Section 26.4:

All insurance and pension benefits shall be provided for employees per the contract for six (6) months from the beginning of the workers compensation leave regardless of the employee's accumulation of sick leave, vacation leave and/or compensatory time.

ARTICLE 27

TRANSPORTATION AND TRAVEL

Section 27.1:

The District will reimburse employees for transportation expenses incurred in furthering of District business.

Section 27.2:

Payment of expense for travel on behalf of the District by employees will be as provided by District policies and procedures. Disputes over payment of expenses shall be directed to the General Manager or designee, for resolution. Such disputes will not be subject to the grievance procedure.

Section 27.3:

All employees who use their own vehicle to accomplish their assigned duties shall be reimbursed for mileage at the rate established by the Internal Revenue Service. In addition, employees involved in an accident while conducting assigned District business, will receive reimbursement toward their insurance deductible up to \$500.

ARTICLE 28

PROBATIONARY EMPLOYEES

Section 28.1:

A new employee shall be placed on a six (6) month probationary period in order to demonstrate abilities and fitness for the position to which s/he has been appointed.

Section 28.2:

Supervisors should make every effort during this period to fairly evaluate the new employee and help him/her during the period of adjustment to District service.

Section 28.3:

During the initial probationary period, the new FT employee:

- A. Does qualify for compensatory time off.
- B. Does qualify for sick leave for each consecutive month worked.
- C. Does qualify for compassionate leave.
- D. Does qualify for medical insurance programs.
- E. Does qualify to participate on the Section 125 Flexible Spending Account Plan.
- F. Does qualify for the EAP.
- G. Does not qualify for any vacation leave; however, s/he does accumulate vacation time, which may be taken after completing the probationary period.
- H. Does not qualify for personal leave. Upon completion of the probationary period, if on or before December 31, the employee shall be granted two (2) personal leave days; if after December 31, the employee shall be granted one (1) day of personal leave.
- I. Does not qualify for dental insurance.
- J. Does not qualify for the District's ~~\$300~~-\$600 contribution to the Section 125 Plan to offset medical expenses.
- K. Does not qualify for retirement benefits.
- L. Does not qualify for life insurance.
- M. Does not qualify for long term disability/long term care.
- N. Does not qualify for Family Medical Leave.

Section 28.4:

During the initial probationary period, the new RPT employee:

- A. Does qualify for compensatory time off.

- B. Does qualify for sick leave for each consecutive month worked.
- C. Does qualify for compassionate leave.
- D. Does qualify for medical insurance (as provided for in Section 15.1).
- E. Does qualify to participate on the Section 125 Flexible Spending Account plan.
- F. Does qualify for the EAP.
- G. Does not qualify for vacation leave; however, s/he does accumulate vacation time which may be taken after completing the probationary period.
- H. Does not qualify for personal leave. Upon completion of the probationary period, if on or before December 31, the employee shall be granted two (2) personal leave days; if after December 31, the employee shall be granted one (1) day of personal leave.
- I. Does not qualify for dental insurance.
- J. Does not qualify for the District's ~~\$300~~ \$600 contribution to the Section 125 Plan to offset medical expenses.
- K. Does not qualify for life insurance.
- L. Does not qualify for Family Medical Leave.

Section 28.5:

Within completion of the six (6) month probationary period, the employee will:

- A. Be appointed to FT or RPT status, or
- B. Receive one (1) additional six (6) month probationary period by advance written notice stating the reason(s) therefore; or
- C. Will not be retained as an employee of the District.

Section 28.6:

An employee promoted into a position in a higher grade shall serve a promotional probationary period of three (3) months. If the District determines that an employee on promotional probation is unable to perform satisfactorily in the new position, such employee shall have the option of reverting to his/her position or a position of similar status. Promotional probation shall not be subject to the grievance procedure.

ARTICLE 29

PERSONNEL FILES

Section 29.1:

Personnel files will be maintained at the Administration Office by the Human Resources Department. An employee's file will contain all materials and documents pertinent to his/her employment with the District. With prior notification to Human Resources, each employee shall

have the right to review the contents of his/her own personnel file.

Section 29.2:

Access to this file will be limited to the employee, the employee's Supervisors, the General Manager, Assistant General Manager, Director of Business Services, Human Resources Manager, Human Resources Coordinator and one (1) Office Technician assigned to keep the personnel records current.

Section 29.3:

Personnel records are subject to the Public Records Law ORS 192.410 to 192.505 and applicable case law. The District shall notify the employee of any request made to gain access under the above referenced statutes. Other than the above, the employee must give written permission to anyone else wishing to access the file.

Section 29.4:

An employee may attach a rebuttal to materials in the personnel file or add relevant materials of the employee's choosing.

Section 29.5:

Each employee shall read and sign any written material that is placed in his/her personnel file. It will be noted on the material that signing does not necessarily indicate agreement.

ARTICLE 30

EMPLOYMENT EVALUATION

Section 30.1:

At least once a year or earlier, all employees will discuss their employment and performance with the District administration. At this time, the employee's file will be reviewed and any areas of concern by either the employee or the administration may be discussed confidentially. These meetings will be conducted on a scheduled basis annually no later than the employee's anniversary date. However, an employee may request and receive a meeting with District administration at any mutually agreeable time. A copy of the performance evaluation will be provided to the employee.

Section 30.2:

Matters of evaluation shall be subject to the grievance procedure. Probationary employees shall not use the grievance procedure for evaluation matters.

Section 30.3:

An employee shall receive current job descriptions describing the duties of his/her job once a year on his/her evaluation date, or when job duties are changed.

Section 30.4:

An employee whose performance is inadequate will be provided an opportunity for improvement under the following procedure:

- A. A stated written plan of assistance will be provided that (a) identifies the work deficiency, (b) establishes time limits for correcting the deficiency and (c) provides suggestions for improvement.

- B. The plan of assistance will be delivered to the employee at a formal conference and shall be signed by both the immediate Supervisor and employee. Refusal to sign the plan within twenty-four (24) hours may be grounds for disciplinary action.
- C. On or before the expiration of the corrective period, the Supervisor, the employee and his/her representative (if s/he so chooses) shall meet (not less than monthly) to discuss the employee's progress or lack thereof toward the expected improvements. The Supervisor will notify the employee of the decision to recommend continued employment or dismissal provided that nothing will preclude a Supervisor, at his/her discretion, from continuing the employee's assisted status, if, in his/her judgment, positive but less than full improvement has been shown. In no case, however, shall a plan of assistance exceed six (6) months.

ARTICLE 31

EDUCATIONAL AID

Section 31.1:

An employee may be reimbursed fifty percent (50%) of the cost of tuition at a State of Oregon college, or the equivalent to fifty percent (50%) of Portland State University's tuition amount if attending a private college, books and fees for a class that demonstrates direct application to the current position or the next logical promotional step.

Any employee may also be reimbursed fifty percent (50%) of the cost of any training program that relates to his/her present District employment or possible promotion to a position in the District service.

Section 31.2:

In order to qualify for such reimbursement, the employee must:

- A. Submit a written request with justification, in a timely manner, prior to enrollment and receive written approval from the office of the General Manager or designee.
- B. Successfully complete the course of training program and present grade reports, or certificates of satisfactory completion, promptly.

Section 31.3:

Any employee shall be reimbursed one hundred percent (100%) of the costs of tuition, books and fees for any successfully completed course, or training program prescribed by the District.

Section 31.4:

Whenever possible, the class should be scheduled outside normal working hours.

Section 31.5:

Successfully completed means "to receive a passing grade" or certificate of satisfactory completion.

Section 31.6:

The employee shall be provided with compensatory time when required courses extend working hours over forty (40) hours per workweek excluding travel time.

ARTICLE 32

TRAINING AND CONFERENCES

Section 32.1:

The District shall pay one hundred percent (100%) of the costs of tuition, books and fees for any course, or training program prescribed by the District.

Section 32.2:

The District shall pay the costs of registration, materials, and any necessary travel costs for conferences, seminars or other technical training prescribed by the District. With prior approval by the General Manager or designee, the District may also pay these costs for conferences or seminars voluntarily attended by the employees.

Section 32.3:

An employee shall be provided with compensatory time when class time for required courses or training, or compensable travel time extends total working hours over a forty (40) hour workweek.

Compensable travel time includes time spent traveling during the course of a workday. Except for required courses, time that is spent in travel away from home outside of regular work hours as a passenger on an airplane, train, boat, bus or automobile is not considered compensable travel time.

For required courses, all travel time outside of regular work hours shall be considered compensable travel time. Employees who earn compensable travel time as a result of required training may have their schedule adjusted within that workweek provided they receive a minimum twenty-four (24) hour notice of any schedule changes.

ARTICLE 33

PROMOTIONAL OPPORTUNITIES

Section 33.1:

When a job opening occurs in the District, all openings will be posted in all the operating facilities for a minimum of ten (10) working days before filling. This procedure will provide existing employees an opportunity to apply.

- A. If a qualified applicant, who is an existing employee, files for such a job, s/he will be given preference for an interview over an outside applicant.
- B. The best-qualified applicant interviewed, as determined by the District, will be selected.
- C. Any employee not selected for an interview or who interviews for a vacant position and is not selected, shall upon request within five (5) working days, be entitled to be informed of the reasons. Only a refusal to inform the employee will be grievable under this Section.

Section 33.2:

Nothing contained herein shall prevent the District from temporarily filling vacancies pending the recruitment process.

Section 33.3:

Notwithstanding Section 33.1, the District may fill a vacant position by transferring an employee who is currently working within the job description to be posted, or at a higher level. All transfers shall be upon agreement of the employee and Supervisors. If the position is to be filled by transfer, notification will be sent to all potentially eligible employees, and they will be provided with a reasonable opportunity to apply. If no transfer applicant is selected, the position will be posted for recruitment.

ARTICLE 34

RECLASSIFICATION PROCEDURE

Section 34.1:

The purpose of the reclassification of a position is to recognize that additional duties and responsibilities of a higher level have been added to the job. This deals not so much with volume - as in more of the same tasks to be done, but in duties which will require additional skills or more independent judgment to be exercised by the incumbent in the position. Greater efficiency by the position incumbent resulting in more work getting done or the completion of a class, certificate or degree by the incumbent would not necessarily be reason to reclassify the job. The determination for reclassification is based on the requirements for the position.

Section 34.2:

A position incumbent or Supervisor may request a reclassification. The Position Analysis Questionnaire (PAQ) must be completed and signed by both the employee and the Supervisor before consideration for reclassification. Employees and Supervisors should work together to complete the PAQ. The employee and Supervisor must determine what new responsibilities have been added to the job by comparing it with the most recent job description.

- A. The Supervisor(s) will submit the PAQ to the Human Resources Manager.
- B. Within three (3) weeks (calendar days) a review date will be scheduled with the Classification Review Panel.
- C. The incumbent and one (1) representative will be afforded the opportunity to present at the review hearing. Fourteen (14) calendar days advanced notice will be given.
- D. Written materials will be submitted no later than ten (10) calendar days prior to the review hearing.
- E. Any individual presenting information or providing representation for the incumbent making the request shall not be allowed to sit on the Classification Review Panel.

Section 34.3:

If the position is determined to be of a higher grade, the position will be reclassified using the following guidelines:

Re-Classification as a result of periodic review or other requests:

Whenever a position is reclassified as a result of a periodic classification review, by employee or department request, the recruitment will be waived and the incumbent placed in the reclassified position if:

- A. The reclassification has resulted from an incremental change in duties; and
- B. The incumbent has been in the position six (6) months or more and satisfactorily completed probation; and
- C. The Supervisor(s) and the Human Resources Department find that the incumbent possesses the minimum qualifications of the higher-level position.

Position upgrade resulting from a reorganization of a department or unit:

When a position is upgraded as a result of a departmental reorganization, the Human Resources Department, in consultation with the Supervisor(s), shall determine the appropriate selection procedure.

In determining if the recruitment shall be promotional only the following shall be considered: analysis of job duties and availability of internal applicants. If determined promotional,

- A. An eligible applicant will be an employee currently working within the job description of the position that is to be upgraded, or within the job description(s) between the current and proposed upgrade position.
- B. An employee who is successful in the recruitment process and is appointed to an upgraded position as a result of reorganization shall serve a three (3) month trial period.
- C. An employee who is unsuccessful in completing the required trial period shall be demoted to the previously held position/classification, and his/her salary range and step shall return to the original position held.

In the event that the position has been downgraded, the employee shall be placed in the position without competing for the position. An employee whose position has been downgraded shall be given preference in referral to other positions within the same or equivalent classification as the position held prior to classification downgrading. Employee's wages are temporarily fixed until the wages appropriate to the downgraded position are equivalent to the employee's current wage.

In the event the District chooses to upgrade a position, a copy of the proposed new position description will be provided to the Association for its review and comments.

Section 34.4:

The incumbent will receive a written report completed by the Human Resources Department within forty-five (45) calendar days after the PAQ was submitted. The report shall contain the final recommendation, and will include a brief summary of the issues relating to the review. If there are special circumstances that affect completion of a reclassification request within forty-five (45) days, the Human Resources Manager will meet with the employee to discuss the status of the request.

Section 34.5:

In the event an employee does not receive a determination within the forty-five (45) day timeline, as provided for in Section 34.4, and the results have determined the employee's position is to be reclassified, the employee's compensation adjustment shall be applied retro-active back to forty-five (45) days after the date the request was first submitted.

Section 34.6:

In the case of a negative determination, the employee may appeal to the Classification Review Panel. Upon determination of the Classification Review Panel, a final appeal may be made to the General Manager.

Section 34.7:

The Association may request a meeting with the District to confer regarding pay for changes in duties within their job classification, by giving written notice not more than twenty (20) calendar days after receipt of the District's written decision. The meeting between the District and the Association shall take place not more than twenty (20) calendar days after receipt of the Association's written request.

Section 34.8:

The Association may, after meeting with the District as outlined in 34.7, demand to bargain over the pay for changes in duties within the classification. The demand to bargain shall be in writing no later than twenty (20) calendar days from the date the Association meets with the District.

Section 34.9:

It is understood that this Article cannot be construed in any way as limiting the rights of either party to present such matters during negotiations.

Section 34.10:

The parties agree that procedural issues only which arise out of this Article shall be subject to the grievance procedure contained in this Agreement.

ARTICLE 35

LAYOFF AND RECALL

Section 35.1:

LAY-OFF

Definitions:

"Length of Service" shall mean an employee's total length of continuous service since his/her date of original hire under the Agreement, less any months in which a month of service was not complete. Part-time (PT) and seasonal assignments shall not be considered when computing length of service.

"Job Classification" means a specific classification identified by a title and classification description.

A "position" is a FT or RPT budgeted position as defined in Section 1.3 of the Agreement.

"Classification Group" means a listing of job classifications that are functionally related to one another in such a way that duties, responsibilities and qualifications within the classification group permit incumbents to transfer skills and experiences from one class within the classification group to another. The listing of classifications within the classification group are in rank order, with the most difficult and/or demanding jobs listed at the top. (Note: A classification group may consist of a single job classification.)

Section 35.2:

NOTICE OF LAYOFF

If the District determines the need for a permanent reduction in its contracted work force

(excluding temporary reductions), notice of not less than two (2) weeks shall be provided to employees to be laid off.

The District reserves the right to determine positions to be eliminated. When a position is to be eliminated, the layoff will occur within the affected job classification or, if there is more than one (1) equally-ranked job classification in that job classification group, within those equally-ranked classes.

The position to be eliminated, resulting in employee layoff, shall be determined by the District on the basis of the operational needs. However, where there are two (2) or more positions in the affected classification (or equally ranked job classifications in the classification group), an employee's length of service as determined in Section 35.1 of the Agreement shall apply. Whenever practical, no employees covered by the Agreement shall be laid off within a job classification until all PT and seasonal employees in such job classifications have been terminated.

When the layoff is in a job classification with more than one (1) position, the least senior employee holding one (1) of those positions will be given the notice of layoff and the remaining employees in those positions will be reassigned to cover the remaining jobs. However, a less senior employee may be retained, and the next senior employee laid off instead, if the less senior employee has unique skills or abilities which are necessary for a remaining position and which cannot be learned, or qualified to perform, by more senior employees in the classification, within fourteen (14) calendar days.

**Section 35.3:
BUMPING RIGHTS**

An employee who is given the initial notice of layoff under Section 35.2 can either accept the layoff or can use his or her seniority to exercise bumping rights. A request to bump must be made within five (5) days of receipt of the layoff notice. The bumping right can be exercised to assume the position of the least senior employee who holds a position in the next lower classification in the classification group, as long as the bumping employee has greater seniority than that other employee.

An employee who is displaced by being bumped under the preceding paragraph may also use his/her seniority in the same manner to bump into the next lower classification in the classification group. If there is no less senior employee in the next classification, then they may bump to the least senior employee in the next lower classification in descending order within the classification group.

Employees who are to be laid off may not bump employees with less seniority in higher-ranking job titles within the classification group. However, an employee who has service under the Agreement in another classification group with the District may exercise bumping rights within that classification group.

In order to bump, the employee must have the ability, capacity and skill to perform the job and must demonstrate ability to perform all job functions within fourteen (14) calendar days from the date s/he assumes the job duties. If, after a trial period of fourteen (14) calendar days, the employee cannot perform the duties of the lower classification in a satisfactory manner, the employee may, at the discretion of the District, either be given additional time for training and job mastery or be laid off. If s/he is laid off, the District will fill the position either by recall of an employee who was laid off from a higher classification position within the classification group or by recalling the employee who was bumped out of that position.

**Section 35.4:
REDUCTION IN HOURS**

If a position is reduced from FT to RPT, the least senior qualified person in the classification group will receive the reduction. However, a more senior person may accept the reduction if they choose to do so.

**Section 35.5:
RECALL**

Employees laid off shall be placed on a recall list in order of seniority, as defined in Section 35.1 of the Agreement and may be recalled to any position in which they have had service under the Agreement. Placement on the recall list shall automatically terminate twenty-four (24) months after the effective day of going on the recall list. No new employee will be hired into a job title from which qualified employees have been laid off for less than twenty-four (24) months.

If an employee on the recall list is recalled by the District, the employee has fourteen (14) calendar days from the receipt of the certified letter, to the last known address, to accept or reject the position. If the position is accepted, the employee has fourteen (14) calendar days to report. If the employee rejects the offer or fails to report within fourteen (14) calendar days, it will be considered voluntary termination.

If an employee on the recall list is offered a position that provides ten percent (10%) or greater reduction in hourly rate or a reduction in benefits that they were receiving at the time of layoff, s/he will not forfeit his/her right to a recall by refusing the position.

If an employee on the recall list has accepted a lesser position, s/he has the right to return to the original position, subject to the seniority over employees still on the recall list, should it become available within twenty-four (24) months of lay off.

An employee rehired off of the recall list shall have his/her accrued sick leave hours, as of the date s/he was placed on the recall list, reinstated. An employee rehired off the recall list shall also have his/her vacation accrual rate reinstated at the rate in effect when s/he was placed on the recall list.

ARTICLE 36

OUTSIDE EMPLOYMENT

Section 36.1:

In that the occasional necessity or desire for additional income may arise, employees of the District will be allowed to hold outside employment. However, any outside job or position must:

- A. In no way detract from the efficiency of the employee while performing his/her District work.
- B. In no way discredit the District.
- C. Not take preference over extra duty that may be required by District employment.
- D. In no way constitute a conflicting interest with employment in the District.
- E. In no way be used in conjunction with District employment to produce direct economic gain to the individual employee.

ARTICLE 37
POLITICAL ACTIVITY

Section 37.1:

Political activity by employees is not prohibited; so long as it is carried on during the employee's off duty hours and is not detrimental to his/her performance with the District.

ARTICLE 38
DRUG & ALCOHOL ABUSE POLICY

Section 38.1:

The District has a responsibility to employees, participants and the general public to ensure and enhance safe working conditions.

To fulfill this obligation and to ensure and comply with Federal and State anti-drug abuse laws, the District must establish a work environment where employees are free from the effects of drugs and alcohol by means of drug awareness education as well as a drug testing program.

The purpose of this program is to establish a fair and equitable policy for all District employees regarding the possession, sale, distribution or use of a controlled substance and the testing for use of drugs or alcohol in the workplace. Although drug and alcohol abuse will not be tolerated, it is also the intent of the District to provide assistance should an employee come under the influence.

Drug Awareness Education

The District will provide employees training in drug awareness. This would include the effects, recognition and types of behavior associated with drug and alcohol use and how to approach or address the problem with a fellow employee and what types of treatment are available.

Section 38.2:

TESTING

A. Pre-hire Testing

All job announcements and advertisements for positions will state, "THPRD is a drug free workplace." All employment applications will contain a statement that the District is a drug free workplace and a pre-hire drug test will be required for all FT and RPT employees. If an applicant tests positive or refuses the test, they will not be offered employment.

B. Random Testing

All District FT and RPT employees will be included in the selection for a drug test. Selection will be done entirely at random, at unpredictable times within each quarter. Since testing will be done entirely by random selection, an employee could be tested more than once during the year.

C. Vehicle Accident/Incident Testing

A District driver operating a vehicle while conducting District business, if involved in a reportable accident or incident, will be tested if one (1) or more of the following occur:

1. A citation for a moving violation;

2. The accident results in any injury beyond first-aid;
3. The accumulative damage (includes property and other vehicle damage involved) is \$1,000 or more;
4. There is a reasonable cause to believe that the driver has been operating the vehicle while under the influence.

D. Reasonable Cause Testing

The District may implement fact finding for reasonable cause testing based on objective and specific facts sufficient to lead a reasonable person to suspect an employee has consumed or is under the influence of drugs or alcohol. Such facts or circumstances must be able to be articulated to the employee.

The Supervisor shall request the Human Resources Manager or another Supervisor to verify and assist in the documentation of the fact finding. In the event District management personnel has reasonable cause to believe the employee is under the influence of drugs or alcohol and the employee's ability to perform the functions of the job may be impaired or the employee's ability to perform his/her job safely may be reduced, reasonable cause testing will be administered per the following:

1. The Supervisor shall discuss the fact finding with him/her individually and confidentially. The employee has the right to request union representation. In the event a representative is not available, the test will not be delayed.
2. The employee will be reminded of the District policy and procedures concerning drug and alcohol use.
3. The employee shall submit to the testing procedures.

In the event a drug or alcohol test is required (except random testing), the employee will be transported by the Supervisor or the Human Resources Manager, immediately, for testing.

The employee will be on sick leave until test results are reviewed. If results prove negative, the employee will be compensated for sick leave used.

Section 38.3:

TESTING PROCEDURES

- A. If an employee voluntarily acknowledges that drugs or alcohol are a problem in his/her life, s/he is under the influence or suffering from the effects of drug or alcohol use, the employee shall be immediately referred to the District's EAP for assessment and referral to an appropriate treatment program.
- B. If the employee denies that s/he is under the influence of drugs or alcohol, the Supervisor(s) shall notify the employee that a drug/alcohol test is required to confirm the employee's denial and that it shall be performed immediately. The employee shall then be asked to sign the District's consent form.

Once an employee signs the consent form, the Supervisor or Human Resources Manager will then transport the employee to the appropriate medical facility for testing. Once the appropriate medical forms are filled out, the employee will provide a sample to be tested.

C. Should the employee refuse to consent to a drug/alcohol test, the Supervisor shall inform the employee of the following:

1. Failure to submit to testing will be treated as if the employee had tested positive and the positive test result procedures will be enforced, and
2. A suspension, without pay, for five (5) workdays will be issued.

Any subsequent refusals by the employee to submit to a test shall constitute cause for dismissal.

Section 38.4:
COLLECTION & TESTING

Providence Occupational Health, or other state approved laboratories, will establish the collection procedures. All specimens will be collected and forwarded to a National Institute of Drug Abuse (NIDA) certified laboratory and be tested in accordance of the NIDA and Federal standards and the levels as established by both.

A. Tampering with a Sample

If an employee should tamper with a collected sample, the sample will be treated as a positive sample and the employee will be subject to a separate disciplinary action for just cause under Article 38 and may result in termination.

B. Positive Test Result

In accordance with the Federal and State anti-drug abuse laws all positive test results will be reviewed by a Medical Review Officer (MRO). The MRO will receive test results from the laboratory and will contact both the District and the employee to review test results.

1. Upon a positive test result, the employee will be provided the opportunity to enter into a Last Chance Agreement for a period of two (2) years which will include a mandatory referral to the District's EAP for evaluation and recommendations of an appropriate treatment program.
2. Failure to follow treatment recommendations and to allow the Human Resources Manager to communicate about the recommendations and compliance with the appropriate professionals can lead to disciplinary action including termination.
3. If a report is made and, in the opinion of the treatment professional, the person can safely return work, the employee may do so. If, however, the professional believes that such a return to work is detrimental to the employee or the Park District person, property or other, then such a recommendation will be forwarded to the Human Resources Manager to determine whether termination or suspension from work, until the professional is satisfied, is appropriate.
4. The cost of the treatment program, if any, will be paid by the employee or medical insurance provider (if covered, to the extent of coverage).
5. Failure to execute the Last Chance Agreement shall result in immediate termination.
6. An employee enrolled in a drug treatment program under the EAP will be subject to unannounced drug tests up to two (2) years beyond the completion of treatment.

From the time an employee has a positive test result or otherwise is discovered to have a problem, the employee will be considered to be on sick leave until the employee can provide the District with a release from the EAP counselor or any appropriate treatment program. If the employee has no sick leave, vacation and compensatory time will be used. If the employee has no compensatory time, sick or vacation leave available, the employee will not be compensated for the time off.

Failure to report a relapse to the appropriate treatment professional may result in termination.

Section 38.5:

SELF RECOGNIZED SUBSTANCE ABUSE

An employee is encouraged to request voluntary assistance with drug use and/or alcohol abuse problem(s), on a confidential basis, through the EAP or other local health agency.

- A. If in the opinion of a qualified drug/alcohol counselor the employee requires rehabilitation services or treatment, the employee will have the option to enroll.
- B. An employee with a self recognized substance problem that voluntarily requests assistance will not be subject to disciplinary action. However, a request for assistance will not be used to exempt an employee from job performance requirements.
- C. Any employee who complies with the above requirements prior to violation of this policy shall immediately be granted leave in order to undergo treatment. Should the employee not have sufficient compensatory time, sick or vacation leave, leave without pay may be granted.

Section 38.6:

MEDICALLY AUTHORIZED DRUGS

It is the employee's responsibility to determine from the physician whether or not any medication would impair performance. An employee utilizing prescribed and/or over the counter medication(s) that could adversely affect job safety or performance should immediately report that fact to his/her Supervisor. With the employee's written consent, a consultation with the attending physician, concerning the effects a substance may have on an employee, may be appropriate. Any failure to report the use of such medication or failure to provide proper evidence of medical authorization will result in disciplinary action.

Section 38.7:

ADMINISTRATION OF THE PROGRAM

The Human Resources Manager, Assistant General Manager and Director of Business Services will be responsible for managing and monitoring the program.

Section 38.8:

CONFIDENTIALITY

The District will use every effort consistent with the circumstances to conduct the testing procedures in a manner that will preserve the employee's privacy and dignity. These efforts shall include the restriction of information pertaining to testing or the results of testing to those Managers or Supervisors who need to have access to such information in order to make and implement personnel decisions involving the employee. Only reasonable information will be shared and the employee shall be party to all communication regarding shared information.

Section 38.9:
UNLAWFUL ACTIONS

Any employee convicted or indicted of a violation of any criminal drug statute or has been issued a citation for operating a vehicle while under the influence of intoxicants must inform his/her Supervisor or the Human Resources Manager within the employee's next working day. Failure to do so will result in disciplinary action.

ARTICLE 39

DISCIPLINARY ACTION

Section 39.1:

It is expected that employees will use good judgment in their actions and not cause discredit to the District, themselves, or other employees; however, the objective when disciplinary action is called for, shall be to correct the situation rather than to inflict treatment that is punitive in nature.

Section 39.2:

Disciplinary action may include but is not limited to warning, reprimand, suspension (without pay), demotion, or discharge. While discipline will normally be progressive, management has the right to apply the appropriate level of discipline. No employee shall be disciplined without just cause.

Section 39.3:

A disciplinary action shall be removed from the employee's personnel file if it is determined that it was based on erroneous facts or circumstances.

Section 39.4:

Any disciplinary action shall be addressed through a subsequent performance evaluation process, which shall note improvement or lack of improvement toward satisfactorily correcting the situation. An employee may initiate the subsequent evaluation process, after a reasonable time, by generating a self-evaluation addressing the issue relative to the disciplinary action.

Section 39.5:

The employee who has been placed on suspension will be notified within ten (10) working days as to the number of days his/her suspension shall run.

Section 39.6:

No suspension or discharge will be allowed unless approved by the office of the General Manager or designee.

ARTICLE 40

GRIEVANCE PROCEDURE

Section 40.1:

In the event an employee or the Association has a grievance arising out of the contract or work condition, the following procedures shall be followed:

Step 1:

The employee, with or without an Association representative, shall first discuss the grievance with his/her immediate Supervisor within fifteen (15) working days from the date the employee knows or should have known of the alleged violation. If the grievance is not resolved and the employee wishes to proceed further with the grievance, the employee shall within ten (10) working days file the grievance in writing to the immediate Supervisor on the grievance form furnished by the District, and set forth the facts, Section(s) of the Agreement involved and remedies sought. The employee's immediate Supervisor shall then attempt to adjust the matter and respond in writing to the grievance within ten (10) working days from receipt of the written grievance.

Step 2:

If the grievance has not been settled, it may be presented by the employee, with or without an Association representative, to the Division Head within ten (10) working days after the response from the immediate Supervisor is received (physically received or postmark date). The Division Head shall respond in writing to the grievance within ten (10) working days of receipt of the grievance.

Step 3:

If the grievance has not been settled, it may be presented in writing by the employee, with or without an Association representative, to the General Manager or designee, within ten (10) working days after the response of the Division Head is received (physically received or postmark date). The General Manager or designee, shall respond in writing to the grievance within ten (10) working days after the receipt of the grievance.

Step 4:

If the grievance has not been settled, the Association may, within ten (10) working days after the reply of the General Manager or designee is received (physically received or postmark date), serve notice of its intention to arbitrate the grievance. Such notice shall be in writing and delivered to the General Manager or designee.

Section 40.2:

After either party has indicated its desire to take a grievance to arbitration, it shall jointly request of the Employment Relations Board a list of names of seven (7) arbitrators. The parties shall select an arbitrator from the list by such method as they may jointly elect or, if they are unable to agree on such method, then by lot and proceed alternately to strike names until the final name is left on the list that shall then be the arbitrator. Nothing in this Section shall prohibit the parties from agreeing upon a permanent arbitrator or permanent list. The arbitrator's decision shall be final and binding, but s/he shall have no power to alter, modify, add to or detract from the terms of the Agreement, and shall have no power to make an award which is retroactive for a period in excess of ninety (90) calendar days prior to the date the grievance was filed under Step 1 of the procedure contained in this Article.

Section 40.3:

The arbitrator's fee and expenses shall be divided equally between the parties. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

Section 40.4:

The Association may file at Step 2 any grievance involving a claim or dispute which affects two (2) or more employees.

Section 40.5:

Representatives selected by the Association to act as "Association Representatives" shall be certified in writing to the District by the Association.

Section 40.6:

The time limits specified in this Section may be waived by mutual consent.

ARTICLE 41

SAVINGS CLAUSE

Section 41.1:

Should any Article, Section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of said court shall apply only to the specified Article, Section or portion thereof directly specified in said decision.

ARTICLE 42

DURATION AND TERMINATION

Section 42.1:

This Agreement shall be effective July 1, ~~2010~~2013, and continue in full force and be effective until June 30, ~~2013~~2016.

Section 42.2:

The Association shall notify the District in writing no later than December 1, ~~2012~~2015, of its intention to negotiate a successor Agreement. Negotiations are to begin within thirty (30) days of that notification.

SIGNED this _____ day of _____, ~~2010~~2013.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

President

President



[8E]

MEMO

DATE: January 29, 2013
TO: Doug Menke, General Manager
FROM: James McElhinny, Director of Park and Recreation Services

RE: **Resolution Appointing Natural Resources Advisory Committee Members**

Introduction

The Natural Resources Advisory Committee requests Board of Directors approval of two committee member reappointments.

Background

At their January 22, 2013 meeting, the Natural Resources Advisory Committee recommended that the Board of Directors reappoint Rod Coles and Matthew Shepherd to the Committee for three-year terms.

Please note that the respective applicants' applications and Natural Resources Advisory Committee current roster are attached.

Action Requested

Board of Directors approval of Resolution 2013-04, reappointing Rod Coles and Matthew Shepherd to the Natural Resources Advisory Committee.

RESOLUTION 2013-04
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION REAPPOINTING
NATURAL RESOURCES ADVISORY COMMITTEE MEMBERS**

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

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

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

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

The Board of Directors approves the reappointment of Rod Coles and Matthew Shepherd to the Natural Resources Advisory Committee.

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 11th day of February, 2013.

Joseph Blowers, Board President

Larry Pelatt, Board Secretary

ATTEST:

Jessica Collins, Recording Secretary



TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

Name: Roswell (Rod) Coles		Date: 8-Jan-2013	
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

- Please explain your interest in serving on the Advisory Committee:

Throughout my life, I have always enjoyed outdoor activities. Over the past ten years, I have taken an active role in the THPRD Natural Resources volunteer events. The activities have ranged from restoration projects, site monitoring, park watch, educational events, task forces, and advisory committees. The management and preservation of the natural spaces within the THPRD is an area of great interest to me.
- How long have you lived in the community?

22 years
- Have you or your family participated in any Center or other Recreation District activities?

 - Wolf Creek Little League, Beaverton OR, 1992-1995. My son was a participant, my wife was the league Safety Officer for two years and Registrar for one year. I was a coach for four years.
 - Aloha Youth Soccer League, Beaverton OR, 1992-1995. My son was a participant, I was a coach for four years, and league coaching coordinator for one year.
 - Swimming Lessons, Aloha Swim Center 1992-1995. My son received swimming lessons.
 - Natural Resource Projects, 2003-2012, THNP and other parks. My son, wife, and I have all been regular participants. My wife and I have been Stewardship Leaders since 2006.
 - THNP Park Watch, 2005-2012, My wife and I.
 - THNP Park Special Events, 2003-2012. My son, wife, and I have all been regular participants.
 - THRPD Site Restoration Monitoring, 2009-2012, My wife and I.

Number of Years: 20 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:

- THNP Advisory Committee: Dec-2005 to Nov-2009,
 - o Vice-Chairperson Jan-2007 to Dec-2007,
 - o Chairperson Jan-2008 to Dec-2009,
- Tualatin Hills Park and Recreation District's Bond Measure Task Force - 2008,
- Tualatin Hills Park and Recreation District's Advisory Committee Task Force - 2009,
- Natural Resources Advisory Committee: Mar-2010 to present,
 - o Chairperson Mar-2010 to Jan-2012,
- As a youth, I served on many volunteer committees,
- As an adult, I was on the Aloha Youth Soccer League board, serving as the coaching coordinator in 1994. I was a school coordinator for the Odyssey of the Mind program at the International School of Amsterdam from 1996 to 1998, and at Five Oaks Middle School from 1999 -2000.

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

I feel my work experience can benefit the Advisory Committee in many ways. My 31 years of work in the Information Technology field have given me the opportunity to learn many skills. I have been the Project Manager and Coordinator for many multi-million dollar international projects, which were successfully completed within a given time and financial budget. My job has required me to analyze and document project proposals, to make many executive level presentations, and plan and facilitate many international conferences. I currently manage a department with multiple teams and am responsible for their productivity and results. Most of my work in Information Technology has been focused on financial and management accounting, which I consider my specialty. I feel my skills in leadership and communications will be directly applicable to the Advisory Committee duties.

Other areas of personal interest that I think will benefit the Advisory Committee are my love of science and nature, my knowledge and skills with personal computers and the capability to perform research via the Internet, and my ability to work well with other people of all ages and backgrounds.

6. Term of Office preferred:

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



TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

Name: Matthew Shepherd		Date: 1/11/13	
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 love THPRD's diverse parks, regularly spend time in them, and would like to contribute to their care and upkeep.

In addition, I have been a member of the Natural Resources Advisory Committee for three years, and hope to continue to serve on it.

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

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

My entire family has, at one time or another, participated in various THPRD events, classes, sports leagues, and other activities. Some examples:

Sports: My children have played in soccer and basketball leagues, and I have coached soccer. We've also used various centers for drop-in activities and swimming.

Classes: We have joined many different classes over the years for a variety of interests.

Volunteering: I've led several events at parks and been involved with Bugfest at the Tualatin Hills Nature Park since its inception. My children have also volunteered at Bugfest, and we have all helped with park maintenance projects.

Visiting parks: We regularly enjoy walking and playing in the District's parks.

Number of Years: More than 14 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:

THPRD

Natural Resources Advisory Committee (member, 2009-2010; chair, 2011-present). Tualatin Hills Nature Park advisory committee (member, 2003, 2008-9).

Other Organizations

Golf Course Superintendents Association of America; Environmental Programs Committee (member, 2006-8).

IUCN Task Force on Declining Pollination steering committee (member, 2002-6).

North American Pollinator Protection Campaign steering committee (member, 2002-5).

Friends of Tryon Creek State Park board (member, 2000-1).

Fans of Fanno Creek (secretary and Fans Flash editor, 1999-2003).

(I have also served on committees for a variety of organizations in Britain.)

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

I have a 25-year career in environmental conservation, during which time I have worked in Britain, Kenya, and the United States. My work has included managing and creating wildlife habitat, providing technical advice to land owners and managers, supervising the day-to-day operation of a nature park, developing and presenting education programs, and the editing, design, and production of information materials. Currently, I am communications director for the Xerces Society for Invertebrate Conservation, an international nonprofit based in Portland.

I have a particular expertise in insects (with a special focus on bees and other pollinators), though also a broad knowledge of plants, mammals, and birds.

6. Term of Office preferred:

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



Tualatin Hills Park & Recreation District NATURAL RESOURCES ADVISORY COMMITTEE ROSTER

Last Updated: January 28, 2013

<i>Committee Member</i>	<i>Member Since</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Rod Coles	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	February 2013
Matthew Shepherd	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	February 2013
Eric Lindstrom* *Chair	February 2010	[REDACTED]	[REDACTED]	[REDACTED]	May 2014
Mitch Cruzan	May 2010	[REDACTED]	[REDACTED]	[REDACTED]	May 2013
Cory Samia	May 2010	[REDACTED]	[REDACTED]	[REDACTED]	May 2013
Donald Nearhood	August 2011	[REDACTED]	[REDACTED]	[REDACTED]	August 2014
Jack Shorr	February 2012	[REDACTED]	[REDACTED]	[REDACTED]	February 2015
<i>Staff Liaisons</i>		<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Bruce Barbarasch	Staff THPRD	5500 SW Arctic Drive, Suite 2, Beaverton 94005	503/629-6350	bbarbara@thprd.org	N/A
Kristin Atman	Staff THPRD	15655 SW Millikan Way, Beaverton 97006	503/629-6350	katman@thprd.org	N/A



[8F]

MEMO

DATE: January 25, 2013
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Resolution Adopting the Supplemental Budget for the Fiscal Year Commencing July 1, 2012**

Introduction

Staff requests Board of Directors approval of Resolution No. 2013-05 to adopt a supplemental budget to 1) increase Planning Division personnel costs to allow the hiring of the Deputy Director of Planning, and 2) increase Capital Outlay costs to allow completion of the Energy Savings Performance Contract Phase II, for the fiscal year commencing July 1, 2012.

Background

As required by ORS 294.480, a supplemental budget adjustment is necessary to increase the overall appropriations of the District.

Deputy Director of Planning Position:

On January 14, 2013, the Board of Directors approved the Deputy Director of Planning position. Funding for this position will be transferred from the Park and Recreation Division, utilizing unspent funds within the Athletic Center, to the Planning Division. In total, a supplemental budget adjustment is necessary in the amount of \$30,470, to cover salary and benefits of the new position through June 30, 2013.

Energy Savings Performance Contract (ESPC) Phase II:

On November 5, 2012, the Board of Directors authorized the execution of the design and construction of the ESPC Phase II projects for an estimated total of \$908,708. Funding will be provided by funds already appropriated within the FY 2012/13 budget (\$403,900), along with anticipated Energy Trust of Oregon incentives (\$47,708), and a full faith and credit financing agreement (\$457,100), as detailed within the resolution. In total, a supplemental budget adjustment is necessary in the amount of \$504,808 to provide appropriation for these improvements within the budget year.

Proposal Request

The attached resolution authorizes a transfer between appropriation units, plus an increase to resources and appropriations to fund the personnel costs for the Deputy Director of Planning and construction of the ESPC Phase II project improvements. Approval of the attached resolution will authorize the transfer of funds, and increase the Adopted Budget for the fiscal year commencing July 1, 2012 by a total of \$504,808. Notice of the proposed Supplemental Budget has been published in accordance with Local Budget Law (ORS 294), and the resolution has been reviewed by the Park District's legal counsel.

Approval of the resolution will ensure the District is in legal compliance with State Budget Law.

Benefits of Proposal

Approval of the resolution will provide the necessary appropriation to 1) allow staff to hire the requested personnel as deemed necessary in the Planning Division, and 2) complete construction of the ESPC Phase II improvements.

Potential Downside of Proposal

The apparent downfall is increased cost to the District budget. However, all debt-related costs will be recovered through future energy savings.

Action Requested

Board of Directors approval of Resolution No. 2013-05 to adopt a supplemental budget for personnel services and capital outlay costs for the fiscal year commencing July 1, 2012.

RESOLUTION NO. 2013-05

**RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET
FOR PERSONNEL AND CAPITAL OUTLAY COSTS
FOR THE FISCAL YEAR 2012/13 BUDGET**

WHEREAS, the Tualatin Hills Park & Recreation District (“District”) has determined the necessity of adding the position of Deputy Director of Planning, and is in need of transferring personnel funds from one appropriation unit to another; and

WHEREAS, the District has determined to undertake construction of the Phase II portion of the Energy Savings Performance Contract (“ESPC”), and will secure necessary financing; and

WHEREAS, the scope of the ESPC savings had not been determined at the time of budget adoption; and

WHEREAS, the new appropriations and budget changes contained herein do not change any fund by 10% or more from the adopted Fiscal Year (FY) 2012/13 Budget and transfers allocations within the General Fund; and

WHEREAS, the District published notice of this proposed resolution in *The Oregonian* newspaper on January 31, 2013 as required in ORS 294.480(3) and ORS 294.311(25); and

WHEREAS, a resolution to accept the new appropriations and transfer of budgeted appropriations within the FY 2012/13 Budget is necessary to continue to manage the distribution of those resources and expenditures and to maintain compliance with ORS 294.471(3)(a) and ORS 294.463.

NOW, THEREFORE, it is hereby resolved as follows:

Section 1. The Board of Directors hereby authorizes the FY 2012/13 transfers of appropriations as set forth below.

- A. The District has determined the necessity of adding the position of Deputy Director of Planning. To effectuate this change, the District hereby authorizes the following transfer of appropriations in the FY 2012/13 Budget:

General Fund	
Parks & Recreation Division	
Full-time Salaries	(\$23,500)
Payroll Taxes & Benefits	(6,970)
Planning Division	
Full-time Salaries	\$23,500
Payroll Taxes & Benefits	6,970

- B. The District will undertake construction of the Phase II portion of the Energy Savings Performance Contract (“ESPC”), and will secure

necessary financing. To effectuate this change, the District hereby authorizes the following appropriation in the FY 2012/13 Budget:

General Fund	
Resource	
Grant Revenues	\$ 47,708
Other Financing Source-Loan	457,100
Appropriation	
Capital Outlay	
ESPC Project Phase II	\$504,808

Section 2. All transfers detailed in Section 1 are in compliance with Oregon Budget Law specifically ORS 294.471(3)(a) and ORS 294.463.

Section 3. This resolution takes effect immediately upon adoption.

Approved and adopted on February 11, 2013 by the Board of Directors of the Tualatin Hills Park & Recreation District.

Joseph Blowers, President

Larry Pelatt, Secretary

ATTEST:

Jessica Collins, Recording Secretary



[8G]

MEMO

DATE: January 31, 2013
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning
RE: **Resolution Authorizing Annexation of Properties During 2013**

Introduction

Staff is seeking Board of Directors approval of a blanket resolution for the purpose of approving future annexation of properties in the Park District's long term service area during 2013 per ORS 198.857(2).

Background

ORS 198.857(2) states:

(2) When the owner of a parcel of land wants to annex that land to a district, the owner may file an annexation petition with the county board. The petition shall declare that the petition is filed pursuant to this section, state the name of the affected district and all affected counties, indicate the principal Act of the affected district and be signed by the owner of the parcel of land. Before the petition is filed with the county board, the petition must be approved by indorsement thereon by the board of the affected district and by any other agency also required by the principal Act to indorse or approve the petition.

The Board has annually adopted a resolution approving annexations of property to the District pursuant to provisions in the Washington County Comprehensive Framework Plan (CFP) for the Urban Area and the Washington County Community Development Code. (The relevant CFP provisions as most recently amended are in implementing strategies p, q and r under Policy 15 of the CFP.) Relevant Community Development Code provisions require that new development¹ must annex to THPRD when it is subject to a development application (e.g., a subdivision). Upon annexation, the new development would be subject to the District's system development charge (SDC).

The County CFP establishes THPRD as the park and recreation service provider for the portion of the urban unincorporated area of the county between the Hillsboro, Portland and Tigard urban service boundaries for which the District has adopted a Park Master Plan. That area was recently expanded to include the North Bethany area.

¹ New development means development where a land use application must be submitted, such as a new subdivision or commercial building. New development does not include the construction of a single family residence on a vacant lot or a lot that has received preliminary land use approval and the expansion or alteration of an existing single family home.

In November 2012, the Board approved a resolution similar to the one now proposed for approval but it was not written to include the North Bethany area. The resolution now proposed encompasses the District's entire service area as now described in the County CFP.

Proposal Request

Staff requests Board of Directors approval of the attached resolution to "indorse" petitions for annexation of properties within the District's long term service area as recognized by the County CFP (as shown on the attached map) to the Park District during 2013, so developers will be able to promptly comply with the relevant provisions of the County's Community Development Code.

Benefits of Proposal

By approving the blanket resolution for the purpose of indorsing petitions for annexation during 2013 properties to the Park District, the Park District will not have to indorse annexation petitions for each development on a project-by-project basis. The resolution will indorse petitions for annexation of properties within the District's entire long term service area for the remainder of the calendar year.

Potential Downside of Proposal

There does not appear to be any downside to this proposal.

Action Requested

Board of Directors approval of and signature on Resolution No. 2013-06 for the purpose of indorsing petitions for annexation of properties in the District's long term service area during 2013. Additionally, Board of Directors authorization for staff to submit the resolution to Washington County for processing.

RESOLUTION NO. 2013-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
APPROVING ANNEXATIONS OF PROPERTY TO THE DISTRICT IN 2013**

WHEREAS, Washington County has adopted ordinances amending the Washington County Comprehensive Framework Plan for the Urban Area to recognize the Tualatin Hills Park & Recreation District ("District") as the long term park and recreation service provider in part of urban unincorporated Washington County; and

WHEREAS, these ordinances also amended the Washington County Community Development Code to require that developing properties in the area served by the District annex to the District as a condition of or in advance of any development approval; and

WHEREAS, ORS 198.857(2) requires that proposed annexations to the District be approved by the District Board; and

WHEREAS, it is anticipated that developers of properties that are presently outside the District's boundaries but inside the District's long term service area will be seeking development approval in 2013, and will thus be subject to the application of Washington County Community Development Code provisions requiring annexation to the District; and

WHEREAS, the District Board wishes to express its formal approval of annexations proposed in 2013 within its recognized service area as required by ORS 198.857(2) and to file the approval in the form of this resolution with the Washington County Board of Commissioners for consideration at hearings during 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK & RECREATION DISTRICT:

Section 1. The Board hereby approves the proposed annexation of properties to the District during 2013 that are within the District's long term service area as described in the Washington County Comprehensive Framework Plan for the Urban Area.

Section 2. The District staff is hereby authorized and directed to file this resolution and exhibits with the Washington County Board of Commissioners.

Section 3. This resolution shall be effective immediately upon its adoption by the Board.

Adopted this 11th day of February, 2013.

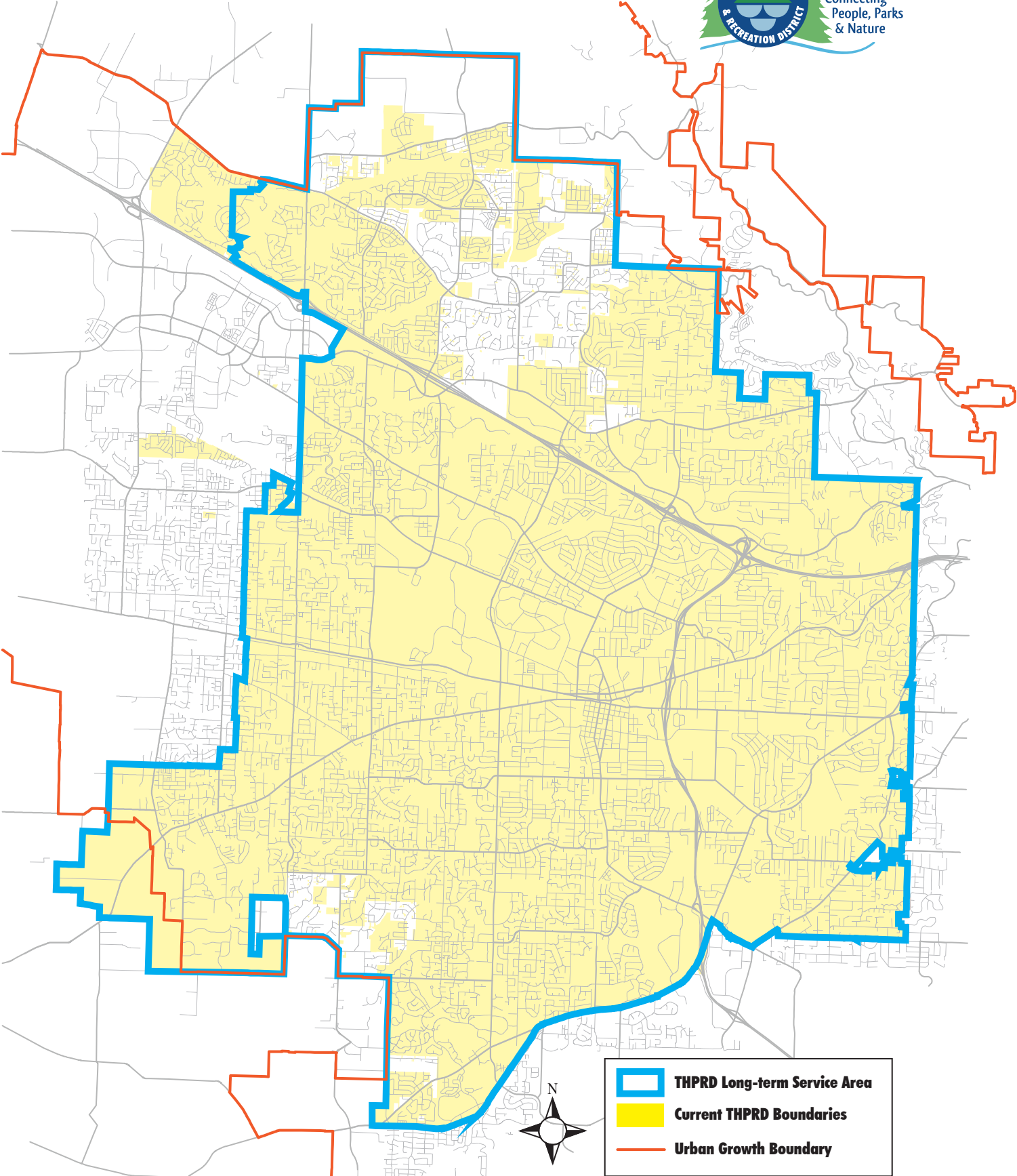
Joseph Blowers, Board President

Larry Pelatt, Board Secretary

Adoption and date attested by:

Jessica Collins, Recording Secretary

TUALATIN HILLS PARK & RECREATION DISTRICT





[8H]

MEMO

DATE: February 1, 2013
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Resolution Authorizing the Execution and Delivery of a Financing Agreement for the Energy Savings Performance Contract Phase II Projects**

Introduction

Staff requests Board of Directors approval of Resolution No. 2013-07 to authorize the execution and delivery of a Full Faith and Credit Financing, not to exceed \$500,000 along with the authorization of necessary appointments, in order to proceed with the issuance of said financing for the Energy Savings Performance Contract (ESPC) Phase II improvements.

Background

On November 5, 2012, the Board of Directors authorized the execution of the design and construction of the ESPC Phase II projects for an estimated total of \$908,708. Funds are available within the FY 2012/13 Adopted Budget in the amount of \$353,900, which combined with anticipated energy credits of \$97,708 leaves a balance to finance of \$457,100. This is the second phase of the ESPC project, and will again leverage energy savings and utility incentives to assist the District to implement a greater amount of total projects.

Due to the relatively high costs of bond issuance, it was determined a direct placement funding would be the best financing vehicle for this debt issue. The repayment of the Full Faith and Credit Financing Agreement will be funded through energy savings over the life of the loan.

A Request for Proposals was issued to eight banks on January 16, 2013, to secure financing for the debt-funded portion of the ESPC Phase II projects. The banks were requested to submit a proposal, including interest rate and debt structure, for a principal amount of \$457,100 with a maturity of 15 years. Proposals were due by January 30, 2013, with tentative award to Wedbush Bank pending Board approval. The financing agreement will carry an interest rate of 3.01% (dependent upon closing date), origination costs of \$2,200 for a term of 15 years.

To satisfy all legal requirements, the Board must authorize, through resolution, the following items:

1. Issuance of Financing Agreement
2. Security of financing payments
3. Designation of an Authorized Representative to determine necessary terms of agreement
4. Appointment of Special Counsel
5. Appointment of Financial Advisor

Proposal Request

Staff requests Board of Directors approval of the authorizing resolution in order to continue the process of the Full Faith and Credit financing agreement. Mersereau Shannon, LLP, the District's Bond Counsel, prepared the authorizing resolution.

The attached resolution authorizes several items necessary for the agreement, with the major issues and appointments itemized below:

- Execution of the Full Faith and Credit Obligation Financing Agreement in an amount not to exceed \$500,000, with a term not to exceed 15 years, an origination fee not to exceed \$2,200 and an interest rate not to exceed 3.25%;
- Ensures payment of the Financing Agreement from the general, non-restricted revenues of the District;
- Authorizes the General Manager or Director of Business & Facilities as "Authorized Representative" to determine the remaining terms of the Financing Agreement that are deemed necessary and desirable for the financing;
- Appoints Mersereau Shannon, LLP as Special Counsel for the issuance of the bonds; and finally
- Appoints Wedbush Securities Inc. as the financial advisor.

Benefits of Proposal

Approval of the resolution authorizing the execution and delivery of the Full Faith and Credit Obligation Financing Agreement will provide funding for energy savings projects that will enable the District to operate in a more financially and environmentally sustainable manner.

Potential Downside of Proposal

The only apparent downside to the proposal is the future debt service cost associated with the financing agreement; however, as noted, this cost will be offset by guaranteed energy savings.

Action Requested

Board of Directors approval of Resolution No. 2013-07 authorizing the actions contained therein.

Resolution No. 2013-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON AUTHORIZING THE EXECUTION AND DELIVERY OF A FULL FAITH AND CREDIT FINANCING AGREEMENT IN AN AMOUNT NOT TO EXCEED \$500,000; DESIGNATING AN AUTHORIZED REPRESENTATIVE, SPECIAL COUNSEL AND FINANCIAL ADVISOR; AND RELATED MATTERS.

WHEREAS, Tualatin Hills Park & Recreation District, Washington County, Oregon (the “**District**”), is authorized by Oregon Revised Statutes (“**ORS**”) Sections 266.410 and 271.390 to enter into financing agreements to finance real or personal property which the District determines is needed; and

WHEREAS, the District hereby determines that it is advantageous to finance the purchase of personal property which will facilitate the implementation of various energy conservation measures and pay the costs of issuance of the financing (the “**Project**”).

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

Section 1. Authorization. The District hereby authorizes:

A. Issuance of Financing Agreement. The District authorizes the issuance and negotiated sale of a full faith and credit financing agreement (the “**Financing Agreement**”) which shall be issued in an amount not to exceed \$500,000 to finance the Project. The Financing Agreement shall be issued at a true effective rate of interest not to exceed three and twenty five hundredths percent (3.25%) per annum, with an origination fee not to exceed \$1,000, with bank counsel fees not to exceed \$1,200, and which shall mature not later than sixteen (16) years from the date of issuance.

B. Financing Agreement. The District authorizes the execution and delivery of the Financing Agreement to finance the Project, in a form satisfactory to the Authorized Representative, as defined below.

Section 2. Security.

The payments due under the Financing Agreement shall be payable from the general, non-restricted revenues of the District and other funds that may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon. The obligation of the District to make payments under the Financing Agreement shall be a full faith and credit obligation of the District, and is not subject to appropriation. The Financing Agreement will not be secured by any lien or security interest on any property, real or personal.

Section 3. Designation of Authorized Representative.

The District hereby authorizes the General Manager or the Director of Business and Facilities (the “**Authorized Representative**”) to act as the authorized representative on behalf of the District and determine the remaining terms of the Financing Agreement as delegated in Section 4 below.

Section 4. Delegation of Final Terms and Additional Documents.

The Authorized Representative is authorized, on behalf of the District, to:

- A. negotiate the terms of the Financing Agreement and enter into a commitment letter or purchase agreement related to the Financing Agreement;
- B. establish the maturity and interest payment dates, dated date, principal amounts, optional, extraordinary and/or mandatory redemption provisions, interest rates, denominations, and all other terms of the Financing Agreement as the Authorized Representative determines to be in the best interest of the District, and to execute and deliver the Financing Agreement;
- C. designate the Financing Agreement as a “qualified tax-exempt obligation” pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “**Code**”), so long as the District and all subordinate entities do not reasonably expect to issue more than \$10,000,000 of tax-exempt obligations during the calendar year in which the Financing Agreement is entered into;
- D. approve, execute and deliver a Tax Certificate; and
- E. execute and deliver a certificate specifying the action taken pursuant to this Resolution and any other documents, agreements or certificates that the Authorized Representative determines are necessary and desirable to enter into the Financing Agreement in accordance with this Resolution and take any other actions which the Authorized Representative determines are necessary or desirable to finance the Project with the Financing Agreement in accordance with this Resolution.

Section 5. Compliance with Internal Revenue Code.

The District hereby covenants for the benefit of the owner of the Financing Agreement (the “Owner”) to use the Financing Agreement proceeds and the Project financed with Financing Agreement proceeds in the manner required, and to otherwise comply with all provisions of the Code, so that interest paid on the Financing Agreement will not be includable in gross income of the Owner for federal income tax purposes. The District makes the following specific covenants with respect to the Code:

- A. The District will not take any action or omit any action if it would cause the Financing Agreement to become an arbitrage bond under Section 148 of the Code.
- B. The District shall operate the Project so that the Financing Agreement does not become a “private activity bond” within the meaning of Section 141 of the Code.
- C. The District shall comply with appropriate Code reporting requirements.
- D. The District shall pay, when due, all rebates and penalties with respect to the Financing Agreement which are required by Section 148(f) of the Code.

The Authorized Representative may enter into covenants on behalf of the District to protect the tax-exempt status of the Financing Agreement.

Section 6. Appointment of Special Counsel.

The District appoints Mersereau Shannon LLP as special counsel to the District for the issuance of the Financing Agreement.

Section 7. Appointment of Financial Advisor.

The District appoints Wedbush Securities Inc. as the District's financial advisor for the issuance of the Financing Agreement.

Section 8. Resolution to Constitute Contract.

In consideration of the purchase and acceptance of the Financing Agreement, the provisions of this Resolution shall be part of the contract of the District with the Owner and shall be deemed to be and shall constitute a contract between the District and the Owner. The covenants, pledges, representations and warranties contained in this Resolution, in the Financing Agreement or in the closing documents executed in connection with the Financing Agreement and the other covenants and agreements herein set forth to be performed by or on behalf of the District shall be contracts for the benefit, protection and security of the Owner and shall be enforceable by them.

Section 9. Effective Date.

This resolution shall take effect on the date of its adoption.

This resolution is adopted by the Board of Directors of Tualatin Hills Park and Recreation District, Washington County, Oregon this 11th day of February 2013.

TUALATIN HILLS PARK & RECREATION DISTRICT
WASHINGTON COUNTY, OREGON

Joseph Blowers, President

Larry Pelatt, Secretary

ATTEST:

Jessica Collins, Recording Secretary



[81]

MEMO

DATE: January 31, 2013
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Resolution Acknowledging Recent Property Acquisitions and Describing Funding Source(s) and Purpose**

Introduction

The Board of Directors always approves of an acquisition at a public meeting prior to its closing, but to retain confidentiality until the acquisition is completed, does not disclose details about it at the time of approval. To increase public knowledge and establish a record of the details and purpose of each completed acquisition, in 2011, the Board began a practice of approving a resolution acknowledging completed acquisitions for the previous fiscal year. To this point, resolutions have been approved by the Board acknowledging acquisitions during FY 2010/11 and FY 2011/12. However, due to the high number of acquisitions completed to this point in FY 2012/13, staff thought that it would be appropriate to seek Board approval of a resolution providing the details and purpose of those acquisitions. The proposed resolution also provides findings to support one recent acquisition that was for an amount of money that exceeded its appraised value.

Background

Nine fee simple acquisitions were completed as of the date of this memo. It should be noted that not all "closed" acquisitions are "completed" acquisitions. In some cases, a property may have been acquired but an additional property needs to be acquired to have a site that will function as intended. If a property closing was part of an acquisition effort that has not been completed, and publicizing the closing may jeopardize the confidentiality of an ongoing acquisition negotiation, it is not listed within the proposed resolution.

The most recent acquisition, completed on January 31, 2013, was for a price that exceeded the appraised value. Acquisition parameters approved by the Board in 2009 state that the negotiated purchase price for a property can be:

Above such fair market value if the Board of Directors has authorized acquisition of the property at such price after finding that acquisition of the property at the negotiated purchase price is in the "public interest." In order to conclude that such a purchase is in the public interest, the Board of Directors must conclude that:

- *The failure to acquire the property will significantly compromise THPRD's ability to achieve the goals described in the Bond Measure; and*
- *The purchase will not reduce the amount of funds available to purchase other critical, high priority properties targeted for acquisition using bond funds.*

In addition, the Board of Directors shall also consider the following factors before concluding that such a purchase is in the public interest:

- *Whether there are immediate and known competing offers or other market pressures that put THPRD at risk of permanently losing the opportunity to purchase and preserve the property unless THPRD agrees to pay the negotiated purchase price; and*
- *Whether any other parties are making financial contributions toward the purchase price.*

The proposed resolution includes an exhibit containing findings addressing the above.

Proposal Request

Staff is seeking the Board's approval of the attached resolution.

Benefits of Proposal

The benefit of this proposal is that by approving the resolution, confusion about when, how and why a property was acquired and how it should be used in the future can be avoided by establishing a clear, Board-acknowledged record of the acquisition.

Potential Downside of Proposal

There is no potential downside to this proposal.

Action Requested

Board of Directors approval of Resolution No. 2013-08, Acknowledging Recent Property Acquisitions and Describing Funding Source(s) and Purpose.

RESOLUTION NO. 2013-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
ACKNOWLEDGING RECENT PROPERTY ACQUISITIONS
AND DESCRIBING FUNDING SOURCE(S) AND PURPOSE**

WHEREAS, the Tualatin Hills Park & Recreation District has recently completed several property acquisitions for a variety of purposes using multiple funding sources; and

WHEREAS, a completed acquisition is hereby defined as one where all properties needed to create a functional site have been acquired or are likely to be acquired; and

WHEREAS, the Board of Directors always approves of an acquisition at a public meeting prior to its closing but to retain confidentiality until the acquisition is completed does not disclose details about it at the time of approval; and

WHEREAS, to increase public knowledge and establish a record of the details and purpose of each completed acquisition the Board of Directors deems that it should be their practice to regularly disclose such information through approval of a resolution; and

WHEREAS, Exhibit A to this resolution lists acquisitions completed between July 1, 2012 and January 31, 2013, Exhibit B maps the locations of those acquisitions and Exhibit C contains findings addressing provisions from the District's acquisition parameters for the bond measure program (approved December 2009) relating to acquisition of property for a price above fair market value.

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

Exhibits A, B and C to this resolution shall be made available to interested members of the public including THPRD Advisory Committees, the Beaverton City Council, the Washington County Board of Commissioners, Washington County Citizen Participation Organizations within THPRD boundaries, Beaverton Neighborhood Advisory Committees, and the Washington County office of the Oregon State University Extension Service.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 11th day of February, 2013.

Joseph Blowers, President

Larry Pelatt, Secretary

ATTEST:

Jessica Collins, Recording Secretary

**Recently Completed THPRD Land Acquisitions
July 1, 2012 – January 31, 2013**

Previous Owner(s) Last Name(s)	Location	Total Size	Acquisition Date	Property Cost ¹	Property Interest Acquired	Tax Lot(s)	Purpose	Map Classification	Funding Source(s)
Hulse Estate	South of Mountain View Middle School, west of SW 170 th Ave.	3.49 acres	1/31/12	\$492,000	Fee Simple	1S118DC tax lots 100 and 116	Future community park	Park	2008 Bond Measure funds
Butler	South side of SW Farmington Rd., east end of SW Jaylee St.	2.16 acres	12/31/12	\$599,200	Fee Simple	1S117CA tax lot 100	Extension of Lilly K. Johnson Woods Natural Area and limited park use	Natural Area	2008 Bond Measure funds supplemented by approximately \$150,000 in funds from a Metro Nature in the Neighborhoods capital grant
Williams	North of NW Laidlaw Rd., east of Redfox Dr., near Bannister Creek Greenway	22.02 acres	12/31/12	\$540,000	Fee Simple	Section1N122 tax lots 500, 600, 1000	Preservation of natural areas in the Bronson Creek Watershed	Natural Area	2008 Bond Measure funds
Lehman	SW corner of the intersection of NW Thompson Rd. and NW Saltzman Road	6.85 acres	12/20/12	\$1,954,000	Fee Simple	1N128AB tax lots 200 and 500	Future neighborhood park	Park	2008 Bond Measure funds
Biles	North of SW Beaver Ct., west of 174th	5.34 acres	12/14/12	\$960,000	Fee Simple	1S106CD tax lots 600 and 10900	Future neighborhood park	Park	2008 Bond Measure funds
Altishin	West side of SW Miller Hill Road, south of Georgene Ct.	2.02 acres	12/4/12	\$530,000	Fee Simple	1S224CB tax lot 703	Future neighborhood park	Park	2008 Bond Measure funds

¹ Does not include soft costs associated with the acquisition such as staff time, title reports, appraisals, environmental site assessments, legal review, closing costs and in some cases, property line adjustments or partitions and site clean-up.

Fischer and Crabtree	South of SW Farmington Rd., West of Lilly K. Johnson Woods Natural Area	2.45 acres	10/15/12	\$478,000	Fee Simple	1S117AC tax lot 700 (part) and 1S117DB tax lot 101	Extension of Lilly K. Johnson Woods Natural Area	Natural Area	2008 Bond Measure funds supplemented by approximately \$107,000 in funds from a Metro Nature in the Neighborhoods capital grant
Wilson	North of SW Canyon Lane between 71 st and 75 th	1.66 acres	8/10/12	\$367,000	Fee Simple	1S101DC tax lot 4001	Future neighborhood park	Park	2008 Bond Measure funds
Fishback	East side of NW Kaiser Road at intersection with Brugger Road	1.34 acres	9/13/12	\$435,000	Fee Simple	1N117A tax lot 702	Future community park	Park	System Development Charge revenues

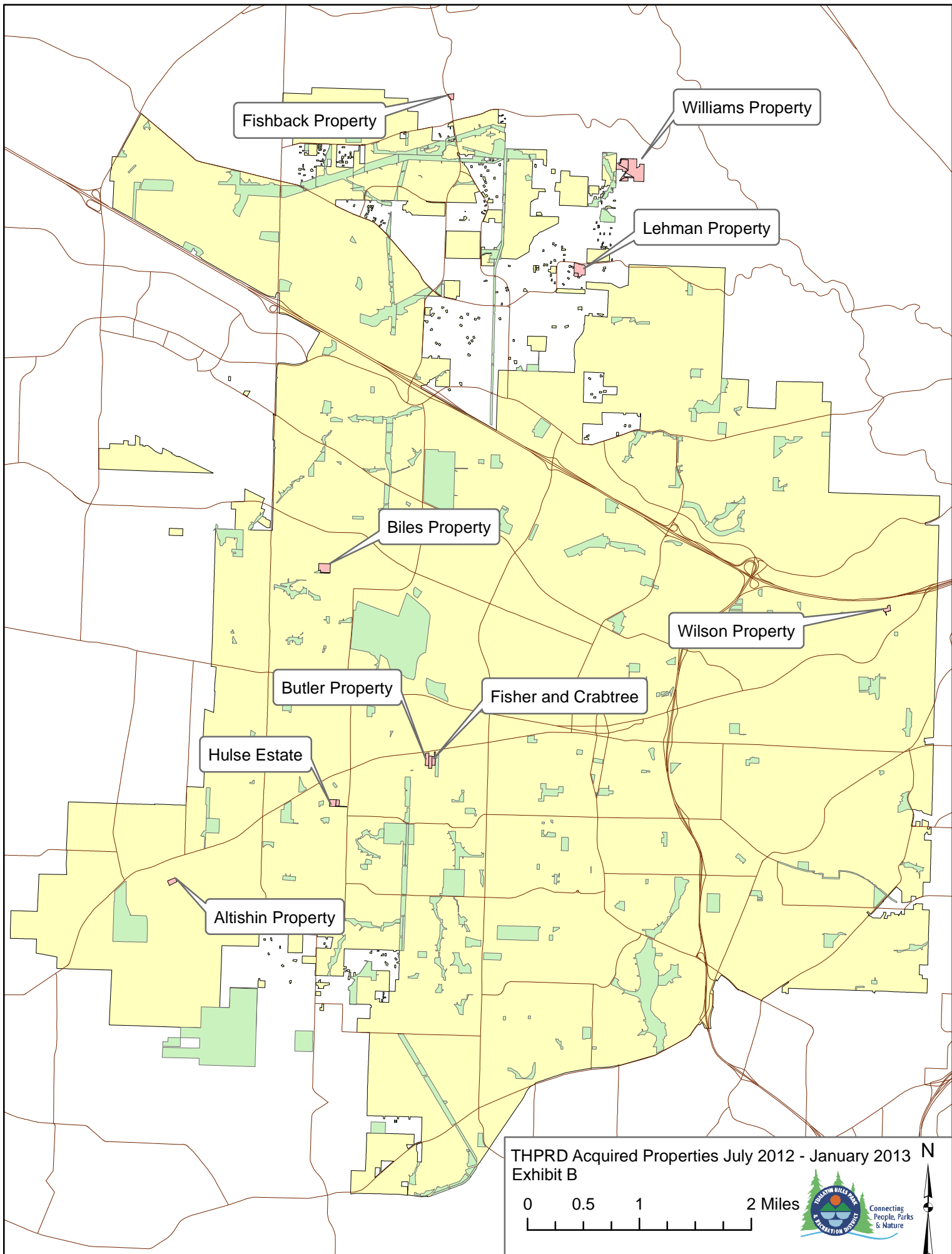


EXHIBIT C

Findings Explaining Acquisition of the Hulse Estate Property for More Than Appraised Value

At their December, 2012 meeting, the THPRD Board of Directors approved acquisition of the Hulse Estate property listed in Exhibit A to the resolution. However, because it is not the Board's practice to disclose details of a property to be acquired until the acquisition closes, additional information about the property was not provided at the time. Now that the acquisition has closed, it is appropriate to explain why the Board agreed to pay more for the property than its appraised value.

The price paid for the property was \$492,000. This is slightly higher than the appraised value of \$432,000. District staff believe the appraiser set a low value for the property and the contract price is more reflective of the present market. Nevertheless, in such a situation pursuant to the Bond Measure Land Acquisition Parameters, findings must be adopted by the Board explaining why more than the appraised value was paid for the property. The relevant provisions from the Acquisition Parameters state that the negotiated purchase price for a property can be:

Above such fair market value if the Board of Directors has authorized acquisition of the property at such price after finding that acquisition of the property at the negotiated purchase price is in the "public interest." In order to conclude that such a purchase is in the public interest, the Board of Directors must conclude that:

- *The failure to acquire the property will significantly compromise THPRD's ability to achieve the goals described in the Bond Measure; and*
- *The purchase will not reduce the amount of funds available to purchase other critical, high priority properties targeted for acquisition using bond funds.*

In addition, the Board of Directors shall also consider the following factors before concluding that such a purchase is in the public interest:

- *Whether there are immediate and known competing offers or other market pressures that put THPRD at risk of permanently losing the opportunity to purchase and preserve the property unless THPRD agrees to pay the negotiated purchase price; and*
- *Whether any other parties are making financial contributions toward the purchase price.*

Findings:

1. To be able to build a community park on a combined THPRD/BSD at Mountain View Middle School as envisioned, THPRD would need to acquire the Hulse Estate property.
2. Without the Hulse Estate property, the concept of a community park in the location would not be feasible.

3. The seller, represented by an estate executor, voluntarily extended the purchase and sale agreement a number of times. However, due to a perceived shift in the residential real estate market, staff thought there could be a risk of losing this property if the District asked for a reduction of the sale price to the appraised value. The principal beneficiary of funds from the sale of this property is the PCC Trust. The District's land acquisition specialist met with the trust's board of directors and determined it was likely they would oppose any contract amendments by the executor to lower the sale price.
4. District staff has determined that all park land acquisitions under the bond program have been or can be met despite having to pay more than appraised value for the Hulse Estate property.



[9A]

MEMO

DATE: February 1, 2013
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

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.

Recent Acquisitions

Nine properties have been acquired using bond funds since the beginning of the fiscal year for two natural areas and five park sites. A description of these properties is in an attachment to a resolution that is on the Board's consent agenda for the February 11, 2013 meeting to acknowledge recent property acquisitions (agenda item 8I).

Capital Projects Construction Update

The following construction projects funded by the bond measure have recently been completed or are approaching completion:

- Rock Creek Trail Segments 2 and 5
- Jordan Woods Natural Area Trail
- The Bluffs Park Trail
- Winkelman Park Phase 1 (including a youth athletic field, dog park and gravel parking lot)
- Schiffler Community Park

The following projects are presently under construction:

- Westside Trail Segments 1, 4 and 7
- AM Kennedy Neighborhood Park

Construction projects are scheduled to begin this summer at the following locations:

- Vista Brook Park
- Pioneer Park
- Hansen Ridge Park
- Barsotti Park
- Roy Dancer Park
- Lowami Hart Woods
- Waterhouse Trail Segments 1, 4, 5 and West Spur

Recent Neighborhood Meeting

On January 31st, staff and the project consultant held a neighborhood meeting to discuss alternative alignments for the proposed North Bethany Trail between Reindeer Drive and Springville Road. Twenty citizens attended and asked questions and expressed their thoughts

about the alternatives. Staff and the consultants will consider comments received in preparing a preferred alternative for presentation and discussion at a second neighborhood meeting that is yet to be scheduled. A final preferred alternative will eventually be presented to the Board for master plan approval.



[9B]

MEMO

DATE: February 1, 2013
TO: The Board of Directors
FROM: Doug Menke, General Manager
RE: **General Manager's Report for February 11, 2013**

Fanno Creek Trail / Hall Boulevard Crossing Update

At its January 8, 2013 regular meeting, the Beaverton City Council upheld the Beaverton Traffic Commission's decision to pursue an at-grade, signalized mid-block crossing. The proposed signal will be a High-Intensity Activated CrossWalk (HAWK) style pedestrian beacon, similar to what has been installed on Farmington Road at the TVF&R station west of Eichler Park. Approximately \$38,000 in remaining Metropolitan Transportation Improvement Program (MTIP) funds from the feasibility study, completed in October 2012, are being transferred to the City of Beaverton (CoB). Planning staff is discussing with CoB staff the possibility that they will assume the responsibility for the design, engineering, permitting, and bidding of the project. Staff is requesting \$350,000 in SDC funds through the FY 2013-14 budget process in order to construct the crossing. The crossing is anticipated to be completed by the end of the year 2013.

Doggie Paddle Event at Aloha Swim Center

Aloha Swim Center will be hosting THPRD's first Doggie Paddle on President's Day, Monday, February 18, 2013, just prior to the extended closure. We will have regular programs in the morning, followed by the Doggie Paddle in the afternoon. The first session will be for local law enforcement to bring in their canine officers, followed by a session for the public and their dogs.

Bond Oversight Committee Applications

In March/April, six Parks Bond Citizen Oversight Committee members' terms will be expiring. Applications are currently being accepted from the public in order to fill these vacancies, with consideration of appointments proposed for your March 4, 2013 Regular Board meeting. A current Oversight Committee roster is attached for your reference.

Board of Directors/Budget Committee Meeting Schedule

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

- Mid-Year Budget Review Meeting – Monday, February 25, 2013
- March Regular Board Meeting – Monday, March 4, 2013
- April Regular Board Meeting – Monday, April 1, 2013
- Budget Committee Work Session – Monday, April 15, 2013
- May Regular Board Meeting – Monday, May 6, 2013
- Budget Committee Meeting – Monday, May 20, 2013



Tualatin Hills Park & Recreation District Parks Bond Citizen Oversight Committee

Updated: April 3, 2012

<i>Committee Member</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Wink Brooks	4810 NW 187 th Avenue Portland, OR 97229	503-629-9689 (H) 503-806-0220 (W)	winkbrooks@comcast.net	April 2014
Rob Drake	10764 SW Heron Circle Beaverton, OR 97007	503-579-6828 (H) 503-781-3160 (C)	drarej@comcast.net	April 2013
Boyd Leonard	4245 NW Carlton Court Portland, OR 97229	503-941-5092 (H)	bdleo5@comcast.net	April 2013
Kahler Martinson	10875 NW Rainmont Road Portland, OR 97229	503-644-5044 (H)	kahlermartinson@yahoo.com	April 2014
Rob Massar	11285 NW Blackhawk Drive Portland, OR 97229	503-641-4662 (H) 503-846-8856 (W)	rob_massar@co.washington.or.us	March 2013
Matthew McKean	17094 NW Holcomb Drive Portland, OR 97229	503-533-9153 (H) 503-648-4777 (W)	mmckean@harrislawsite.com	April 2013
Anthony Mills	19360 SW York Aloha, OR 97006	503-720-2454 (C)	anthonymills@gmail.com	April 2014
Stephen Pearson	8055 SW Barnes Road Portland, OR 97225	503-297-8856 (H) 503-823-5443 (W)	stephenericp@yahoo.com	April 2014
Jack Platten	8620 SW Gayle Lane Portland, OR 97225	503-227-6266 (H)	jplatten@spiritone.com	April 2014
Sue Rimkeit	6592 SW 88 th Place Portland, OR 97223	503-245-4800 (H) 503-635-5040 (C)	srimkeit@comcast.net	April 2014

Marc San Soucie, Chair	City of Beaverton PO Box 4755 Beaverton, OR 97006	503-526-2370 (W) 503-819-0714 (C)	msansoucie@beavertonoregon.gov	March 2013
Barbara Wilson	12820 SW 20 th Court Beaverton, OR 97008	503-644-0762 (H)	wilson0752@comcast.net	March 2013
<i>Ex-Officio Member</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	
Bob Scott Board of Directors	21302 NW Cannes Drive Portland, OR 97229	503-906-3945 (W)	bscott@thprd.org	N/A
Keith Hobson Director of Business & Facilities	15707 SW Walker Road Beaverton, OR 97006	503-645-6433 (W)	khobson@thprd.org	N/A
Hal Bergsma Director of Planning	15707 SW Walker Road Beaverton, OR 97006	503-645-6433 (W)	hbergsma@thprd.org	N/A



[10A]

MEMO

DATE: January 30, 2013
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Westside Trail Segment #18 Master Plan

Introduction

In 2009, THPRD was awarded approximately \$2.4 million from Metro for the design and construction of a section of Segment #18 of the Westside Trail. In March 2012, David Evans & Associates, Inc. (DEA) was hired as the lead consultant to provide Architectural & Engineering (A&E) services. DEA has completed the preferred master plan drawings and a construction cost estimate. Staff is seeking Board of Directors approval of the Westside Trail Segment #18 Master Plan.

Background

In 2008, THPRD applied to Metro for Metropolitan Transportation Improvement Program (MTIP) funds in order to design and construct a three-quarter ($\frac{3}{4}$) mile section of Segment #18 of the Westside Trail linking the Rock Creek Trail with the planned route of the Bronson Creek Trail (from Hansen Ridge Park to Kaiser Woods Natural Area). In 2009, funds were awarded and in October 2011, funds were made available through the Oregon Department of Transportation (ODOT). Site inventory and analysis work began in April 2012.

Site analysis work, which included an inventory of site features, topographical survey, location of utilities, and identification of environmental sensitive areas, was completed in August 2012. With this information in place, the proposed trail alignment became apparent. This preliminary alignment was presented to the Trails and Natural Resources Advisory Committees in October 2012. Comments received at these meetings, along with input of the design team, were incorporated into a preferred trail alignment.

A neighborhood open house was held on December 12, 2012 and was well-attended by approximately 20 people. An existing conditions exhibit overlaid with the preferred trail alignment was on display. Open house materials were also available online for review and comment prior to and following the open house, although no comments were received. Staff has worked with DEA to incorporate input and comments from the open house meeting to refine the preferred trail alignment.

At the south end of the project area, environmentally sensitive areas associated with Bronson Creek pose a challenge. Implementation of the preferred trail alignment would include installing a 60' long bridge over Bronson Creek, as well as 360' of boardwalk through the 100-year floodplain and associated wetlands within the Bonneville Power Administration (BPA) corridor. Boardwalk was initially considered for the entire stretch of trail proposed through the wetlands at THPRD's Hansen Ridge Park, but this caused the project to go over budget; however, staff will pursue the use of additional boardwalk as a bid alternate during the bidding process.

At the north end of the project area, topography presents a challenge just south of Wendy Lane where existing slopes are greater than 20%. Implementation of the preferred trail alignment would include the use of switchbacks, landings, and retaining walls to comply with the ADA requirements of a federally funded project. The proposed slope of the trail in this area is anticipated to be 8.33% with some retaining walls as high as 9'. No other walls are anticipated along the proposed trail and proposed trail slopes at all other locations will not exceed 5%.

In an effort to minimize additional impacts to wetlands, the preferred trail alignment proposes to use an existing section of trail at the north end of the project area between the Rock Creek Trail and Wendy Lane. This is an existing 5' wide THPRD trail that will be improved to regional trail standards. There is also an existing Clean Water Services (CWS) access path/road which is proposed to be used as part of the proposed trail south of 147th Avenue. THPRD is working with both the property owner and CWS to secure a trail easement for this purpose.

Through the MTIP application process, the total budget for this project is \$2,674,000. The soft cost estimate for the project is \$856,019 which includes A&E, permitting, right-of-way, miscellaneous fees, and a 20% contingency (contingency is automatically included as part of the MTIP process). The project construction budget is \$1,817,981. DEA's current construction cost estimate is between \$1.5 and \$1.8 million and currently remains below the project construction budget at this point in the design process. The total amount of contingency in the construction estimate is \$344,702.

Proposal Request

Walt Bartel and Adrian Esteban of DEA, Inc., will be attending the February 11, 2013 Board of Directors meeting to make a presentation with staff on the master plan for the trail. Staff requests Board approval of the Westside Trail Segment #18 Master Plan so the consultants can proceed with detailed design, preparation of construction documents, and required permitting for the project. The goal is to begin construction of the trail during the fall of 2014.

Benefits of Proposal

The benefits of this proposal includes completion of a mile of regional trail in the District's northern service area that provides access to neighborhoods, Hansen Ridge Park, and the Rock Creek Trail at a reduced cost to the District as a result of the successful MTIP grant award. DEA, Inc. has created a design that meets the standards for a regional trail as well as the desires of the community by minimizing impacts to environmentally sensitive areas. The cost estimate for construction of the preferred master plan is within the project budget.

Potential Downside of Proposal

There appears to be no downside to the proposal.

Maintenance Impact

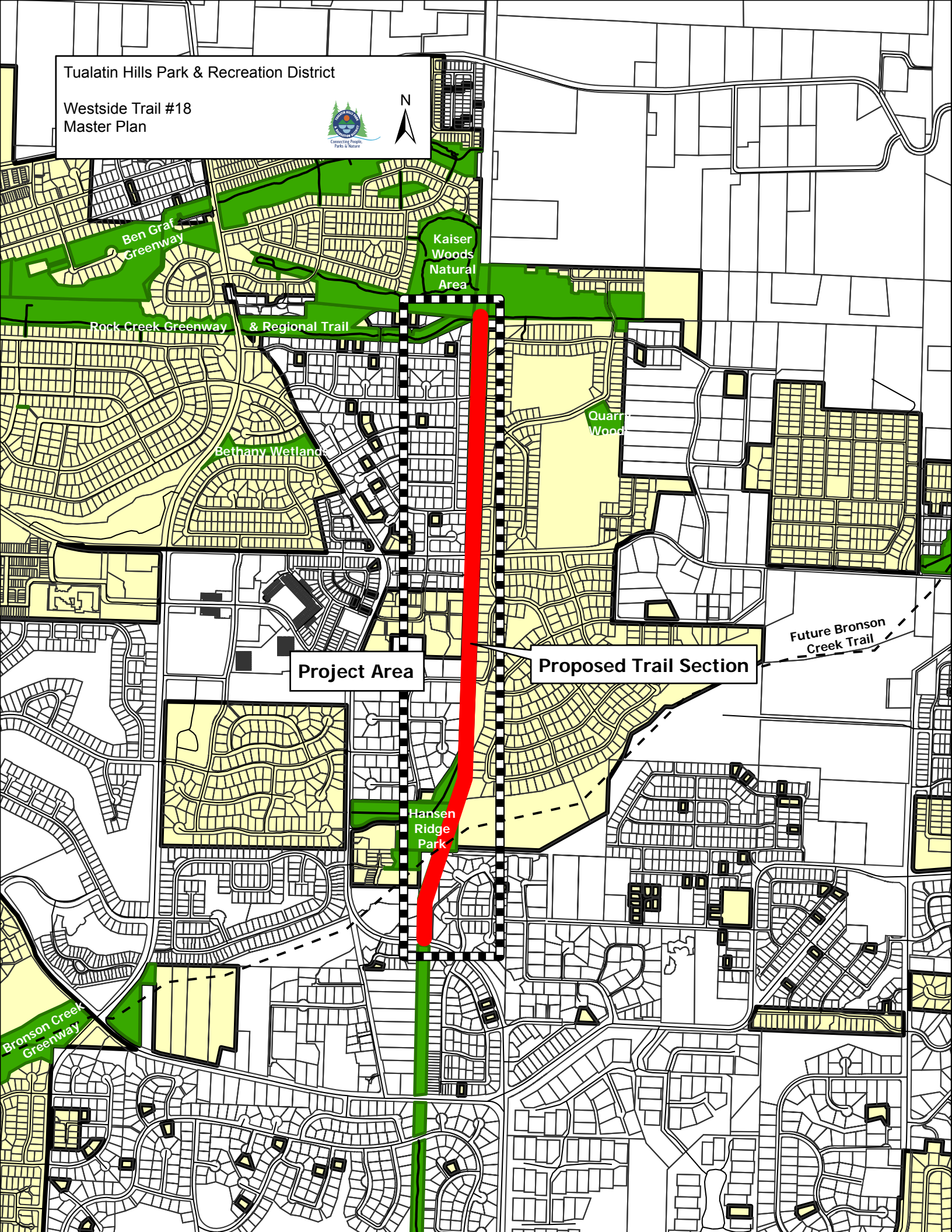
The maintenance impact is expected to be minimal, but the proposed trail improvements will create additional park maintenance responsibilities, such as maintenance of the proposed asphalt trail, bridge, boardwalks, site furnishings, and garbage collection. The estimated impact cost of these new improvements is \$6,400 annually.

Action Requested

Board of Directors approval of the Westside Trail Segment #18 Master Plan.

Tualatin Hills Park & Recreation District

Westside Trail #18
Master Plan



Ben Graf Greenway

Kaiser Woods Natural Area

Rock Creek Greenway & Regional Trail

Bethany Wetland

Quarry Wood

Project Area


Proposed Trail Section

Future Bronson Creek Trail


Hansen Ridge Park

Bronson Creek Greenway

Tualatin Hills Park & Recreation District
Westside Trail #18
Master Plan



Connecting People
Parks & Nature



Kaiser Woods
Natural
Area

Rock Creek
Greenway &
Regional Trail

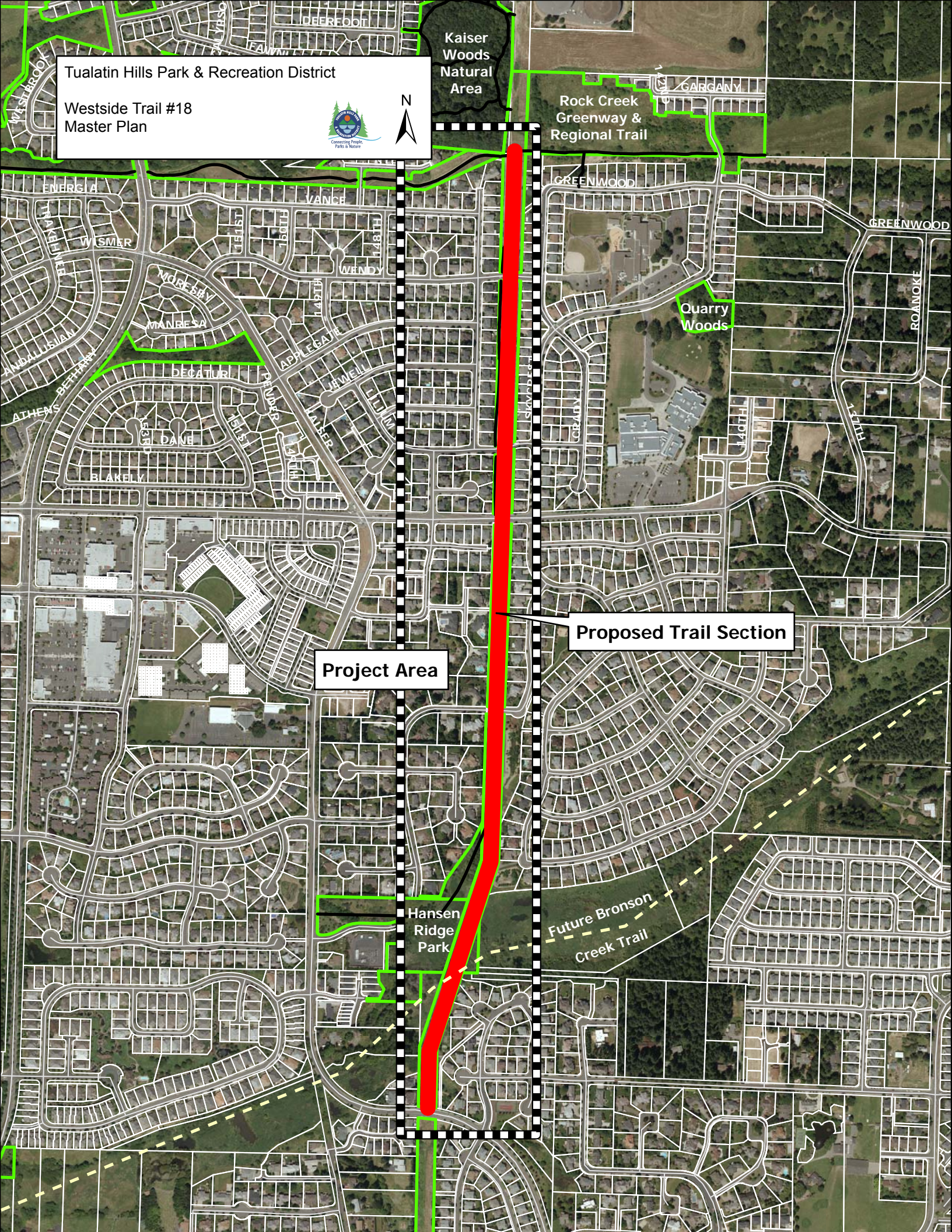
Quarry
Woods

Project Area

Proposed Trail Section

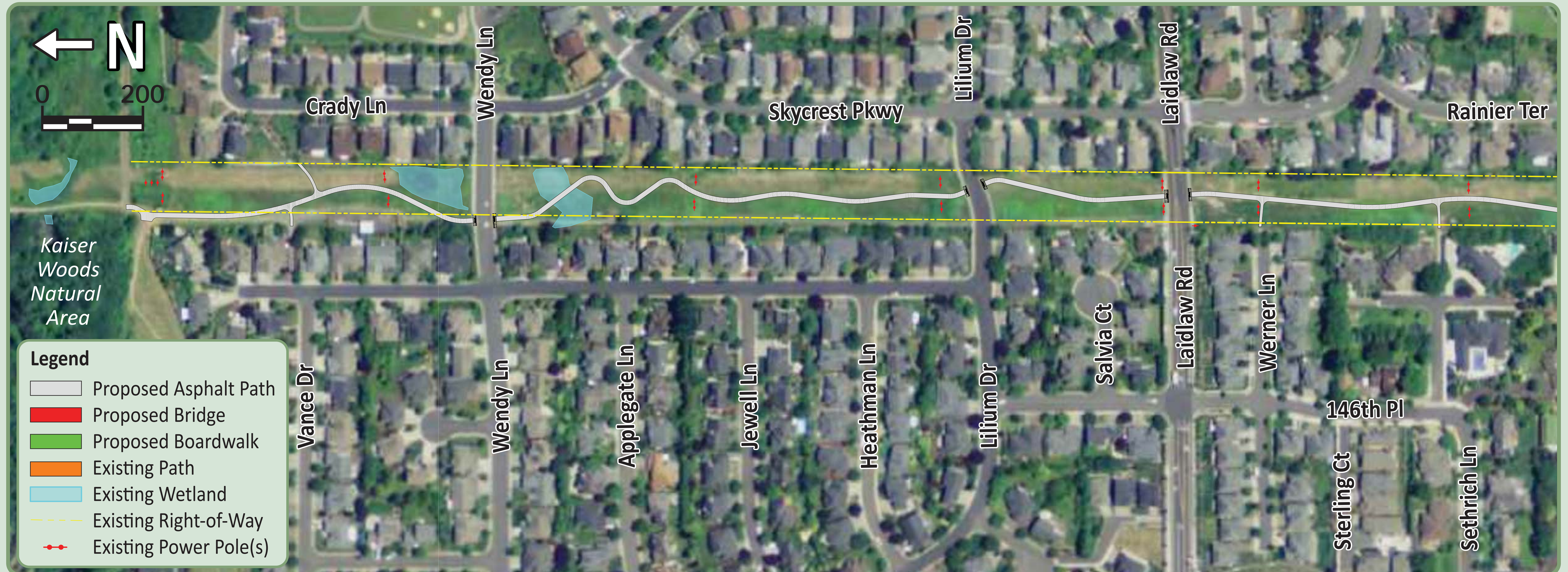
Hansen
Ridge
Park

Future Bronson
Creek Trail



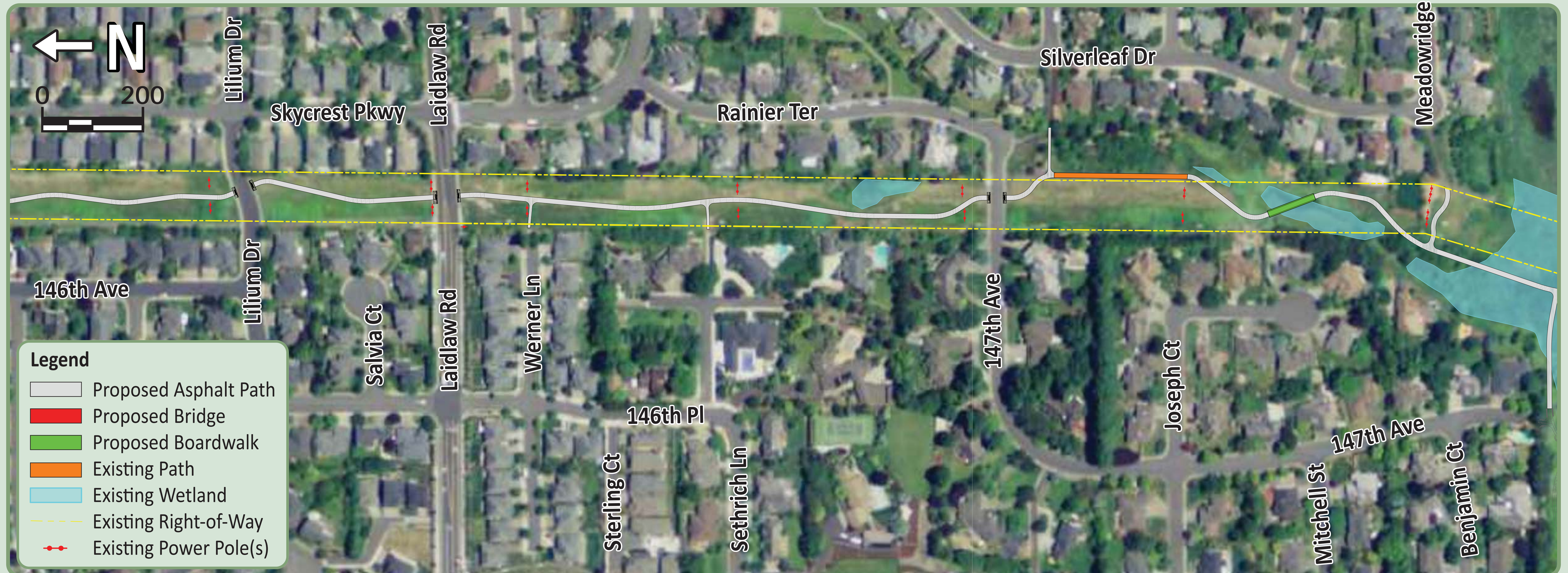
Westside Trail Segment 18 - Rock Creek Trail to Bronson Creek Trail

► Kaiser Woods Natural Area to Laidlaw Road



Westside Trail Segment 18 - Rock Creek Trail to Bronson Creek Trail

Lilium Drive to Bronson Creek



Westside Trail Segment 18 - Rock Creek Trail to Bronson Creek Trail

► 147th Ave to Kaiser Rd





Management Report to the Board February 11, 2013

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. The printed version of the Parks Bond Citizen Oversight Committee's third annual report has been distributed to key community stakeholders throughout the Beaverton area. It has also been posted to the THPRD website. In addition, copies have been made available to Park District centers, local libraries, and certain other community sites. The printed version features color, photos and graphics to add visual appeal to the text.
2. With spring registration coming soon, the Park District naturally has a plan to inform the public. One of the primary communications tools will be a postcard mailing to all households within THPRD boundaries in February. Registration will also be promoted via the website, social media, e-newsletter, ads and other tools. Spring registration starts March 2.
3. Planning for summer registration is also well under way. Staff are busy creating the summer activities guide, which will be mailed to all patrons in the district in late March. As usual, the summer camp guide will be included with the activities guide. This year's summer activities guide will also include, for the first time, several pages of key registration information in Spanish, to better serve the many Spanish-only speakers within the district. Summer registration begins April 21.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatic Program Services

1. Staff met with the Aquatic Club Presidents on January 24 to begin discussions on updating the fee structure and agreement. The new fee will align with the Affiliated Sports Groups with the fee being an hourly rate (per lane) of the space used. The agreement is being rewritten to be consistent with the Affiliate Guidelines. The new fees and agreement are set to go into effect fall 2013.
2. With the Aloha Swim Center closure (seismic improvements and new pool area HVAC) well underway, we are looking ahead to fall 2013 and Beaverton Swim Center's closure to address seismic improvements. The duration of Beaverton's closure is expected to last three-months, September - November.

Maintenance

Dave Chrisman, Superintendent of Maintenance Operations

1. Staff continue to work with contractors on replacement of the synthetic turf on soccer field #1 at the HMT Recreation Complex. The project has been delayed pending an evaluation of the subsurface drainage. Based on testing of the drain rock recently conducted by the District's Geo Tech, the subsurface rock base will be reconditioned to improve drainage. That

process is now underway and will be followed with the installation of the synthetic turf and rubber infill. The project is expected to be completed in late February.

2. Parks Maintenance crews recently took responsibility for Evelyn M. Schiffler Memorial Park, which is now open to the public following the recent bond project upgrade. A park maintenance management plan was developed in conjunction with the Planning Department. The plan details the maintenance service requirements for the new design. Park Maintenance staff will work closely with the design team as we implement the maintenance plan and make final adjustments.

3. The Fleet Maintenance Department recently placed the final order of vehicles budgeted in the current year, capital replacement program. Vehicles include a new van that will be used by Elsie Stuhr staff to transport portable exercise equipment to remote locations. A 15-passenger van has been ordered as a replacement for the after school programs at our recreation centers. Staff also ordered a light pickup truck which replaces a like unit in our Parks Department. All the vehicles have been purchased off the State Purchase Contract and will be outfitted by our staff mechanics before entering into the fleet.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Mitigation Management. To make up for impacts due to development projects, Natural Resources staff have been working with Planning staff and regulatory agencies to help an in-house vegetated corridor mitigation bank at Morrison Woods come to fruition.

2. Quarterly Volunteer Summary
This past quarter, 646 volunteers performed the following activities:

NR Volunteer Summary	October - December	
	Hours	Parks Reached
Administrative Assistance	50.00	NA
Friends Groups (THNP)	24.50	1
Interpretive Garden Maintenance	21.00	NA
NR Advisory Committee	44.50	NA
Nature Education Programs	424.50	10
Park Watch	297.75	3
Restoration Programs	1,293.50	16
Restoration Site Monitoring Program	0	0
Trails Management Program	10.00	1
Wildlife Surveys	0	0
Woodworking/Construction	233.75	NA
Total	2,399.50	

Planning & Development

Steve Gulgren, Superintendent of Planning & Development

1. Waterhouse Trail Land Acquisition: Planning staff has completed the land acquisition process to obtain a trail segment and additional property. The property was acquired through negotiation of a property donation by GSL Properties and included an existing 8'-wide concrete sidewalk that serves as a segment of the Waterhouse Trail south of NW Laidlaw Road. The total acquisition was for 0.26 acres. The acquisition is important because it will provide a critical connection point to a future Waterhouse Trail segment/SDC project with Central Bethany Development. That trail segment is directly south of the recently acquired property and will be completed next summer.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities

1. THPRD will have one new community garden this spring at Evelyn M. Schiffler Memorial Park. This garden has 20 plots and staff already has a list of individuals who are interested in having a plot.
2. The Stuhr Center will feature a fine art display in February utilizing the new gallery system purchased by the Stuhr Center Advisory Committee.
3. Volunteer Services & Special Events staff has processed applications, ran background checks, and provided ID badges for 300 winter basketball volunteer coaches.

Recreation

Eric Owens, Superintendent of Recreation

1. The Garden Home Recreation Center has seen an increase in fitness room users from September 1-December 31. Overall, they are up 160 visits during the four-month time period over the previous year.

	Sept-Dec 2011	Sept-Dec 2012	Increase
Weight Room Adult	8532	8691	159
Weight Room Youth	167	168	1

2. Garden Home Recreation Center's gymnastics program continues to grow with the newly remodeled room. Winter 2013 attendance is up 40% from Winter 2012. The new room, along with new instructors and class structure, has been well-received by participants.
3. Conestoga Recreation & Aquatic Center has seen a steady increase in the number of drop-ins and Frequent User Pass usage in the newly expanded weight room facility. The following is a comparison for January 2012 to 2013:

	January 2012	January 2013	Increase
Weight Room Adult	726	1,437	711
Weight Room Youth	33	80	47

4. Cedar Hills Recreation Center has recently had some improvements to the facility. The Center received new floor tile in the downstairs hallways, new stair treads and outdoor carpeting in the main entry, lower hallway and back entrance. They also received new floor and wall tile in the upper restrooms and south east hallway, new tile in men's and women's locker rooms, and floor refinishing in the gymnasium.

Security Operations

Mike Janin, Superintendent of Security Operations

1. Through funding from the Sports Advisory Committee, an 11-camera video surveillance system was purchased for the Athletic Center on the HMT Recreation Complex. Ten cameras will monitor activity on the lower level and one camera will focus on the front counter and main doors on the main level. Employees at the front reception area will be able to watch all cameras on a flat screen monitor. The system should be in use by the second week of February.

Sports

Scott Brucker, Superintendent of Sports

1. Fields: 2013 tournaments have been scheduled and assigned field use. Allocation meetings are in process which include brief training sessions with Program and Maintenance staff.

2. Special Events: The District remains in consideration for two prestigious softball events – the ASA/USA 18 Gold Fast-Pitch and the 16U International Girls Fast-Pitch Tournaments in 2014 or 2015.

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. THPRD's insurance premiums for 2013 went up 3.10% (\$8,320) overall. As compared to 2012, THPRD's General Liability premiums dropped 6.51%, which can be attributed to staff's commitment to risk and safety throughout its operations. Property insurance premiums rose, however, due to the nation's economic climate and recent disasters, and as a result of increased property exposures due to the completion of bond projects in 2012. Due to the District's outstanding loss ratios, Special Districts Association of Oregon guarantees a maximum annual cap rate of 3% through the end of 2014.
2. Staff has provided all mid-year information for development of the FY 2012/13 Mid-Year budget estimates. This will be presented, in final format, to the Budget Committee during the Mid-year Budget Committee meeting on February 25, 2013. Furthermore, staff has also submitted budget requests for the 2013/14 fiscal year.
3. GreenPlay delivered the final patron survey document to THPRD the week of January 21, 2013. Final vetting of the GRASP survey components are underway. Cost recovery rates by categories of service have begun with the completion of the proposed departmental budget. The costing exercise is expected to take approximately five weeks and will use the Long-term Financial Plan to assist in cost allocation determinations.
4. Business plan first drafts for the fiscal year 2013/14 budget were evaluated by the Management Team. Of the 28 plans submitted, 14 were approved for additional funding consideration, seven were denied, five will be revisited with additional information and two were deemed operationally able to proceed without a business plan. Second drafts for plans requiring additional information were later presented by the plan sponsor to the Management Team. In addition to the five plans revisited, two new business plans were also brought forth. Five of these plans were partially or fully funded, one plan will be funded through budget transfers and one plan was denied.
5. THPRD's Wellness Committee is kicking off the new year with a great incentive to "get lean in '13." The committee is hosting THPRD's first "Biggest Loser" contest which began January 4 and will continue through March 31. Entry is free and completely voluntary. Prizes will be awarded to the three participants who lose the largest percentage of their body weight during the duration of the contest. Fifty-one full-time and regular part-time employees are participating.

**Quarterly Grant Report
FY 2011/12 & FY 2012/13**

Potential Funding Source	Coordinator	Amount Requested	Purpose	Date Submitted	Due Date	Decision Date	Outcome	Comments
Hoover Family Foundation	Lisa Novak	\$3,000	Camp Rivendale Swimming Program		3/1/2013			
Juan Young Trust	Lisa Novak	\$4,000	Family Assistance for Camp Rivendale					Will be submitted mid-February, 2013
NRPA Grow Your Park Grant	Lisa Novak	\$5,000	Community Garden Development	1/18/2013	2/6/2013	Unknown		
National Endowment for the Arts	Bruce Barbarasch	\$150,000	Expand Nature Explorer Station Art/Bond Project	1/7/2013	1/14/2013	9/1/2013		Original bond project known as Interpretive Sign Network.
Metro's Nature in Neighborhoods Capital Grant	Bruce Barbarasch	\$192,000	Explorer Station Network/Nature Revealed	Jan-13	1/28/2013	5/1/2013		Uncertain on exact decision date
NRPA - Green Parks Green Kids	Kristin Atman	\$7,000	Environmental Education School Field Trips	Jan-13	1/25/2013	2/8/2013		
Fiskars Orange Thumb	Lisa Novak	\$3,500	Construction of a New Community Garden	12/3/2012	12/15/2012	2/1/2013		
Oregon Parks & Rec Dept Recreational Trails Program	Brad Hauschild	\$100,000	North Bethany Trail	Jan-13	1/19/2013	5/1/2013		

Potential Funding Source	Coordinator	Amount Requested	Purpose	Date Submitted	Due Date	Decision Date	Outcome	Comments
ODOT State Transportation Improvement Program	Brad Hauschild	\$3,333,674	Beaverton Creek Trail Crecent Connection - design, engineering, permitting, construction	Nov-12	11/27/2012	11/19/2014		
ODOT State Transportation Improvement Program	Brad Hauschild	\$4,300,428	Westside Trail Segments #12-#14 - design, engineering, permitting, construction	Nov-12	11/27/2012	11/19/2014		
ODOT State Transportation Improvement Program	Brad Hauschild	\$3,017,586	Fanno Creek Trail/Hall Boulevard Crossing - design, engineering, permitting, construction	Nov-12	11/27/2012	11/16/2014		
Washington County MSTIP 3d	Brad Hauschild	\$500,000	Waterhouse Trail, Segment #4 - construction	9/24/2012	9/24/2012	12/12/2012		Grant was not approved, but may be reconsidered.
OPRD Local Government Grant Program (LGGP)	Brad Hauschild	\$25,000	Vista Brook Park Improvements (Viewing Platform)	4/4/2012	4/6/2012	Jul-12	Awarded	
Washington County Visitors Association	Bruce Barbarasch	\$9,900	Funds to produce 50,000 Nature/Trail Maps	3/15/2012	3/15/2012	Jun-12	Received	
NRPA 2012 Serving Communities Grant	Deb Schoen	\$4,000	Kitchen equipment for delivery of nutrition services (refrigerator, coolers, utensils, warming tray)	3/13/2012	3/13/2012	5/1/2012	Denied	

Potential Funding Source	Coordinator	Amount Requested	Purpose	Date Submitted	Due Date	Decision Date	Outcome	Comments
Autzen Foundation	Lynda Myers	\$4,000	Family Assistance for Camp Rivendale	3/12/2012	3/15/2012	Unknown	Received	\$3,000 to Camp Rivendale swim program. \$1,000 to general Camp Rivendale expenses.
Juan Young Trust	Lynda Myers	\$4,000	Family Assistance for Camp Rivendale	3/7/2012	3/15/2012	Unknown	Received	
UPS Grant	Elisa Payne	\$5,000	Education program support	Mar-12	Mar-12	Unknown	TBD	Administered through Rod Coles from the Friends of THNP who is an employee of UPS. Grant application still being processed.
Hoover Family Foundation	Lynda Myers	\$3,000	Swim Program for Camp Rivendale at Beaverton Swim Center	2/27/2012	3/1/2012	Unknown	Denied	
City of Beaverton Social Service Funding	Eric Owens	\$13,600	Rec Mobile bicycle safety program	2/24/2012	2/25/2012	12-Jun	Denied	Denied due to previous Rec Mobile support in past years
Metro	Hal Bergsma	\$334,681	Land acquisition to expand Lily K. Johnson Woods Natural Area	1/9/2012	1/9/2012	Spring 2012	Received	Working on final agreement with Metro.

Potential Funding Source	Coordinator	Amount Requested	Purpose	Date Submitted	Due Date	Decision Date	Outcome	Comments
ODOT/FHWA Transportation, Community, & System Preservation (TCSP) Grant	Brad Hauschild	\$640,000	Waterhouse Trail, Segment #4	1/4/2012	1/4/2012	Spring 2012	Denied	
US Soccer Foundation, balance from THPRD GFC	Scott Brucker	\$200,000	Replace playing surface of Synthetic Turf Field #1	11/1/2011	Nov-11	2/1/2012	Awarded	\$50,000 in-kind product from Field Turf
Grow Advantis Community Fund	Lynda Myers	\$4,000	Family Assistance	10/20/2011	10/31/2011	11/28/2011	Denied	
Reser Family Foundation	Lynda Myers	\$10,000	Family Assistance	8/23/2011	N/A	10/1/2011	Denied	
Regional Transportation Options Grant	Bruce Barbarasch	\$60,000	Installation of permanent trail maps and directional signage	7/1/2011	7/8/2011	10/1/2011	Awarded	
Oregon Business Development Dept.	Hal Bergsma	\$126,272	Cleanup of recently acquired property next to Eichler Park	6/29/2011	N/A	7/22/2011	Awarded	Maintenance staff has been working, subject to State approval, toward contracting for cleanup completion by October 2012.
Local Government Grant Program	Brad Hauschild	\$70,000	Camille Park Improvement Project	4/6/2011	N/A	7/21/2011	Awarded	THPRD matches \$500,000.

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8 Chocolate Fantasy @ Jenkins Estate	9
10	11 Board Meeting 7pm @ Dryland/HMT Stuhr Center Advisory Committee 10am Metro League High School Swim Meet @ Aquatic Center	12 Metro League High School Swim Meet @ Aquatic Center	13	14 Valentine's Day Dance @ Stuhr Center	15	16
17	18 HOLIDAY Doggie Paddle @ Aloha Swim Center	19 Trails Advisory Committee 7pm Parks Advisory Committee 6pm	20 Recreation Advisory Committee 7pm	21 Parks Bond Citizen Oversight Committee Meeting 6pm @ Dryland/HMT Sports Advisory Committee 4:30pm	22 Stuhr Center's 38 th Birthday Party	23
24 Nature Day in the Park @ Jordan Woods Natural Area	25 Budget Committee Meeting 7pm @ Dryland/HMT	26 Natural Resources Advisory Committee 6:30pm	27	28		

2013

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 Board Meeting 7pm @ Dryland/HMT	5	6 Aquatics Advisory Committee 7pm	7	8	9 Princess Tea @ Jenkins Estate
10	11 Stuhr Center Advisory Committee 10am	12 Historic Facilities Advisory Committee 1pm	13	14 St. Patrick's Day Dance @ Stuhr Center	15	16 Metro Naturalist Gardening Program @ Cooper Mountain Nature Park
17	18	19 Trails Advisory Committee 7pm	20 Recreation Advisory Committee 7pm	21 Sports Advisory Committee 4:30pm	22 Dive-in Movie Night @ Harman Swim Center	23
24	25	26 Parks Advisory Committee 6pm Natural Resources Advisory Committee 6:30pm	27	28	29	30 Nature Day in the Park @ Camille Park
31						

2013

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 Board Meeting 7pm @ Dryland/HMT	2	3 Newcomers Welcome @ Stuhr Center	4	5	6
7	8 Stuhr Center Advisory Committee 10am	9 Historic Facilities Advisory Committee 1pm	10	11	12	13
14	15 Budget Committee Work Session 6pm @ Stuhr Center	16 Trails Advisory Committee 7pm Parks Advisory Committee 6pm	17 Recreation Advisory Committee 7pm	18 Sports Advisory Committee 4:30pm	19	20
21	22	23 Natural Resources Advisory Committee 6:30pm	24	25	26	27 Spring Native Plant Sale @ Nature Park
28	29	30				

2013

Tualatin Hills Park and Recreation District

Monthly Capital Project Report

Estimated Cost vs. Budget Through 12/31/2012

Description	Project Budget				Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
<u>CARRY FORWARD PROJECTS</u>													
Land Acquisition/Jkns Est ROW	90,000	90,000	-	90,000	90,000	-	-	90,000	Budget	90,000	90,000	-	-
JQAY House Renovation	100,000	1,800	-	100,000	1,800	87,371	-	1,800	Budget	89,171	1,800	10,829	-
Challenge Grnt Competitive Fnd	30,000	30,000	-	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Signage Master Plan	75,000	35,000	-	75,000	35,000	22,315	955	34,045	Budget	57,315	35,000	17,685	-
Rock Creek Trail Improvement	6,500	3,275	-	6,500	3,275	4,657	-	3,275	Budget	7,932	3,275	(1,432)	-
Commonwealth Park North Trail Alignment	69,000	72,179	-	69,000	72,179	37,691	61,740	-	Complete	99,431	61,740	(30,431)	10,439
Matrix Hill Natural Area Rstrn	40,000	3,154	-	40,000	3,154	59,137	3,000	-	Complete	62,137	3,000	(22,137)	154
Community Bnft Fund Project	325,000	250,000	-	325,000	250,000	91,632	168,021	8,879	Award	268,532	176,900	56,468	73,100
HSC & Jenkins Est Exterior Paint	8,000	8,000	-	8,000	8,000	-	1,560	6,440	Budget	8,000	8,000	-	-
McMillan Park Bridge	120,000	42,275	-	120,000	42,275	53,320	65,758	-	Complete	119,078	65,758	922	(23,483)
Carolwood Park Playground	81,000	44,678	-	81,000	44,678	82,822	-	-	Complete	82,822	-	(1,822)	44,678
Asphalt Paving Rplcmnts (7)	117,000	108,770	-	117,000	108,770	93,913	23,975	-	Complete	117,888	23,975	(888)	84,795
East Tennis Air Structure	153,000	153,000	102,700	255,700	255,700	-	5,707	249,993	Budget	255,700	255,700	-	-
Fanno Creek Trail Management	3,000	3,000	-	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
OBP Grnt-Wlkr Rd Mid-blk Crssg	121,500	79,292	121,500	243,000	200,792	56,301	135,153	55,554	Award	247,008	190,707	(4,008)	10,085
GHRC Exterior Siding	40,000	32,287	-	40,000	32,287	7,713	855	31,432	Budget	40,000	32,287	-	-
GHRC Exterior Painting	12,600	12,600	-	12,600	12,600	-	-	12,600	Budget	12,600	12,600	-	-
GHRC HVAC/Gas Pack	33,500	33,500	-	33,500	33,500	-	32,785	-	Complete	32,785	32,785	715	715
FCSC Renovation Costs	-	-	-	-	-	-	793	23,207	Award	24,000	24,000	(24,000)	(24,000)
TOTAL CARRYOVER PROJECTS	1,425,100	1,002,810	224,200	1,649,300	1,227,010	596,872	500,302	550,225	-	1,647,399	1,050,527	1,901	176,483
<u>ATHLETIC FACILITY REPLACEMENT</u>													
Resurface Courts (3 sites)			40,000	40,000	40,000	-	10,430	29,570	Budget	40,000	40,000	-	-
Indoor Bsktball Standards (12)			4,800	4,800	4,800	-	-	4,800	Budget	4,800	4,800	-	-
Indoor Vball Standards (2)			3,970	3,970	3,970	-	-	3,970	Budget	3,970	3,970	-	-
Synthetic Turf #1 HMT Complex			400,000	400,000	400,000	-	1,949	388,094	Award	390,043	390,043	9,957	9,957
TOTAL ATHLETIC FACILITY REPLACEMENT			448,770	448,770	448,770	-	12,379	426,434	-	438,813	438,813	9,957	9,957
<u>PARK AND TRAIL REPLACEMENTS</u>													
Drinking Fountains (3 sites)			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Signs			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Concrete Sidewalk Rpr -9 sites			35,343	35,343	35,343	-	-	35,343	Budget	35,343	35,343	-	-
Asphalt Path Rplcmnt & Repair			145,891	145,891	145,891	-	-	145,891	Budget	145,891	145,891	-	-
Parking Lot Repair (2 sites)			12,400	12,400	12,400	-	6,000	6,400	Budget	12,400	12,400	-	-
Play Equipment (2 sites)			84,000	84,000	84,000	-	18,190	65,810	Budget	84,000	84,000	-	-
Irrigation System Repair			32,200	32,200	32,200	-	11,267	20,933	Budget	32,200	32,200	-	-
Brookhaven Prk-Brdg&Brdwlk Rpl			35,000	35,000	35,000	-	8,517	25,451	Award	33,968	33,968	1,032	1,032
TOTAL PARK AND TRAIL REPLACEMENTS			369,834	369,834	369,834	-	43,974	324,828	-	368,802	368,802	1,032	1,032
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Memorial Benches			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
LWCF Grant - Schiffler Park Pavillion			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Maxicom Ctrls - Fir Grove Schl			4,500	4,500	4,500	-	-	4,500	Budget	4,500	4,500	-	-
ODOT/Westside Trail Segment #18			90,000	90,000	90,000	1,400	19,628	68,972	Budget	90,000	88,600	-	1,400
Curb Cut for Rdside Trail Crsg			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
RTO Trail Sign Grant			60,000	60,000	60,000	-	-	60,000	Budget	60,000	60,000	-	-
Geotech Studies Pervious Prkg			8,000	8,000	8,000	-	937	7,007	Award	7,944	7,944	56	56
TOTAL PARK AND TRAIL IMPROVEMENTS			214,500	214,500	214,500	1,400	20,565	192,479	-	214,444	213,044	56	1,456
<u>CHALLENGE GRANTS</u>													
Challenge Grants			97,500	97,500	97,500	-	12,697	84,803	Budget	97,500	97,500	-	-
TOTAL CHALLENGE GRANTS			97,500	97,500	97,500	-	12,697	84,803	-	97,500	97,500	-	-
<u>BUILDING REPLACEMENTS</u>													
ASC Pool Tank Resurface			65,000	65,000	65,000	-	-	61,386	Award	61,386	61,386	3,614	3,614
Replace Tile Floor (2 sites)			72,000	72,000	72,000	-	27,315	24,778	Award	52,093	52,093	19,907	19,907
Refinish Wood Floors (6 sites)			37,300	37,300	37,300	-	26,080	8,028	Award	34,108	34,108	3,192	3,192
TC Balcony Non-skid Floor			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-

Tualatin Hills Park and Recreation District

Monthly Capital Project Report

Estimated Cost vs. Budget Through 12/31/2012

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)		
CHRC Stairs & Landings			7,000	7,000	7,000	-	3,135	17,996	Award	21,131	21,131	(14,131)	(14,131)
Pressure Grout 50M Boiler Pad			9,500	9,500	9,500	-	8,810	-	Complete	8,810	8,810	690	690
GHRC Windows Gymnsts Rm (2)			12,000	12,000	12,000	-	-	10,244	Award	10,244	10,244	1,756	1,756
Circulation & Sump Pumps (3)			40,200	40,200	40,200	-	1,548	38,652	Budget	40,200	40,200	-	-
SSW Chemtrol			2,600	2,600	2,600	-	2,918	-	Complete	2,918	2,918	(318)	(318)
SSW Sand Filter Recharge			4,500	4,500	4,500	-	2,879	-	Complete	2,879	2,879	1,621	1,621
HSC Circulation Pump Cnrcr Pad			8,750	8,750	8,750	-	-	8,750	Budget	8,750	8,750	-	-
SSC Wader Pool Auto Feed Sys			4,500	4,500	4,500	-	4,382	-	Complete	4,382	4,382	118	118
CRA Clean-out Surge Tank			3,200	3,200	3,200	-	3,200	-	Complete	3,200	3,200	-	-
CRA Lane Line Anchor Rplcmnts			8,000	8,000	8,000	-	9,050	-	Complete	9,050	9,050	(1,050)	(1,050)
Underwater Light Fxtrs 3 sites			41,900	41,900	41,900	-	-	41,900	Budget	41,900	41,900	-	-
TC Crt Dvdr Cables & Curtains			11,000	11,000	11,000	-	4,675	6,325	Budget	11,000	11,000	-	-
GHRC Rplc Kitchen Lght Fxtrs			1,100	1,100	1,100	-	-	1,100	Budget	1,100	1,100	-	-
GHRC Exterior Siding Phase 2			29,183	29,183	29,183	-	3,730	25,453	Budget	29,183	29,183	-	-
Exterior Cnrcr Walls (2 sites)			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
AC Rplcmnt Pea Gravel (n wndw)			2,000	2,000	2,000	-	1,375	625	Budget	2,000	2,000	-	-
JEN Gate Hs Pntg/lead abtmnt			21,500	21,500	21,500	-	-	21,500	Budget	21,500	21,500	-	-
HMT S Fields Playgnd Canopies			8,000	8,000	8,000	-	-	10,300	Award	10,300	10,300	(2,300)	(2,300)
Tennis Ctr Court Lights			3,500	3,500	3,500	-	4,025	-	Complete	4,025	4,025	(525)	(525)
ASC Dressing Rms HVAC Units			44,000	44,000	44,000	-	-	44,000	Award	44,000	44,000	-	-
SSC Roof Exhaust Fan			2,400	2,400	2,400	-	-	2,400	Budget	2,400	2,400	-	-
GHRC Boiler Burner Tray			8,000	8,000	8,000	-	-	8,000	Award	8,000	8,000	-	-
FCSC Gas Line Rplcmnt			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
ASC HVAC System			268,000	268,000	268,000	-	-	268,000	Award	268,000	268,000	-	-
Schlottman House Heat Pump			6,000	6,000	6,000	-	4,711	-	Complete	4,711	4,711	1,289	1,289
S Fields Concession Grease Trp			11,000	11,000	11,000	-	10,365	-	Complete	10,365	10,365	635	635
Jenkins Panic Door Hrdwr rplc			6,150	6,150	6,150	-	-	6,150	Budget	6,150	6,150	-	-
CHRC Cardio Eqmnt (2 pieces)			16,000	16,000	16,000	-	-	16,000	Budget	16,000	16,000	-	-
TC & 50M Roof Plans/Specs			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
BSC & ASC Block Anchors			-	-	-	-	6,205	(6,205)	Award	-	-	-	-
TOTAL BUILDING REPLACEMENTS			829,283	829,283	829,283	-	124,403	690,382		814,785	814,785	14,498	14,498
BUILDING IMPROVEMENTS													
Aquatic Center Pit Pump Scaffolding			4,500	4,500	4,500	-	3,730	-	Complete	3,730	3,730	770	770
TOTAL BUILDING IMPROVEMENTS			4,500	4,500	4,500	-	3,730	-		3,730	3,730	770	770
ENERGY SAVINGS PERFORMANCE CONTRACT													
Energy Saving Improvements			674,736	674,736	674,736	-	-	697,126	Award	697,126	697,126	(22,390)	(22,390)
TOTAL ENERGY SAVINGS PERFORMANCE CONTRACT			674,736	674,736	674,736	-	-	697,126		697,126	697,126	(22,390)	(22,390)
ADA PROJECTS													
CRA & 50M ADA Rtrft Pool Lift			1,400	1,400	1,400	-	-	1,400	Budget	1,400	1,400	-	-
Portable Pool Lifts (4 sites)			30,400	30,400	30,400	-	-	30,400	Budget	30,400	30,400	-	-
SSC Trnsfr Platform Wdng Pool			1,800	1,800	1,800	-	-	1,800	Budget	1,800	1,800	-	-
Access Design/Oleson Rd to Fanno Creek			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
TOTAL ADA PROJECTS			41,600	41,600	41,600	-	-	41,600		41,600	41,600	-	-
TOTAL CAPITAL OUTLAY DIVISION	1,425,100	1,002,810	2,904,923	4,330,023	3,907,733	598,272	718,050	3,007,877		4,324,199	3,725,927	5,824	181,806

Tualatin Hills Park and Recreation District

Monthly Capital Project Report

Estimated Cost vs. Budget Through 12/31/2012

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			67,000	67,000	67,000	-	34,245	32,755	Budget	67,000	67,000	-	-
Server Replacements			35,000	35,000	35,000	-	22,473	12,527	Budget	35,000	35,000	-	-
LAN/WAN Replcmnt			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Printers/Network Printers			5,000	5,000	5,000	-	3,072	1,928	Budget	5,000	5,000	-	-
Telephones			24,000	24,000	24,000	-	-	23,396	Award	23,396	23,396	604	604
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			136,000	136,000	136,000	-	59,790	75,606		135,396	135,396	604	604
Misc. Application Software			20,000	20,000	20,000	-	8,000	7,000	Budget	15,000	15,000	5,000	5,000
Plotter/Scanner			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
Color Printer for Graphics			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
FCSC Server Rack			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
FCSC Electrical Panel			6,000	6,000	6,000	-	3,408	-	Complete	3,408	3,408	2,592	2,592
Computer Wrkstns & Cabling (4)			4,500	4,500	4,500	-	-	1,500	Budget	1,500	1,500	3,000	3,000
MACC Grant SSC Wifi Connection			5,000	5,000	5,000	-	-	-	Cancelled	-	-	5,000	5,000
Badge Printing Machine			2,400	2,400	2,400	-	-	2,400	Budget	2,400	2,400	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			54,900	54,900	54,900	-	11,408	27,900		39,308	39,308	15,592	15,592
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	190,900	190,900	190,900	-	71,198	103,506		174,704	174,704	16,196	16,196
MAINTENANCE DEPARTMENT													
FLEET REPLACEMENTS													
Infield Rake (2)			22,000	22,000	22,000	-	21,626	-	Complete	21,626	21,626	374	374
Electric Utility Vehicle			11,500	11,500	11,500	-	11,382	-	Complete	11,382	11,382	118	118
15-Passenger Van			24,000	24,000	24,000	-	-	23,743	Award	23,743	23,743	257	257
Light Duty Pickup Truck			18,500	18,500	18,500	-	-	17,427	Award	17,427	17,427	1,073	1,073
Leaf Vacuum			10,500	10,500	10,500	-	7,442	-	Complete	7,442	7,442	3,058	3,058
52" Mower			7,000	7,000	7,000	-	6,861	-	Complete	6,861	6,861	139	139
Single Axle Trailer			3,500	3,500	3,500	-	3,285	-	Complete	3,285	3,285	215	215
Tandem Axle Trailers (2)			13,000	13,000	13,000	-	12,500	-	Complete	12,500	12,500	500	500
Mowers (7) & Trailers (3)			88,900	88,900	88,900	-	88,181	-	Complete	88,181	88,181	719	719
TOTAL FLEET REPLACEMENTS			198,900	198,900	198,900	-	151,277	41,170		192,447	192,447	6,453	6,453
FLEET IMPROVEMENTS													
Tools Trailer - Ntrl Resources			6,500	6,500	6,500	-	-	6,500	Budget	6,500	6,500	-	-
Wellness-on-Wheels Van			26,000	26,000	26,000	-	-	-	thru other fndg	-	-	26,000	26,000
TOTAL FLEET IMPROVEMENTS			32,500	32,500	32,500	-	-	6,500		6,500	6,500	26,000	26,000
TOTAL MAINTENANCE DEPARTMENT	-	-	231,400	231,400	231,400	-	151,277	47,670		198,947	198,947	32,453	32,453
GRAND TOTAL GENERAL FUND	1,425,100	1,002,810	3,327,223	4,752,323	4,330,033	598,272	940,525	3,159,053		4,697,850	4,099,578	54,473	230,455

Tualatin Hills Park and Recreation District

Monthly Capital Project Report

**Estimated Cost vs. Budget
Through 12/31/2012**

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)		
SDC FUND													
<u>LAND ACQUISITION</u>													
Land Acquisition (FY 12)(Fishbeck Property)	430,000	430,000	-	430,000	430,000	31,001	438,783	-	Complete	469,784	438,783	(39,784)	(8,783)
Mahmood Property cleanup costs - DEQ Grant	250,000	-	-	250,000	-	142,142	160,940	34,156	Award	337,238	195,096	(87,238)	(195,096)
Land Acquisition (FY 13)	-	-	1,100,000	1,100,000	1,100,000	-	-	1,100,000	Budget	1,100,000	1,100,000	-	-
TOTAL LAND ACQUISITION	680,000	430,000	1,100,000	1,780,000	1,530,000	173,143	599,723	1,134,156	-	1,907,022	1,733,879	(127,022)	(203,879)
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
Fanno Creek Trail	2,011,950	50,000	-	2,011,950	50,000	1,850,032	46,023	41,500	Award	1,937,555	87,523	74,395	(37,523)
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	-	-	-	Cancelled	-	-	50,000	50,000
Winkleman Park Phase I	282,000	282,000	-	282,000	282,000	-	282,000	-	Award	282,000	282,000	-	-
MTIP Grant Match-Westside Trail Segment 18	62,205	-	20,000	82,205	20,000	69,428	86	19,914	Budget	89,428	20,000	(7,223)	-
OBP Grant Match-Waterhouse Trail/Walker Rd Crossing	50,000	50,000	62,000	112,000	112,000	-	55,834	56,166	Budget	112,000	112,000	-	-
112th St. Site Improvements	797,947	-	-	797,947	-	699,215	9,708	-	Complete	708,923	9,708	89,024	(9,708)
Graf Meadows Prk - Trail Cnctn	-	-	300,000	300,000	300,000	-	30,388	269,612	Budget	300,000	300,000	-	-
Wtrhse Trail-Bronson/Bethany	-	-	250,000	250,000	250,000	-	50,000	200,000	Budget	250,000	250,000	-	-
PCC Rck Crk Dog Prk Cnstrctn	-	-	144,000	144,000	144,000	-	9,065	134,935	Budget	144,000	144,000	-	-
Hart Meadows Dog Prk Cnstrctn	-	-	50,000	50,000	50,000	-	484	49,516	Budget	50,000	50,000	-	-
Undesignated Projects	-	-	2,739,797	2,739,797	2,739,797	-	-	2,739,797	Budget	2,739,797	2,739,797	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	3,429,102	607,000	3,565,797	6,994,899	4,172,797	2,618,675	483,588	3,686,440	-	6,788,703	4,170,028	206,196	2,769
Total - SDC Fund	4,109,102	1,037,000	4,665,797	8,774,899	5,702,797	2,791,818	1,083,311	4,820,596	-	8,695,725	5,903,907	79,174	(201,110)

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
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 12/31/2012

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 12/13	Expended Prior Years	Expended Year-to-Date	Total Expended to Date					
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(6)/(9)
BOND CAPITAL PROJECTS FUND													
<u>New Neighborhood Parks Development</u>													
SE	91-901	AM Kennedy Park & Athletic Field	1,285,250	48,471	1,333,721	290,218	110,771	400,989	1,150,127	Bid Award	1,551,116	(217,395)	25.9%
SW	91-902	Barsotti Park & Athletic Field	1,285,250	24,093	1,309,343	62,710	94,347	157,057	1,259,831	Design Dev	1,416,888	(107,545)	11.1%
NW	91-903	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	14,326	785,476	132,491	2,457	134,948	658,086	Design Dev	793,034	(7,558)	17.0%
SW	91-904	Roy Dancer Park	771,150	14,424	785,574	35,893	34,495	70,388	631,668	Design Dev	702,056	83,518	10.0%
NE	91-905	Roger Tilbury Park	771,150	14,457	785,607	15,859	62,737	78,596	948,807	Master Plan	1,027,403	(241,796)	7.6%
Total New Neighborhood Parks Development			4,883,950	115,771	4,999,721	537,171	304,807	841,978	4,648,519		5,490,497	(490,776)	15.3%
<u>Renovate & Redevelop Neighborhood Parks</u>													
NE	91-906	Cedar Mill Park, Trail & Athletic Fields	1,125,879	21,107	1,146,986	50,478	27,653	78,131	1,297,438	Master Plan	1,375,569	(228,583)	5.7%
SE	91-907	Camille Park	514,100	28,807	542,907	584,250	841	585,091	-	Complete	585,091	(42,184)	100.0%
NW	91-908	Somerset West Park	1,028,200	19,268	1,047,468	16,458	19,600	36,058	1,011,410	Budget	1,047,468	-	3.4%
NW	91-909	Pioneer Park and Bridge Replacement	544,934	20,011	564,945	129,909	28,794	158,703	453,942	Design Dev	612,645	(47,700)	25.9%
SE	91-910	Vista Brook Park	514,100	19,479	533,579	131,045	28,062	159,107	471,129	Design Dev	630,236	(96,657)	25.2%
Total Renovate & Redevelop Neighborhood Parks			3,727,213	108,672	3,835,885	912,140	104,950	1,017,090	3,233,920		4,251,010	(415,125)	23.9%
<u>New Neighborhood Parks Land Acquisition</u>													
NW	98-880	New Neighborhood Park - NW Quadrant	1,500,000	27,291	1,527,291	39,087	986,437	1,025,524	815,000	Award	1,840,524	(313,233)	55.7%
NE	98-745	New Neighborhood Park - NE Quadrant	1,500,000	27,983	1,527,983	270,767	2,324,775	2,595,542	-	Complete	2,595,542	(1,067,559)	100.0%
SW	98-746	New Neighborhood Park - SW Quadrant	1,500,000	24,762	1,524,762	1,058,925	583,892	1,642,817	-	Complete	1,642,817	(118,055)	100.0%
SE	98-747	New Neighborhood Park - SE Quadrant	1,500,000	16,178	1,516,178	2,555,818	282	2,556,100	250,000	Award	2,806,100	(1,289,922)	91.1%
NW	98-748	New Neighborhood Park (North Bethany)	1,500,000	24,150	1,524,150	1,625,848	-	1,625,848	-	Complete	1,625,848	(101,698)	100.0%
UND	98-749	New Neighborhood Park - Undesignated	1,500,000	28,014	1,528,014	87,634	65,646	153,280	-	Complete	153,280	1,374,734	100.0%
Total New Neighborhood Parks			9,000,000	148,378	9,148,378	5,638,079	3,961,032	9,599,111	1,065,000		10,664,111	(1,515,733)	90.0%
<u>New Community Park Development</u>													
SW	92-915	SW Community Park & Athletic Field	7,711,500	144,550	7,856,050	2,616	238	2,854	7,853,196	Budget	7,856,050	-	0.0%
Total New Community Park Development			7,711,500	144,550	7,856,050	2,616	238	2,854	7,853,196		7,856,050	-	0.0%
<u>New Community Park Land Acquisition</u>													
NE	98-881	New Community Park - NE Quadrant	10,000,000	161,507	10,161,507	8,103,017	-	8,103,017	400,000	Award	8,503,017	1,658,490	95.3%
Total New Community Park			10,000,000	161,507	10,161,507	8,103,017	-	8,103,017	400,000		8,503,017	1,658,490	95.3%
<u>Renovate and Redevelop Community Parks</u>													
NE	92-916	Cedar Hills Park & Athletic Field	6,194,905	115,414	6,310,319	111,782	44	111,826	6,198,493	Budget	6,310,319	-	1.8%
SE	92-917	Schiffler Park	3,598,700	70,020	3,668,720	1,438,799	975,570	2,414,369	528,965	Bid Award	2,943,334	725,386	82.0%
Total Renovate and Redevelop Community Parks			9,793,605	185,434	9,979,039	1,550,581	975,614	2,526,195	6,727,458		9,253,653	725,386	27.3%
<u>Natural Area Restoration</u>													
NE	97-963	Roger Tilbury Memorial Park	30,846	578	31,424	23	379	402	31,022	Budget	31,424	-	1.3%
NE	97-964	Cedar Mill Park	30,846	578	31,424	121	39	160	31,264	Budget	31,424	-	0.5%
NE	97-965	Jordan/Jackie Husen Park	308,460	5,782	314,242	2,000	7,594	9,594	47,806	Planning	57,400	256,842	16.7%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	4,626	251,394	-	-	-	251,394	Budget	251,394	-	0.0%
NW	97-967	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	193	10,475	-	2,970	2,970	7,477	Planning	10,447	28	28.4%
NW	97-968	Allenbach Acres Park	41,128	771	41,899	1,306	223	1,529	40,061	Planning	41,590	309	3.7%
NW	97-969	Crystal Creek Park	205,640	3,853	209,493	3,516	1,686	5,202	107,346	Planning	112,548	96,945	4.6%
NE	97-970	Foothills Park	61,692	1,098	62,790	38,689	4,416	43,105	14,509	Planting	57,614	5,176	74.8%
NE	97-971	Commonwealth Lake Park	41,128	725	41,853	24,774	2,298	27,072	5,777	Planting	32,849	9,004	82.4%
NW	97-972	Tualatin Hills Nature Park	90,800	1,697	92,497	6,540	5,043	11,583	28,829	Planning	40,412	52,085	28.7%
NE	97-973	Pioneer Park	10,282	192	10,474	142	1,254	1,396	9,051	Planting	10,447	27	13.4%
NW	97-974	Whispering Woods Park	51,410	875	52,285	44,249	3,621	47,870	7,749	Planting	55,619	(3,334)	86.1%

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NW	97-975	Willow Creek Nature Park	20,564	374	20,938	9,825	4,810	14,635	9,453	Planning	24,088	(3,150)	60.8%
SE	97-976	AM Kennedy Park	30,846	578	31,424	12,631	880	13,511	19,189	Preparation	32,700	(1,276)	41.3%
SE	97-977	Camille Park	77,115	1,445	78,560	43,166	2,371	45,537	26,816	Planning	72,353	6,207	62.9%
SE	97-978	Vista Brook Park	20,564	386	20,950	-	-	-	20,950	Budget	20,950	-	0.0%
SE	97-979	Greenway Park/Koll Center	61,692	1,153	62,845	1,428	1,286	2,714	60,131	Budget	62,845	-	4.3%
SE	97-980	Bauman Park	82,256	1,516	83,772	22,030	1,732	23,762	59,570	Planting	83,332	440	28.5%
SE	97-981	Fanno Creek Park	162,456	3,044	165,500	552	1,625	2,177	163,323	Budget	165,500	-	1.3%
SE	97-982	Hideaway Park	41,128	771	41,899	6,696	2,031	8,727	33,230	Planning	41,957	(58)	20.8%
SW	97-983	Murrayhill Park	61,692	1,024	62,716	55,346	6,727	62,073	10,526	Planting	72,599	(9,883)	85.5%
SE	97-984	Hyland Forest Park	71,974	1,150	73,124	37,396	3,381	40,777	30,223	Planning	71,000	2,124	57.4%
SW	97-985	Cooper Mountain	205,640	3,855	209,495	14	-	14	209,481	Budget	209,495	-	0.0%
SW	97-986	Winkelman Park	10,282	193	10,475	3,145	440	3,585	5,768	Planting	9,353	1,123	38.3%
SW	97-987	Lowami Hart Woods	287,896	5,389	293,285	4,164	961	5,125	288,160	Budget	293,285	-	1.7%
SW	97-988	Rosa/Hazeldale Parks	28,790	537	29,327	2,309	1,226	3,535	25,715	Planning	29,250	77	12.1%
SW	97-989	Mt Williams Park	102,820	1,928	104,748	-	-	-	104,748	Budget	104,748	-	0.0%
SW	97-990	Jenkins Estate	154,230	2,880	157,110	49,739	8,799	58,538	68,943	Planning	127,481	29,629	45.9%
SW	97-991	Summercrest Park	10,282	182	10,464	7,228	374	7,602	1,656	Planting	9,258	1,206	82.1%
SW	97-992	Morrison Woods	61,692	1,156	62,848	28	174	202	62,646	Budget	62,848	-	0.3%
UND	97-993	Interpretive Sign Network	339,306	6,353	345,659	7,191	21,249	28,440	310,860	Planning	339,300	6,359	8.4%
NW	97-994	Beaverton Creek Trail	61,692	1,157	62,849	-	-	-	62,849	Budget	62,849	-	0.0%
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	771	41,899	-	-	-	41,899	Budget	41,899	-	0.0%
NW	97-996	Bluegrass Downs Park	15,423	289	15,712	-	-	-	15,712	Budget	15,712	-	0.0%
NW	97-997	Crystal Creek	41,128	771	41,899	-	-	-	41,899	Budget	41,899	-	0.0%
UND	97-914	Restoration of new properties to be acquired	643,023	12,055	655,078	-	-	-	655,078	Budget	655,078	-	0.0%
Total Natural Area Restoration			3,762,901	69,925	3,832,826	384,248	87,589	471,837	2,911,109		3,382,946	449,880	13.9%
<u>Natural Area Preservation - Land Acquisition</u>													
UND	98-882	Natural Area Acquisitions	8,400,000	156,796	8,556,796	287,568	1,647,082	1,934,650	6,622,146	Budget	8,556,796	-	22.6%
Total Natural Area Preservation - Land Acquisition			8,400,000	156,796	8,556,796	287,568	1,647,082	1,934,650	6,622,146		8,556,796	-	22.6%
<u>New Linear Park and Trail Development</u>													
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	78,054	4,345,084	866,544	1,040,430	1,906,974	1,636,085	Bid Award	3,543,059	802,025	53.8%
NE	93-920	Jordan/Husen Park Trail	1,645,120	44,435	1,689,555	577,273	581,753	1,159,026	178,769	Bid Award	1,337,795	351,760	86.6%
NW	93-924	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	69,124	3,873,464	663,280	99,375	762,655	4,630,708	Design Dev.	5,393,363	(1,519,899)	14.1%
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	70,912	2,332,952	825,496	691,118	1,516,614	1,007,882	Bid Award	2,524,496	(191,544)	60.1%
UND	93-923	Miscellaneous Natural Trails	100,000	1,864	101,864	19,896	192	20,088	81,776	Budget	101,864	-	19.7%
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,070	362,940	238,702	-	238,702	-	Complete	238,702	124,238	100.0%
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	14,757	271,807	78,966	292,344	371,310	67,574	Bid Award	438,884	(167,077)	84.6%
SW	93-921	Lowami Hart Woods	822,560	54,490	877,050	355,087	67,547	422,634	699,247	Design Dev.	1,121,881	(244,831)	37.7%
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	28,799	1,571,099	60,450	52,086	112,536	649,719	Master Plan	762,255	808,844	14.8%
Total New Linear Park and Trail Development			15,060,310	365,505	15,425,815	3,685,694	2,824,845	6,510,539	8,951,760		15,462,299	(36,484)	42.1%
<u>New Linear Park and Trail Land Acquisition</u>													
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	22,496	1,222,496	856,813	145,483	1,002,296	220,200	Budget	1,222,496	-	82.0%
New Linear Park and Trail Land Acquisition			1,200,000	22,496	1,222,496	856,813	145,483	1,002,296	220,200		1,222,496	-	82.0%

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Multi-field/Multi-purpose Athletic Field Development													
SW	94-925	Winkelman Athletic Field	514,100	34,517	548,617	183,310	660,192	843,502	418,393	Bid Award	1,261,895	(713,278)	66.8%
SE	94-926	Meadow Waye Park	514,100	6,626	520,726	407,298	6	407,304	-	Complete	407,304	113,422	100.0%
NW	94-927	New Fields in NW Quadrant	514,100	9,637	523,737	75	-	75	523,662	Budget	523,737	-	0.0%
NE	94-928	New Fields in NE Quadrant	514,100	9,630	523,730	5,192	-	5,192	518,538	Master Plan	523,730	-	1.0%
SW	94-929	New Fields in SW Quadrant	514,100	9,633	523,733	669	-	669	523,064	Budget	523,733	-	0.1%
SE	94-930	New Fields in SE Quadrant	514,100	9,638	523,738	-	-	-	523,738	Budget	523,738	-	0.0%
Total Multi-field/Multi-purpose Athletic Field Dev.			3,084,600	79,681	3,164,281	596,544	660,198	1,256,742	2,507,395		3,764,137	(599,856)	33.4%
Deferred Park Maintenance Replacements													
UND	96-960	Play Structure Replacements at 11 sites	810,223	3,735	813,958	720,181	8,830	729,011	18,194	Constr Docs (1)	747,205	66,753	97.6%
NW	96-720	Bridge/boardwalk replacement - Willow Creek	96,661	1,311	97,972	127,277	-	127,277	-	Complete	127,277	(29,305)	100.0%
SW	96-721	Bridge/boardwalk replacement - Rosa Park	38,909	509	39,418	38,381	-	38,381	-	Complete	38,381	1,037	100.0%
SW	96-722	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	100.0%
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	172	10,939	985	-	985	-	Cancelled	985	9,954	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	1,509	162,423	191,970	-	191,970	-	Complete	191,970	(29,547)	100.0%
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	3,017	163,931	21,995	-	21,995	341,898	Const. Doc	363,893	(199,962)	6.0%
Total Deferred Park Maintenance Replacements			1,451,515	10,500	1,462,015	1,289,161	8,830	1,297,991	360,092		1,658,083	(196,068)	78.3%
Facility Rehabilitation													
UND	95-931	Structural Upgrades at Several Facilities	317,950	3,230	321,180	105,332	-	105,332	215,848	Budget	321,180	-	32.8%
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	7,459	413,738	21,021	21,608	42,629	575,010	Const. Doc.	617,639	(203,901)	6.9%
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	27,061	1,474,424	22,757	-	22,757	1,397,767	Const. Doc.	1,420,524	53,901	1.6%
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	11,775	639,862	29,599	781	30,380	507,780	Const. Doc.	538,160	101,702	5.6%
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Center	44,810	840	45,650	8,750	58,012	66,762	-	Complete	66,762	(21,112)	100.0%
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	9,129	496,064	-	-	-	496,064	Budget	496,064	-	0.0%
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	3,291	183,278	73,115	-	73,115	-	Complete	73,115	110,163	100.0%
NW	95-939	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,795	316,971	233,369	15,000	248,369	-	Complete	248,369	68,602	100.0%
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,209	403,524	298,907	5,183	304,090	-	Complete	304,090	99,434	100.0%
NW	95-941	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	100.0%
NW	95-942	Structural Upgrades at HMT Dryland Training Center	116,506	1,827	118,333	23,261	52,425	75,686	-	Complete	83,096	35,237	91.1%
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	4,994	273,854	15,250	59,554	74,804	-	Complete	74,804	199,050	100.0%
SE	95-944	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	100.0%
NW	95-945	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	100.0%
NE	95-950	Sunset Swim Center Structural Upgrades	1,028,200	19,169	1,047,369	619,817	5,408	625,225	-	Complete	625,225	422,144	100.0%
NE	95-951	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	100.0%
Total Facility Rehabilitation			6,227,732	100,157	6,327,889	1,840,788	217,971	2,058,759	3,192,468		5,258,637	1,069,252	39.2%
Facility Expansion and Improvements													
SE	95-952	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,962	2,028,830	2,019,232	14,918	2,034,150	-	Complete	2,034,150	(5,320)	100.0%
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	83,658	5,533,118	4,931,236	507,420	5,438,656	-	Complete	5,438,656	94,462	100.0%
SW	95-954	Aloha ADA Dressing Rooms	123,384	158	123,542	178,701	63	178,764	-	Complete	178,764	(55,222)	100.0%
NW	95-955	Aquatics Center ADA Dressing Rooms	133,666	1,079	134,745	180,493	-	180,493	-	Complete	180,493	(45,748)	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	116,511	8,334,989	7,631,483	522,401	8,153,884	-		8,153,884	181,105	100.0%

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ADA/Access Improvements													
NW	95-957	HMT ADA Parking & other site improvement	735,163	13,584	748,747	13,872	2,240	16,112	732,635	Budget	748,747	-	2.2%
UND	95-958	ADA Improvements - undesignated funds	116,184	2,168	118,352	22,610	4,357	26,967	91,385	Budget	118,352	-	22.8%
SW	95-730	ADA Improvements - Barrows Park	8,227	133	8,360	6,825	-	6,825	-	Complete	6,825	1,535	100.0%
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	133	8,359	8,255	-	8,255	-	Complete	8,255	104	100.0%
NE	95-733	ADA Improvements - Forest Hills Park	12,338	201	12,539	23,416	-	23,416	-	Complete	23,416	(10,877)	100.0%
SE	95-734	ADA Improvements - Greenway Park	15,423	289	15,712	-	-	-	-	Cancelled	-	15,712	0.0%
SW	95-735	ADA Improvements - Jenkins Estate	16,450	267	16,717	11,550	-	11,550	-	Complete	11,550	5,167	100.0%
SW	95-736	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	100.0%
NE	95-737	ADA Improvements - Lost Park	15,423	250	15,673	15,000	-	15,000	-	Complete	15,000	673	100.0%
NW	95-738	ADA Improvements - Rock Creek Powerline Park (Soccer Fld)	20,564	334	20,898	17,799	-	17,799	-	Complete	17,799	3,099	100.0%
NW	95-739	ADA Improvements - Skyview Park	5,140	83	5,223	7,075	-	7,075	-	Complete	7,075	(1,852)	100.0%
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	154	8,380	-	-	-	8,358	Constr Docs	8,358	22	0.0%
NE	95-741	ADA Improvements - West Sylvan Park	5,140	83	5,223	5,102	-	5,102	-	Complete	5,102	121	100.0%
SE	95-742	ADA Improvements - Wonderland Park	10,282	166	10,448	4,915	-	4,915	-	Complete	4,915	5,533	100.0%
Total ADA/Access Improvements			1,028,196	18,078	1,046,274	178,611	6,597	185,208	832,378		1,017,586	28,689	18.2%
Community Center Land Acquisition													
UND	98-884	Community Center	5,000,000	93,120	5,093,120	614,751	7,991	622,742	3,255,000	Award	3,877,742	1,215,378	16.1%
Total Community Center Land Acquisition			5,000,000	93,120	5,093,120	614,751	7,991	622,742	3,255,000		3,877,742	1,215,378	16.1%
Bond Administration Costs													
UND		Debt Issuance Costs	1,393,000	(482,200)	910,800	24,772	-	24,772	-	Complete	24,772	886,028	100.0%
UND		Bond Accountant Personnel Costs	-	241,090	241,090	42,117	37,341	79,458	161,632	Budget	241,090	-	33.0%
UND		Communications Support	-	50,000	50,000	-	-	-	50,000	Budget	50,000	-	0.0%
UND		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	100.0%
UND		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	100.0%
UND		Admin/Consultant Costs	31,520	-	31,520	42,620	2,853	45,473	-	Complete	45,473	(13,953)	100.0%
			1,450,000	(191,110)	1,258,890	138,839	40,194	179,033	211,632		390,665	868,225	45.8%
Grand Total			100,000,000	1,705,971	101,705,971	34,248,104	11,515,822	45,763,926	52,992,271		98,763,607	2,942,365	46.3%



MEMORANDUM

Date: January 24, 2013
 To: Board of Directors
 From: Keith Hobson, Director of Business and Facilities
 Re: **System Development Charge Report for November 2012**

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 November, 2012.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$5,299.00 with 1.6% discount = \$5,214.22
Multi-Family	\$3963.00 with 1.6% discount = \$3,899.59
Non-residential	\$137.00 with 1.6% discount = \$134.81

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,545	Single Family Units	\$6,717,347.49	\$194,181.18	\$6,911,528.67
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)
212	Non-residential	\$478,777.73	\$14,407.86	\$493,185.59
4,171		\$9,820,326.70	\$289,473.79	\$10,109,800.49

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
6,736	Single Family Units	\$20,129,102.05	\$529,922.46	\$20,659,024.51
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
1,886	Multi-family Units	\$3,976,402.56	\$116,923.72	\$4,093,326.28
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
104	Non-residential	\$465,682.19	\$10,938.98	\$476,621.17
8,402		\$23,900,314.58	\$637,036.53	\$24,537,351.11

<u>Recap by Agency</u>		<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
4,171	City of Beaverton	29.18%	\$9,820,326.70	\$289,473.79	\$10,109,800.49
8,402	Washington County	70.82%	\$23,900,314.58	\$637,036.53	\$24,537,351.11
12,573		100.00%	\$33,720,641.28	\$926,510.32	\$34,647,151.60

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,560	1,399	212	4,171
Washington County	6,436	1,862	104	8,402
	8,996	3,261	316	12,573

Total Receipts to Date **\$33,720,641.28**

Total Payments to Date

Refunds	(2,066,073.93)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$20,895,955.88)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$9,482,252.01)</u>	(\$32,444,300.47)
		\$1,276,340.81

Recap by Month, FY 2012-13

	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2012	\$32,867,241.56	(\$31,728,422.74)	\$2,031,828.35	\$3,170,647.17
July	\$140,783.94	(\$116,810.11)	\$1,051.70	\$25,025.53
August	\$136,400.34	(\$128,239.09)	\$1,107.07	\$9,268.32
September	\$128,251.66	(\$343,811.91)	\$1,269.71	(\$214,290.54)
October	\$213,489.76	(\$66,267.54)	\$1,329.05	\$148,551.27
November	\$234,474.02	(\$60,749.08)	\$1,277.24	\$175,002.18
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
	\$33,720,641.28	(\$32,444,300.47)	\$2,037,863.12	\$3,314,203.93

Recap by Month, by Unit

	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Residential</u>	<u>Total Units</u>
through June, 2012	8,856	3,256	307	12,419
July	27	0	0	27
August	26	0	2	28
September	24	0	1	25
October	37	4	1	42
November	26	1	5	32
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
	8,996	3,261	316	12,573

Projected SDC balance as of June 30, 2012 per the budget was \$2,957,793. Actual balance was \$3,170,647
 This fiscal year's projected total receipts per the budget are \$2,721,804.

Beaverton City Council to discuss Fanno Creek Trail crossing, annex two properties at meeting tonight



By [Nicole Friedman, The Oregonian](#)

on January 08, 2013 at 1:36 PM, updated January 22, 2013 at 5:18 PM

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[View full size](#) The city approved an experimental mid-block crossing in July to lead Fanno Creek Trail users across Hall Boulevard. Currently, a sign directs trail users to a nearby intersection, where they can safely cross traffic-choked Southwest Hall Boulevard in Beaverton. Dana Tims / The Oregonian

Beaverton will hold two public hearings and approve the annexations of two properties into the city at the [first city council meeting of the year](#) tonight at 6:30 p.m.

The first hearing of the night will address the city's [July approval of an experimental mid-block crossing across Hall Boulevard](#), which has been appealed by Beaverton resident Henry Kane. [In his appeal](#), Kane argues that the crossing could lead to traffic gridlock and car accidents.

The [Tualatin Hills Park & Recreation District](#) has committed to pay the entire \$400,000 cost of the crossing. But if the project does not fix safety issues or makes traffic too clogged, the city has agreed to reimburse the district \$200,000.

In a separate public hearing, the city will consider [changes to its policies for searching and storage prisoner property](#). The changes are mandated by a recent decision by the state appeals court and must be approved, but the council decided to hold a public hearing anyway to solicit input on the changes.

[At its last meeting, the council expressed concern](#) that the new policies, which do not allow police to open closed containers before placing them in storage, could threaten public safety.

Beaverton will also begin annexing 215 S.W. Murray Blvd. and 20 N.W. Cedar Hills Blvd. into the city. Both annexations are voluntary and do not require public hearings.

The owner of the site on Murray Boulevard, Richard Norris, said he did want to annex his property into the city but learned that annexation was [necessary to access sewer service from the site](#). While the property is undeveloped now, Norris has received approval to build a manufactured home on the site.

The Cedar Hills Boulevard property is being rebuilt [after a September 2011 fire](#). The owners are annexing the site so they can [access their new home from Southwest 111th Terrace instead of from Cedar Hills Boulevard](#).

New City Councilor [Mark Fagin will be sworn in](#) to his Position 3 seat at tonight's meeting, and the council will also select a president. [Former councilor Cathy Stanton](#) last served as president.

–[Nicole Friedman](#)

METRO AREA

Vote clears way for Fanno Creek Trail crossing

The Beaverton City Council rejected a citizen appeal opposing a mid-block crossing at Fanno Creek Trail across Southwest Hall Boulevard at its meeting Tuesday night.

Plans to build the user-activated crosswalk will now proceed and could be finished in six to eight months, according to Jabra Khasho, the city's transportation engineer.

Fanno Creek Trail users are currently supposed to walk to the crosswalk at Southwest Greenway Boulevard, but many choose to cross where the trail hits the street.

The Tualatin Hills Park & Recreation District has committed to pay the entire \$400,000 cost of the crossing. But if the project

does not fix safety issues or makes traffic too clogged, the city has agreed to reimburse the district \$200,000.

The appeal, brought by Beaverton resident Henry Kane, argued that the crossing could lead to traffic gridlock and car accidents because drivers would be unprepared to stop.

In public testimony, one person spoke in support of Kane's appeal and six spoke against it.

The City Council unanimously rejected Kane's appeal, arguing that the crossing would improve safety for trail users and has been delayed already.

City Councilor Betty Bode abstained from the vote. She said she opposed the appeal but also opposed the midblock crossing, which was only agreed upon because the park district does not have the money to install a pedestrian overpass.

— Nicole Friedman

New Seasons, park district work on Barrows Road park projects

By SHANNON O. WELLS
The Times

Employees from New Seasons Market at Progress Ridge who volunteered last fall to help maintain the nearby Barrows Park are gearing up for a second round of park projects, while the Tualatin Hills Park and Recreation District is seeking new sponsors for its fledgling Adopt-A-Park program.

The New Seasons at 14805 S.W. Barrows Road, suite 103, became the only for-profit corporation officially enrolled in Adopt-A-Park in 2012. In late September, volunteers from the store participated in their first project — removing invasive plants from the hillside above the creek at nearby Barrows Park.

“About 30 volunteers donated 111.5 hours to remove 16 cubic yards of debris at these projects, which focused on clearing about 2,500 square feet of invasive plants, including English ivy, Himalayan blackberry and non-native trees,” said Melissa Marcum, volunteer coordinator in the district’s natural resource



New Seasons employees, from left, Clint Combes, Paula Heine, Cindy Dawson, Samantha Spragens and Jon Rich.

SUBMITTED PHOTO

es department.

In keeping with the spirit of the brand, New Seasons committed to complete one new project each season at the park site.

The next Barrows Park project, scheduled for Sunday, Jan. 20, from 9 a.m. to noon, will include the planting of native shrubs and the transplanting of some native Oregon white oak trees that are already on site, Marcum said. Barrows is a linear park that straddles Summer Creek, located just south of Barrows Road and west of Walnut Street.

The Adopt-A-Park program requires groups to complete four projects during a year and contribute at least 60 hours of ser-

vice. Each volunteer must commit to eight or more hours a month for six months or more. Six groups and 14 individuals are currently enrolled at various parks throughout the park district.

“We were looking for a community-based project that was local and that supported our belief in taking care of neighbors, the environment and one another,” Sam Spragens, an assistant front-end manager at New Seasons who coordinated the volunteer project, told park district officials. “It’s been a very natural, organic partnership.”

Spragens learned about Adopt-A-Park when she participated in a small volunteer outing at Barrows Park with a few New

Seasons colleagues last summer.

“Our community coordinator had left the company, and we were left with this scheduled event to clean up the creek,” Spragens remembered. “It sounded like a fine idea, but not many people had volunteered — there were five of us — and it was a cold and damp Sunday morning in July.”

Their spirits were lifted by park district ranger Kyle Spinks, who directed their efforts that day. Spinks continues to work with the New Seasons team on upcoming volunteer projects.

“Kyle was really knowledgeable,” she said. “Every time we’d pull up a different slug or snake, he’d point out what it was. It was very positive.”

When the project ended, Spinks suggested the Adopt-A-Park program to Spragens and store manager, Jon Rich. She called Marcum to set up a meeting to discuss park adoption parameters.

The store was able to provide 30 volunteers for the three-hour project at Barrows. The same level of participation year-round would yield 240 hours, which

Marcum said is enough to remove a quarter-acre of blackberries, 5,000 square feet of ivy and a quarter-acre of non-native trees.

“They’re getting a huge amount of work done with minimal staff input,” Marcum said, adding that working with a visible company like New Seasons is a significant step for Adopt-A-Park. “New Seasons has a big audience. When they are talking about their project, that provides a great public face for us. We don’t have to put as much time as we normally would into the recruitment and promotion of the program.”

New Seasons employees, Spragens said, have an additional motivation in that they can contribute up to eight hours of paid volunteer time annually through the company’s Lend-A-Hand program.

For more information, call 503-629-6305.

New Seasons customers interested in participating on Jan. 20 can get details at the Progress Ridge store. Volunteers will meet on the trailhead on the west side of Southwest Horizon Boulevard, just south of Barrows Road.



LEFT | Gwen Foley helps Alex Childers refine his swim strokes at the Beaverton Swim Center.

BELOW | Gwen Foley, 81, has been a volunteer with Tualatin Hills Park & Recreation District's Specialized Aquatics program for 32 years.

Photos by ERIC APALATEGUI
SPECIAL TO THE OREGONIAN



Swim instructor refuses to coast

Gwen Foley, 81, can be a tough cookie, saying she won't allow her students to fail

By ERIC APALATEGUI
SPECIAL TO THE OREGONIAN

BEAVERTON —

In the swimming pool, Gwen Foley can be one tough mother, but her occasionally gruff exterior can't conceal her grandmotherly soft spot for people with disabilities.

After all, Foley wouldn't have volunteered for 32 years as a swim instructor for people with mental and physical disabilities if she didn't love it.

At 81, Foley is five times older than some of the teenagers teaching Specialized Aquatics alongside her at the Beaverton Swim Center, part of the Tualatin Hills Park & Recreation District. In fact, two of her six grandchildren have worked

with her as instructors at the pool.

Matthew McLinden, 21, has been swimming at the Beaverton pool since he was a child and working there since turning 16, so he's something of a veteran. Still, Foley started teaching before he was born. When he was preparing to be an instructor, she was a natural mentor.

"Shadowing Gwen was a very valuable part of my training," McLinden said. "She has so much experience and she really knows how to work with the children."

A while back, McLinden took a break from teaching swimming to enroll in college courses. Before he left, Foley had just started teaching a new swimmer who was afraid of the water.

"He didn't want to put his face in the water," McLinden recalled. "When I came

back, he knew every stroke."

Sharron Patapoff, supervisor at the Beaverton pool, said Foley gets those kinds of results for one reason: She demands it.

"If you have high expectations, (students) have high expectations," said Patapoff, whose staff started comparing Foley to Gert Boyle, Columbia Sportswear's chairman of the board and iconic "one tough mother."

"That's what we call Gwen as well. She's tough, she's strict, but she gets results. She doesn't pussyfoot around."

Said Foley: "I have the philosophy: Don't tell me, 'I can't.' ... I don't know that word. Yes, you *can*."

She added that she thinks struggling students get tired of arguing and decide, "I'd better give in to this old lady."

One of Foley's regular students is Alex Childers, an 18-year-old Tigard resident with autism who has taken swimming

"I have the philosophy: Don't tell me, 'I can't.' ... I don't know that word. Yes, you can."

Gwen Foley
swim instructor

Please see **SWIMMING**, Page E2

Swimming

Continued from Page E1

lessons in Beaverton for 12 years.

"She is the reason he's actually swimming," said Alex's father, Dan Childers, one Sunday while Foley sent the teen up and down the lane using a variety of strokes. "It would be easy to just dog-paddle up and down the pool. She doesn't let him do that."

"She is the one who makes him do it," said his mother, Diana Childers. "She's very stern if she needs to be. She doesn't just play in the water. She gets him swimming."

Patapoff started the program now known as Specialized Aquatics at the park district's Aloha pool in 1980 and later moved it to the Beaverton pool, where she has been supervisor for nearly 30 years.

To start the program, she needed volunteers and quickly tapped Foley, whom she knew as a regular lap swimmer. Foley already was volunteering with Special

Olympics through Clipped Wings, an association she belongs to as a retired flight attendant. She also worked as a registered nurse at a pediatrician's office for many years, and some of her young patients had disabilities similar to her swimmers.

The swimming program started with eight participants and was held only on Sundays at the Aloha pool. Today, Specialized Aquatics classes occur every day of the week in Beaverton, with more than 100 people signed up for each session. The instructors include volunteers such as Foley and junior lifeguards (high school students), as well as paid staff members.

Foley said society does a better job with people who have disabilities today than when she was young. "Way back when, people weren't very kind to people with disabilities," she said. "I think people today are more accepting."

Foley first found her soft spot for kids with learning challenges many decades ago, when she traded child-care duties with a close friend who had an adopted

daughter who was developmentally disabled. The girl "was really dear to my heart," she said. "I guess that's where it comes from, and it's carried on from there."

Foley, who lives in Beaverton, worked full-time as a nurse until she was nearly 75 and continues to practice part-time at wellness clinics. She also gets paid for teaching a few Sunday group lessons at the Beaverton pool for children without developmental disabilities, in addition to her volunteer shifts for the Specialized Aquatics program.

She also fills her schedule in other ways with volunteer work for people with disabilities. She helps Patapoff coach a local swim team for Special Olympics, coaches two Special Dragons rowing teams for dragon boat races and cooks meals for adults with developmental disabilities who get services through Albertina Kerr Centers.

She said she gets far more out of volunteering than her pupils do. "It's so rewarding to see."

Eric Apalategui: eric.apalategui@comcast.net

THPRD to receive feedback on user fees and facilities at board meeting tonight



By [Nicole Friedman, The Oregonian](#)

on January 14, 2013 at 1:38 PM, updated January 22, 2013 at 5:19 PM

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The [Tualatin Hills Park & Recreation District](#) should immediately focus on maintaining facilities, fundraising and keeping user fees affordable, according to research that will be presented to the district's board of directors [at its 7 p.m. meeting tonight](#).

Colorado-based parks and recreation consultant [GreenPlay LLC](#) surveyed residents and held three public meetings to gather feedback for the district.

Maintaining and upgrading existing facilities should be a key priority for the district, according to the research. GreenPlay's research also shows that the district needs a new source of income, like a district-wide fundraising board.

Around half of district users think the program and facility fees are acceptable, according to GreenPlay's survey, but 52 percent of respondents said that a moderate fee increase would "somewhat" or "significantly" limit their participation in district activities.

Public awareness is also a weakness for the district. Around one-third of respondents listed "promotions and publicity of parks, trails and natural areas" as one of the district's top three areas in need of improvement.

GreenPlay's recommendations draw from the survey results and input from the district staff and board. GreenPlay will present its research results, along with its assessment of 102 district sites, to the board tonight.

The board will also vote on a \$378,000 contract with Portland-based [2KG Contractors](#) for seismic upgrades at the [Aloha Swim Center](#). The swim center will close Feb. 19 to May 19 while the upgrades are completed.

The construction will be paid for by the district's \$100 million bond measure. The whole project, which was budgeted to cost nearly \$414,000, is now estimated to cost nearly \$437,000. The cost will be offset by other bond projects that were cheaper than expected, according to a December staff report.

Also on the district's agenda tonight:

--Approval of a master plan for the Graf Meadows Trail in Bethany. The Graf Meadows Trail project would replace a homemade bridge that has been flooded in recent years and would be finished by summer 2014, according to a staff report. The project is expected to cost \$280,000, which would be \$20,000 under budget.

--Approval of a new reservoir and pump station near [Ridgewood View Park](#) in Beaverton to serve the [Tualatin Valley Water District](#).

The seven-million-gallon reservoir would replace two closed reservoirs in Ridgewood View Park and [Reservoir Park](#) that suffered structural failures.

--Creation of a new position, deputy director of planning. The director of planning, Hal Bergsma, will retire in spring 2014. The new position will allow Bergsma to train a successor before he retires, according to a staff report. The new position will be paid for by reallocations in the budget and will not cost extra money, according to the report.

--Appointment of Oak Hills resident Ezra Richards to a two-year term on the [Aquatics Advisory Committee](#).

--Selection of a new [Budget Committee](#) member. Seven people applied for the three-year position.

–[Nicole Friedman](#)

Go west, young hikers and bicyclists

Planned Westside Trail could stretch from north to south

By JOSEPH GALLIVAN
For Pamplin Media Group

At a bend in the Tualatin River in Tigard, Metro urban planner Robert Spurlock stands beneath overhead power lines a few blocks from King City. Looking north, the future Westside Trail is a glimmer in his eye.

"The main thing driving this is, people want places away from cars," Spurlock says. "A place where they can either go to work or school on their bike or go for a jog or a stroll after work or on the weekend."

Metro envisions a 24-mile, north-south walking and bicycling trail linking westside Portland and several westside suburbs.

The trail piggybacks on Beaverton's Westside Linear Park, previously called the Powerline Trail Corridor, a strip of grass shaved into the landscape for electrical transmission lines. The lines hanging from wooden poles belong to the Bonneville Power Administration, while the metal pylons hold Portland Gen-

eral Electric lines. The BPA's lines run from Oregon City to Portland's St John's neighborhood.

Part of the trail's potential appeal is continuity. By crossing U.S. Highway 26, it enables more workers at Nike and Intel to bike to work or use a combination of bike and MAX.

Learning from Minnesota

Finding long strips of undeveloped land is difficult in a mature American city. Spurlock cites the "gold standard" of urban trails, the Grand Rounds in Minneapolis.

That loop of walking trails was designed in the 1930s to link the many lakes and natural areas around the city.

"They had the foresight not just to plan it, but to find the money and build it," Spurlock says.

In a more leisurely manner here, with back hoes and cement pumps, a lattice of trails is beginning to overlay the arteries of suburbia.

"A lot of cities around the world are doing the best they can trying to play catch up," Spurlock says. "And we're doing pretty well here."

He cites the 2006 bond measure that allows Metro to buy up natural areas around Portland for recreation. "Metro raised

Find out more

- **Metro's vision for the Westside Trail:** oregonmetro.gov/index.cfm/go/by.web/id/40400
- **Grand Rounds National Scenic Byway in Minneapolis:** minneapolisparkeislands.org/grandrounds/home.htm

\$222 million and has been spending the money and buying some beautiful properties these last six years," Spurlock says. He estimates the full Westside Trail could be complete in 10 years, but 20 is more realistic.

Volunteers have counted traffic on the existing part of the Westside Trail at the intersection with Farmington Road eight times in four years, Spurlock says. They estimate that 200 people per day use the trail. By contrast, the Springwater Trail now has an average of 3,000 daily users. That trail starts near OMSI and heads south along the Willamette River to Sellwood, then all the way east to Boring in Clackamas County.

Boosts home values

Like microbreweries and farmers markets, trails are one of the buzzwords used in making a neighborhood seem more natural and livable.

According to Spurlock, property values usually increase around trails, and they are well-policed by the locals.

"Some people whose homes would back on to the trail fear they will attract homeless people and crime. When that turns out not to be the case," he says, "they become some of the biggest proponents of trails."

Anita Singh Cardoso of the Hasson Co. is a real estate broker specializing in Westside properties. She rides her bike on the Westside Trail and lives in Beaverton near a proposed section.

"A green space or a bike path immediately puts nearby homes at the top of the market," she says. "A trail always adds desirability and desirability equates to dollars."



The Westside Trail builds on existing Tualatin Hills Park & Recreation District trails in Beaverton. A northward extension would cross the Sunset Highway into Bethany, bisect Portland's Forest Park and end at the Willamette River. A southbound extension would head through Tigard and King City, ending up at the Tualatin River.

Go everywhere by bike, on foot

The Westside Trail is one of a series of trails that Metro and other entities are working on. Its southern terminus is projected to eventually connect, via a bridge over the Tualatin River, to the planned Ice Age Tonquin Trail. One leg of the Tonquin Trail will head up through Tualatin to connect to the Fanno Creek Trail, with another leg going through Sherwood and linking back to the Tualatin River. Finally, a main southbound leg heads to Wilsonville, and from there, planners hope, connects to a future trail to Champoug State Park near Aurora.

Not all welcome it

Just north of Highway 26, some members of the Oak Hills Home Owners Association don't want the trail running through their private property.

They suggest rerouting the Westside Trail a mile west where the Waterhouse Trail (or Linear Park) already exists.

Kevin O'Connor lives in unincorporated Washington County (like 100,000 other people) and is in a Citizens Participation Organization. He's an advocate for the trail, and is a recreational biker ("willing but cautious") who would like to see it completed all the way to Marion County. He especially would use a north-south link across the Sunset Highway.

"At the open house meetings," O'Connor says, "people fall into three camps: The Wants, the Don't Wants In Their Back Yard and the Curious. Sometimes people need to do things for the greater good, but you can't tell anybody that."

For now it's important to keep a slow process moving forward, he says.

"Hopefully, the gaps will get filled, and we'll get a regional trail in 10 years, not 20 years."

Singh Cardoso always lists the "Walk Score" of Portland property listings, something Beaverton does not have. She hopes the trail might help Beaverton catch up in walkability.

As for the power lines, they are a hard sell, for their alleged negative health effects.

"But maybe with a trail under them, they're not so bad," she says.

(A harder sell is having a large, steel pylon behind your house — they're ugly.)

If you stand on Bull Mountain at the intersection of Southwest Nahcotta Drive, Sandridge Drive and Mistletoe Drive in Tigard, you can look north and see where the work lies.

The Westside Trail is currently in the master planning phase. If the land were flat, it could go straight to the design phase, then construction. But at steep grades, such as Bull Mountain,

the walking path will need lots of switchbacks and the zooming bikes will be diverted to surface streets. There are also many road crossings to negotiate.

Funding is most of the battle. At \$1 million a mile, Metro takes the glass-half-full view that trails are cheaper than highways and need far less maintenance. Various small cities chip in for their sections, as does the Tualatin Hills Park & Recreation District. Multiple grants are written to the federal government, the Oregon Department of Transportation and nonprofits. Spurlock's team is working on a grant to build a river footbridge in King City to link to the Tualatin River National Wildlife Refuge and the proposed Tonquin Trail.

The BPA owns one side of the strip and officials don't mind having the trail on their land, so long as the trails are well maintained and their trucks have access.

Beaverton's Evelyn M. Schiffler Memorial Park to reopen tomorrow after 10-month renovation



By [Nicole Friedman, The Oregonian](#)

on January 17, 2013 at 5:06 PM, updated January 22, 2013 at 5:19 PM

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[View full size](#) Molly Boyle, 13, (left) handled props, and

Victoria White, 9, played the part of a raccoon in Wednesday's play, "Shiny Things," at Schiffler Park in Beaverton in 2011. The park will reopen this month after a 10-month renovation. Dominique Fong/The Oregonian

Correction appended.

[Evelyn M. Schiffler Memorial Park](#) in Beaverton will open tomorrow after a 10-month closure, the [Tualatin Hills Park & Recreation District](#) announced today.

The park will feature the district's second skate spot, as well as community gardens, a basketball court, play equipment and a two-acre wetland area.

Schiffler is the first community park to be redeveloped with money from the district's \$100 million bond measure. The project's total cost was \$2.97 million, well under its initial \$3.67 million budget, according to a November bond report.

"We are pleased with the results at Schiffler," said district spokesman Bob Wayt.

Starting tomorrow, the park [west of Southwest Erickson Avenue and north of Southwest Bonnie Brae Street](#) will be open dawn until dusk.

Correction: A previous version of this article misstated the projected and budgeted costs of the Schiffler Park renovation.

—[Nicole Friedman](#)

Park district scooping up land for projects

By **NICOLE FRIEDMAN**
THE OREGONIAN

BEAVERTON — The Tualatin Hills Park & Recreation District bought nearly 40 acres of land in December at a total cost of \$4.58 million.

And at its meeting Monday night, the district's board of directors approved two land acquisitions in the southwest corner of the district. The first — an intergovernmental agreement to purchase three acres by Mountain View Middle School in Aloha — was also approved by the Beaverton School District on Monday.

The five land purchases completed last month include three future neighborhood parks — one at Northwest Thompson and Saltzman roads in Bonny Slope, one at Southwest Beaver Court and 174th Avenue in Aloha, and one at Southwest Miller Hill Road south of Georgene Court in Aloha.

The other two purchases include a 22-acre natural area in Bethany and a 2.2-acre expansion of the Lilly K. Johnson Woods Natural Area.

All of the land was purchased with money from the district's \$100 million bond measure in 2008. A grant from Metro, the regional planning agency, contributed \$150,000 toward the cost of one property.

Earlier in 2012, the district bought three additional properties: another expansion of the Lilly K. Johnson Woods Natural Area; a future neighborhood park in the West Slope area of Beaverton; and a future community park at Northwest Kaiser and Brugger roads in Bethany.

These land acquisitions come as the district is evaluating its services and updating its comprehensive plan.

Land

Continued from Page E1

According to a presentation given by consultant GreenPlay LLC at Monday's meeting, 75 percent of the district's residents have access to park and recreation services within walking distance.

But those residents who have limited walking-distance

access to the district also have a lower median income by nearly \$10,000 annually.

GreenPlay's recommendations to the district include ensuring affordability, maintaining its facilities and improving public outreach.

The district also announced Monday that Evelyn M. Schiffler Park in Beaverton will reopen this month after a 10-month renovation. The project is expected to cost nearly \$3 million, well under its

budget of almost \$3.7 million.

The 10-acre park now includes picnic shelters, a basketball court and skate spot, play equipment and a two-acre wetland area.

Two new sections of the Rock Creek Trail will also open this month, along with a neighborhood trail in Bluffs Park in Bonny Slope. Both projects are over budget, according to the district's November capital projects report.

The park renovation and

trails were paid for by the bond measure.

The district says it has completed 48 bond projects since 2009.

Also at Monday's meeting, the board selected West Haven-Sylvan resident Stephen Pearson from a group of seven applicants to serve a three-year term on the budget committee.

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Tualatin Hills Park & Recreation District expects to finish these bond projects this year:

Evelyn M. Schiffler Park

Location: Beaverton
Projected cost: \$2.97 million
Budgeted cost: \$3.67 million
Finish date: January

Two segments of Rock Creek Trail

Location: Rock Creek
Projected cost: \$2.52 million*
Budgeted cost: \$2.33 million*
Finish date: January

* Included cost of another trail segment in North Bethany

Bluffs Park trail

Location: Bonny Slope
Projected cost: \$381,000
Budgeted cost: \$272,000
Finish date: January

Trail connecting Jackie Husen Park to Jordan Woods Natural Area

Location: Cedar Mill
Projected cost: \$1.34 million
Budgeted cost: \$1.69 million
Finish date: February

Phase I of Paul & Verna Winkelman Park development

Location: Aloha
Projected cost: \$953,000
Budgeted cost: \$549,000
Finish date: Dog park in summer, athletic field in fall

Three new segments of the Westside Trail

Location: Beaverton
Projected cost: \$3.68 million
Budgeted cost: \$4.34 million
Finish date: Summer

Restoration of Crystal Creek Park

Location: Bethany
Projected cost: \$190,000*

Budgeted cost: \$209,000

Finish date: 2013

*\$100,000 provided by Clean Water Services

Restoration of natural areas and new trails at Jenkins Estate

Location: Aloha
Projected cost: \$127,000
Budgeted cost: \$157,000
Finish date: 2013

Barsotti Park

Location: Aloha
Projected cost: \$1.25 million
Budgeted cost: \$1.31 million
Finish date: Fall

Redevelopment of Hansen Ridge Park

Location: Bethany
Projected cost: \$709,000
Budgeted cost: \$785,000
Finish date: Fall

A.M. Kennedy Park

Location: Beaverton
Projected cost: \$1.54 million

Budgeted cost: \$1.33 million

Finish date: 2013

Renovations at Vista Brook Park

Location: Raleigh Hills
Projected cost: \$629,000
Budgeted cost: \$534,000
Finish date: End of 2013

Renovations at Pioneer Park

Location: Beaverton
Projected cost: \$594,000
Budgeted cost: \$565,000
Finish date: End of 2013

Roy Dancer Park

Location: Beaverton
Projected cost: \$705,000
Budgeted cost: \$786,000
Finish date: End of 2013

Trail expansion at Lowami Hart Woods

Location: Beaverton
Projected cost: \$1.15 million
Budgeted cost: \$877,000
Finish date: Winter 2013-14

Schiffler Park makeover impresses visitors on opening day

Park district's new skateboard spot passes shredders' test

By SHANNON O. WELLS
The Times

For Clancy Gassner, it's been tough to see the brand-new skateboard park at Evelyn M. Schiffler Memorial Park from the street and know it wasn't officially open for use.

Yet somehow, the 19-year-old Beaverton High School graduate avoided the temptation that some other skaters couldn't resist.

"I've been driving by and checking up on it," he noted. "I saw some people skating on it. But they've been doing a good job of keeping people out."

Until Friday that is.

As fortune would have it, Gassner checked on the status of the park, which was closed for renovations since March, on the Tualatin Hills Park and Recreation District website just the day before. He was pleasantly surprised to learn it would open the next day.

Gassner joined 15 or so skaters who brought their boards to

break in the spot, many of whom were wearing short-sleeved shirts on the brisk but sunny Friday afternoon.

"I was pretty stoked," Gassner admitted during a boarding breather. "I said, 'I'm gonna be there tomorrow!'"

The park district reopened the 10.25-acre park — accessed through Southwest Erickson and Bonnie Brae drives and Berthold Street — on Friday with no fanfare, but much rejoicing among the skateboard crowd, not to mention many neighbors and outdoor lovers who have greatly missed the park's beauty and features.

"No grand opening or dedication is scheduled, but we will do an event in spring or summer," said Bob Wayt, park district spokesman. "For now, the barriers will be removed, and users will be free to take advantage of the park's amenities."

After its 10-month, \$3.65 million makeover, funded by the \$100 million park district bond measure voters approved in 2008, those include 252 feet of boardwalk; a 20-plot community garden area; a 250-foot boardwalk leading through a 2.4-acre wetland area; two wooden pavilions — one 40-feet in diameter and



TIMES PHOTO: JONATHAN HOUSE

Skateboarders enjoy the new skate park during the reopening day at Evelyn M. Schiffler Memorial Park. Right, Mackenzie Wood enjoys the new play structure at the park.

another 20 feet; two half-court basketball hoops, including an 8-foot hoop for kids; two playground areas with new equipment on natural surfaces and textures; a memorial garden area; and additional parking off the side streets.

"Reopening is significant for

us because it marks completion ... of the first community park redevelopment funded by the bond measure," Wayt noted of the 10-to-25-acre park designation. "We are pleased with the results at Schiffler."

So is Melissa Riley, a nearby resident who visited Friday with



her 3-year-old daughter Isabelle. She admitted, however, that the park's nine-month closure "feels like it was longer. I've been waiting for the fences to come down."

Now that it's open for non-business?

"It's fabulous. The skatepark is really fun," she said. "It's great to see all these people out here. The playground is a huge improvement. There's a great area where little and big kids can play together."

She's particularly impressed with the boardwalk, which includes three, triangle-shaped decks, and the wetlands enhancement. Several log "snags" are designed to appeal to waterfowl and other wildlife.

"It used to be a bunch of over-

grown grass," Riley observed. "To have this as a nature preservation area is pretty special."

Designed by Dreamland of Portland, the elaborately contoured "skate spot" — complete with banks, rails and stairs for all manner of board shredding — is the district's first outside of its main Howard M. Terpenning Recreation Complex at 158th Avenue and Walker Road.

A skateboarder for about eight years, Dan Pitre, 27, came from Northeast Portland to check out the new spot.

"This is pretty sick," he said. "It's a fun park. It's nice to change it up. A lot of my friends are moving (to the Westside) just for the skateboarding."

Visiting Schiffler with her daughter Amelia, 12, and 2-year-old son Justin, Shondell Odegaard said her family has been chomping at the bit to get back to the neighborhood oasis.

"It's a nice park. The district made some good choices here," she said. "I think they've done a good job."

A long, winding path to extend a street

Kenny Terrace will go straight through as a Cedar Mill farm will become a park

By **NICOLE FRIEDMAN**
THE OREGONIAN

A long-anticipated road extension will be completed when a family farm across from Findley Elementary School becomes a Cedar Mill neighborhood park.

The Tualatin Hills Park & Recreation District purchased two properties totaling 6.85 acres at the southwest corner of Northwest Thompson and Saltzman roads for \$1.95 million in December.

The district eventually will convert the site into a neigh-

borhood park, although it has not set money aside for the multimillion-dollar project, said Hal Bergsma, director of planning for the district.

The sale marks a turning point, however, for Northwest Kenny Terrace.

The street runs along the Willow Creek Heights subdivision west of the Thompson and Saltzman intersection but stops at the edge of the recently purchased property. Once completed, the road will create a shortcut from one section of Thompson Road to another, diverting some traffic.

For years, the property owners, Laurence and Leah Lehman, refused to allow the county to complete the road.

The issue came to a head

in 2000, when the county attempted to straighten the crooked intersection at Saltzman and Thompson to improve safety, a project requiring the Lehmans' cooperation.

After years of negotiation, the Lehmans allowed the county to use six-tenths of an acre of their land to straighten the intersection in 2003. But other improvements, including the completion of Kenny Road, would have to wait.

"If we would have gone through with the full connection, it would have had a significant impact to the property owner," said Matt Costigan, project manager for the county's Capital Project Management division, who oversaw the 2003 project.

Laurence Lehman died in March at age 91, and his family sold the property to the district.

The county could extend Kenny Road at any time, though it is not required to do so until the property is developed.

"It's not like old Thompson Road's going to go away, but the traffic on it would be rerouted," Costigan said.

Lehman's son, Larry, continues to live on one of the properties, and he will lease his home from the district for the next six months, Bergsma said.

After Larry Lehman moves, his house will probably be demolished, Bergsma said.

But the Lehman family home on the larger property

will be preserved and available for rent, he said. The Lehmans moved the house from Northwest Walker Road to their property after they married during World War II, according to the Cedar Mill News.

The district could also earn revenue from a cell tower on the site, Bergsma said.

Laurence Lehman moved onto the property when he was 11, according to The Oregonian archives.

The Lehmans raised cows, pigs and other animals, even as the neighborhood around them grew denser and more developed.

"We've definitely enjoyed having the farm next to us," said Jan White, outgoing president of the Willow Creek

Heights Homeowners Association. "If they could earmark that as a historical home, that would be my wish."

The homeowners' association is excited about the future park, White said.

The property's neighbors "were very appreciative of the Lehmans for the way that they've been able to leave a legacy here" by selling the property to the district, he said.

But the future park is not on the district's priority list — especially because many neighbors of the property have been annexed into the district, Bergsma said.

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Oregonian, February 2, 2013

Correction

The future neighborhood park at Northwest Saltzman and Thompson roads is not a priority for the Tualatin Hills Park & Recreation District because many of the property's neighbors have not been annexed into the district. An article in the Jan. 26 Washington County Community News section incorrectly characterized the neighbors' status.

The Oregonian corrects significant errors of fact. If you see an error in the newspaper, please email publiceditor@oregonian.com or call 503-221-8221.