



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

**Board of Directors Regular Meeting**  
**April 6, 2009**  
**6:00 p.m. Executive Session; 7:00 p.m. Regular Meeting**  
**HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room**  
**15707 SW Walker Road, Beaverton**

**AGENDA**

- 6:00 PM 1. Executive Session \*  
    A. Legal  
    B. Land
- 7:00 PM 2. Call Regular Meeting to Order
- 7:05 PM 3. Action Resulting from Executive Session
- 7:10 PM 4. Audience Time\*\*
- 7:15 PM 5. Board Time
- 7:20 PM 6. Consent Agenda\*\*\*  
    A. Approve: Minutes of March 2, 2009 Regular Meeting  
    B. Approve: Monthly Bills  
    C. Approve: Monthly Financial Statement  
    D. Appoint: Cedar Hills Recreation Center Advisory Committee Member  
    E. Approve: Proclamation of National Aquatic Month  
    F. Approve: Fanno Creek Trail Intergovernmental Agreement  
    G. Award: Asphalt Pathway Paving Contract
- 7:25 PM 7. Unfinished Business  
    A. Update: 2008 Bond Measure  
    B. Approve: Signage Master Plan  
    C. Approve: District Compiled Policies  
    D. Information: General Manager's Report
- 8:30 PM 8. New Business  
    A. *Nothing Scheduled*
- 8:30 PM 9. Adjourn

**\*Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park and Recreation District. **\*\* Audience Time:** If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, 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 American 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 two business days prior to the meeting.



## MEMO

**DATE:** April 1, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** Information Regarding the April 6, 2009 Board of Directors Meeting

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

Attached please find Consent Agenda items #6A-G for your review and approval.

- Action Requested: Approve Consent Agenda Items #6A-G as submitted:**
- A. Approve: Minutes of March 2, 2009 Regular Meeting**
  - B. Approve: Monthly Bills**
  - C. Approve: Monthly Financial Statement**
  - D. Appoint: Cedar Hills Recreation Center Advisory Committee Member**
  - E. Approve: Proclamation of National Aquatic Month**
  - F. Approve: Fanno Creek Trail Intergovernmental Agreement**
  - G. Award: Asphalt Pathway Paving Contract**

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

#### **A. 2008 Bond Measure**

Attached please find a memo from Hal Bergsma, Director of Planning, and Keith Hobson, Director of Business & Facilities, providing an update regarding recent activities centered around the 2008 Bond Measure. Hal and Cathy Brucker, Finance Manager, will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

**Action Requested: No action requested. Board information only.**

#### **B. Signage Master Plan**

Attached please find a memo from Hal Bergsma, Director of Planning, providing an update regarding the Signage Master Plan project that will establish exterior signage design standards by creating a standards manual, which will improve sign system maintenance and management. Hal, along with Jason West, Principal with Designwest, the project consultant, will be at your meeting to answer any questions the Board may have.

**Action Requested: Board of Directors discussion and feedback on the Final Draft of the Signage Master Plan. If the Board has comments and/or requests revisions to be made, staff and the consultant would like to hear those recommendations, so they can be incorporated into the final documents and brought back for Board approval at the May 4, 2009 Regular Board Meeting.**

**If the Board is satisfied with the Final Draft of the Signage Master Plan as presented, staff seeks the following Board action:**

1. **Board of Directors approval of the Signage Master Plan; and**
2. **Board of Directors direction to staff and the consultant to revise the Final Draft document format to create the approved Final Signage Master Plan document.**

**C. District Compiled Policies**

Attached please find a memo from myself reporting that Tom Sponsler with Beery, Elsner & Hammond, LLP, the Park District's legal counsel, will be at your meeting to provide an overview of his memo and attachments pertaining to a reorganization of the Board of Directors' policies.

**Action Requested: Board of Directors approval of Resolution 2009-06 - Approving District Compiled Policies Chapters One Through Six, as Revisions of Previously Adopted Board Policies.**

**D. General Manager's Report**

Attached please find the General Manager's Report for the April 6, 2009 Regular meeting.

**Other Packet Enclosures**

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



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, March 2, 2009, at 7:00 p.m.

Present:

Larry Pelatt	President/Director
Bob Scott	Secretary/Director
William Kanable <i>(via telephone)</i>	Secretary Pro-Tempore/Director
John Griffiths	Director
Doug Menke	General Manager

Absent:

Joseph Blowers	Director
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**Agenda Item #1 – Call Regular Meeting to Order**

President, Larry Pelatt, called the Regular Meeting to order at 7:00 p.m.

**Agenda Item #2 – Audience Time**

*There was no testimony during Audience Time.*

**Agenda Item #3 – Board Time**

*There were no comments during Board Time.*

**Agenda Item #4 – Consent Agenda**

**Bob Scott moved the Board of Directors approve Consent Agenda items (A) Minutes of February 2, 2009 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Tualatin Hills Nature Park Advisory Committee Members, (E) Resolution Authorizing Application for Local Government Grant Program, (F) Short-form Investment Policy per ORS 294.135, and (G) Sunset Swim Center Air Circulation Tunnel Repair Contract. John Griffiths seconded the motion. Roll call proceeded as follows:**

<b>Bill Kanable</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #5 – Unfinished Business**

**A. Resolution Amending Establishment of the Parks Bond Citizen Oversight Committee**

Doug Menke, General Manager, provided a brief overview of the memo included within the Board of Directors information packet, noting that at the February 2, 2009 Regular Board

meeting, the Board of Directors discussed appointment of the Parks Bond Citizen Oversight Committee and expressed an interest in increasing the maximum size of the Committee authorized by the resolution establishing the Committee adopted by the Board at the December 8, 2008 Regular Board meeting. An amended resolution is being presented to the Board for consideration this evening to increase the Committee size to a maximum of twelve members, as well as adjusting the Committee member terms to six one-year terms and six two-year terms, and creating three ex-officio members of the Committee. Doug offered to answer any questions the Board of Directors may have.

**Bob Scott moved the Board of Directors approve the resolution to amend the establishment of the THPRD Parks Bond Citizen Oversight Committee. John Griffiths seconded the motion. Roll call proceeded as follows:**

<b>Bill Kanable</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**B. Parks Bond Citizen Oversight Committee Members**

Doug Menke, General Manager, noted that the Park District received 27 applications requesting appointment to the Parks Bond Citizen Oversight Committee. At the January 12, 2009 Regular Board meeting, Board members Joe Blowers and Bill Kanable agreed to serve on a screening committee to review the applications to recommend the top candidates to fill the Committee and at the February 2, 2009 Regular Board meeting, Joe and Bill provided an update to the full Board as to their review process. In addition, staff requested, and the Board approved, appointment of three ex-officio members to the Committee: Keith Hobson, Director of Business & Facilities, Hal Bergsma, Director of Planning, and one Board member (to be determined). Doug noted that the action requested from the Board this evening is appointment of the Parks Bond Citizen Oversight Committee, noting which appointees are selected to receive one or two-year terms, as well as the designation of one Board member to serve as an ex-officio member.

A handout was provided to the Board listing the preferred applicants for appointment as discussed by the Board during the February 2, 2009 Regular Board meeting as follows:

- o Rob Massar
- o Marc San Soucie
- o Barbara Wilson
- o Dan Plaza
- o Deanna Mueller-Crispin
- o Fred Meyer
- o Lauren Danahy
- o Spence Benfield
- o Winslow Brooks
- o Brett Hayes
- o Ken Boire
- o Paul Waldram

A copy of the list was entered into the record.

President, Larry Pelatt, asked how the Board would prefer to assign terms for the proposed Committee members.

- ✓ Doug noted that Ken Boire had expressed an interest in a one-year term.

Bill Kanable suggested to simply split the list in half and assign the term limits accordingly.

- ✓ Bob Scott expressed agreement with this suggestion.

John Griffiths suggested assigning the first six applicants listed on the handout as two-year terms and that the last six applicants listed be assigned one-year terms.

- ✓ The Board expressed agreement with this suggestion.

Bob Scott volunteered to serve as the Board member ex-officio member to the Parks Bond Citizen Oversight Committee.

**Bob Scott moved the Board of Directors appoint the Parks Bond Citizen Oversight Committee, noting the first six applicants listed as two-year terms and the second six applicants listed as one-year terms and, in addition, the designation of Bob Scott to serve as the ex-officio member.**

*Discussion followed:*

John noted that Spence Benfield is in attendance this evening and asked what term he would prefer.

- ✓ Spence replied that either term is acceptable.

Larry asked whether the motion should list the applicants by name.

- ✓ Doug confirmed this.

**Bob Scott amended his motion to state that the Board of Directors appoint the Parks Bond Citizen Oversight Committee, the following people for two-year terms: Rob Massar, Marc San Soucie, Barbara Wilson, Dan Plaza, Deanna Mueller-Crispin, and Fred Meyer and for one-year terms: Lauren Danahy, Spence Benfield, Winslow Brooks, Brett Hayes, Ken Boire, and Paul Waldram. In addition, designate Bob Scott as the Board member to serve as an ex-officio member and two staff members as determined by the General Manager. John Griffiths seconded the motion. Roll call proceeded as follows:**

<b>Bill Kanable</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

### **C. 2008 Bond Measure**

Doug Menke, General Manager, introduced Keith Hobson, Director of Business & Facilities, Bob Wayt, Director of Communications & Development, and Hal Bergsma, Director of Planning, to provide an overview of the memo included within the Board of Directors information packet.

Keith Hobson, Director of Business & Facilities, provided a detailed overview of the memo section regarding the Bond Debt Repayment Structure, noting that at the February 2, 2009 Regular Board meeting, staff discussed options for the debt repayment structure given a projected interest rate that results in a lower than anticipated tax rate on the bond levy. The two options discussed were applying the savings to lower the tax rate versus applying the savings to shortening the debt repayment term. He noted that based on the results of an analysis by the Park District's financial advisors, Seattle NW, staff recommends applying the interest savings to lower the bond levy tax rate, noting that given the current economic conditions, staff believes that keeping the tax rate lower in the near future should be a higher priority than retiring the debt early at some point in the future.

*It was the consensus of the Board of Directors to accept the staff recommendation of option 1, applying the interest savings to lower the bond levy tax rate, as noted within the Board of Directors information packet.*

Keith introduced Javier Fernandez, Vice-President of Seattle NW, who provided a detailed overview of the current market for issuing the bonds and the status of the bond issuance process via a PowerPoint presentation, a copy of which was entered into the record. Javier offered to answer any questions the Board of Directors may have.

John Griffiths asked what risks are associated with deflation.

- ✓ Javier replied that deflation indicates a lack of productivity. With deflation, as prices go down, companies are not able to recoup the cost of producing those goods, which in turn shrinks the economy.

John asked whether the Park District has a window in which to issue the bonds if interest rates spike.

- ✓ Keith replied that if interest rates rise to the point of exceeding the tax projected with the bond materials, the Park District would need to make a choice of whether to go ahead with the issuance knowing that it is going to exceed the projections or wait. Staff's hope is that the Park District is still within a window of opportunity, barring a major upswing, for an issuance that meets the tax rate obligations.

Bob Scott asked whether there should be concern with splitting the issue into two pieces.

- ✓ Keith replied that there is no choice, as the Park District could not realistically expend the entire bond amount in three years. In addition, there will be some flexibility as to when the second issue is issued. A concern is that if the Park District decides to hold on the first issuance, that could delay the start of the bond projects for two to three years while the market recovers.

Larry Pelatt asked if there has been any correlation drawn between times similar to today when the stock market has been highly volatile in relation to when the bond market will settle back down and begin to recover.

- ✓ Javier described how any correlation is incredibly difficult even in normal markets, let alone a market such as the current.
- ✓ Keith noted that another option as noted within the resolution is that if the competitive sale does not yield bids that will meet the criteria, the Park District has the option to attempt to go through a negotiated sale.

Bob Wayt, Director of Communications & Development, provided a brief overview of the memo section regarding the Bond Program Communications Plan, noting that a plan has been developed and that the primary tool used will be the Park District website as it is flexible and can be updated quickly at little, if any, cost. Staff will also use Park District publications, presentations to key community groups at milestone dates, on-site displays and signage, special mailings, proactive work with the news media, and other tools. Bob offered to answer any questions the Board may have.

- ✓ Hearing none, Bob introduced Hal to continue the staff report.

Hal Bergsma, Director of Planning, provided a detailed overview of the memo section regarding the Park District's design process, noting that with the passage of the bond measure, numerous park, trail and facility designs will need to be prepared and adopted, including plans for six new and five redeveloped neighborhood parks, one new and two redeveloped community parks, seven new trail/linear parks, and four building expansions. The design processes needed for these projects are scheduled to occur within the next four years, with most to occur within the next two years. Due to this significant increase in park design, staff is proposing a new approach that would expedite the process while assuring adequate public and Board involvement. Hal provided a detailed overview of the process as described within the memo, noting that staff is requesting Board consensus on the process as outlined, and offered to answer any questions the Board may have.

Bob Scott asked how "substantial change" would be defined as noted within the memo.

- ✓ Doug provided an example of siting an athletic field with lights, noting that if there is public controversy about the field being lit, the issue would be brought to the Board.
- ✓ Hal noted that a design change that would result in bringing additional traffic to a facility would also be considered substantial.

Larry commented that the proposal is viable at this time due to the positive relationship between the Board and staff and expressed concern that if at some point in the future, that relationship is not as healthy, that the Board may have lost some amount of control.

- ✓ Doug replied that if at any point the Board is concerned that staff is moving too fast, it is only a matter of open communication and the process can be slowed down. Staff's intent is to do a very good job on the front end of the planning process so there are less issues down the road. There would inevitably be trigger points where a plan designed in the bond program is not agreeable to particular neighborhoods, which it would then be brought back before the Board for clarification.

Larry noted that if the public is involved throughout the entire process, there should not be many such cases.

*It was the consensus of the Board to move forward with the design process as outlined.*

#### **D. Resolution Regarding A&E Consultants of Record and Transfer of Authority for Bond Projects**

Steve Gulgren, Superintendent of Planning & Development, provided a detailed overview of the memo included within the Board of Directors information packet, noting that staff is requesting Board approval of a Consultants of Record roster pre-qualifying Architectural



and Engineering (A&E) Professional Service Teams for entering into professional service contracts over time for multiple Bond Program projects. In addition, staff is requesting approval of the resolution transferring authority for A&E contracts to the General Manager. Steve described the extensive review and scoring process of the 110 proposals received in response to the Request for Proposals, noting that the result is a roster of project teams in five categories as included within the Board of Directors information packet. Steve noted that the roster, as well as the transfer of authority for awarding consultant contracts, will reduce project times, and offered to answer any questions the Board may have.

President, Larry Pelatt, asked if the transfer of authority being requested is intended for bond projects only or on a continuing basis for all projects.

- ✓ Doug Menke, General Manager, replied that the resolution is tied to the anticipated bond funded improvements. In addition, System Development Charge funds and other funds are so limited at this point that there would not be an A&E contract of over \$100,000 anytime soon.
- ✓ Keith Hobson, Director of Business & Facilities, confirmed that the resolution does restrict the authorization only to the A&E contractors that are on the preapproved list and that the A&E contractors are specific to the bond projects.

Larry asked for confirmation that this transfer authority would not pertain to SDC projects.

- ✓ Doug confirmed this, noting that it is specific to bond projects.

Bob Scott asked if there was any consideration given to putting a cap on the transfer authority.

- ✓ Doug replied that the transfer authority could be capped if that is the desire of the Board.

Bob expressed concern that there is no upper limit, noting that the larger projects would not be moving very quickly anyway.

- ✓ Larry noted that the larger projects would be in front of the Board often via the review process and he believes the Board would have as many opportunities for involvement as it desires.
- ✓ Doug noted that the transfer authority is only for selecting the consultants that will do the master planning process. Using the Conestoga Recreation & Aquatic Center building expansion as an example of a large project, the A&E contract will be approximately 20% of the total \$5 million budget for that project.
- ✓ Steve noted that for large projects such as Conestoga, staff will go through an extra screening process for the A&E consultants as detailed within the memo.
- ✓ Larry stated that it is important to keep in mind that just because there is a prequalified list does not limit the Park District to using only those firms on the list.

Bob agreed, noting that there probably would not be too much of a differential between the \$100,000 floor and any cap the Board determined.

John Griffiths asked how much is anticipated to be spent on A&E contracts throughout the bond program.

- ✓ Doug replied that it would be approximately 15-20% of the entire bond program, excluding the land acquisition funds and administrative fees.
- ✓ Larry noted that it would be approximately 15-20% of \$60 million, so approximately \$12 million.

John asked whether this includes general contracting as well.

- ✓ Doug replied no, A&E only. The construction contracts will come back to the Board for approval.

John asked what the biggest project will be.

- ✓ Doug replied that it will depend on how the other projects are packaged, but will probably be Conestoga.
- ✓ Steve replied that there would be four or five projects with total project budgets of between \$4-5 million.

John asked for confirmation that \$12 million of the bond measure could be awarded without the Board seeing the contracts.

- ✓ Doug confirmed this, noting for consultant work only.

Bill Kanable commented that he could agree with the transfer authority as long as the Board received information as the contracts are being awarded so that the Board could review and comment on the information.

John asked how many A&E contracts are expected for the entire bond program.

- ✓ Steve replied that it would depend on how the projects are packaged.

John asked how the project timeline would be affected if the Board were to review all of the A&E contracts rather than adopting the transfer authority.

- ✓ Doug replied that it would most likely delay the projects a few months.
- ✓ Larry expressed agreement, noting that the Board only meets once per month and that any questions that require further research could delay the project even longer.

John asked how the Board would be kept informed as to the contracts being awarded.

- ✓ Doug replied that staff could provide a schedule of what contracts staff is anticipating awarding and if the Board wishes to review one or more of those contracts in detail, it is the Board's right to do so.

John expressed agreement with this suggestion, noting that he would like to see a forecast of the contracts proposed for award from which the Board could select specific contracts to review, but otherwise staff could move forward.

- ✓ Bob and Bill expressed agreement with this suggestion.

Bob asked whether other agencies have used a pre-qualification process.

- ✓ Steve confirmed this, noting that it was modeled from another agency's process.
- ✓ Doug noted that Vancouver Parks & Recreation followed this process as well. He noted that the RFP review process was substantial and an open and public process.

**Bob Scott moved the Board of Directors approve the recommended Consultants of Record roster as depicted on the scoring sheets for each of the five Bond Program categories as advertised in the Consultants of Record/Request for Proposals and approve Resolution 2009-05 authorizing the General Manager to award certain contracts without further Board approval, but providing the Board with an advanced listing of upcoming contracts for review.**

**John Griffiths requested that "with the Board able to call out a contract for further review by the Board" be added to the end of the motion on the floor.**

**Bob Scott agreed to the amendment. John Griffiths seconded the amended motion. Roll call proceeded as follows:**

<b>Bill Kanable</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**D. 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:

- Metropolitan Transportation Improvement Program Grant
- Connecting Green Alliance
- Elsie Stuhr Center's 34<sup>th</sup> Birthday
- No Child Left Inside Legislation

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

John Griffiths asked for an update regarding any efforts the Park District has made seeking federal stimulus funding.

- ✓ Doug replied that Washington County Commissioner Dick Schouten has been helpful to the Park District as he has contacts with several critical committees. The Park District is currently on the 150% funding list for one of Metro's reviews and Commissioner Schouten is also working with another group to see if there is any consideration for slowing the process as there appears to be limited equity on the westside in terms of funding. The hope is that there would be more balance across the greater metro area if additional review were to occur.

**Agenda Item #6 – New Business**

**A. Cooper Mountain Nature Park Intergovernmental Agreement**

Jim McElhinny, Director of Park & Recreational Services, introduced Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, and Terry Dresler, Director of Parks & Environmental Services for Metro, to provide an overview of the memo included within the Board of Directors information packet regarding a proposed Intergovernmental Agreement with Metro for the operation of Cooper Mountain Nature Park, a 230-acre natural area purchased by Metro using 1995 bond measure funds.

Bruce provided a detailed overview of the Cooper Mountain Nature Park Intergovernmental Agreement, including the Concept Plan for the site, via a PowerPoint presentation. A copy of the PowerPoint presentation was entered into the record. Bruce noted that the action requested of the Board of Directors this evening is approval of the Cooper Mountain Nature Park Intergovernmental Agreement, including hiring of the positions referenced, and direction to the General Manager, or his designee, to execute the agreement. Bruce offered to answer any questions the Board may have.

John Griffiths asked for the status of the privately owned properties that are now surrounded by the Cooper Mountain Nature Park as well as properties to the south.

- ✓ Terry replied that the properties pose challenges to completing some of the trails and that there is still interest in acquiring the properties, but little progress has been made.

John asked how the signage is going to indicate management of the property.

- ✓ Bruce replied that the signage will have both logos.

Bob Scott asked whether the Park District could change the budget for the site if necessary at the end of the five-year reimbursement period.

- ✓ Terry confirmed this, noting that a 3% inflator has been included for each year. She stated that this is a true partnership and Metro is open to discussing and possibly adjusting the budget if there are any unforeseen cost increases.
- ✓ Bruce noted that Park District staff is planning to meet with Metro staff many times over the five-year period to discuss how things are going.

Larry Pelatt asked what the anticipated outcome is after the initial 10-year agreement.

- ✓ Terry replied that it is Metro's desire that the Park District would want to extend the contract and continue operations for the site.

John asked what would happen when the Park District's boundaries move to encompass the entire property.

- ✓ Doug Menke, General Manager, replied that not much would change. At the end of five years, the Cooper Mountain Nature Park would become the Park District's financial responsibility and there is verbiage within the IGA that Metro would be supportive of a future Urban Growth Boundary process and annexation potential. He noted that the entire Cooper Mountain Nature Park property has been annexed to the Park District.

John asked if there has been any feedback from the neighborhood regarding the park.

- ✓ Bruce replied that there has been a variety of opinions and that the public design process attempted to take that into account. Some neighbors are concerned about increased traffic, noise and crowds and the process has been sensitive to that. Instead of a large grand opening celebration, a series of relatively small events throughout the summer are planned that should appeal to a variety of people. Having a full time Park Ranger onsite will also help build a relationship with the neighbors.
- ✓ Terry agreed that one of the main concerns heard was regarding a large influx of traffic so the design attempts to keep that in consideration and mitigate the issue.

John asked whether dogs would be allowed in the park.

- ✓ Terry replied that they would not be.
- ✓ Bruce replied that generally all of the rules that exist at the Tualatin Hills Nature Park would apply at the Cooper Mountain Nature Park as well.

Doug commended Bruce and Terry for their efforts in this process, noting that it has been a great partnership with a lot of collaboration and a unique opportunity to have a significant asset in that area of the Park District.

**Bob Scott moved the Board of Directors approve the Cooper Mountain Nature Park Intergovernmental Agreement, including hiring of the positions referenced, and direction to the General Manager or his designee to execute the agreement. John Griffiths seconded the amended motion. Roll call proceeded as follows:**

**Bill Kanable            Yes**  
**John Griffiths        Yes**  
**Bob Scott              Yes**  
**Larry Pelatt           Yes**

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #7 - Adjourn**

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

\_\_\_\_\_  
Larry Pelatt, President

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

Recording Secretary,  
Jessica Collins

Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

February 28, 2009  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
234170	02/05/09	All Concrete Specialties, Inc. <b>Capital Outlay-ADA Projects</b>	19,325.00 \$ 19,325.00
234669	02/25/09	Peterson Structural Engineers <b>Capital Outlay-Bond-Facility Expansions &amp; Improvements</b>	11,236.00 \$ 11,236.00
234240	02/05/09	Pacific Fence & Wire Company	2,317.00
234631	02/25/09	Architects Barrentine, Bates, & Lee <b>Capital Outlay-Building Improvements</b>	1,894.12 \$ 4,211.12
234216	02/05/09	Jacobs Heating & Air Conditioning	15,232.00
234491	02/13/09	Jacobs Heating & Air Conditioning	9,584.57
234535	02/13/09	Toughstuff Industrial Floors	10,220.00
234668	02/25/09	Pacific Fence & Wire Company <b>Capital Outlay-Building Replacements</b>	6,856.00 \$ 41,892.57
234453	02/13/09	Carlson Testing, Inc.	1,800.00
234559	02/17/09	John Deere Landscapes	2,729.06
234653	02/25/09	Hydro-Tech Irrigation & Landscaping <b>Capital Outlay-Park &amp; Trail Replacements</b>	2,800.00 \$ 7,329.06
234172	02/05/09	Alta Planning & Design, Inc.	16,518.95
234196	02/05/09	David Evans & Associates, Inc.	4,196.23
234438	02/13/09	2.ink Studio	7,636.65
234497	02/13/09	MacKay & Sposito, Inc.	2,849.00
234586	02/24/09	2.ink Studio <b>Capital Outlay-SDC-Park Development/Improvements</b>	5,068.00 \$ 36,268.83
234144	02/03/09	NRPA Publications Center <b>Conferences</b>	1,175.00 \$ 1,175.00
234166	02/05/09	PGE	20,399.57
234433	02/13/09	PGE	1,490.90
234624	02/25/09	PGE <b>Electricity</b>	29,265.91 \$ 51,156.38
234549	02/13/09	Standard Insurance Company	166,626.63
234713	02/27/09	Blue Cross/Blue Shield	152,228.85
234717	02/27/09	MetLife	19,672.38
234720	02/27/09	Standard Insurance Company	2,077.43
234725	02/27/09	UNUM Life Insurance-LTC	1,372.73
234726	02/27/09	Unum Life Insurance-LTD <b>Employee Benefits</b>	9,791.50 \$ 351,769.52
234543	02/13/09	Aetna / ING Life Insurance	5,466.66
234546	02/13/09	Manley Services	5,895.33
234550	02/13/09	Standard Insurance Company	23,603.86
234551	02/13/09	Standard Insurance Company	1,837.33
234712	02/27/09	Aetna / ING Life Insurance	5,466.66
234716	02/27/09	Manley Services	6,907.33
234721	02/27/09	Standard Insurance Company	23,562.99
234722	02/27/09	Standard Insurance Company	1,837.33
234724	02/27/09	THPRD - Employee Assn. <b>Employee Deductions</b>	6,405.26 \$ 80,982.75
234383	02/10/09	America's Body Company	8,860.90
234504	02/13/09	Northside Trucks & Equipment	23,610.00
234656	02/25/09	Landmark Ford <b>Fleet Capital Replacement</b>	40,191.60 \$ 72,662.50
234165	02/05/09	NW Natural	38,458.82

Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

February 28, 2009  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
234623	02/25/09	NW Natural <b>Heat</b>	43,184.50 <b>\$ 81,643.32</b>
234483	02/13/09	Hewlett-Packard Company <b>Information Services-Capital</b>	4,046.00 <b>\$ 4,046.00</b>
234423	02/12/09	THBOA	10,007.50
234452	02/13/09	James Canterbury	1,140.00
234558	02/17/09	INPRA <b>Instructional Services</b>	1,900.00 <b>\$ 13,047.50</b>
234447	02/13/09	Beecher Carlson Insurance LLC <b>Insurance</b>	27,583.00 <b>\$ 27,583.00</b>
234180	02/05/09	Beaverton Auto Parts	1,871.91
234200	02/05/09	Engineered Control Products	3,724.82
234224	02/05/09	Les Schwab Tire Center	2,862.47
234282	02/05/09	Western Equipment Distr., Inc.	3,413.30
234449	02/13/09	Boiler & Combustion Service	1,628.25
234493	02/13/09	Landmark Ford	1,465.99
234525	02/13/09	Schulz-Clearwater Sanitation, Inc.	2,285.21
234528	02/13/09	SimplexGrinnell LP	1,044.00
234541	02/13/09	Wibbing Pump Service LLC	1,115.00
234588	02/24/09	E C Power Systems of Oregon	1,230.30
234671	02/25/09	RCO Steam Cleaning, Inc. <b>Maintenance Services</b>	5,000.00 <b>\$ 25,641.25</b>
234169	02/05/09	Airgas Nor Pac, Inc.	1,773.78
234191	02/05/09	Coastwide Laboratories	4,005.83
234195	02/05/09	Crescent Electric Supply Company	1,219.42
234439	02/13/09	Airgas Nor Pac, Inc.	3,597.82
234451	02/13/09	BSN Sports	4,801.39
234457	02/13/09	Coastwide Laboratories	3,300.61
234458	02/13/09	Conrey Electric, Inc.	1,318.00
234486	02/13/09	Home Depot Credit Services	2,752.95
234512	02/13/09	Pacific Fence & Wire Company <b>Maintenance Supplies</b>	1,438.08 <b>\$ 24,207.88</b>
234688	02/26/09	Beaverton Area Little League	3,185.00
234703	02/26/09	Raleigh Hills Little League <b>Misc. Other Services</b>	2,088.00 <b>\$ 5,273.00</b>
234407	02/10/09	THP Foundation <b>Miscellaneous</b>	1,000.00 <b>\$ 1,000.00</b>
234235	02/05/09	OfficeMax - A Boise Company	3,076.83
234509	02/13/09	OfficeMax - A Boise Company	2,050.24
234521	02/13/09	Ricoh Americas Corporation <b>Office Supplies</b>	2,869.24 <b>\$ 7,996.31</b>
234676	02/25/09	Sea Reach Ltd.	4,843.67
234681	02/25/09	United States Postal Service <b>Postage</b>	1,600.00 <b>\$ 6,443.67</b>
234226	02/05/09	MacKay & Sposito, Inc.	9,596.46
234270	02/05/09	Tarlow Naito & Summers, LLP	1,214.00
234462	02/13/09	DesignWest	14,558.75
234518	02/13/09	Providence Occupational Health	1,784.50
234633	02/25/09	Beery, Elsnor & Hammond, LLP	9,178.60
234660	02/25/09	MacKay & Sposito, Inc. <b>Professional Services</b>	2,374.00 <b>\$ 38,706.31</b>

Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

February 28, 2009  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
234205	02/05/09	Food Services of America	1,813.68
234223	02/05/09	Lazerquick	1,827.80
234237	02/05/09	Oregon Screen Impressions, Inc.	1,319.80
234480	02/13/09	Grainger	1,024.88
234487	02/13/09	HSBC Business Solutions	1,297.23
234489	02/13/09	Insight Public Sector	1,459.44
234562	02/17/09	On Paper Printing	1,955.94
234570	02/19/09	Echo Valley Natives	1,877.00
234675	02/25/09	Schulz-Clearwater Sanitation, Inc. <b>Program Supplies</b>	4,064.00 <u>\$ 16,639.77</u>
234437	02/13/09	Waste Management of Oregon <b>Refuse Services</b>	4,798.12 <u>\$ 4,798.12</u>
234649	02/25/09	Fred Shearer & Sons <b>Rental Facility</b>	8,224.00 <u>\$ 8,224.00</u>
234526	02/13/09	SDAO <b>SDAO</b>	13,718.78 <u>\$ 13,718.78</u>
234418	02/12/09	Laurelwood Partners LLC <b>System Development Charges</b>	181,397.76 <u>\$ 181,397.76</u>
234393	02/10/09	City of Hillsboro <b>Technical Services</b>	4,694.00 <u>\$ 4,694.00</u>
234516	02/13/09	Peopleassets	5,373.83
234561	02/17/09	NRPA <b>Technical Training</b>	1,185.00 <u>\$ 6,558.83</u>
234164	02/05/09	Nextel Communications	2,346.22
234425	02/13/09	AT&T Mobility	1,189.47
234436	02/13/09	Verizon Northwest, Inc.	3,515.38
234622	02/25/09	Integra Telecom <b>Telecommunications</b>	1,337.47 <u>\$ 8,388.54</u>
234664	02/25/09	Northside Trucks & Equipment <b>Vehicle/Equipment Services</b>	4,527.82 <u>\$ 4,527.82</u>
234167	02/05/09	Tualatin Valley Water District	5,314.43
234426	02/13/09	City of Beaverton	5,499.86
234619	02/25/09	Clean Water Services	1,649.07
234626	02/25/09	Tualatin Valley Water District <b>Water &amp; Sewer</b>	1,716.52 <u>\$ 14,179.88</u>
<b>Report Total:</b>			<b>\$ 1,176,724.47</b>





## Tualatin Hills Park & Recreation District

### General Fund Financial Summary February, 2009

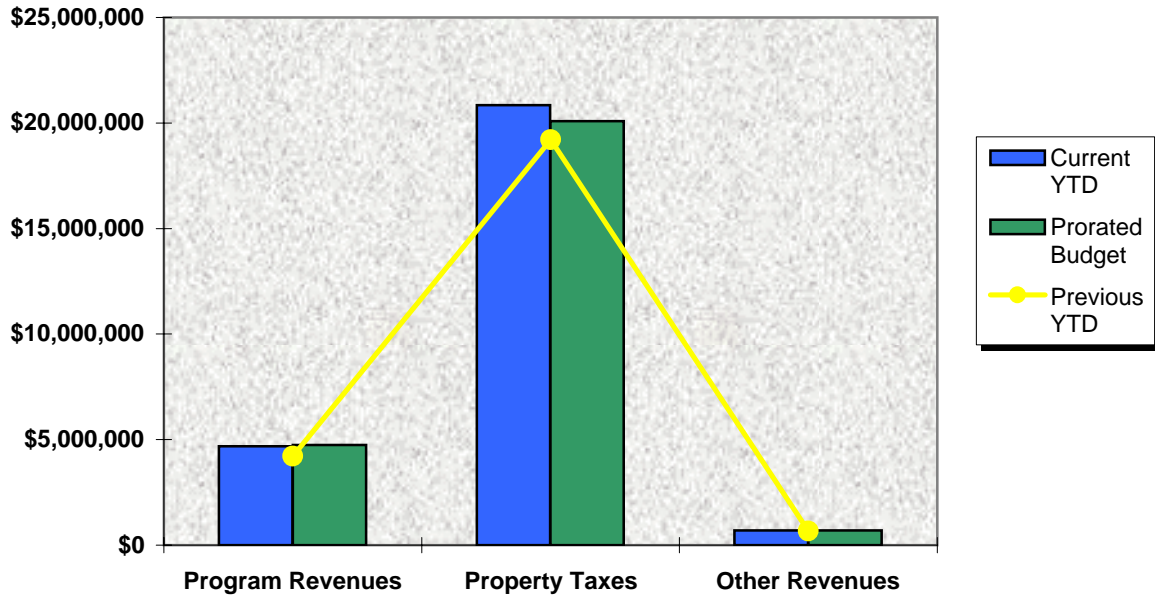
	<i>Current Month</i>	<i>Year to Date</i>	<i>Prorated Budget</i>	<i>% YTD to Prorated Budget</i>	<i>Full Fiscal Year Budget</i>
<b>Program Resources:</b>					
Aquatic Centers	\$ 102,429	\$ 1,272,016	\$ 1,270,333	100.1%	\$ 2,322,363
Tennis Center	60,228	524,264	576,982	90.9%	867,642
Recreation Centers & Programs	128,167	2,234,617	2,349,965	95.1%	4,129,991
Sports Programs & Field Rentals	67,357	573,711	466,937	122.9%	795,464
Nature Park	9,711	87,099	74,666	116.7%	220,255
<b>Total Program Resources</b>	<b>367,892</b>	<b>4,691,707</b>	<b>4,738,883</b>	<b>99.0%</b>	<b>8,335,715</b>
<b>Other Resources:</b>					
Property Taxes	778,059	20,847,562	20,082,496	103.8%	21,710,806
Interest Income	18,141	169,121	235,500	71.8%	300,000
Facility Rentals/Sponsorships	52,377	179,751	206,170	87.2%	304,985
Grants & Donations	200	100,969	100,969	100.0%	681,209
Miscellaneous Income	16,291	241,256	155,100	155.5%	235,000
<b>Total Other Resources</b>	<b>865,068</b>	<b>21,538,659</b>	<b>20,780,234</b>	<b>103.6%</b>	<b>23,232,000</b>
<b>Total Resources</b>	<b>\$ 1,232,960</b>	<b>\$ 26,230,366</b>	<b>\$ 25,519,118</b>	<b>102.8%</b>	<b>\$ 31,567,715</b>
<b>Program Related Expenditures:</b>					
Parks & Recreation Administration	42,592	334,023	270,359	123.5%	405,945
Aquatic Centers	259,814	2,237,837	2,289,079	97.8%	3,322,321
Tennis Center	69,936	547,775	602,776	90.9%	891,681
Recreation Centers	320,188	2,928,047	3,334,302	87.8%	4,811,402
Programs & Special Activities	118,480	1,146,206	1,181,866	97.0%	1,722,837
Athletic Center & Sports Programs	167,898	995,818	1,071,340	93.0%	1,625,706
Natural Resources/Nature Park	77,869	652,747	787,882	82.8%	1,179,464
<b>Total Program Related Expenditures</b>	<b>1,056,777</b>	<b>8,842,453</b>	<b>9,537,605</b>	<b>92.7%</b>	<b>13,959,356</b>
<b>General Government Expenditures:</b>					
Board of Directors	25,780	140,402	1,016,471	13.8%	1,708,354
Administration	115,130	997,989	1,006,111	99.2%	1,499,421
Business & Facilities	1,030,978	9,621,623	10,067,856	95.6%	14,591,095
Planning	66,154	545,416	529,050	103.1%	874,462
Capital Outlay	93,209	986,679	1,644,405	60.0%	2,773,027
<b>Total Other Expenditures:</b>	<b>1,331,251</b>	<b>12,292,109</b>	<b>14,263,892</b>	<b>86.2%</b>	<b>21,446,359</b>
<b>Total Expenditures</b>	<b>\$ 2,388,028</b>	<b>\$ 21,134,562</b>	<b>\$ 23,801,497</b>	<b>88.8%</b>	<b>\$ 35,405,715</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (1,155,068)</b>	<b>\$ 5,095,804</b>	<b>\$ 1,717,621</b>	<b>296.7%</b>	<b>\$ (3,838,000)</b>
<b>Beginning Cash on Hand</b>		<b>4,660,919</b>	<b>3,838,000</b>	<b>121.4%</b>	<b>3,838,000</b>
<b>Ending Cash on Hand</b>		<b>\$ 9,756,723</b>	<b>\$ 5,555,621</b>	<b>175.6%</b>	<b>\$ -</b>

# Tualatin Hills Park and Recreation District

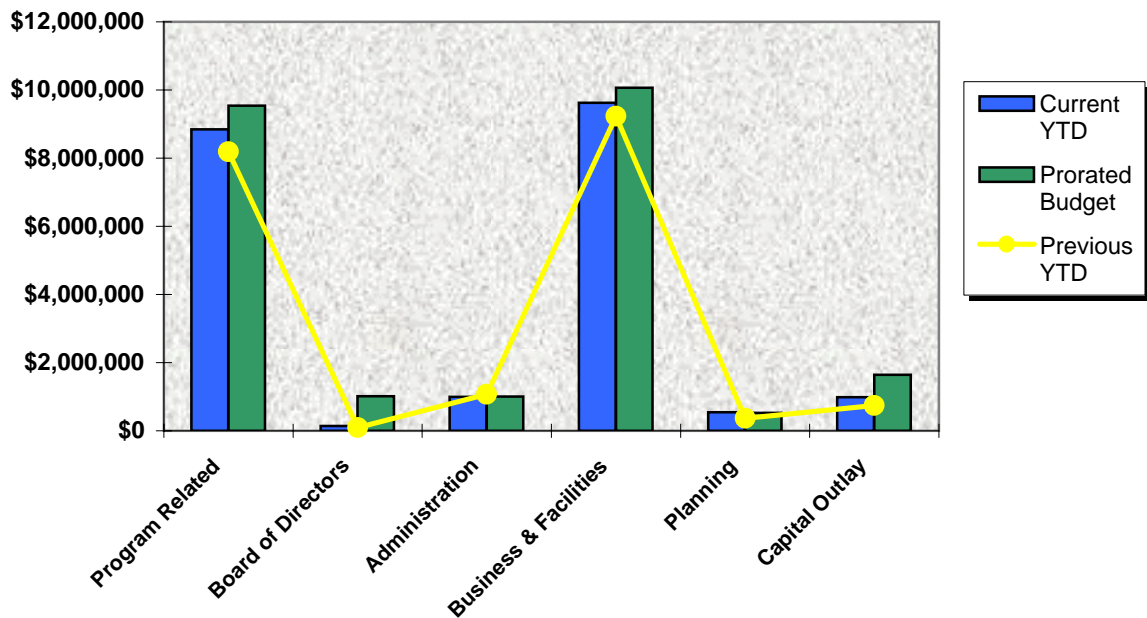
General Fund Financial Summary

December, 2008

## General Fund Resources



## General Fund Expenditures





[6D]

## MEMO

**DATE:** March 18, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Jim McElhinny, Director of Park & Recreational Services

**RE:** Cedar Hills Recreation Center Advisory Committee Member

### Summary

Staff requests Board of Directors approval of one Committee member appointment to the Cedar Hills Recreation Center Advisory Committee.

### Background

At their February 19, 2009 meeting, the Cedar Hills Recreation Center Advisory Committee recommended Board of Directors approval to appoint Brian Secrest to fill a vacant position on the Committee. No other applications were received.

Please note that the Advisory Committee member's application is attached along with the Cedar Hills Recreation Center Advisory Committee's current roster.

### Action Requested

Board of Directors approval to appoint Brian Secrest to the Cedar Hills Recreation Center Advisory Committee.



## Tualatin Hills Park & Recreation District CEDAR HILLS RECREATION CENTER ADVISORY COMMITTEE ROSTER

Last Updated: March 18, 2009

<i>Committee Member</i>	<i>Representing</i>	<i>Member Since</i>	<i>Address</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>	<i>Term Expires</i>
Scott Heaston		September 2008					August 2010
Ginny Kingsley		February 2008					February 2010
Mildred Hoelscher		November 2002					February 2009
Paul Chastain Chair		June 2003					November 2007
Aimee Lobo-Berg		November 2003					January 2009
Zorahgail Balino		September 2007					September 2009
<i>Ex-Officio Member</i>	<i>Representing</i>		<i>Address</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>	<i>Term Expires</i>
Eric Owens Superintendent of Recreation	Staff THPRD		15707 SW Walker Road Beaverton, OR 97006	503-645-6433	503-629-6301	eowens@thprd.com	N/A
Debbie Schoen Center Supervisor	Staff THPRD		11640 SW Park Way Portland, OR 97225	503-629-6340	503-629-6345	dschoen@thprd.com	N/A



## TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

<b>Name:</b> Brian Secret	<b>Date:</b> 1/20/2009

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

Cedar Hills Recreation Center  Garden Home Recreation Center  Stuhr Center  Jenkins Estate  Aquatics   
Conestoga Recreation & Aquatic Facility  Tualatin Hills Nature Park  Athletic Center  Trails

1. Please explain your interest in serving on the Advisory Committee: **My family and I are regular participants in many THPRD activities. We consider CHRC as our "home" recreation center.**
2. How long have you lived in the community? **8 years**
3. Have you served on other volunteer committees? YES  NO  If yes, please explain where, when, and what your responsibilities were: **Oregon Health & Science University Green Team and Solar Energy Task Force (member), School for Medicine Dept. Administrators & Managers meetings (coordinator) create agenda & distribute minutes.**
4. Have you or your family participated in any Center or other Recreation District activities?  
What: **Mom's Morning Out (CHRC), Friends & Fun Club (GHRC), Munchkin Sports & Creative Babies (CRA), Pee Wee Basketball/Soccer/Tumbling, Open Play Gyms, Zoomba & 20/20/20, Personal Fitness, Creative Dance, Swim Classes, Prenatal Water Aerobics, Beginning Guitar, Open Gym Basketball, Fall Fest**  
When: **Fall 2003-Present**  
Where: **Cedar Hills Rec. Center, Garden Home, Jenkins Estate, Aloha Aquatics, Somerset Aquatics Center, Conestoga Rec. Center, Tualatin Hills Nature Park**
5. Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee: **Oregon Health & Science University Fitness and Sports Center employee (6.5 yrs) Intramural Assist. Coordinator A.C.E. (American Council on Exercise) certified personal trainer, 2003-5, Nike-Bo Jackson Fitness Center employee (3 months)**



[6E]

## MEMO

**DATE:** March 18, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Jim McElhinny, Director of Park & Recreational Services  
**RE:** Proclamation of National Aquatic Month

The National Recreation and Park Association Aquatic Branch has identified May 2009 as National Aquatic Month. Submitted for consideration for the April 6, 2009 Board of Directors meeting is a proclamation in observance of National Aquatic Month.

### Action Requested

Board of Directors recognition and endorsement of the attached proclamation declaring May 2009 as National Aquatic Month in the Tualatin Hills Park & Recreation District.

**TUALATIN HILLS PARK & RECREATION DISTRICT**

**PROCLAMATION**

**By the Board of Directors**

**WHEREAS**, individuals and organized forms of recreation and the creative use of free time are vital to the happy lives of all of our citizens and education, athletic and recreation programs throughout the Tualatin Hills Park & Recreation District encompass a multitude of activities that can result in personal accomplishment, self-satisfaction and family unity for all citizens, regardless of their background, ability level or age; and

**WHEREAS**, citizens of the Tualatin Hills Park & Recreation District should recognize the vital role that swimming and aquatic-related activities relate to good physical and mental health and enhance the quality of life for all people; and

**WHEREAS**, the Tualatin Hills Park & Recreation District is extremely proud of the swimming facilities, aquatic programs and other related activities of their Park District and their contribution to providing to all ages a healthy place to recreate, a place to learn and grow, to swim, build self-esteem, confidence and a sense of self-worth which contributes to the quality of life in our community;

**NOW, THEREFORE, I, Larry Pelatt, Board of Directors President, Tualatin Hills Park & Recreation District, do hereby declare the month of May 2009 as**

**NATIONAL AQUATIC MONTH**

And do urge all those in the Tualatin Hills Park & Recreation District to support and promote this observance.

Signed this 6<sup>th</sup> day of April 2009.

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Larry Pelatt, President

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Bob Scott, Secretary



[6F]

## MEMO

**DATE:** March 20, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning  
**RE:** Fanno Creek Trail Intergovernmental Agreement

### Summary

Over the past year, Park District staff has worked with City of Beaverton staff to craft an Intergovernmental Agreement (IGA) for construction and maintenance of the Fanno Creek Trail at the City's Operations Facility property (9600 SW Allen Boulevard). The IGA will facilitate the City's removal and construction of a portion of the trail on City property as a pilot project using permeable concrete. Furthermore, THPRD will provide reimbursement to the City for material costs related to the trail construction and will assume maintenance responsibilities for that portion of the new trail upon its completion.

### Background

The Fanno Creek Trail is a regional trail that follows the Fanno Creek Greenway and is located in THPRD's southeastern quadrant. Existing sections of the trail are extremely popular and heavily used by park patrons. Plans are currently underway to fill an approximate 3,000' gap in the trail between the intersection of Scholls Ferry Road/SW Allen Boulevard and the former Greenwood Inn property (see attached map).

As part of the planning effort to complete this section of trail, the City of Beaverton approached THPRD about a pilot project that would convert an existing portion of the trail from asphalt to permeable concrete and would add a new section of trail using permeable concrete. This portion of the trail is located on the east end of the City's Operations Facility property and parallels the existing building and wraps around the new parking/storage lot to Scholls Ferry Road/SW Allen Boulevard. The City has proposed providing all of the labor and equipment necessary for the removal of asphalt, site preparation, and installation of permeable concrete in exchange for THPRD covering all of the costs for materials.

Upon substantial completion of the permeable concrete section of the trail, the City will grant a 20' wide easement to THPRD for pedestrian and bicycle use and for maintenance of a portion of this section of the trail (the existing portion that was replaced with permeable concrete). The City will be responsible for the maintenance of the new section of permeable concrete trail that wraps around its parking area/storage lot. Additionally, the City will grant THPRD access to its existing easement for trail and bridge maintenance on



that section of the existing Fanno Creek Trail located from 105<sup>th</sup> Avenue to just short of the Beaverton School District Bus Barn property (see Exhibit A of the IGA).

### **Proposal Request**

The IGA outlines specific obligations for both the City of Beaverton and THPRD, as well as outlines various expectations for management and use, compensation, work plan, and schedule of work. The IGA will remain in effect until such time that the permeable concrete portion of the trail is substantially complete, the easement has been executed and accepted, and THPRD has fulfilled all financial obligations related to the construction of the permeable concrete trail.

As stated in the IGA, THPRD's financial responsibility will not exceed \$45,733. Payments to the City will come from System Development Charge (SDC) funds that have been previously approved by the Board for the Fanno Creek Trail project. The proposed permeable concrete portion of the trail will be approximately 300' in length.

The attached IGA documents have been reviewed and approved by both Park District legal counsel and City Attorneys. The City of Beaverton City Council approved the IGA on March 9, 2009.

### **Benefits of Proposal**

Benefits of the proposal include a continued partnership between the Park District and the City of Beaverton and an opportunity to try an alternative trail surfacing that meets THPRD's sustainability objectives.

### **Potential Downside of Proposal**

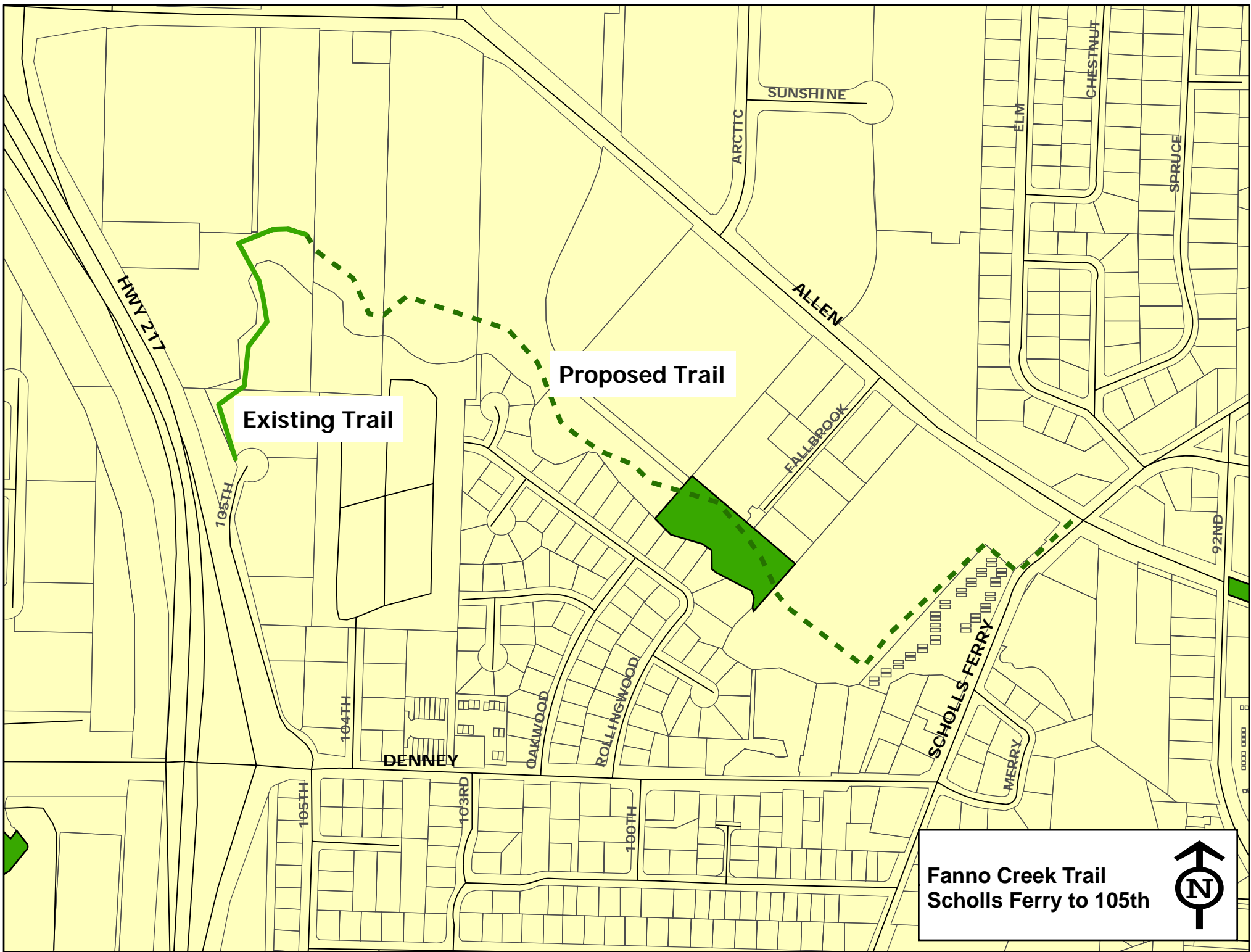
Potential downside of the proposal includes additional maintenance responsibilities associated with a permeable concrete trail and an existing asphalt trail section and bridge (105<sup>th</sup> Avenue to just short of the Beaverton School District Bus Barn property) that is currently maintained by the City. The financial impacts to the maintenance budget for these trails will be minor due to the relative short distances of the trail lengths.

### **Maintenance Impact**

Maintenance of the permeable concrete trail would require regular and routine checks to ensure it functions properly as this section of trail is located in a wooded area (leaf/needle removal).

### **Action Requested**

Board of Directors approval of the Fanno Creek Trail Intergovernmental Agreement (IGA) with the City of Beaverton for Construction and Maintenance and direction for the General Manager, or his designee, to execute the agreement.



Existing Trail

Proposed Trail

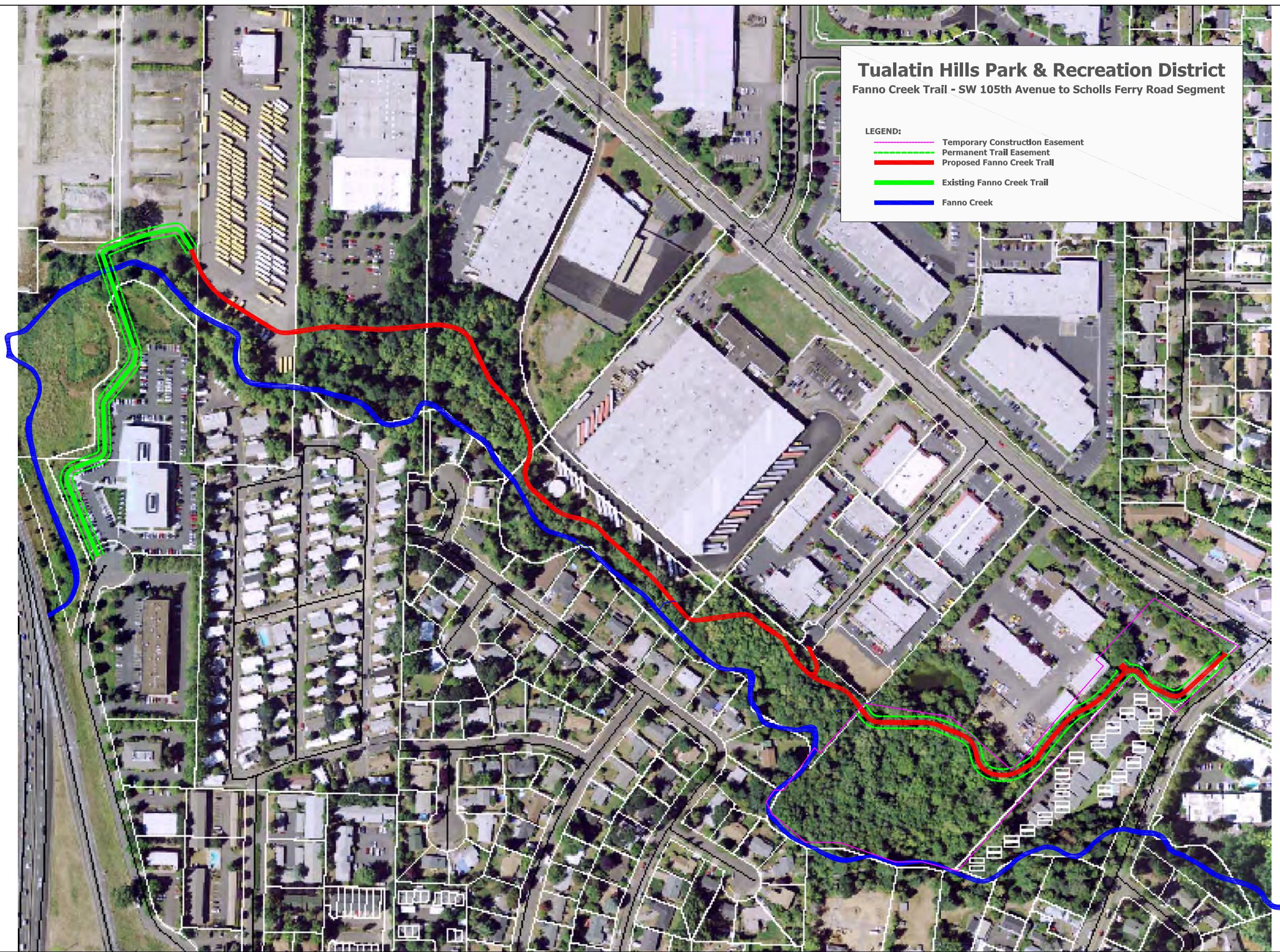
**Fanno Creek Trail  
Scholls Ferry to 105th**



# Tualatin Hills Park & Recreation District

## Fanno Creek Trail - SW 105th Avenue to Scholls Ferry Road Segment

- LEGEND:**
- Temporary Construction Easement
  - Permanent Trail Easement
  - Proposed Fanno Creek Trail
  - Existing Fanno Creek Trail
  - Fanno Creek



**INTERGOVERNMENTAL AGREEMENT  
FOR CONSTRUCTION AND MAINTENANCE  
OF THE  
FANNO CREEK TRAIL  
(SW 105<sup>TH</sup> –SCHOLLS FERRY ROAD SEGMENTS)**

This Agreement is between the City of Beaverton, an Oregon municipal corporation (City) and the Tualatin Hills Park & Recreation District, an ORS Ch. 198 Oregon Park District (District) and shall be effective when signed by both parties.

**RECITALS**

WHEREAS, ORS 190.010 provides that City and District as units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers or agents have the authority to perform; and

WHEREAS, the CITY owns Operations Facility property that has been identified as suitable for the proposed alignment of the Fanno Creek Greenway Regional Trail; and

WHEREAS, the CITY desires to permit and construct a new segment of that trail for bicycle and pedestrian use along the northeast and eastern side of the CITY's Operations Facility Building as shown on Exhibit A (the "new trail segment"); and

WHEREAS, the parties intend with this Agreement to set out each party's role in the funding and construction of the Trail Project and the use and maintenance of the trail when complete,

NOW, THEREFORE, in consideration of each party's performance of the terms and conditions of this agreement as they run to the benefit of the other party, it is **AGREED:**

1. **Project Description.** The project will complete a gap of the Fanno Creek Regional Greenway Trail within the District's boundary by construction of the following, as is also shown on Exhibit A to this Agreement:
  - a. Removing trees as needed to construct the trail along the agreed-on alignment;
  - b. Removing the existing asphalt trail to the east of the City's Operations facility and replacing it with a new 10' wide permeable concrete trail with 12" compacted gravel shoulders on each side per District trail standards;
  - c. Constructing a permeable concrete trail segment meeting District trail

{00023322; 1 }

- standards from the new 10' wide permeable concrete trail path to connect to the existing path along Allen Boulevard;
- d. Installing fencing between the new 10' wide permeable concrete trail path and City's Operations facility;
  - e. Installing a curb cut to allow access from the existing parking lot on City's Operations site as shown on Exhibit A to the trail;
  - f. Installing a lockable, removable bollard at that curb cut; and,
  - g. Installing irrigation, plant materials and bark dust along the new trail segment.
- 2. Management and Use.** When construction of the Trail Project is substantially complete the City shall grant to the District an easement for pedestrian and bicycle and maintenance vehicle use over the new trail segment and a separate conservation easement over that portion of City's Operations site (Map and Tax Lot # 1S1W23BD00100) that lies between the Greenway Trail to the north and Fanno Creek to the south. City shall then be responsible for the maintenance or repair of the new trail segment and District shall maintain all other portions of the Fanno Creek Greenway Trail, including the existing bridge that carries the trail over Fanno Creek and that is situated on 1S122AA00900 and 1S122AA00500 and shown on Exhibit "A". Each party agrees to maintain those portions of the Greenway Trail to the minimum site appropriate standards of District's October 2006 Trails Plan.
- 3. City's Obligations.** City shall
- a. Obtain an erosion control permit and any other construction permits required to construct the portion of the Trail adjacent to City's operations facilities.
  - b. Provide all construction, irrigation and planting materials.
  - c. Provide all labor necessary for site demolition, grading, site preparation, paving, bollard installation and planting and irrigation installation.
  - d. Use its best efforts to cause construction to be substantially complete by October 2009.
  - e. Keep and provide District with invoices showing all expenses, time expended and material costs incurred in construction.
  - f. Provide to District a geo-technical report showing soil suitability for a permeable concrete trail path meeting District trail standards.
- 4. District's Obligations.** District shall:
- a. Provide the final construction plans to City's project manager for the new trail segment and allow City a minimum of **thirty (30)** days to review the document and to negotiate any changes that City deems necessary or desirable.
  - b. Obtain City land use approval, including any required Clean Water Service provider letter, as may be required for the construction of the new trail segment.
  - c. Provide City with timely responses to any concerns raised by City in the course of construction of the new trail segment.

{00023322; 1 }

5. **Compensation.** District shall pay City an amount not to exceed \$45,733 for the cost of materials to construct the new trail segment, as outlined on Exhibit "B". City shall invoice District for those costs as those costs are incurred at monthly or less-frequent intervals. Payment from District to City shall be due and payable 20 days from the date of each invoice.
6. **Work Plan and Scheduling of Work.** The attached Scope of Work, described in Exhibit A provides for a schedule for the construction work. Both parties shall use best efforts to adhere to this schedule. Both parties shall meet bi-weekly to assess the progress of the work and payments for construction costs until construction is complete.
7. **Duration.** This agreement shall remain in force and effect until construction of the new trail segment is substantially complete, the property conveyances described herein have been executed and accepted, and there is no amount owing City from District for the cost of materials used to construct the new trail segment.
8. **Contract Administration.** Each party designates the following as its representative for purposes of administering this contract:

District: Steven S. Gulgren, ASLA  
 Superintendent of Planning & Development  
 Tualatin Hills Park & Recreation District  
 5500 SW Arctic Drive, Suite #2  
 Beaverton OR 97006

City: Public Works Director  
 4755 SW Griffith Drive  
 PO Box 4755  
 Beaverton OR 97076

**City of Beaverton**

**Tualatin Hills Park & Recreation District**

By: Janice Deardorff  
 (Signature) Janice Deardorff

By: \_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 Mayor Pro Tem  
 (Title)

\_\_\_\_\_  
 (Title)

Date: 3/11/09

Date: \_\_\_\_\_




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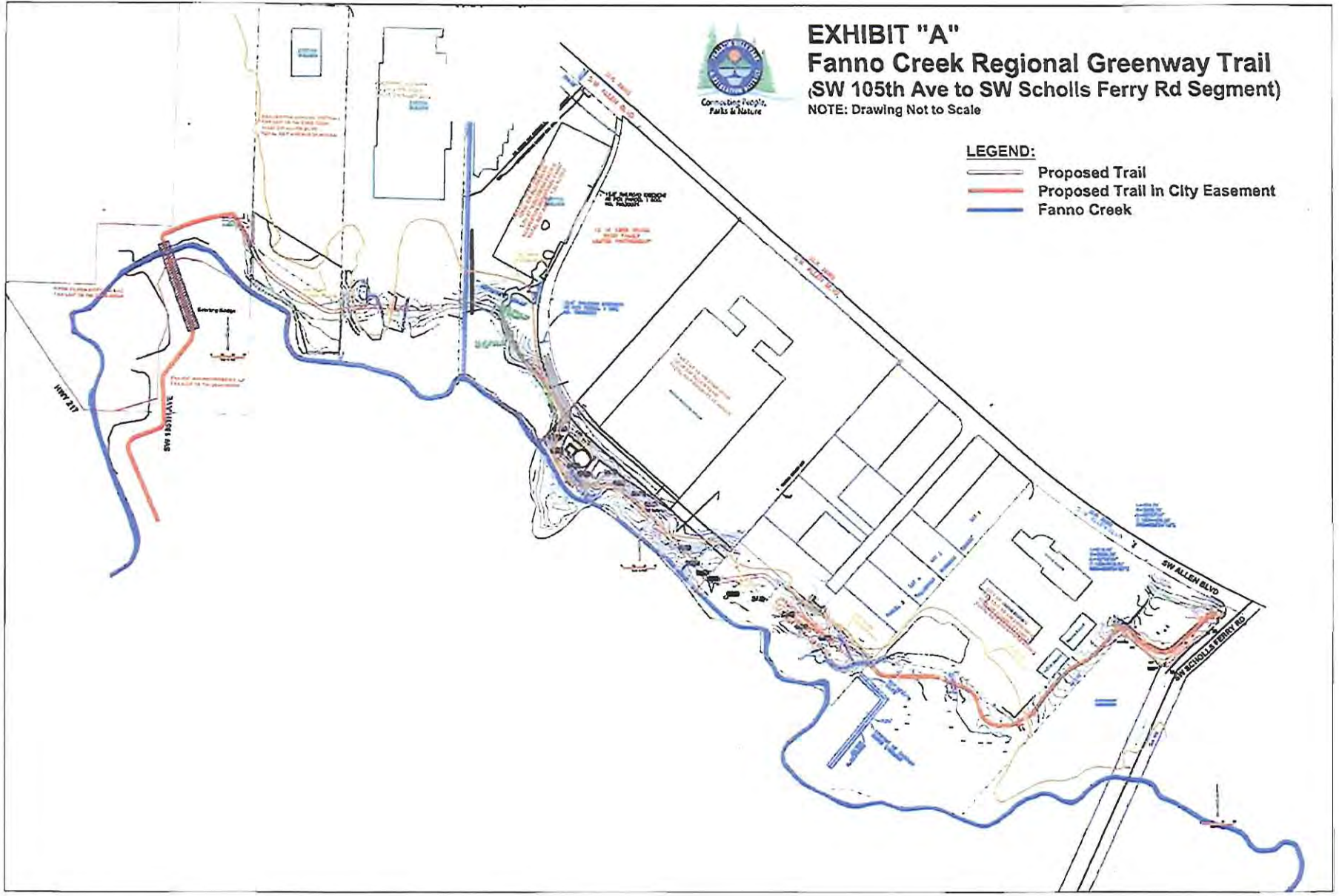


# EXHIBIT "A" Fanno Creek Regional Greenway Trail (SW 105th Ave to SW Scholls Ferry Rd Segment)

NOTE: Drawing Not to Scale

### LEGEND:

-  Proposed Trail
-  Proposed Trail in City Easement
-  Fanno Creek



## Exhibit "B"

### THPRD - Fanno Creek Trail Estimates

01/05/2009

#### New THPRD Trail (From Existing to Scholls Ferry)

##### Construct New Pervious Pavement Trail

	LENGTH	WIDTH	DEPTH	TOTAL UNITS	COST/UNIT		COST
Excavation	300	12	0.667	89	5.00	yard	\$445
Base rock	300	12	0.667	89	11.50	yard	\$1,023
Pervious concrete	300	12	0.334	45	234.00	yard	\$10,530
6' Cyclone Fence w/ Green Slats	245			245	4,262.05	total	\$4,262
Bollard with Lock				2	261.58	each	\$523
Curb Cut - New Vehicle Access				1	400.00	each	\$400
Irrigation				1	1,800.00	each	\$1,800
Plant Materials				1	3,800.00	each	\$3,800
Imported Soil				1	400.00	each	\$400
Bark Mulch				1	1,100.00	each	\$1,100
Removal of Trees				2	100.00	each	\$200
Non-Woven Geo-Textile Fabric				1	500.00	each	\$500
Trail Centerline Striping				1	50.00	each	\$50
Geotechnical Analysis / Reporting				1	5,000.00	each	\$5,000
							<b><u>\$30,033</u></b>

#### Existing THPRD Trail (Behind - City Bldg. C & Bldg. D)

##### Remove AC - Replace With 5" Pervious & 10" 1 1/2 - 3/4 Base Rock

	LENGTH	WIDTH	DEPTH	TOTAL UNITS	COST/UNIT		COST
Excavation	400	12	0.5	89	3.00	yard	\$267
Base rock	400	12	0.667	119	11.50	yard	\$1,364
Pervious concrete	400	12	0.334	60	234.00	yard	\$14,040
Non-Woven Geo-Textile Fabric				1	150.00	each	\$150
							<b><u>\$15,700</u></b>

**TOTAL: \$45,733**

This estimate does not include labor, special inspections and any additional grading.





[6G]

## MEMO

**DATE:** March 20, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** Asphalt Pathway Paving Contract

### Summary

Staff is requesting approval to award the contract for asphalt paving repairs and overlays of existing pathways, at ten District park sites (eight sites base bid and two alternate sites), to Signature Paving, in the amount of \$126,470.

Sites identified in the base bid include: Eichler Park, Greenway Park, Murray Hill Park, David Windsor Park, Bronson Creek Park, Stoller Farms Park, Commonwealth Lake Park and Brookhaven Park. Alternate sites include the Nature Park and Hideaway Park.

This project is included in the FY 2008/09 Capital Replacement Budget, item #102, page CO-21, budget \$145,000.

### Background

The Park District maintains approximately 35 linear miles of asphalt, pedestrian/bicycle pathways. Typical pathways are constructed eight feet wide, with a four-inch rock base, overlaid with two inches of compacted asphalt surface. The estimated life of the asphalt surface is approximately 20 years, although this may vary depending on site conditions and use.

Park District staff prepares asset condition reports annually and budget replacements and repairs based on priority. Conditions to be addressed in this project include root damage, lifting, cracking and erosion. Many of the sections to be replaced have been identified as safety hazards, requiring replacement.

The bid opening to overlay the asphalt pathways was held Thursday, March 19, 2009. Nine bids were received, with Signature Paving submitting the apparent low bid of \$126,470.

<b>BIDDER</b>	<b>RANKING Low 1-9</b>	<b>BASE AMOUNT</b>	<b>GRAND TOTAL w/ Add Alternates</b>
Baker Rock Resources	#9	\$203,824.00	\$225,136.00
Brix Paving Company	#7	\$152,850.56	\$168,667.64
Coast Pavement Services Inc..	#3	\$128,100.00	\$143,500.00
Hals's Construction Inc.	#6	\$136,306.60	\$150,193.60
Hoss Paving Inc.	#5	\$135,897.00	\$150,488.00
K.F. Jacobson & Co. Inc.	#4	\$131,600.00	\$142,600.00
Kodiak Pacific Company	#8	\$168,422.00	\$180,990.00
S2 Contractors Inc.	#2	\$122,617.00	\$146,423.00
Signature Paving Services Inc.	#1	\$113,480.00	\$126,470.00

**Proposal Request**

Staff is requesting approval to award the contract to the low bid and proceed forward with the project.

Staff conducted reference checks of the proposed contractor. Staff is satisfied that the contractor has sufficient prior work experience in the technical areas required for this project and that the quality of prior work performance meets accepted standards. The contractor has successfully performed similar work for THPRD.

The proposed work schedule is as follows:

Award Bid:	April 6, 2009
Pre Construction Meeting:	April 10, 2009
Construction Begins	April 15, 2009
Construction Ends:	June 16, 2009

**Benefits of Proposal**

The proposal enables sections of existing pedestrian paths and bike trails to function safely for public use. Failure to make repairs may elevate exposure and risk. At some point, sections of trail may require closure or precautionary signage if not repaired.

**Potential Downside of Proposal**

The time required to repair or overlay would be an inconvenience to patrons and would require a temporary closure (typically one or two days). Temporary signage alerting patrons of repair schedules and closures would be posted.

**Action Requested**

Board of Directors approval to award the contract for asphalt paving repairs and overlays of existing pathways, at ten sites (eight sites base bid and two alternate sites), to Signature Paving, in the amount of \$126,470.



[7A]

## MEMO

**DATE:** March 24, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning  
Keith Hobson, Director of Business & Facilities  
**RE:** 2008 Bond Measure

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 2008 Bond Measure. Topics addressed include staffing, the bond sale, Architectural and Engineering contracts, and land acquisition services proposals.

### Staffing

Interviews with six candidates were completed on March 9, 2009 for three Bond Program Park Planner/Project Manager positions. Planning staff has worked with the Human Resources Department to fill the new positions. Two of the candidates have accepted the position offers and will start between March 30 and mid-April. The other top candidate choices have declined the position offers so staff will need to interview additional candidates to fill the remaining Park Planner/Project Manager position.

Interviews were completed with four candidates on March 20, 2009 for the Bond Program Office Tech II position. Planning staff has worked with the Human Resources Department to fill the position and will make an offer during the week of March 23-27. Staff hopes to have the candidate who accepts the position offer start as soon as possible, which would most likely be early April.

### Bond Sale

The Preliminary Offering Statement (POS) and Notice of Sale (NOS) for the \$59 million bond issue were publicly released on Friday, March 20, 2009. The bonds are being offered under a competitive sale and bids from underwriters will be received on April 2, 2009.

Staff will provide a verbal update to the Board at the April 6, 2009 Regular Board meeting on the results of the sale. Assuming that the Park District receives competitive bids that are within the financial parameters established, staff would proceed and close the sale on April 16, 2009.

### **Architectural and Engineering (A&E) Contracts**

During the Board of Directors' discussion during the March 2, 2009 Regular Board meeting regarding the request for a transfer of authority for Architectural and Engineering (A&E) contracts for bond projects, the Board requested a forecast of A&E contracts that staff is anticipating awarding for the Board's review. This information was provided to the Board of Directors on March 19, 2009.

### **Land Acquisition Services Proposals**

In response to a Request for Proposals (RFP) issued by staff to provide assistance in acquiring property under the bond program, staff has received five proposals. Staff is evaluating the proposals against criteria in the RFP. Staff is respectfully requesting formation of a subcommittee of two Board members to aid the process in determining which proposer(s) to select.



[7B]

## MEMO

**DATE:** March 20, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** Signage Master Plan

### Summary

The goal for the Signage Master Plan is to establish exterior signage design standards by creating a standards manual that will improve sign system maintenance and management for the Park District. The Signage Master Plan\* includes graphic design standards, signage classifications, proposed sign locations/criteria, installation and sign maintenance considerations, as well as a Wayfinding Plan for the Howard M. Terpenning Recreation Complex (HMT).

### Background

At the November 3, 2008 Regular Board Meeting, staff and Designwest, the project consultant, presented to the Board the following design concepts and information:

- Sign comparison: proposed standard site identification vs. existing site identification.
- Sign context illustration.
- Layouts of primary sign types/sign families.
- Proposed symbols (pictograms) to be incorporated on future signs.
- Aerial views of two examples to illustrate the proposed signage hierarchy for a site.
- Cost estimates for the manufacturing, installation and maintenance of the proposed standard site sign vs. the current three-board sign.

The Board of Directors approved the proposed sign design concepts with minor comments and directed staff to move forward with the next phases of the project.

Since the Board's approval, staff, the project team and Designwest have met several times to refine the sign designs for all of the signage classifications, verify all park, trail and sports rules, determine sign fabrication and installation details, and incorporate the THPRD Design and Placement of Warning and Safety Sign guidelines into the Signage Master Plan. Staff researched the City of Beaverton's and Washington County's sign codes to verify the new sign designs follow both City and County codes. Staff also completed the Executive Summary to be incorporated into the Signage Master Plan. Designwest completed the HMT Wayfinding Plan with input from Planning staff, Sports staff and Management.

*\* Due to the size of this document, it is included as an attachment only for Board Members and Management Staff. Copies are available upon request by calling 503-645-6433.*

### **Proposal Request**

Staff has worked with Designwest to complete the Final Draft of the Signage Master Plan (graphics and text). Staff, along with Mr. Jason West, Principal with Designwest, will make a presentation to the Board of Directors at their Regular Meeting on April 6, 2009 for review and possible approval. The Board presentation will include examples of sign type families and an example of a sign detail sheet.

The Signage Master Plan includes a variety of sign types in various classifications that are needed for the wide variety of conditions found on parks, trails and facilities throughout the District. The HMT Wayfinding Plan incorporates the sign types found in the Signage Master Plan: site identification signs, directional signs for navigating the complex (for both vehicular traffic and pedestrians) and kiosks located in key areas on the site for the posting of maps, park rules, educational material, and upcoming THPRD events. The standards that have been incorporated into the Signage Master Plan will be applied to all future new and replacement signs throughout the District. New park sites will incorporate the new signs in the planning/construction process and existing signs will be replaced as part of an annual signage replacement program within the Maintenance Operations Department budget.

### **Benefits of Proposal**

The purpose for having a Signage Master Plan is to visually unify the signage throughout the District with standard sign sizes, colors, layout, text, font, etc. The Signage Master Plan has taken into consideration the District's identity, site recognition, sign fabrication, ease of installation, maintenance, and resistance to vandalism. All of these elements are important components of a quality Signage Master Plan for sign system management.

### **Potential Downside of Proposal**

The downside of the proposal will be the cost to implement the new Signage Master Plan by replacing existing signs with new signs. However, it is recognized that the implementation of this Signage Master Plan will need to be phased in over several years, which will minimize the cost impacts on the Maintenance Operation Department and General Fund Capital budgets.

### **Action Requested**

Board of Directors discussion and feedback on the Final Draft of the Signage Master Plan. If the Board has comments and/or requests revisions to be made, staff and the consultant would like to hear those recommendations, so they can be incorporated into the final documents and brought back for Board approval at the May 4, 2009 Regular Board Meeting.

If the Board is satisfied with the Final Draft of the Signage Master Plan as presented, staff seeks the following Board action:

1. Board of Directors approval of the Signage Master Plan; and
2. Board of Directors direction to staff and the consultant to revise the Final Draft document format to create the approved Final Signage Master Plan document.



[7C]

## MEMO

**DATE:** March 30, 2009  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** District Compiled Policies

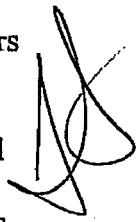
Attached please find a memo from Thomas Sponsler with Beery, Elsner & Hammond, LLP, the Park District's legal counsel. Tom will be at your meeting to provide an overview of the memo and attachments and to answer any questions the Board of Directors may have.

### **Action Requested**

Board of Directors approval of Resolution 2009-06 - Approving District Compiled Policies Chapters One Through Six, as Revisions of Previously Adopted Board Policies.

MEMORANDUM

TO: THPRD Board of Directors  
FROM: Thomas Sponsler  
Office of General Counsel  
SUBJECT: District Compiled Policies  
DATE: April 6, 2009



---

**Introduction**

Some months ago we began a review of the 26 current board policies adopted between October 28, 1975 and February 4, 2008. At the February 2, 2009 Board meeting we proposed a new organization and a comprehensive format for the policies. We also recommended the addition of new provisions for legal context and general structure. The proposed policies are now organized into six chapters.

The new and revised policies are titled District Compiled Policies (DCP) to designate them as a collection of policies organized for permanent reference and subject to addition, deletion and change. The DCP are presented in chapters beginning with the more general and flowing to the more specific. The DCP provide a structure similar to that of a city charter, city code and city council rules.

**Chapters 1 – 4**

These chapters combine new provisions that provide legal context, definitions and general provisions with edited and updated existing Board policies. Existing board policies have been edited and placed into the chapters. We believe the changes make them more readable and consistent, but continue the intended content.

You tentatively approved the first four chapters at the February 2 Board meeting. The substantive changes from those previous versions are shown by redline in the attached new chapters. Those portions that represent a change in policy and practice are highlighted.

Chapter 1 contains the new definitions for all the chapters and general provisions. Current policies 1, 2, 3 and 4 are now found in Chapter 2, District Governance. Current policies 5, 6, 7,



8, 11, 12, 13, 14, 15 and 25 are now included in the Chapter 3, Board Policies. Current policies 9, 10 and 22 are now in Chapter 4, Administration.

**Chapters 5 & 6**

These chapters were not included in the material presented at the February 2 Board meeting. Current policy 16, public contract rules and policy 24, intergovernmental agreements are now in Chapter 5, Public Contracts & Agreements. Current policy 17, fees and charges, and policy 26, financial plan / policies, are now in Chapter 6, Finance.

Changes from existing policy language and practice are shown in highlight in the attached chapters. The Board may make future changes at any time also by resolution.

**Chapter 7**

We plan to present a new Chapter 7, General Regulations, at your May 4 Board meeting. This chapter will continue an edited version of existing policy 20 and add new material proposed by Mike Janin and others as needed to address enforcement issues. ORS 198.510 – 198.600 authorizes the district to adopt regulations by ordinance and requires compliance with a specific statutory process. Future amendments must also be adopted by ordinance.

**Conclusion**

The purpose of this memo and presentation is to provide the Board with information about the new DCP and show the disposition of existing policies. You are asked to take action at this meeting and approve the final chapters by a resolution that takes effect on July 1, 2009. We have presented a resolution for adopting Chapters 1-6 at today's meeting. We plan to bring you Chapter 7, General Regulations at the May Board meeting.

TS/xx  
Enclosures

# DISTRICT COMPILED POLICIES

## CHAPTER 1 – GENERAL PROVISIONS

### 1.01 Title

All resolutions included in this and the following chapters are designated the Tualatin Hills Park & Recreation District Compiled Policies, and will be referred to as “DCP.” When referring to specific sections of these District Compiled Policies, the letters “DCP” will precede the numerical designation.

### 1.02 Definitions and rules of construction

The following definitions and rules of construction will be followed, unless inconsistent with the intent of the Board of Directors or the context clearly requires otherwise:

**ADMINISTRATIVE RULE**, a rule made by the General Manager with authority delegated by the Board.

**BOARD**, the Board of Directors of the Tualatin Hills Park & Recreation District.

**BOARD CLERK**, the clerk of the Board appointed by the General Manager.

**COMPUTATION OF TIME**, the time within which an act is to be done is computed by excluding the first day and including the last, unless the last falls on a legal holiday as defined in ORS 187.010 or 187.020, or on a Saturday or Sunday, in which case the last day is also excluded.

**COUNTY**, Washington County, Oregon.

**DAY**, the period between any midnight and the midnight following.

**DAYTIME, NIGHTTIME.** **DAYTIME**, the period between sunrise and sunset. **NIGHTTIME**, the period between sunset and sunrise.

**DIVISION**, a District administrative unit established and assigned functions by resolution.

**DIRECTOR**, the head of a division, or designee, appointed by the General Manager.

**DISTRICT**, the Tualatin Hills Park & Recreation District.

**DISTRICT COMMITTEES**, all District committees, task forces and advisory bodies.

**DISTRICT COMPILED POLICIES (DCP)**, the organization of District Policies into a comprehensive compilation of general Board resolutions.

## DISTRICT COMPILED POLICIES

**DISTRICT PERMIT**, a permit issued by the District based on an application submitted to the General Manager on a form provided by the District.

**DISTRICT PROPERTY**, real or personal property owned or under the control of the District.

**GENDER**, the masculine gender includes the feminine and neuter, and the feminine includes the masculine and neuter.

**GENERAL COUNSEL**, the Chief Legal Officer for the District, or designee appointed by the Board.

**GENERAL MANAGER**, the General Manager of the District appointed by the Board who serves as the chief administrative officer, or designee.

**JOINT AUTHORITY**, words giving joint authority to three or more persons or officers gives such authority to a majority of them.

**LAW**, federal law, the constitution and statutes of the state of Oregon, ordinances, resolutions, and rules adopted by the District.

**MEMBER**, one of five elected members of the Board.

**MINOR**, a person under the age of 18 years, unless otherwise stated.

**MONTH**, a calendar month.

**NUMBER**, the singular number includes the plural, and the plural the singular.

**OAR**, Oregon Administrative Rule.

**OATH**, includes affirmation.

**OFFICIAL TIME**, when certain hours are named, they mean the standard of time as set out in ORS 187.110.

**OR, AND. OR** may be read **AND**, and **AND** may be read **OR**, if the sense requires it.

**ORDER**, a final determination of the Board in a particular case, usually a quasi-judicial matter.

**ORDINANCE**, a legislative enactment adopted by the Board under specific authority granted by state law.

**ORS**, Oregon Revised Statutes.

## DISTRICT COMPILED POLICIES

**OWNER**, a part owner, joint owner, tenant in common, tenant in partnership, joint tenant or tenant by the entirety of the whole or of a part of the building or land, or vendee in possession under a land sale contract.

**PEACE OFFICER**, as defined by ORS 161.015.

**PERSON**, a natural person capable of being legally bound. individual, sole proprietorship, limited liability company or partnership, corporation, association, firm, partnership, joint stock company, for profit or non-profit unincorporated association, business trust, two or more persons having a joint or common economic interest and similar entities.

**PERSONAL PROPERTY**, every type of property, except real property as defined in this section.

**POLICY**, a District policy adopted by Board resolution.

**PRECEDING, FOLLOWING**, next before and next after, respectively.

**PRESIDENT**, the member of the Board designated as presiding officer.

**PROPERTY**, both real and personal property.

**REAL PROPERTY**, land, tenements, and other hereditaments.

**RESOLUTION**, a Board exercise of administrative authority granted by state law.

**MUST, MAY, MUST** is mandatory, and **MAY** is permissive.

**SECRETARY**, the member of the Board designated as secretary.

**SECRETARY PRO TEMPORE**, the member of the Board designated as secretary pro tempore.

**STATE**, the state of Oregon.

**TENANT** or **OCCUPANT**, a person holding a written lease of, or who occupies, the whole or a part of the building or land, either alone or with others.

**TENSES**, the present tense includes the past and future tenses, and the future includes the present.

**TO**, means **TO AND INCLUDING** when used in reference to a series of sections of this Policy or the ORS.

**WEEK**, seven consecutive days.

## DISTRICT COMPILED POLICIES

**WRITING**, includes any form of recorded message capable of comprehension by ordinary visual means. When a notice, report, statement or record is required or authorized by this Policy it must be made written in English unless expressly provided otherwise.

**YEAR**, a calendar year unless otherwise provided.

### 1.03 Substitute Officers

Unless this DCP provides otherwise, the General Manager (Manager), General Counsel and division directors, or designees or agents, may exercise a power granted by the DCP. The Manager and General Counsel remain responsible for the performance of such acts.

### 1.04 Construction

The provisions of the DCP and proceedings under it are to be construed to effect its objectives and to promote justice.

### 1.05 Severability

The sections, subsections, paragraphs, provisions, clauses, phrases, and words of the DCP are severable. If a section, subsection, paragraph, provision, clause, phrase, or word of the DCP is declared by a court of competent jurisdiction unconstitutional or invalid, the judgment does not affect the validity of the remaining portions of this DCP. Every other section, subsection, paragraph, provision, clause, phrase or word of this DCP remains valid.

### 1.06 Editorial Changes

The General Counsel is empowered to make certain editorial changes and corrections in this DCP, provided such changes do not alter the sense, meaning, effect, or substance of any resolution. Changes and corrections may include the following:

- (A) Numbering and renumbering sections and parts of sections of resolutions, either as enacted or as compiled;
- (B) Changes in the wording of headnotes or catchlines;
- (C) Rearrangements of sections;
- (D) Changes of reference numbers to agree with renumbered chapters, sections and statutes;
- (E) Substitutions of the proper subsection, section, chapter, or other division numbers;
- (F) Omission of figures or words that are merely repetitious;

## DISTRICT COMPILED POLICIES

(G) Changes of capitalization and punctuation for purposes of uniformity; and

(H) Correction of manifest clerical or typographical errors.

# DISTRICT COMPILED POLICIES

## CHAPTER 2 – DISTRICT GOVERNANCE

### 2.01 Boundaries

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

### 2.02 Powers

The District is an Oregon local government formed under ORS 266. The District has all powers that Oregon statutes expressly or impliedly grant or allow the District.

### 2.03 Construction

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

### 2.04 Distribution

The Oregon Constitution reserves initiative and referendum powers as to legislative authority to District voters. The DCP vests all other District powers in the Board except as the DCP otherwise provides. The Board has legislative, administrative and quasi-judicial authority. The Board exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The Board may not delegate its authority to adopt ordinances.

### 2.05 Board

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

### 2.06 President

- (A) Election. At its first meeting of each fiscal year, the Board must elect a President from its membership.

## DISTRICT COMPILED POLICIES

- (B) Authority. The President presides over and facilitates Board meetings, preserves order, enforces Board procedures, and determines the order of Board business. ~~With the consent of the Board, the President appoints members of commissions and committees established by resolution.~~ The President must sign all records of Board decisions.
- (C) Representation. The President may be asked to speak on behalf of the Board. The President may do so as long as the comments are limited to the actions the Board has or has not taken. The President may speak without prior approval of the Board. If the Board has taken no action, the President must state that the comments are personal opinions only.

### 2.07 Quorum

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

### 2.08 Vote Required

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

### 2.09 Record

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

### 2.10 Legislative Authority

- (A) Ordinances. The Board has legislative authority under ORS 266.450 and ORS 198.510 to 198.600 that it will exercise by adopting ordinances. The enacting clause for all ordinances must state "The Tualatin Hills Park & Recreation District ordains:"
- (B) Ordinance Adoption.
- (1) Except as authorized by subsection (2), the Board must adopt an ordinance with the approval of a majority of the Board at two meetings.
  - (2) The Board may adopt an ordinance at a single meeting by the unanimous approval of at least three members of the Board, provided the proposed ordinance is available to the public at least one week before the meeting and the notice requirements of ORS 198.540 are met.



## DISTRICT COMPILED POLICIES

- (3) Any substantive amendment to a proposed ordinance must be read aloud or made available to the public before the Board adopts the ordinance at that meeting.
  - (4) After the adoption of an ordinance, the vote of each member must be entered into the Board minutes.
  - (5) After the adoption of an ordinance, the President must sign and the Board Clerk (Clerk) must attest to the adoption and the date of adoption. The Clerk must file a certified copy of each ordinance with the Washington County clerk. In addition, the Clerk must comply with notice requirements of ORS 198.560(3) for emergency ordinances.
- (C) Effective Date. Ordinances normally take effect on the 30<sup>th</sup> day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

### 2.11 Administrative Authority

- (A) Resolutions. The Board will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The Tualatin Hills Park & Recreation District resolves:"
- (B) Resolution Approval.
- (1) A resolution or any other Board administrative decision may be approved by the Board at one public meeting.
  - (2) Any substantive amendment to a resolution must be read aloud or made available to the public before the Board approves the resolution at that meeting.
  - (3) After the approval of a resolution or other administrative decision, the vote of each member must be entered into the Board minutes.
  - (4) After the approval of a resolution, the President must sign it and the Clerk must attest to the resolution by name, title and date of approval.
- (C) Effective Date. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

### 2.12 Quasi-Judicial Authority

## DISTRICT COMPILED POLICIES

- (A) Orders. The Board will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state “The Tualatin Hills Park & Recreation District orders.”
- (B) Order Approval.
- (1) An order or any other Board quasi-judicial decision may be approved by the Board at one meeting.
  - (2) Any substantive amendment to an order must be read aloud or made available to the public at the meeting before the Board approves the order.
  - (3) After the approval of an order or other Board quasi-judicial decision, the vote of each member must be entered into the Board minutes.
  - (4) After the approval of an order, the President must sign it and the Clerk must attest to the date of approval.
- (C) Effective Date. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

### 2.13 Elections

- (A) State Law. Board elections and nominations must conform to the requirements of state law.
- (B) Qualifications.
- (1) To hold a District elective position, each person must be a qualified elector under state law, and reside within the District for at least one year immediately before election or appointment to office.
  - (2) No Board member may be employed by the District.
  - (3) The Board is the final judge of the election and qualifications of its members.
- (C) Nominations. As set forth in ORS chapter 249:
- (1) A candidate for election as a member of the Board will be nominated by filing with the county election officer either:
    - (a) A petition for nomination signed by at least 25 registered voters; or
    - (b) A declaration of candidacy accompanied by the appropriate filing fee.

## DISTRICT COMPILED POLICIES

- (2) A petition for nomination or declaration of candidacy must be filed with the county election officer not later than:
  - (a) The 35<sup>th</sup> day before the date of a regular District election; or
  - (b) The 70<sup>th</sup> day before the date of a District election if the election is held on the same date as a primary or general election held throughout the state.
- (3) Subject to any other applicable law, the county election officer will prescribe the form and content of petitions for nominations and declarations of candidacy.
- (D) Terms. The term of a Board member elected at a District election begins on the first day of July after Washington County certifies election results, and continues until the successor qualifies and assumes the office.
- (E) Oath. To hold a Board position each person must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

### 2.14 Vacancies

#### (A) Defined.

- (1) A vacancy exists upon the incumbent's:
  - (a) Death;
  - (b) Adjudicated incompetence;
  - (c) Recall from the office; or
  - (d) Resignation.
- (2) Or upon declaration by the Board after the incumbent's:
  - (a) Failure to qualify for the office within 10 days of the time the term of office is to begin;
  - (b) Absence from the District for 30 days without Board consent, or from all Board meetings within a 90-day period;
  - (c) Ceasing to reside in the District;
  - (d) Ceasing to be a qualified elector under state law;
  - (e) Conviction of a public offense punishable by loss of liberty; or
  - (f) Resignation from the office.
- (B) Notice. If there is a vacancy on the Board, the Board must publish notice to the general public of the vacancy.
- (C) Filling. If the vacancy occurs within three months before a regular District election, the vacancy will remain vacant and be filled by District voters. In the event of a vacancy occurring more than three months prior to a regular District election the Board position will be filled by a new member appointed by a

## DISTRICT COMPILED POLICIES

majority of the remaining Board members following an open application process and interviews of applicants. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office.

(D) Temporary. If a temporary disability prevents a member from attending Board meetings, a majority of the Board may appoint a member pro tem.

*Note: All items below were moved elsewhere or deemed duplicative.*

### ~~2.16 — District and Board Authority~~

~~The District has all the powers that the Oregon Constitution, state statutes and common law expressly or implied grant or allow the District.~~

~~These Policies will be liberally construed so that the District may exercise fully all powers possible under Oregon law, including ORS Chapter 266, Parks and Recreation Districts.~~

~~ORS Chapter 266 vests District authority and power in the Board as the governing body of the District.~~

~~The Board may by resolution delegate specific authority and power to the District General Manager employed by the Board.~~

~~The Board will normally exercise its authority by adopting resolutions. The adopting clause for all resolutions must state: "The Tualatin Hills Park & Recreation District resolves as follows:"~~

~~Adoption of a resolution or any other Board decision requires approval by a majority vote of the Board at a public meeting.~~

~~Any substantive amendment to a resolution must be read aloud before the Board adopts the resolution.~~

~~After adoption of a resolution or other decision, the vote of each member must be entered into the Board minutes.~~

~~After adoption of a resolution, the Board clerk must attest to the resolution by name, title and date of adoption.~~

~~Resolutions and other decisions take effect on the date of adoption, or a later date provided in the resolution.~~

# DISTRICT COMPILED POLICIES

## CHAPTER 3 – BOARD POLICIES

### 3.01 Board Meetings

- (A) Regular meetings to conduct Board business are normally held the first Monday of each month and as otherwise approved by the Board. Regular meeting agendas will be developed by the Manager in consultation with the President.
- (B) Work sessions may be held as a separate meeting or in conjunction with regular meetings. Work session agendas will be developed by the Manager in consultation with the President.
- (C) Special meetings may be called by the President or by a majority of the Board.
- (D) Executive sessions will be held in compliance with the Oregon Public Meetings Law.
- (E) Notices for meetings will be posted in public view at all District facilities that allow for public access.
- (F) Minutes will be taken as provided by the Oregon Public Records Law.
- (G) Telephonic / electronic meetings may be held in compliance with the Oregon Public Meetings Law. Board members may participate and vote in Board meetings via telephone, electronically, or by other means consistent with that law.
- (H) Attendance at meetings is expected of Board members, who should use their best efforts to attend all Board meetings.

### 3.02 Officers of the Board

- (A) The Board has three offices: President, Secretary, and Secretary pro tempore.
- (B) The President presides at all Board meetings. In the absence of the President, the Secretary presides and the Secretary pro tempore acts as Secretary.
- (C) The election of officers is held at the first Board meeting of each fiscal year, and the term of each office is one year.

### 3.03 Board Member Conduct

- (A) Representing District. If a Board member appears before another governmental agency or organization to give a statement on an issue, the member must state:
  - (1) Whether the statement reflects personal opinion or is the official position of the District; and

## DISTRICT COMPILED POLICIES

- (2) Whether the statement is supported by the Board.

If the Board member is representing the District, he or she must support and advocate for the official District position on the issue, not a personal viewpoint.

(B) Governing District.

- (1) Without prior approval of the Board, no member may interfere or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Manager.
- (2) If the Board asks a member to become involved in operations, the Board must clearly state the duties assigned to the Board member. The duties must be agreed to by the President and the Manager prior to the beginning of the project.

(C) Censure.

- (1) The Board may make and enforce its own rules and ensure compliance with state laws applicable to governing bodies. If a Board member substantially violates these rules or state law, the Board may take action to protect Board integrity and discipline the member with a public reprimand.
- (2) The Board may investigate the actions of any Board member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(2)(b), the Board member under investigation may request an open hearing.

### 3.04 Board Discussions and Decorum

- (A) Conduct. Board members will conduct themselves to bring credit upon the District, ensuring non-discriminatory delivery of public services, keeping informed about matters coming before the Board and abiding by Board decisions, whether or not the member voted on the prevailing side.
- (B) Order and Decorum. Board members will assist the President to preserve order and decorum during Board meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the ruling of the President or Board rules. When addressing staff or members of the public, members will confine themselves to questions or issues under discussion and not engage in personal attacks, or impugn the motives of any speaker.
- (C) Ground Rules. The following will be observed to maintain order and decorum during

## DISTRICT COMPILED POLICIES

### Board discussions:

- (1) Board members will gather necessary information and ask questions of District staff before meetings.
- (2) Board members will have an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves and not for other Board members.
- (3) Board members will not speak on behalf of the Board, unless they have been authorized by the Board to do so.
- (4) During public meetings, Board members will generally not attempt to edit or revise prepared documents. Amendments to proposed resolutions or other documents may be appropriate, but input from the Manager or General Counsel will be sought to accomplish the Board objectives.
- (5) Board members will be open, direct and candid in the Board forum. Members should be brief and succinct in stating their views and focus on a single issue or topic at any one time.
- (6) Board members should focus on District issues and avoid becoming involved with non-District issues that are not relative to the current discussion.
- (7) The President will recognize members who wish to speak in the order of their requests. The President will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.
- (8) Board members will not disguise statements as questions or use repetitions as a way to convince others.
- (9) Board members will keep discussions moving and call for a “process check” if the Board becomes bogged down in discussions.
- (10) Board members will set and adhere to time limits on discussions.
- (11) Board members will refrain from criticizing or berating each other, staff or other persons.
- (12) If a Board member wishes to discuss a major policy issue, it will be scheduled for a future agenda and not considered at the current meeting.

### 3.05 Public Participation

- (A) Public and community group sign-up forms will be available at each regular business

## DISTRICT COMPILED POLICIES

meeting. At the time on the agenda designated for public comment and during any public hearing or specific agenda item, any member of the public desiring to address the Board must first ask to be recognized by the President and then state his or her name and address for the record. The Board may set time limits for comments. The Board may request that groups with like comments choose a spokesperson to present joint remarks.

- (B) The Board will provide Audience Time at the beginning of each regular meeting, before approval of the Consent Agenda, for members of the audience to discuss items that are not included on the agenda. If there are such persons, the President will ask the persons to state their names and addresses before addressing the Board. The Board may set time limits for comments.
- (C) During public hearings, all public comment must be addressed to the President and relate to the matter under discussion unless made during Audience Time.
- (D) Generally, Board members will not respond to comments made during the public comment agenda time, except to ask clarifying questions. Any public requests for Board action will be referred to staff for review before they are placed on a future agenda.

### 3.06 Robert's Rules of Order Revised

Robert's Rules of Order Revised will be used as the guideline for the conduct of Board meetings, except where these rules specifically apply. Rules may be adopted or amended at any meeting. The order of business may be suspended at any meeting by Board vote.

### 3.07 Agenda

- (A) The agenda headings for Board regular meetings are generally as follows:
- EXECUTIVE SESSION (if any)
  - CALL TO ORDER
  - ROLL CALL
  - PRESENTATIONS & REPORTS
  - PUBLIC HEARING (if any)
  - AUDIENCE TIME
  - BOARD TIME
  - CONSENT AGENDA
  - OLD BUSINESS (includes MANAGER REPORT)
  - NEW BUSINESS
  - ADJOURNMENT
- (B) The Manager will prepare agenda materials. Board members may request that items be placed on an agenda. Board members may make agenda suggestions at any Board



## DISTRICT COMPILED POLICIES

meeting or by communication with the Manager at least seven days before a regular Board meeting. Any Board member may move to add an item to the agenda at the beginning of a meeting. If approved by the Board, the item will be considered as the last item under new business. The agenda and Manager report and other relevant material will be made available to Board members and the public at least four days before each regular Board meeting.

- (C) Board members will make best efforts to reach consensus on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Board is still in session at 9:30 p.m., then the Board will decide whether to continue with the agenda or move items to a future agenda.
- (D) The Board may place certain items on a consent agenda and approve them as one action. Any Board member may request to remove an item from the consent agenda for discussion, modification and individual approval.

### 3.08 Motions

#### (A) General.

- (1) All Board members have the right to make motions, discuss questions and vote on any issue before the Board.
- (2) Board member motions will be clearly and concisely stated. The President will state the name of the member who made the motion and the member who made the second.
- (3) The motion maker, President or Clerk should repeat the motion prior to voting.
- (4) Most motions die if they do not receive a second. Motions for nomination, withdrawal of a motion, agenda order, roll call vote and a point of order do not require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the member beginning the discussion.
- (5) Discussion of a motion is open to all Board members who wish to address it. A member must be recognized by the President before speaking.
- (6) The President will ask for a voice vote for all final decisions. All members are expected to vote on each motion unless disqualified for some reason. A member who does not vote must state the basis for any conflict of interest or other disqualification. The Clerk will maintain a record of the votes. Any member may request a roll call vote on any motion.

## DISTRICT COMPILED POLICIES

- (7) At the conclusion of any vote, the President will announce the results. Board members who wish to explain their votes may do so briefly and succinctly.
- (B) Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Board.
- (C) Tie. A motion that receives a tie vote fails.
- (D) Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
- (E) Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- (F) Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a Board member calls for the question, each member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the President will inquire whether any member objects. If an objection is raised, the matter will be put to a vote, and it fails if it does not receive a majority vote. Debate may continue if the motion fails.
- (G) Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first before the main motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.
- (H) Reconsideration. When a motion has been decided, any Board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

### 3.09 Adjournment

- (A) Upon motion and majority vote of the Board members present, any meeting of the Board may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
- (B) Upon the request of a member, a short recess may be taken during a Board meeting.
- (C) A motion to adjourn will be in order at any time except as follows:
- (1) When made as an interruption of a member while speaking; or

## DISTRICT COMPILED POLICIES

- (2) While a vote is being taken.
- (D) Before adjourning a Board meeting, the President will address the Board members and Manager to inquire as to whether there is further business to come before the Board. After the responses, if any, the President will ask for a motion to adjourn.

### 3.10 Minutes

- (A) Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Board will comply with provisions of ORS 192.650 by containing the following information at a minimum:
  - (1) The name of Board members and staff present;
  - (2) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
  - (3) The result of all votes, including ayes and nays and the names of the Board members who voted;
  - (4) The substance of the discussion on any matter; and
  - (5) Reference to any document discussed at the meeting.
- (B) The Board may amend the minutes to reflect more accurately what transpired at the meeting. Upon receipt of the minutes in the Board agenda packet, members should read and submit any changes, additions or corrections to the Clerk so that a corrected copy may be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Board, unless the Board authorizes such change.
- (C) The Clerk or designee will make an audio recording of all meetings. The Clerk will maintain custody of all tapes, but a Board member may obtain a copy of any tape. A Board member may obtain a meeting transcript or partial transcript if it can be produced with nominal staff time. If a transcript would require a significant amount of staff time, the Clerk may only produce the transcript with Board approval. The Clerk is authorized to produce transcripts as required by law.

### 3.11 Public Hearings

The Board may determine to have a public hearing, in addition to those required by applicable state law, at its discretion in connection with the development of any park site or other facility.

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### 3.12 Committees

#### (A) General.

- (1) The Board will appoint members to District committees by resolution.
- (2) Board members will encourage broad participation on District committees by generally limiting the number of terms a member of the public may serve.
- (3) A member of the public may not serve on more than two District committees simultaneously. Any member of the public serving on two District committees may not be chairperson of both simultaneously. This limitation does not apply to service on the District Budget Committee (Budget Committee).
- (4) Board members may suggest persons for committee membership that have demonstrated interest and knowledge in the committee's area of responsibility. Generally, the District will give public notice of committee vacancies.
- (5) Prospective members of any committee are required to complete a Board approved application or statement of interest.
- (6) The Board may remove a member of the public from a District committee prior to the expiration of the term of office for sufficient cause by resolution.
- (7) Committees must elect a Chair and Secretary, determine their meeting schedules, and the rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and they must be distributed to each committee member, the Board and Manager.
- (8) All advisory committee meetings are public meetings under state law.

#### (B) Standing Advisory Committees.

- (1) Membership on standing advisory committees will be determined by the Board. Terms for standing advisory committee members will generally be for two years.
- (2) The Board will determine the number of standing advisory committees. The Board expects to create a committee for each major service area, as defined by the Board, that will make reports and recommendations to the Board.
- (3) At the discretion of the Manager, a staff liaison and resource person may be present at all committee meetings.

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- (4) Standing advisory committees must make reports and respond to questions from the Board generally once a year. The Board may require more frequent reports.
- (C) Ad Hoc Advisory Committees.
  - (1) The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities.
  - (2) The Board may ask ad hoc advisory committees to evaluate an existing program area or facility. The Board will provide each ad hoc advisory committee with a written statement or charge regarding its assigned responsibilities.
  - (3) Ad hoc advisory committees may be appointed to serve in such areas as deemed necessary by the Board and for such time as is needed to accomplish their assigned purposes.
  - (4) Ad hoc advisory committees will be discharged after presentation of their recommendations to the Board or at any time at the discretion of the Board.

### 3.13 District Goals and Budget

- (A) Board. The Board will review and adopt District goals each year before preparation of the budget. The adopted goals will guide development of the budget. The Board may carry over or revise goals from one year to the next.

The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of District residents.
- (B) Budget Committee.
  - (1) The Budget Committee will consist of the Board and five members of the public, as appointed by the Board, each of which will serve a three-year term.
  - (2) The Budget Committee will meet at least once a year to consider and approve the District annual budget.
  - (3) The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about District business and operations.
- (C) Budget Preparation. District budget preparation steps will include the following:

## DISTRICT COMPILED POLICIES

- (1) Board adoption and approval of annual goals;
- (2) Appoint Budget Officer;
- (3) Public comments, District budget priorities and existing allocations;
- (4) Development and distribution of budget materials to staff;
- (5) Staff development of budget requests and program proposals;
- (6) Staff submission of budget work sheets;
- (7) Staff budget review process;
- (8) Manager budget message;
- (9) Publishing of budget notice;
- (10) Budget Committee meetings for considerations and approval of proposed budget;
- (11) Resolution for any required election;
- (12) Publishing notice of public hearing and budget summary;
- (13) Holding of any required election;
- (14) Adoption of the budget by the Board; and
- (15) Budget Committee meetings quarterly or as called by the Board or Budget Committee.

### **3.14 Communication with Staff**

- (A) The Board will respect the separation between policymaking (Board function) and administration (Manager function) by:
  - (1) Working with the staff as a team in the spirit of mutual respect and support;
  - (2) Except in a Board meeting, not attempting to influence a District employee or the Manager concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of permit applications or granting of licenses or permits. However, the sharing of ideas on these matters is appropriate; and

## DISTRICT COMPILED POLICIES

- (3) Limiting individual contact with District staff to the Manager so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Manager authority or prevent the full Board from having the benefit of any information received. The Manager has the responsibility to determine the most effective way of responding to these requests.
  - (4) Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail (e-mail) messages.
- (B) All written informational material requested by Board members will be submitted by staff to the entire Board with a notation stating who requested the information.
  - (C) The President will refer any comments or questions regarding District personnel or administration to the Manager. The President may redirect other questions to a Board member or the Manager, as appropriate. Board members may also address questions directly to the Manager, who may answer the inquiry or ask a staff member to do so.

### 3.15 Legal Advice

Requests to General Counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by General Counsel, Board members are encouraged to consider consulting with the Manager to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, a Board member should make requests of General Counsel through the Manager. Exceptions to this are issues related to the performance of the Manager and unique or sensitive personal, yet District business-related, requests.

### 3.16 Confidentiality

- (A) Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than other Board members, the Manager or General Counsel.
- (B) If the Board meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representatives handling the negotiations or litigation. Board members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- (C) All public statements, information or media releases relating to a confidential matter will be handled by designated staff or a designated Board member.

## DISTRICT COMPILED POLICIES

- (D) Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a member who discloses a confidential matter or otherwise violates these rules.

### 3.17 Organizations and Media

- (A) If the President or other Board member represents the District before another governmental agency, community organization or the media, the member should first state the Board position.
- (B) Board members should obtain appropriate permission before representing another member's view or position with the media.

### 3.18 Board Expenses and Compensation

- (A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees.
- (B) Compensation. Board members may receive compensation for service as a Board member of \$50 per month. Members may decide to forego this compensation.

### 3.19 Ethics Commission Requirements and Reporting

- (A) Board members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.400) dealing with use of public office for private financial gain.
- (B) Board members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Board members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Board.
- (C) The regulation of the receiving of gifts, honorariums, expense reimbursements and certain forms of income is governed by a set of laws which apply to public officials, as defined in ORS 244.020(13), and includes "an elected official, appointed official, employee, agent or otherwise, irrespective of whether the person is compensated for the services."

### 3.20 Policy for Naming Parks / Buildings

Whenever possible, new parks and buildings will be named designating the park's geographic location in the community. Proposed names will be discussed at a regular meeting regarding the park or building development. When the District acquires property with a name restriction, the Board will name the property when it is accepted, or other appropriate occasion.



## DISTRICT COMPILED POLICIES

### 3.21 E-Mail Policy

- (A) Generally. All e-mail messages relating to District business must be conducted solely using District provided e-mail accounts. All documents created, sent, received or retained on District e-mail accounts are public records and subject to disclosure and retention under state law.
- (B) Board E-mail Use.
  - (1) Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. There must be no e-mail exchange between or among three Board members if such communication could be considered a decision or deliberation toward a Board decision.
  - (2) The Manager may e-mail information and staff recommendations regarding District business to Board members.
  - (3) Board members may send e-mail to the Manager regarding any District business.

### 3.22 Professional Growth

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

# DISTRICT COMPILED POLICIES

## CHAPTER 4 – ADMINISTRATION

### 4.01 General Manager

- (A) The office of Manager is established as the chief administrative officer of the District. The Manager is responsible to the Board for the proper administration of all District business. The Manager will assist the Board in the development of Board policies and carry out policies established by Board resolutions.
- (B) A majority of the Board must appoint and may remove the Manager. The appointment must be made without regard to political considerations or other protected class considerations and solely based on education and experience ~~with local government management.~~
- (C) The Manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Board. The Board must fill the office by appointment as soon as practicable after the vacancy occurs.
- (D) The Manager must:
- (1) Attend all Board meetings unless excused by the Board;
  - (2) Make reports and recommendations to the Board about the needs of the District;
  - (3) Administer and enforce all District policies, leases, contracts, permits and other District decisions;
  - (4) Appoint, supervise and remove District employees in positions authorized in the adopted fiscal year budget;
  - (5) Add new personnel positions after budget adoption with approval of the Board.
  - (6) Organize District divisions and administrative structure;
  - (7) Prepare and administer the annual District budget;
  - (8) Administer District property;
  - (9) Encourage and support regional and intergovernmental cooperation;
  - (10) Promote cooperation among the Board, staff and residents in developing District policies, and building a sense of community;
  - (11) Perform other duties delegated by the Board; and

## DISTRICT COMPILED POLICIES

- (12) Delegate duties, but remain responsible for acts of all subordinates.
- (E) The Manager and other employees designated by the Board may sit at Board meetings but have no vote. The Manager may take part in all Board discussions.
- (F) When the Manager is temporarily disabled from acting as Manager or when the office becomes vacant, the Board may appoint a Manager pro tem. The Manager pro tem has the authority and duties of Manager, except that a Manager pro tem may appoint or remove employees only with Board approval.

### 4.02 General Counsel

The office of General Counsel is established as the chief legal officer for the District to provide legal advice and representation. A majority of the Board must appoint and may remove the General Counsel.

### 4.03 Auditor

A majority of the Board must appoint and may remove an independent auditor for the District. The duties of the auditor include the following:

- (A) Examine the District accounts at the close of each fiscal year;
- (B) Conduct such examination in accordance with generally accepted auditing standards and to include tests of accounting records and other appropriate auditing procedures;
- (C) Provide an opinion on the financial statements prepared at the close of each fiscal year;
- (D) Make recommendations to the Board concerning accounting records, procedures and related activities; and
- (E) Perform other services as requested by the Board.

### 4.04 General Manager Evaluation

- (A) Criteria. The Board will evaluate the Manager annually based on the progress made in addressing District goals and objectives for the current fiscal year, and goals and areas for development identified by the evaluation for the previous year.
- (B) Process.
  - (1) The Board will generally conduct its evaluation of the Manager at its regular meeting in June.

## DISTRICT COMPILED POLICIES

- (2) Evaluations will be held in executive sessions unless the Manager requests that it be held as an open meeting.
  - (3) The Manager will prepare a written assessment identifying major accomplishments and submit it to the Board approximately two weeks prior to the evaluation session.
  - (4) The President will prepare a written summary of the evaluation comments by Board members and provide the document to the Manager approximately three days prior to the evaluation session.
  - (5) At evaluation sessions, Board will review the summary comments and members may make additional oral comments. The Manager will have an opportunity to respond to all comments. The Board will discuss the effect of the evaluation on the Manager's employment contract. The Board will allocate sufficient time for a thorough evaluation discussion with the Manager.
- (C) Contract. After the evaluation the General Counsel will prepare the necessary and useful amendments to the Manager's employment contract. Contracts normally will be approved as a consent agenda item at the next regular Board meeting.

# 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.

# DISTRICT COMPILED POLICIES

## ***PERSONAL SERVICES,***

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

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

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

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

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

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

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

### **5.03 Personal Services**

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

## DISTRICT COMPILED POLICIES

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

- (1) Contracts existing on July 11, 2005; and
  - (2) Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services.
- (B) Direct Appointment (Under \$25,000). Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$25,000.
- (C) Informal Selection Process (\$25,000 – \$150,000).
- (1) The use of the informal selection procedures described in OAR 137-048-0210 and OAR 137-047-0270 will be used to obtain a contract if the estimated fee is expected to be \$25,000 or more and not to exceed \$150,000.
  - (2) The selection may be based on criteria including, but not limited to, each proposer's:
    - (a) Particular capability to perform the services required;
    - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
    - (c) Performance history;
    - (d) Approach and philosophy used in providing services;
    - (e) Fees or costs; and
    - (f) Geographic proximity to the project or the area where the services are to be performed.
  - (3) Price may be considered, but need not be the determining factor. Proposals may also be solicited by using a written RFP, at the District's discretion.
- (D) Formal Selection Process (Over \$150,000). The use of the formal selection procedures described in OAR 137-048-0220 and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$150,000.

### 5.04 Delegation

- (A) Except as otherwise provided in the Local Rules, the powers and duties of the LCRB under public contract law must be exercised and performed by the Board.
- (B) Unless expressly limited by the LCRB, the Model Rules or Local Rules, all powers and duties given or assigned to contract agencies by public contract law

## DISTRICT COMPILED POLICIES

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 \$100,000 or more in a fiscal year must be approved by the Board.
- (D) All public contracts estimated to cost less than \$100,000 in a fiscal year may be entered into by the Manager without Board approval. However, either the Board or the Manager may enter into emergency contracts under DCP 5.11, regardless of dollar limits, subject to ORS 294.455.

### 5.05 Special Procurements and Exemptions

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

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

- (A) Public contracts under \$5,000 are not subject to competitive bidding requirements. The Manager will make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- (B) The District may amend a public contract awarded as a small procurement beyond the \$5,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to more than 125% of the original contract price.

### 5.07 Intermediate Procurements

- (A) A contract for procurement of goods and services estimated to cost between \$5,000 and \$150,000 in a fiscal year, or a contract for a public improvement that is estimated to cost between \$5,000 and \$150,000 in a fiscal year may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- (B) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-



## DISTRICT COMPILED POLICIES

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

### **5.08 Electronic Advertising**

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

### **5.09 Notice of intent to award certain contracts**

- (A) At least seven days before the award of a public contract solicited under a traditional invitation to bid or RFP, the District will post or provide to each bidder or proposer notice of the District's intent to award a contract.
- (B) If stated in the solicitation document, the District may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the District's intent.
- (C) As an alternate, the District may provide written notice to each bidder or proposer of the District's intent to award a contract. This written notice may be provided electronically or through non-electronic means.
- (D) The District may give less than seven days notice of its intent to award a contract if the District determines in writing that seven days is impractical as allowed by ORS 279B.135.
- (E) This section does not apply to goods or services contracts awarded under the small procurements under the Local Rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.
- (F) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (G) A protest of the District's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

### **5.10 Methods for Awarding Contracts Using RFP Process**

- (A) In making an award using the RFP process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including the processes described in ORS 279B.060(6)(b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process used

## DISTRICT COMPILED POLICIES

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

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

### 5.11 Emergency Contracts

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

### 5.12 Disposal of Surplus Property

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

## DISTRICT COMPILED POLICIES

- (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 Appeals of Prequalification Decisions and Debarment Decisions

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

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

### 5.14 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.

### 5.15 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.

## DISTRICT COMPILED POLICIES

### 5.16 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.

# DISTRICT COMPILED POLICIES

## CHAPTER 6 – FINANCE

### 6.01 Fees and Charges

- (A) The Board will set general fees and charges by resolution and delegate authority to the Manager to set administrative fees and charges. The District will take into account the following criteria:
- (1) Charging fair and equitable fees for participation in District programs and for use of District facilities by District residents and non-resident users;
  - (2) Use consistent methodology, incorporating consideration for direct and overhead costs;
  - (3) User fees for District residents that consider other contributions such as property taxes, levies or other means;
  - (4) Accommodations for senior users;
  - (5) Accommodations for disabled patrons;
  - (6) Accommodations for low income patrons as arranged through the Family Assistance Program;
  - (7) Current markets in the public and private sectors; and
  - (8) Adjustment and implementation of fees, as necessary, to ensure continued equity, consistency and fairness.
- (B) The Board will review District fee policy as needed to ensure fees are in line with these criteria.

### 6.02 Debt Policies

- (A) The District use of non-general obligation supported debt should not negatively impact future operations.

*Working Guidelines: The District should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.*

- (B) The District use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service.

## DISTRICT COMPILED POLICIES

- (1) Working Guidelines – use of debt: *Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.*
- (2) Working Guidelines – term of debt: *The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.*

### 6.03 Minimum Fund Balances / Reserves

- (A) The District should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

Working Guidelines: *The District should maintain ending general operating fund balance levels of 10 percent of operating expenses. In any year in which the District is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.*

- (B) The District should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact District services.

- (1) Working Guidelines – measurement of replacement obligation: *The District should measure the replacement obligation based on deferred replacements (i.e. backlog) for both major and routine replacements plus percentage of life used for major replacements.*
- (2) Working Guidelines – prioritization of maintenance replacements funding: *The District should priority fund all major items replacements (subject to condition of asset deferrals) a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.*

### 6.04 Cost Recovery

- (A) The District should establish consistent guidelines to measure the full cost of District programs and capital projects.

- (1) Working Guidelines – operating programs: *The District should measure the cost of programs based on a full-cost method, including measurement of direct variable cost, other variable cost, and an allocation of fixed indirect cost, based on actual utilization.*

## DISTRICT COMPILED POLICIES

(2) Working Guidelines – capital projects: *The District should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of District staff time to manage the projects.*

(B) The District should maintain fee policies that utilize the measurement of cost recovery / subsidy of District programs subject to other District goals.

Working Guidelines: *In establishing program fees, the District should measure and consider both the variable cost of programs or activities and the full cost of programs or activities, including fixed costs and an allocation of overhead. District fees should also be established based on an allocation of available program subsidy, which is in turn based on available non-program resources.*

(C) The District should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines: *The District should charge the cost of staff support to capital projects, and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.*

### 6.05 Cost / Benefit Analysis

The District should establish a consistent methodology of measuring cost / benefit analysis that can be used for proposed capital expansion or acquisitions.

Working Guidelines: *The District should assess cost / benefit based on net present value of net financial returns using a discount rate equal to the District current borrowing rate.*

### 6.06 Financial Goal Measurement

(A) The District should establish, through the long-term financial planning process, financial goals and strategies and should periodically review these goals and strategies.

Working Guidelines: *The District should review the goals and strategies annually as part of the Board of Directors annual goals and objectives.*

(B) The District should periodically measure progress toward financial goals.

Working Guidelines: *The District should develop an annual reporting process for measuring progress toward financial goals.*

## RESOLUTION NO. 2009-06

### TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

#### A RESOLUTION APPROVING DISTRICT COMPILED POLICIES CHAPTERS ONE THROUGH SIX, AS REVISIONS OF PREVIOUSLY ADOPTED BOARD POLICIES

- a. The Tualatin Hills Park & Recreation District (District) board first adopted 26 policies on October 28, 1975 and last amended them on February 4, 2008;
- b. The policies were not presented in an organized or comprehensive manner, lack legal context and provisions, several policies contained administrative and operational details more appropriate for administrative rules and operational practices and procedures, and some policies needed to be updated; and
- c. The General Counsel advised that the policies should be revised to provide updated legal context, and separate administrative provisions. The existing policies were edited for clarity and consistent word usage. The revised policies were placed into new district policies chapters as District Complied Policies (DCP) to make them more useful and readable.

#### THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

- Section 1.** The new DCP chapters one through six, as attached as Exhibit A to this Resolution are approved.
- Section 2.** This resolution takes effect on July 1, 2009.

BOARD OF DIRECTORS APPROVAL: April 6, 2009

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Larry Pelatt  
President / Director

Adoption and date attested by:

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Jessica Collins  
Recording Secretary



## DISTRICT COMPILED POLICIES

## CHAPTER 1 – GENERAL PROVISIONS

## 1.01 Title

All resolutions included in this and the following chapters are designated the Tualatin Hills Park & Recreation District Compiled Policies, and will be referred to as “DCP.” When referring to specific sections of these District Compiled Policies, the letters “DCP” will precede the numerical designation.

## 1.02 Definitions and rules of construction

The following definitions and rules of construction will be followed, unless inconsistent with the intent of the Board of Directors or the context clearly requires otherwise:

**ADMINISTRATIVE RULE**, a rule made by the General Manager with authority delegated by the Board.

**BOARD**, the Board of Directors of the Tualatin Hills Park & Recreation District.

**BOARD CLERK**, the clerk of the Board appointed by the General Manager.

**COMPUTATION OF TIME**, the time within which an act is to be done is computed by excluding the first day and including the last, unless the last falls on a legal holiday as defined in ORS 187.010 or 187.020, or on a Saturday or Sunday, in which case the last day is also excluded.

**COUNTY**, Washington County, Oregon.

**DAY**, the period between any midnight and the midnight following.

**DAYTIME, NIGHTTIME.** **DAYTIME**, the period between sunrise and sunset. **NIGHTTIME**, the period between sunset and sunrise.

**DIVISION**, a District administrative unit established and assigned functions by resolution.

**DIRECTOR**, the head of a division, or designee, appointed by the General Manager.

**DISTRICT**, the Tualatin Hills Park & Recreation District.

**DISTRICT COMMITTEES**, all District committees, task forces and advisory bodies.

**DISTRICT COMPILED POLICIES (DCP)**, the organization of District Policies into a comprehensive compilation of general Board resolutions.

## DISTRICT COMPILED POLICIES

**DISTRICT PERMIT**, a permit issued by the District based on an application submitted to the General Manager on a form provided by the District.

**DISTRICT PROPERTY**, real or personal property owned or under the control of the District.

**GENDER**, the masculine gender includes the feminine and neuter, and the feminine includes the masculine and neuter.

**GENERAL COUNSEL**, the Chief Legal Officer for the District, or designee appointed by the Board.

**GENERAL MANAGER**, the General Manager of the District appointed by the Board who serves as the chief administrative officer, or designee.

**JOINT AUTHORITY**, words giving joint authority to three or more persons or officers gives such authority to a majority of them.

**LAW**, federal law, the constitution and statutes of the state of Oregon, ordinances, resolutions, and rules adopted by the District.

**MEMBER**, one of five elected members of the Board.

**MINOR**, a person under the age of 18 years, unless otherwise stated.

**MONTH**, a calendar month.

**NUMBER**, the singular number includes the plural, and the plural the singular.

**OAR**, Oregon Administrative Rule.

**OATH**, includes affirmation.

**OFFICIAL TIME**, when certain hours are named, they mean the standard of time as set out in ORS 187.110.

**OR, AND. OR** may be read **AND**, and **AND** may be read **OR**, if the sense requires it.

**ORDER**, a final determination of the Board in a particular case, usually a quasi-judicial matter.

**ORDINANCE**, a legislative enactment adopted by the Board under specific authority granted by state law.

**ORS**, Oregon Revised Statutes.

## DISTRICT COMPILED POLICIES

**OWNER**, a part owner, joint owner, tenant in common, tenant in partnership, joint tenant or tenant by the entirety of the whole or of a part of the building or land, or vendee in possession under a land sale contract.

**PEACE OFFICER**, as defined by ORS 161.015.

**PERSON**, a natural person capable of being legally bound, individual, sole proprietorship, limited liability company or partnership, corporation, association, firm, joint stock company, for profit or non-profit unincorporated association, business trust, two or more persons having a joint or common economic interest and similar entities.

**PERSONAL PROPERTY**, every type of property, except real property as defined in this section.

**POLICY**, a District policy adopted by Board resolution.

**PRECEDING, FOLLOWING**, next before and next after, respectively.

**PRESIDENT**, the member of the Board designated as presiding officer.

**PROPERTY**, both real and personal property.

**REAL PROPERTY**, land, tenements, and other hereditaments.

**RESOLUTION**, a Board exercise of administrative authority granted by state law.

**MUST, MAY, MUST** is mandatory, and **MAY** is permissive.

**SECRETARY**, the member of the Board designated as secretary.

**SECRETARY PRO TEMPORE**, the member of the Board designated as secretary pro tempore.

**STATE**, the state of Oregon.

**TENANT** or **OCCUPANT**, a person holding a written lease of, or who occupies, the whole or a part of the building or land, either alone or with others.

**TENSES**, the present tense includes the past and future tenses, and the future includes the present.

**TO**, means **TO AND INCLUDING** when used in reference to a series of sections of this Policy or the ORS.

**WEEK**, seven consecutive days.

## DISTRICT COMPILED POLICIES

**WRITING**, includes any form of recorded message capable of comprehension by ordinary visual means. When a notice, report, statement or record is required or authorized by this Policy it must be made written in English unless expressly provided otherwise.

**YEAR**, a calendar year unless otherwise provided.

### 1.03 Substitute Officers

Unless this DCP provides otherwise, the General Manager (Manager), General Counsel and division directors, or designees or agents, may exercise a power granted by the DCP. The Manager and General Counsel remain responsible for the performance of such acts.

### 1.04 Construction

The provisions of the DCP and proceedings under it are to be construed to effect its objectives and to promote justice.

### 1.05 Severability

The sections, subsections, paragraphs, provisions, clauses, phrases, and words of the DCP are severable. If a section, subsection, paragraph, provision, clause, phrase, or word of the DCP is declared by a court of competent jurisdiction unconstitutional or invalid, the judgment does not affect the validity of the remaining portions of this DCP. Every other section, subsection, paragraph, provision, clause, phrase or word of this DCP remains valid.

### 1.06 Editorial Changes

The General Counsel is empowered to make certain editorial changes and corrections in this DCP, provided such changes do not alter the sense, meaning, effect, or substance of any resolution. Changes and corrections may include the following:

- (A) Numbering and renumbering sections and parts of sections of resolutions, either as enacted or as compiled;
- (B) Changes in the wording of headnotes or catchlines;
- (C) Rearrangements of sections;
- (D) Changes of reference numbers to agree with renumbered chapters, sections and statutes;
- (E) Substitutions of the proper subsection, section, chapter, or other division numbers;
- (F) Omission of figures or words that are merely repetitious;

## DISTRICT COMPILED POLICIES

- (G) Changes of capitalization and punctuation for purposes of uniformity; and
- (H) Correction of manifest clerical or typographical errors.

# DISTRICT COMPILED POLICIES

## CHAPTER 2 – DISTRICT GOVERNANCE

### 2.01 Boundaries

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

### 2.02 Powers

The District is an Oregon local government formed under ORS 266. The District has all powers that Oregon statutes expressly or impliedly grant or allow the District.

### 2.03 Construction

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

### 2.04 Distribution

The Oregon Constitution reserves initiative and referendum powers as to legislative authority to District voters. The DCP vests all other District powers in the Board except as the DCP otherwise provides. The Board has legislative, administrative and quasi-judicial authority. The Board exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The Board may not delegate its authority to adopt ordinances.

### 2.05 Board

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

### 2.06 President

- (A) Election. At its first meeting of each fiscal year, the Board must elect a President from its membership.

## DISTRICT COMPILED POLICIES

- (B) Authority. The President presides over and facilitates Board meetings, preserves order, enforces Board procedures, and determines the order of Board business. The President must sign all records of Board decisions.
- (C) Representation. The President may be asked to speak on behalf of the Board. The President may do so as long as the comments are limited to the actions the Board has or has not taken. The President may speak without prior approval of the Board. If the Board has taken no action, the President must state that the comments are personal opinions only.

### 2.07 Quorum

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

### 2.08 Vote Required

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

### 2.09 Record

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

### 2.10 Legislative Authority

- (A) Ordinances. The Board has legislative authority under ORS 266.450 and ORS 198.510 to 198.600 that it will exercise by adopting ordinances. The enacting clause for all ordinances must state “The Tualatin Hills Park & Recreation District ordains:”
- (B) Ordinance Adoption.
  - (1) Except as authorized by subsection (2), the Board must adopt an ordinance with the approval of a majority of the Board at two meetings.
  - (2) The Board may adopt an ordinance at a single meeting by the unanimous approval of at least three members of the Board, provided the proposed ordinance is available to the public at least one week before the meeting and the notice requirements of ORS 198.540 are met.
  - (3) Any substantive amendment to a proposed ordinance must be read aloud or made available to the public before the Board adopts the ordinance at that meeting.

## DISTRICT COMPILED POLICIES

- (4) After the adoption of an ordinance, the vote of each member must be entered into the Board minutes.
  - (5) After the adoption of an ordinance, the President must sign and the Board Clerk (Clerk) must attest to the adoption and the date of adoption. The Clerk must file a certified copy of each ordinance with the Washington County clerk. In addition, the Clerk must comply with notice requirements of ORS 198.560(3) for emergency ordinances.
- (C) Effective Date. Ordinances normally take effect on the 30<sup>th</sup> day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

### 2.11 Administrative Authority

- (A) Resolutions. The Board will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state “The Tualatin Hills Park & Recreation District resolves:”
- (B) Resolution Approval.
- (1) A resolution or any other Board administrative decision may be approved by the Board at one public meeting.
  - (2) Any substantive amendment to a resolution must be read aloud or made available to the public before the Board approves the resolution at that meeting.
  - (3) After the approval of a resolution or other administrative decision, the vote of each member must be entered into the Board minutes.
  - (4) After the approval of a resolution, the President must sign it and the Clerk must attest to the resolution by name, title and date of approval.
- (C) Effective Date. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

### 2.12 Quasi-Judicial Authority

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



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### (B) Order Approval.

- (1) An order or any other Board quasi-judicial decision may be approved by the Board at one meeting.
- (2) Any substantive amendment to an order must be read aloud or made available to the public at the meeting before the Board approves the order.
- (3) After the approval of an order or other Board quasi-judicial decision, the vote of each member must be entered into the Board minutes.
- (4) After the approval of an order, the President must sign it and the Clerk must attest to the date of approval.

### (C) Effective Date. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

## 2.13 Elections

### (A) State Law. Board elections and nominations must conform to the requirements of state law.

### (B) Qualifications.

- (1) To hold a District elective position, each person must be a qualified elector under state law, and reside within the District for at least one year immediately before election or appointment to office.
- (2) No Board member may be employed by the District.
- (3) The Board is the final judge of the election and qualifications of its members.

### (C) Nominations. As set forth in ORS chapter 249:

- (1) A candidate for election as a member of the Board will be nominated by filing with the county election officer either:
  - (a) A petition for nomination signed by at least 25 registered voters; or
  - (b) A declaration of candidacy accompanied by the appropriate filing fee.
- (2) A petition for nomination or declaration of candidacy must be filed with the county election officer not later than:
  - (a) The 35<sup>th</sup> day before the date of a regular District election; or

## DISTRICT COMPILED POLICIES

- (b) The 70<sup>th</sup> day before the date of a District election if the election is held on the same date as a primary or general election held throughout the state.
- (3) Subject to any other applicable law, the county election officer will prescribe the form and content of petitions for nominations and declarations of candidacy.
- (D) Terms. The term of a Board member elected at a District election begins on the first day of July after Washington County certifies election results, and continues until the successor qualifies and assumes the office.
- (E) Oath. To hold a Board position each person must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

### 2.14 Vacancies

- (A) Defined.
  - (1) A vacancy exists upon the incumbent's:
    - (a) Death;
    - (b) Adjudicated incompetence;
    - (c) Recall from the office; or
    - (d) Resignation.
  - (2) Or upon declaration by the Board after the incumbent's:
    - (a) Failure to qualify for the office within 10 days of the time the term of office is to begin;
    - (b) Absence from the District for 30 days without Board consent, or from all Board meetings within a 90-day period;
    - (c) Ceasing to reside in the District;
    - (d) Ceasing to be a qualified elector under state law;
    - (e) Conviction of a public offense punishable by loss of liberty; or
    - (f) Resignation from the office.
- (B) Notice. If there is a vacancy on the Board, the Board must publish notice to the general public of the vacancy.
- (C) Filling. If the vacancy occurs within three months before a regular District election, the vacancy will remain vacant and be filled by District voters. In the event of a vacancy occurring more than three months prior to a regular District election the Board position will be filled by a new member appointed by a majority of the remaining Board members following an open application process and interviews of applicants. The appointee's term of office runs from

## DISTRICT COMPILED POLICIES

appointment until expiration of the term of office of the last person elected to that office.

- (D) Temporary. If a temporary disability prevents a member from attending Board meetings, a majority of the Board may appoint a member pro tem.

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## CHAPTER 3 – BOARD POLICIES

### 3.01 Board Meetings

- (A) Regular meetings to conduct Board business are normally held the first Monday of each month and as otherwise approved by the Board. Regular meeting agendas will be developed by the Manager in consultation with the President.
- (B) Work sessions may be held as a separate meeting or in conjunction with regular meetings. Work session agendas will be developed by the Manager in consultation with the President.
- (C) Special meetings may be called by the President or by a majority of the Board.
- (D) Executive sessions will be held in compliance with the Oregon Public Meetings Law.
- (E) Notices for meetings will be posted in public view at all District facilities that allow for public access.
- (F) Minutes will be taken as provided by the Oregon Public Records Law.
- (G) Telephonic / electronic meetings may be held in compliance with the Oregon Public Meetings Law. Board members may participate and vote in Board meetings via telephone, electronically, or by other means consistent with that law.
- (H) Attendance at meetings is expected of Board members, who should use their best efforts to attend all Board meetings.

### 3.02 Officers of the Board

- (A) The Board has three offices: President, Secretary, and Secretary pro tempore.
- (B) The President presides at all Board meetings. In the absence of the President, the Secretary presides and the Secretary pro tempore acts as Secretary.
- (C) The election of officers is held at the first Board meeting of each fiscal year, and the term of each office is one year.

### 3.03 Board Member Conduct

- (A) Representing District. If a Board member appears before another governmental agency or organization to give a statement on an issue, the member must state:
  - (1) Whether the statement reflects personal opinion or is the official position of the District; and

## DISTRICT COMPILED POLICIES

- (2) Whether the statement is supported by the Board.

If the Board member is representing the District, he or she must support and advocate for the official District position on the issue, not a personal viewpoint.

(B) Governing District.

- (1) Without prior approval of the Board, no member may interfere or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Manager.
- (2) If the Board asks a member to become involved in operations, the Board must clearly state the duties assigned to the Board member. The duties must be agreed to by the President and the Manager prior to the beginning of the project.

(C) Censure.

- (1) The Board may make and enforce its own rules and ensure compliance with state laws applicable to governing bodies. If a Board member substantially violates these rules or state law, the Board may take action to protect Board integrity and discipline the member with a public reprimand.
- (2) The Board may investigate the actions of any Board member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(2)(b), the Board member under investigation may request an open hearing.

### 3.04 Board Discussions and Decorum

- (A) Conduct. Board members will conduct themselves to bring credit upon the District, ensuring non-discriminatory delivery of public services, keeping informed about matters coming before the Board and abiding by Board decisions, whether or not the member voted on the prevailing side.
- (B) Order and Decorum. Board members will assist the President to preserve order and decorum during Board meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the ruling of the President or Board rules. When addressing staff or members of the public, members will confine themselves to questions or issues under discussion and not engage in personal attacks, or impugn the motives of any speaker.
- (C) Ground Rules. The following will be observed to maintain order and decorum during

## DISTRICT COMPILED POLICIES

### Board discussions:

- (1) Board members will gather necessary information and ask questions of District staff before meetings.
- (2) Board members will have an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves and not for other Board members.
- (3) Board members will not speak on behalf of the Board, unless they have been authorized by the Board to do so.
- (4) During public meetings, Board members will generally not attempt to edit or revise prepared documents. Amendments to proposed resolutions or other documents may be appropriate, but input from the Manager or General Counsel will be sought to accomplish the Board objectives.
- (5) Board members will be open, direct and candid in the Board forum. Members should be brief and succinct in stating their views and focus on a single issue or topic at any one time.
- (6) Board members should focus on District issues and avoid becoming involved with non-District issues that are not relative to the current discussion.
- (7) The President will recognize members who wish to speak in the order of their requests. The President will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.
- (8) Board members will not disguise statements as questions or use repetitions as a way to convince others.
- (9) Board members will keep discussions moving and call for a “process check” if the Board becomes bogged down in discussions.
- (10) Board members will set and adhere to time limits on discussions.
- (11) Board members will refrain from criticizing or berating each other, staff or other persons.
- (12) If a Board member wishes to discuss a major policy issue, it will be scheduled for a future agenda and not considered at the current meeting.

### **3.05 Public Participation**

- (A) Public and community group sign-up forms will be available at each regular business

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meeting. At the time on the agenda designated for public comment and during any public hearing or specific agenda item, any member of the public desiring to address the Board must first ask to be recognized by the President and then state his or her name and address for the record. The Board may set time limits for comments. The Board may request that groups with like comments choose a spokesperson to present joint remarks.

- (B) The Board will provide Audience Time at the beginning of each regular meeting, before approval of the Consent Agenda, for members of the audience to discuss items that are not included on the agenda. If there are such persons, the President will ask the persons to state their names and addresses before addressing the Board. The Board may set time limits for comments.
- (C) During public hearings, all public comment must be addressed to the President and relate to the matter under discussion unless made during Audience Time.
- (D) Generally, Board members will not respond to comments made during the public comment agenda time, except to ask clarifying questions. Any public requests for Board action will be referred to staff for review before they are placed on a future agenda.

### **3.06 Robert's Rules of Order Revised**

Robert's Rules of Order Revised will be used as the guideline for the conduct of Board meetings, except where these rules specifically apply. Rules may be adopted or amended at any meeting. The order of business may be suspended at any meeting by Board vote.

### **3.07 Agenda**

- (A) The agenda headings for Board regular meetings are generally as follows:
  - EXECUTIVE SESSION (if any)
  - CALL TO ORDER
  - ROLL CALL
  - PRESENTATIONS & REPORTS
  - PUBLIC HEARING (if any)
  - AUDIENCE TIME
  - BOARD TIME
  - CONSENT AGENDA
  - OLD BUSINESS (includes MANAGER REPORT)
  - NEW BUSINESS
  - ADJOURNMENT
- (B) The Manager will prepare agenda materials. Board members may request that items be placed on an agenda. Board members may make agenda suggestions at any Board

## DISTRICT COMPILED POLICIES

meeting or by communication with the Manager at least seven days before a regular Board meeting. Any Board member may move to add an item to the agenda at the beginning of a meeting. If approved by the Board, the item will be considered as the last item under new business. The agenda and Manager report and other relevant material will be made available to Board members and the public at least four days before each regular Board meeting.

- (C) Board members will make best efforts to reach consensus on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Board is still in session at 9:30 p.m., then the Board will decide whether to continue with the agenda or move items to a future agenda.
- (D) The Board may place certain items on a consent agenda and approve them as one action. Any Board member may request to remove an item from the consent agenda for discussion, modification and individual approval.

### 3.08 Motions

#### (A) General.

- (1) All Board members have the right to make motions, discuss questions and vote on any issue before the Board.
- (2) Board member motions will be clearly and concisely stated. The President will state the name of the member who made the motion and the member who made the second.
- (3) The motion maker, President or Clerk should repeat the motion prior to voting.
- (4) Most motions die if they do not receive a second. Motions for nomination, withdrawal of a motion, agenda order, roll call vote and a point of order do not require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the member beginning the discussion.
- (5) Discussion of a motion is open to all Board members who wish to address it. A member must be recognized by the President before speaking.
- (6) The President will ask for a voice vote for all final decisions. All members are expected to vote on each motion unless disqualified for some reason. A member who does not vote must state the basis for any conflict of interest or other disqualification. The Clerk will maintain a record of the votes. Any member may request a roll call vote on any motion.



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- (7) At the conclusion of any vote, the President will announce the results. Board members who wish to explain their votes may do so briefly and succinctly.
- (B) Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Board.
- (C) Tie. A motion that receives a tie vote fails.
- (D) Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
- (E) Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- (F) Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a Board member calls for the question, each member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the President will inquire whether any member objects. If an objection is raised, the matter will be put to a vote, and it fails if it does not receive a majority vote. Debate may continue if the motion fails.
- (G) Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first before the main motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.
- (H) Reconsideration. When a motion has been decided, any Board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

### 3.09 Adjournment

- (A) Upon motion and majority vote of the Board members present, any meeting of the Board may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
- (B) Upon the request of a member, a short recess may be taken during a Board meeting.
- (C) A motion to adjourn will be in order at any time except as follows:
  - (1) When made as an interruption of a member while speaking; or

## DISTRICT COMPILED POLICIES

- (2) While a vote is being taken.
- (D) Before adjourning a Board meeting, the President will address the Board members and Manager to inquire as to whether there is further business to come before the Board. After the responses, if any, the President will ask for a motion to adjourn.

### 3.10 Minutes

- (A) Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Board will comply with provisions of ORS 192.650 by containing the following information at a minimum:
  - (1) The name of Board members and staff present;
  - (2) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
  - (3) The result of all votes, including ayes and nays and the names of the Board members who voted;
  - (4) The substance of the discussion on any matter; and
  - (5) Reference to any document discussed at the meeting.
- (B) The Board may amend the minutes to reflect more accurately what transpired at the meeting. Upon receipt of the minutes in the Board agenda packet, members should read and submit any changes, additions or corrections to the Clerk so that a corrected copy may be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Board, unless the Board authorizes such change.
- (C) The Clerk or designee will make an audio recording of all meetings. The Clerk will maintain custody of all tapes, but a Board member may obtain a copy of any tape. A Board member may obtain a meeting transcript or partial transcript if it can be produced with nominal staff time. If a transcript would require a significant amount of staff time, the Clerk may only produce the transcript with Board approval. The Clerk is authorized to produce transcripts as required by law.

### 3.11 Public Hearings

The Board may determine to have a public hearing, in addition to those required by applicable state law, at its discretion in connection with the development of any park site or other facility.

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### 3.12 Committees

#### (A) General.

- (1) The Board will appoint members to District committees by resolution.
- (2) Board members will encourage broad participation on District committees by generally limiting the number of terms a member of the public may serve.
- (3) A member of the public may not serve on more than two District committees simultaneously. Any member of the public serving on two District committees may not be chairperson of both simultaneously. This limitation does not apply to service on the District Budget Committee (Budget Committee).
- (4) Board members may suggest persons for committee membership that have demonstrated interest and knowledge in the committee's area of responsibility. Generally, the District will give public notice of committee vacancies.
- (5) Prospective members of any committee are required to complete a Board approved application or statement of interest.
- (6) The Board may remove a member of the public from a District committee prior to the expiration of the term of office for sufficient cause by resolution.
- (7) Committees must elect a Chair and Secretary, determine their meeting schedules, and the rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and they must be distributed to each committee member, the Board and Manager.
- (8) All advisory committee meetings are public meetings under state law.

#### (B) Standing Advisory Committees.

- (1) Membership on standing advisory committees will be determined by the Board. Terms for standing advisory committee members will generally be for two years.
- (2) The Board will determine the number of standing advisory committees. The Board expects to create a committee for each major service area, as defined by the Board, that will make reports and recommendations to the Board.
- (3) At the discretion of the Manager, a staff liaison and resource person may be present at all committee meetings.

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- (4) Standing advisory committees must make reports and respond to questions from the Board generally once a year. The Board may require more frequent reports.

(C) Ad Hoc Advisory Committees.

- (1) The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities.
- (2) The Board may ask ad hoc advisory committees to evaluate an existing program area or facility. The Board will provide each ad hoc advisory committee with a written statement or charge regarding its assigned responsibilities.
- (3) Ad hoc advisory committees may be appointed to serve in such areas as deemed necessary by the Board and for such time as is needed to accomplish their assigned purposes.
- (4) Ad hoc advisory committees will be discharged after presentation of their recommendations to the Board or at any time at the discretion of the Board.

### 3.13 District Goals and Budget

- (A) Board. The Board will review and adopt District goals each year before preparation of the budget. The adopted goals will guide development of the budget. The Board may carry over or revise goals from one year to the next.

The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of District residents.

(B) Budget Committee.

- (1) The Budget Committee will consist of the Board and five members of the public, as appointed by the Board, each of which will serve a three-year term.
- (2) The Budget Committee will meet at least once a year to consider and approve the District annual budget.
- (3) The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about District business and operations.

- (C) Budget Preparation. District budget preparation steps will include the following:

## DISTRICT COMPILED POLICIES

- (1) Board adoption and approval of annual goals;
- (2) Appoint Budget Officer;
- (3) Public comments, District budget priorities and existing allocations;
- (4) Development and distribution of budget materials to staff;
- (5) Staff development of budget requests and program proposals;
- (6) Staff submission of budget work sheets;
- (7) Staff budget review process;
- (8) Manager budget message;
- (9) Publishing of budget notice;
- (10) Budget Committee meetings for considerations and approval of proposed budget;
- (11) Resolution for any required election;
- (12) Publishing notice of public hearing and budget summary;
- (13) Holding of any required election;
- (14) Adoption of the budget by the Board; and
- (15) Budget Committee meetings quarterly or as called by the Board or Budget Committee.

### **3.14 Communication with Staff**

- (A) The Board will respect the separation between policymaking (Board function) and administration (Manager function) by:
  - (1) Working with the staff as a team in the spirit of mutual respect and support;
  - (2) Except in a Board meeting, not attempting to influence a District employee or the Manager concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of permit applications or granting of licenses or permits. However, the sharing of ideas on these matters is appropriate; and

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- (3) Limiting individual contact with District staff to the Manager so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Manager authority or prevent the full Board from having the benefit of any information received. The Manager has the responsibility to determine the most effective way of responding to these requests.
- (4) Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail (e-mail) messages.
- (B) All written informational material requested by Board members will be submitted by staff to the entire Board with a notation stating who requested the information.
- (C) The President will refer any comments or questions regarding District personnel or administration to the Manager. The President may redirect other questions to a Board member or the Manager, as appropriate. Board members may also address questions directly to the Manager, who may answer the inquiry or ask a staff member to do so.

### 3.15 Legal Advice

Requests to General Counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by General Counsel, Board members are encouraged to consider consulting with the Manager to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, a Board member should make requests of General Counsel through the Manager. Exceptions to this are issues related to the performance of the Manager and unique or sensitive personal, yet District business-related, requests.

### 3.16 Confidentiality

- (A) Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than other Board members, the Manager or General Counsel.
- (B) If the Board meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representatives handling the negotiations or litigation. Board members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- (C) All public statements, information or media releases relating to a confidential matter will be handled by designated staff or a designated Board member.

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- (D) Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a member who discloses a confidential matter or otherwise violates these rules.

### 3.17 Organizations and Media

- (A) If the President or other Board member represents the District before another governmental agency, community organization or the media, the member should first state the Board position.
- (B) Board members should obtain appropriate permission before representing another member's view or position with the media.

### 3.18 Board Expenses and Compensation

- (A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees.
- (B) Compensation. Board members may receive compensation for service as a Board member of \$50 per month. Members may decide to forego this compensation.

### 3.19 Ethics Commission Requirements and Reporting

- (A) Board members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.400) dealing with use of public office for private financial gain.
- (B) Board members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Board members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Board.
- (C) The regulation of the receiving of gifts, honorariums, expense reimbursements and certain forms of income is governed by a set of laws which apply to public officials, as defined in ORS 244.020(13), and includes "an elected official, appointed official, employee, agent or otherwise, irrespective of whether the person is compensated for the services."

### 3.20 Policy for Naming Parks / Buildings

Whenever possible, new parks and buildings will be named designating the park's geographic location in the community. Proposed names will be discussed at a regular meeting regarding the park or building development. When the District acquires property with a name restriction, the Board will name the property when it is accepted, or other appropriate occasion.

## DISTRICT COMPILED POLICIES

### 3.21 E-Mail Policy

- (A) Generally. All e-mail messages relating to District business must be conducted solely using District provided e-mail accounts. All documents created, sent, received or retained on District e-mail accounts are public records and subject to disclosure and retention under state law.
- (B) Board E-mail Use.
  - (1) Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. There must be no e-mail exchange between or among three Board members if such communication could be considered a decision or deliberation toward a Board decision.
  - (2) The Manager may e-mail information and staff recommendations regarding District business to Board members.
  - (3) Board members may send e-mail to the Manager regarding any District business.

### 3.22 Professional Growth

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



# DISTRICT COMPILED POLICIES

## CHAPTER 4 – ADMINISTRATION

### 4.01 General Manager

- (A) The office of Manager is established as the chief administrative officer of the District. The Manager is responsible to the Board for the proper administration of all District business. The Manager will assist the Board in the development of Board policies and carry out policies established by Board resolutions.
- (B) A majority of the Board must appoint and may remove the Manager. The appointment must be made without regard to political considerations or other protected class considerations and solely based on education and experience.
- (C) The Manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Board. The Board must fill the office by appointment as soon as practicable after the vacancy occurs.
- (D) The Manager must:
  - (1) Attend all Board meetings unless excused by the Board;
  - (2) Make reports and recommendations to the Board about the needs of the District;
  - (3) Administer and enforce all District policies, leases, contracts, permits and other District decisions;
  - (4) Appoint, supervise and remove District employees in positions authorized in the adopted fiscal year budget;
  - (5) Add new personnel positions after budget adoption with approval of the Board.
  - (6) Organize District divisions and administrative structure;
  - (7) Prepare and administer the annual District budget;
  - (8) Administer District property;
  - (9) Encourage and support regional and intergovernmental cooperation;
  - (10) Promote cooperation among the Board, staff and residents in developing District policies, and building a sense of community;
  - (11) Perform other duties delegated by the Board; and

## DISTRICT COMPILED POLICIES

- (12) Delegate duties, but remain responsible for acts of all subordinates.
- (E) The Manager and other employees designated by the Board may sit at Board meetings but have no vote. The Manager may take part in all Board discussions.
- (F) When the Manager is temporarily disabled from acting as Manager or when the office becomes vacant, the Board may appoint a Manager pro tem. The Manager pro tem has the authority and duties of Manager, except that a Manager pro tem may appoint or remove employees only with Board approval.

### 4.02 General Counsel

The office of General Counsel is established as the chief legal officer for the District to provide legal advice and representation. A majority of the Board must appoint and may remove the General Counsel.

### 4.03 Auditor

A majority of the Board must appoint and may remove an independent auditor for the District. The duties of the auditor include the following:

- (A) Examine the District accounts at the close of each fiscal year;
- (B) Conduct such examination in accordance with generally accepted auditing standards and to include tests of accounting records and other appropriate auditing procedures;
- (C) Provide an opinion on the financial statements prepared at the close of each fiscal year;
- (D) Make recommendations to the Board concerning accounting records, procedures and related activities; and
- (E) Perform other services as requested by the Board.

### 4.04 General Manager Evaluation

- (A) Criteria. The Board will evaluate the Manager annually based on the progress made in addressing District goals and objectives for the current fiscal year, and goals and areas for development identified by the evaluation for the previous year.
- (B) Process.
  - (1) The Board will generally conduct its evaluation of the Manager at its regular meeting in June.

## DISTRICT COMPILED POLICIES

- (2) Evaluations will be held in executive sessions unless the Manager requests that it be held as an open meeting.
  - (3) The Manager will prepare a written assessment identifying major accomplishments and submit it to the Board approximately two weeks prior to the evaluation session.
  - (4) The President will prepare a written summary of the evaluation comments by Board members and provide the document to the Manager approximately three days prior to the evaluation session.
  - (5) At evaluation sessions, Board will review the summary comments and members may make additional oral comments. The Manager will have an opportunity to respond to all comments. The Board will discuss the effect of the evaluation on the Manager's employment contract. The Board will allocate sufficient time for a thorough evaluation discussion with the Manager.
- (C) Contract. After the evaluation the General Counsel will prepare the necessary and useful amendments to the Manager's employment contract. Contracts normally will be approved as a consent agenda item at the next regular Board meeting.

# 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.

## DISTRICT COMPILED POLICIES

### ***PERSONAL SERVICES,***

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

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

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

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

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

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

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

### **5.03 Personal Services**

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

## DISTRICT COMPILED POLICIES

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

- (1) Contracts existing on July 11, 2005; and
  - (2) Contracts for accounting, legal, underwriting, and investment, financial and insurance advising services, and instructional services.
- (B) Direct Appointment (Under \$25,000). Personal service contracts may be entered into directly with a Consultant if the estimated fee to be paid under the contract does not exceed \$25,000.
- (C) Informal Selection Process (\$25,000 – \$150,000).
- (1) The use of the informal selection procedures described in OAR 137-048-0210 and OAR 137-047-0270 will be used to obtain a contract if the estimated fee is expected to be \$25,000 or more and not to exceed \$150,000.
  - (2) The selection may be based on criteria including, but not limited to, each proposer's:
    - (a) Particular capability to perform the services required;
    - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
    - (c) Performance history;
    - (d) Approach and philosophy used in providing services;
    - (e) Fees or costs; and
    - (f) Geographic proximity to the project or the area where the services are to be performed.
  - (3) Price may be considered, but need not be the determining factor. Proposals may also be solicited by using a written RFP, at the District's discretion.
- (D) Formal Selection Process (Over \$150,000). The use of the formal selection procedures described in OAR 137-048-0220 and ORS 279B.060 will be used to obtain a contract if the estimated fee is expected to exceed \$150,000.

### 5.04 Delegation

- (A) Except as otherwise provided in the Local Rules, the powers and duties of the LCRB under public contract law must be exercised and performed by the Board.
- (B) Unless expressly limited by the LCRB, the Model Rules or Local Rules, all powers and duties given or assigned to contract agencies by public contract law

## DISTRICT COMPILED POLICIES

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 \$100,000 or more in a fiscal year must be approved by the Board.
- (D) All public contracts estimated to cost less than \$100,000 in a fiscal year may be entered into by the Manager without Board approval. However, either the Board or the Manager may enter into emergency contracts under DCP 5.11, regardless of dollar limits, subject to ORS 294.455.

### 5.05 Special Procurements and Exemptions

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

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

- (A) Public contracts under \$5,000 are not subject to competitive bidding requirements. The Manager will make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- (B) The District may amend a public contract awarded as a small procurement beyond the \$5,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to more than 125% of the original contract price.

### 5.07 Intermediate Procurements

- (A) A contract for procurement of goods and services estimated to cost between \$5,000 and \$150,000 in a fiscal year, or a contract for a public improvement that is estimated to cost between \$5,000 and \$150,000 in a fiscal year may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- (B) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-

## DISTRICT COMPILED POLICIES

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

### **5.08 Electronic Advertising**

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

### **5.09 Notice of intent to award certain contracts**

- (A) At least seven days before the award of a public contract solicited under a traditional invitation to bid or RFP, the District will post or provide to each bidder or proposer notice of the District's intent to award a contract.
- (B) If stated in the solicitation document, the District may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the District's intent.
- (C) As an alternate, the District may provide written notice to each bidder or proposer of the District's intent to award a contract. This written notice may be provided electronically or through non-electronic means.
- (D) The District may give less than seven days notice of its intent to award a contract if the District determines in writing that seven days is impractical as allowed by ORS 279B.135.
- (E) This section does not apply to goods or services contracts awarded under the small procurements under the Local Rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.
- (F) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (G) A protest of the District's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

### **5.10 Methods for Awarding Contracts Using RFP Process**

- (A) In making an award using the RFP process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including the processes described in ORS 279B.060(6)(b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process used



## DISTRICT COMPILED POLICIES

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

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

### 5.11 Emergency Contracts

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

### 5.12 Disposal of Surplus Property

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

## DISTRICT COMPILED POLICIES

- (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 Appeals of Prequalification Decisions and Debarment Decisions

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

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

### 5.14 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.

### 5.15 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.

## DISTRICT COMPILED POLICIES

### 5.16 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.

# DISTRICT COMPILED POLICIES

## CHAPTER 6 – FINANCE

### 6.01 Fees and Charges

- (A) The Board will set general fees and charges by resolution and delegate authority to the Manager to set administrative fees and charges. The District will take into account the following criteria:
- (1) Charging fair and equitable fees for participation in District programs and for use of District facilities by District residents and non-resident users;
  - (2) Use consistent methodology, incorporating consideration for direct and overhead costs;
  - (3) User fees for District residents that consider other contributions such as property taxes, levies or other means;
  - (4) Accommodations for senior users;
  - (5) Accommodations for disabled patrons;
  - (6) Accommodations for low income patrons as arranged through the Family Assistance Program;
  - (7) Current markets in the public and private sectors; and
  - (8) Adjustment and implementation of fees, as necessary, to ensure continued equity, consistency and fairness.
- (B) The Board will review District fee policy as needed to ensure fees are in line with these criteria.

### 6.02 Debt Policies

- (A) The District use of non-general obligation supported debt should not negatively impact future operations.

*Working Guidelines: The District should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.*

- (B) The District use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service.

## DISTRICT COMPILED POLICIES

- (1) Working Guidelines – use of debt: *Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.*
- (2) Working Guidelines – term of debt: *The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.*

### 6.03 Minimum Fund Balances / Reserves

- (A) The District should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

*Working Guidelines: The District should maintain ending general operating fund balance levels of 10 percent of operating expenses. In any year in which the District is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.*

- (B) The District should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact District services.
  - (1) Working Guidelines – measurement of replacement obligation: *The District should measure the replacement obligation based on deferred replacements (i.e. backlog) for both major and routine replacements plus percentage of life used for major replacements.*
  - (2) Working Guidelines – prioritization of maintenance replacements funding: *The District should priority fund all major items replacements (subject to condition of asset deferrals) a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.*

### 6.04 Cost Recovery

- (A) The District should establish consistent guidelines to measure the full cost of District programs and capital projects.
  - (1) Working Guidelines – operating programs: *The District should measure the cost of programs based on a full-cost method, including measurement of direct variable cost, other variable cost, and an allocation of fixed indirect cost, based on actual utilization.*

## DISTRICT COMPILED POLICIES

(2) Working Guidelines – capital projects: *The District should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of District staff time to manage the projects.*

(B) The District should maintain fee policies that utilize the measurement of cost recovery / subsidy of District programs subject to other District goals.

Working Guidelines: *In establishing program fees, the District should measure and consider both the variable cost of programs or activities and the full cost of programs or activities, including fixed costs and an allocation of overhead. District fees should also be established based on an allocation of available program subsidy, which is in turn based on available non-program resources.*

(C) The District should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines: *The District should charge the cost of staff support to capital projects, and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.*

### 6.05 Cost / Benefit Analysis

The District should establish a consistent methodology of measuring cost / benefit analysis that can be used for proposed capital expansion or acquisitions.

Working Guidelines: *The District should assess cost / benefit based on net present value of net financial returns using a discount rate equal to the District current borrowing rate.*

### 6.06 Financial Goal Measurement

(A) The District should establish, through the long-term financial planning process, financial goals and strategies and should periodically review these goals and strategies.

Working Guidelines: *The District should review the goals and strategies annually as part of the Board of Directors annual goals and objectives.*

(B) The District should periodically measure progress toward financial goals.

Working Guidelines: *The District should develop an annual reporting process for measuring progress toward financial goals.*



[7D]

## MEMO

**DATE:** March 25, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** General Manager's Report for April 6, 2009

### **Metropolitan Transportation Improvement Program Grant**

The Park District's Westside Regional Trail Project was selected to receive Metropolitan Transportation Improvement Program (MTIP) grant funding. The grant will fund development of a portion of Segment 18 (Rock Creek Trail to Bronson Creek Trail). The award is \$2,399,337. I am confident that this project was selected in part due to the strong showing of public support the project received throughout the public input process.

### **Urbanization Update**

I will provide the Board with an update on the continuation of the Urbanization Forum process.

### **Credit Rating**

The Park District hosted credit rating visits from representatives from Standard & Poors and Moody's on March 5 and 6 respectively. These ratings visits included an in-depth credit presentation as well as a tour of District facilities. The visits were part of a larger credit rating review process that also included a review of District finances and the economic condition of our region.

As a result of these credit ratings reviews, the District received a renewal of our Aa2 rating from Moody's. This is the third highest rating possible and is the same rating as the City of Beaverton. Standard & Poors actually increased the District credit rating from A to AA. This is a two-step jump and also places us at the third highest rating possible. Both rating agencies were very impressed with the District's long-range planning and fiscal policies, and the strength of these contributed to our strong credit ratings.

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

Please note the following upcoming Board of Directors and Budget Committee meetings that will be occurring over the next few months:

- Monday, April 20 – Budget Committee Work Session
- Monday, May 4 – Regular Board Meeting
- Monday, May 18 – Budget Committee Meeting
- Monday, June 1 – Regular Board Meeting
  - *It has been proposed that this meeting be rescheduled to Monday, June 8.*
- Monday, June 22 – Regular Board Meeting



## Management Report to the Board April 6, 2009

### Administration

*Hal Bergsma, Director of Planning*

*Jessica Collins, Executive Assistant*

*Keith Hobson, Director of Business & Facilities*

*Jim McElhinny, Director of Park & Recreational Services*

*Bob Wayt, Director of Communications & Development*

1. As part of its ongoing public awareness program, the Park District has launched its redesigned Web site (www.thprd.org). Rollout to the public began in early March. The site features a new look and tools to help patrons and other visitors find information quicker. Early feedback from patrons and employees has been positive.
2. Registration for summer classes, programs and activities begins Saturday, April 18. As part of continuing efforts to accommodate high demand at registration time, the Park District has expanded its phone system capacity to allow faster service for more callers.
3. Also in preparation for upcoming registration, the district's Summer 2009 Activities Guide was mailed to patrons in late March. This is the second guide to be distributed with the new horizontal format and other features designed to make the publication easier to use for patrons. The activities guide is also posted on the district's Web site with a link off the home page. Included with the activities guide is THPRD's 2009 Summer Camp Guide.

### Aquatics

*Sharon Hoffmeister, Superintendent of Aquatic Program Services*

1. Spring Break was very busy with Aquatic School at Conestoga, hosting a Lifeguard Training class and Lifeguard Instructor course, Water Polo Camp at the Aquatic Center, and additional Open Swims in the afternoons at the pools.
2. The adaptive program Healing Waters at Harman Swim Center continued to grow in February. We had an average of 34 people coming twice a week. In March, we hit a high of 40 per class. This program is unique to the District. We have staff in the water to assist participants who are recovering from short or long-term injuries. Participants come with exercises recommended by their doctors, or look to our staff for recommendations. Some have been coming to the program for years, as they gain great benefit from the program and make lifetime friends.



3. Sunset Swim Center's closure to repair the tunnel is under way. Work is expected to last through the end of May. The pool should reopen in time for the summer season.

#### **Maintenance**

*Dave Chrisman, Superintendent of Maintenance Operations*

1. Jerry Burgess, Park Maintenance Supervisor, was recently presented with an appreciation plaque by the Washington County Land Use and Transportation Department. Jerry has been working with County staff to coordinate the maintenance of a small section of right-of-way adjacent to the North Johnson Creek Trailhead, where a THPRD park sign would be located. County staff appreciated Jerry's willingness to promote interagency cooperation.
2. Two staff recently attended the International Northwest Parks and Recreation Association Administrator's Academy in Port Townsend, Washington. The three-day program, intended for mid-level maintenance supervisors and administrators, was conducted in cooperation with the University of Oregon and featured presenters from public, private and academic disciplines. The Park District will host the INPRA Annual Conference in September 2010.
3. District maintenance staff recently fabricated a mobile cart to safely store and transport a "Joy Jump" inflatable air structure for the Rec Mobile. The inflatable structure and portable generator weigh over 350 pounds. A portable cart was designed and fabricated by District staff to reduce the setup and teardown, to a two-person operation. The cart, generator and inflatable structure can now be stored as one unit and transferred in and out of the Rec Mobile in a safe and efficient manner.

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

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

1. Field Trip Programs. Due to budget cuts at Beaverton School District, spring school field trip programs are down from about 70 classrooms last year to about 15 at the same time this year. Park District staff are aiming to raise \$8,000 to create a grant program that will allow low-income schools to participate. Funds will come from an Advisory Committee contribution as grants that staff will submit.
2. Recycling in the Parks. Natural Resources, along with Maintenance staff, launched a Recycling in the Parks pilot program at Progress Lake, Schiffler, and Forest Hills Parks. If the program is successful, we will expand it to other sites.
3. Interpretive Center Garden/Kiosk. The new Nature Park kiosk plaza is now complete and improvements to the garden are in progress. New seasonal flora, fauna, trail, and weather interpretive displays will be featured.
4. Volunteer Summary. Nearly 300 volunteers worked in nine different parks over the last month, including Carolwood, Matrix Hill, Rosa, Moonshadow, Cedar Mill, Greenway, Vale, Bauman, and the Tualatin Hills Nature Park. They removed approximately 20 cubic yards of weeds, planted 2,900 native trees and shrubs, and

mulched over 2,000 plants. Together our volunteers contributed approximately 960 hours of time, valued at \$17,300.

### **Planning & Development**

*Steve Gulgren, Superintendent of Planning & Development*

1. 2008 Bond Measure: Planning staff is working to complete the templates for the mini-RFPs for each bond project. Staff will distribute the RFPs for the first 19 projects in three phases from April to June. Staff has also completed setting up the initial binders for each project and is working to complete the new office spaces for the new planners.
2. Westside Trail: Planning staff coordinated a project walkthrough to seek acceptance on the Westside Trail project (Nature Park to Schuepbach Park) on March 18. THPRD staff along with representatives from ODOT, PGE, BPA and DEA (our consultant) attended the walkthrough. Another walkthrough will need to be scheduled with the City of Beaverton and Washington County since they were not able to attend this meeting. No major issues were raised and ODOT expressed that they were very pleased with the project. There are a couple of minor punchlist items that still need to be completed, but staff will begin to complete the final project documentation to begin closing out the project.
3. Hideaway Park: Planning staff held a neighborhood meeting on March 4 to present several play equipment replacement options to the community. Several options were presented in three categories: the standard "post and platform" style, a newer "out-of-the-box" style, and a style featuring numerous individual components. The neighbors voiced their approval and recommendation for a combination of the "out-of-the-box" and individual components style to fit within the District's project budget. The neighbors expressed gratitude in being involved in the design/ product selection process and look forward to the project being completed later this spring.

### **Programs & Special Activities**

*Lisa Novak, Superintendent of Programs & Special Activities*

1. The second meeting of the Park District's Advisory Committee Task Force was held on March 18.
2. The Stuhr Center's remodel of the family restroom, meeting room and storage has helped to increase the accessibility of the Center. The restroom will allow spouses and/or caregivers an opportunity to assist. The Stuhr Center Advisory Committee is excited about using the new meeting room for their monthly meetings.
3. The spring tennis schedule has been set for the upcoming high school tournaments. The NW Oregon Conference Tournament has been reduced from four days to three and the Metro League Tournament has been adjusted to accommodate both the boys and girls at THPRD on the first day.
4. New Stable lighting has been completed upstairs at the Jenkins Estate, which completes our Washington County Visitors Association grant.

## **Recreation**

*Eric Owens, Superintendent of Recreation*

1. The Cedar Hills Recreation Center's Spring Dance Recital was held on March 17 for the youth dance classes. As always, this very successful culmination to the winter term dance programs was held at Garden Home Recreation Center. Eight classes, with more than 160 participants, were featured. About 350 attended the recital.
2. Garden Home Recreation Center staff just had their annual Gymnastics Show with 75 gymnasts who thrilled a standing-room-only crowd. The two-hour show included numbers performed by some of the National Rhythmic competitors. Participants were children from 4 to 15 years old.
3. Conestoga Recreation & Aquatic Center had a busy spring break week. In addition to drop-in swimming, fitness and sports programs, there were spring break day camps and the spring break aquatic school. Staff is also preparing for their 10<sup>th</sup> Annual Underwater Egg Hunt on April 10, which is always a huge success with young families.

## **Security Operations**

*Mike Janin, Superintendent of Security Operations*

1. The Superintendent of Security Operations presented to two groups in March.
  - March 10 - City of Wilsonville Parks, City Operations employees and city hall staff on "Defusing Difficult People" and "Suspicious Objects and Individuals in Parks." This invitation resulted from a THPRD presentation at an ORPA seminar in February.
  - March 12 - City of Fairview Parks Board, on the current state of park security and how to develop a basic park security program. The Superintendent of Security Operations was asked to explain THPRD as a model based on research from around the area.

## **Sports**

*Scott Brucker, Superintendent of Sports*

1. Staff is working with the Beaverton School District (BSD) Capital Improvements Department to provide final documentation on McKinley and Hiteon Elementary Schools. Hiteon is scheduled to open in the spring of 2010 with a new baseball diamond and three soccer fields. McKinley will reopen in September 2009 as a soccer field; one backstop will not be replaced. Total lost fields will equal two baseball/softball and five soccer.
2. Field inventory is tight this spring due to the loss of three school sites and the increase in school programs. Staff has been working on consolidating baseball and softball use on multiple field sites in an effort to open up fields. Spring 2010 will see some field reconfiguration work to maximize available space.
3. "No alcohol" signs have been installed on the disc golf course. Staff continues to review the use of the course and its layout.

### **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. The Technical Energy Audit (TEA) contract with McKinstry, the next phase in the Energy Savings Performance Contract (ESPC), has been reviewed by the Park District Contract Manager, signed by Park District Management and forwarded to McKinstry for signature.
2. THPRD hosted its first job fair on March 10. The job fair was held in partnership with Workforce Oregon (Oregon Employment Department) which assisted with the coordination and promotion of the event. It was held at Conestoga Recreation & Aquatic Center. The event was well attended and more than 100 job seekers applied for work within our organization. We intend to continue this partnership with Workforce Oregon; it has proven to be a valuable avenue in connecting with a wide cross-section of job applicants within our local community.
3. Risk Management staff is reviewing and updating the Park District's Workers Compensation Insurance Schedule with help from Beecher Carlson Risk Services (Insurance Agent of Record) for the upcoming renewal period beginning July 2009.
4. A Safety and Security Matching Grant of \$2,887 has been awarded by the Special Districts Association of Oregon (SDAO) to install closed circuit monitors inside the Elsie Stuhr Center. This will provide enhanced monitoring capabilities for safety and security of the northern hallway near the main parking lot.
5. In the continuing effort to improve online registration, the Information Services Department has reviewed the web pages that were used the most on the opening day of registration. These pages have been tested and rewritten to make them more efficient. We expect this to greatly improve the online registration experience for our patrons.

**Calendar of Upcoming Meetings & Events**

<b>April</b>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b> Aquatics Advisory Committee Meeting 7pm Dryland	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> BOARD MEETING	<b>7</b>	<b>8</b>	<b>9</b> Nature Park Advisory Committee Meeting 7pm	<b>10</b> Bunny Bash @ Garden Home Underwater Egg Hunt @ Conestoga	<b>11</b>
<b>12</b>	<b>13</b> Stuhr Center Advisory Committee Meeting 10am	<b>14</b> Jenkins Estate Advisory Committee Meeting 1pm	<b>15</b> Garden Home RC Advisory Committee Meeting 10:30am	<b>16</b> Athletic Center Advisory Committee Meeting 4:30pm Cedar Hills RC Advisory Committee Meeting 6pm	<b>17</b>	<b>18</b> Earth Day Celebration & Plant Sale @ Nature Park
<b>19</b>	<b>20</b> BUDGET COMMITTEE WORK SESSION	<b>21</b> Trails Advisory Committee Meeting 7pm @ Stuhr Center	<b>22</b>	<b>23</b>	<b>24</b> Glamourama @ Garden Home	<b>25</b> Rhododendron Show @ Jenkins Estate Super Hero Costume Relay @ HMT
<b>26</b>	<b>27</b>	<b>28</b> Conestoga Advisory Committee Meeting 7pm	<b>29</b>	<b>30</b>		

**2009**

*\* Please note that only athletic events expecting 500 or more attendees are listed \**

# May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b>	<b>2</b> Huckeba Art Show @ Jenkins Estate
<b>3</b> Huckeba Art Show @ Jenkins Estate	<b>4</b> BOARD MEETING	<b>5</b>	<b>6</b>	<b>7</b> Aquatics Advisory Committee Meeting 7pm Dryland	<b>8</b>	<b>9</b> Barefoot Quilt Festival, Tea to Remember, Artisan Craft Sale, & Plant Sale @ Jenkins Estate
<b>10</b> Barefoot Quilt Festival, Artisan Craft Sale, & Plant Sale @ Jenkins Estate	<b>11</b> Shuhr Center Advisory Committee Meeting 10am	<b>12</b> Jenkins Estate Advisory Committee Meeting 1pm	<b>13</b> Garden Home RC Advisory Committee Meeting 10:30am	<b>14</b> Nature Park Advisory Committee Meeting 7pm Metro Tournament @ Tennis Center 600 ppl	<b>15</b> Metro Tourn @ Tennis Center 600 ppl	<b>16</b> SOLV Work Party at Fanno Creek 9am Metro Tournament @ Tennis Center 600 ppl
<b>17</b>	<b>18</b> BUDGET COMMITTEE MEETING	<b>19</b> Trails Advisory Committee Meeting 7pm @ Shuhr Center	<b>20</b> Conestoga Advisory Committee Meeting 7pm	<b>21</b> Athletic Center Advisory Committee Meeting 4:30pm Cedar Hills RC Advisory Committee Meeting 6pm OSAA State Tourn @ Tennis Center 1150 ppl	<b>22</b> OSAA State Tourn @ Tennis Center 1150 ppl	<b>23</b> OSAA State Tourn @ Tennis Center 1150 ppl
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Teddy Bear Picnic @ Garden Home	<b>30</b>
<b>31</b>						

2009

\* Please note that only athletic events expecting 500 or more attendees are listed \*

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> BOARD MEETING (tentative)	<b>2</b>	<b>3</b>	<b>4</b> Aquatics Advisory Committee Meeting 7pm Dryland	<b>5</b>	<b>6</b> National Trail Day Project @ Hyland Forest Park
<b>7</b>	<b>8</b> BOARD MEETING (tentative) Stuhr Center Advisory Committee Mtg 10am	<b>9</b> Jenkins Estate Advisory Committee Meeting 1pm	<b>10</b> Garden Home RC Advisory Committee Meeting 10:30am	<b>11</b> Nature Park Advisory Committee Meeting 7pm	<b>12</b> Father's Day Surprise @ Garden Home	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Trails Advisory Committee Meeting 7pm @ Stuhr Center	<b>17</b> Conestoga Advisory Committee Meeting 7pm	<b>18</b> Athletic Center Advisory Committee Meeting 4:30pm Cedar Hills RC Advisory Committee Meeting 6pm	<b>19</b>	<b>20</b>
<b>21</b> OR State Jr Champ @ Tennis Center 1000 ppl	<b>22</b> BOARD MEETING OR State Jr Champ @ Tennis Center 1000 ppl	<b>23</b> OR State Jr Champ @ Tennis Center 1000 ppl	<b>24</b> OR State Jr Champ @ Tennis Center 1000 ppl	<b>25</b> Concert in the Park @ Garden Home Park 6pm OR State Jr Champ @ Tennis Center 1000 ppl	<b>26</b> OR State Jr Champ @ Tennis Center 1000 ppl	<b>27</b> Theater in the Park @ Autumn Ridge 6pm OR State Jr Champ @ Tennis Center 1000 ppl
<b>28</b> OR State Jr Champ @ Tennis Center 1000 ppl	<b>29</b>	<b>30</b>				

2009

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**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 02/28/09**

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>GENERAL FUND</b>													
<b>CAPITAL OUTLAY DIVISION</b>													
<b>CARRY FORWARD PROJECTS</b>													
Off Leash Dog Park Construction	15,000	15,000	-	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Land Acquisition/Jenkins Estate Right of Way	90,000	90,000	-	90,000	90,000	-	3,400	86,600	Budget	90,000	90,000	-	-
Restoration of John Quincy Adams Young House (JQAY)	100,000	5,000	-	100,000	5,000	85,687	-	5,000	Budget	90,687	5,000	9,313	-
Stuhr Center Bequest Foundation Project	75,000	63,000	-	75,000	63,000	6,443	-	63,000	Budget	69,443	63,000	5,557	-
GIS Development	37,000	37,000	3,000	40,000	40,000	-	4,638	35,362	Budget	40,000	40,000	-	-
IS Kiosks	5,000	2,000	-	5,000	2,000	5,000	-	-	Complete	5,000	-	-	2,000
Board/Conference Room Audio	8,000	6,500	-	8,000	6,500	1,073	-	6,500	Budget	7,573	6,500	427	-
Software Upgrades	20,000	20,000	5,000	25,000	25,000	6,420	-	25,000	Budget	31,420	25,000	(6,420)	-
Challenge Grant Competitive Fund	30,000	30,000	-	30,000	30,000	-	19,013	10,987	Awarded	30,000	30,000	-	-
John Marty Park Community Garden	14,750	5,700	-	14,750	5,700	9,039	-	5,700	Budget	14,739	5,700	11	-
Lan/Wan Equipment	9,000	8,000	-	9,000	8,000	851	-	8,000	Complete	8,851	8,000	149	-
Jenkins Estate Cable Connection	18,100	18,100	-	18,100	18,100	-	18,100	-	Complete	18,100	18,100	-	-
IP Alarms	9,200	9,200	-	9,200	9,200	-	-	-	Reallocated	-	-	9,200	9,200
PCC WAN Connection	12,250	9,000	-	12,250	9,000	-	300	8,700	Budget	9,000	9,000	3,250	-
PCC Timeclock	3,000	3,000	-	3,000	3,000	-	2,950	-	Complete	2,950	2,950	50	50
HMT Landscaping	3,000	3,000	-	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
HVAC Control System (2 sites)	26,000	26,000	-	26,000	26,000	-	-	26,000	Budget	26,000	26,000	-	-
Brookhaven Park Bridge/Boardwalk Repair	35,000	35,000	-	35,000	35,000	-	33,918	-	Complete	33,918	33,918	1,082	1,082
Aloha Park Lights	200,000	100,000	-	200,000	100,000	-	105,398	-	Complete	105,398	105,398	94,602	(5,398)
Barnes School Field Restoration & Replacement	10,000	10,000	-	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Raleigh Pool Solar Project	35,000	32,000	-	35,000	32,000	5,901	-	32,000	Budget	37,901	32,000	(2,901)	-
Stuhr Center ADA Restroom Renovation	50,000	42,500	-	50,000	42,500	4,811	19,085	23,415	Budget	47,311	42,500	2,689	-
<b>TOTAL CARRYOVER PROJECTS</b>	<b>805,300</b>	<b>570,000</b>	<b>8,000</b>	<b>813,300</b>	<b>578,000</b>	<b>125,225</b>	<b>214,802</b>	<b>356,264</b>		<b>696,291</b>	<b>571,066</b>	<b>117,009</b>	<b>6,934</b>
<b>ATHLETIC FACILITY REPLACEMENT</b>													
Resurface Tennis Courts (2 sites)			67,490	67,490	67,490	-	-	67,490	Budget	67,490	67,490	-	-
Basketball Court Resurfacing (2 sites)			15,400	15,400	15,400	-	-	15,400	Budget	15,400	15,400	-	-
Backstop Replacements (6 sites)			13,672	13,672	13,672	-	13,278	-	Complete	13,278	13,278	394	394
Awning Replacement			3,800	3,800	3,800	-	3,780	-	Complete	3,780	3,780	20	20
Baseball/Softball Asphalt Pads			7,000	7,000	7,000	-	7,000	705	Award	7,705	7,705	(705)	(705)
Install Bleacher Backs & Rails			6,600	6,600	6,600	-	-	6,600	Budget	6,600	6,600	-	-
Athletic Field Turf Renovation			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Somerset Meadows Park Field Irrigation			9,000	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
Barnes School Field Irrigation Restoration			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
<b>TOTAL ATHLETIC FACILITY REPLACEMENT</b>			<b>247,962</b>	<b>247,962</b>	<b>247,962</b>	<b>-</b>	<b>24,058</b>	<b>224,195</b>		<b>248,253</b>	<b>248,253</b>	<b>(291)</b>	<b>(291)</b>
<b>ATHLETIC FACILITY IMPROVEMENT</b>													
Sunset Wing Extensions			1,400	1,400	1,400	-	1,386	-	Complete	1,386	1,386	14	14
Lacrosse Equipment			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
<b>TOTAL ATHLETIC FACILITY IMPROVEMENT</b>			<b>5,400</b>	<b>5,400</b>	<b>5,400</b>	<b>-</b>	<b>1,386</b>	<b>4,000</b>		<b>5,386</b>	<b>5,386</b>	<b>14</b>	<b>14</b>
<b>PARK AND TRAIL REPLACEMENTS</b>													
Event Canopies			1,688	1,688	1,688	-	-	1,688	Budget	1,688	1,688	-	-
Hideaway Park Play Equipment			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Parking Lots (2 sites)			68,874	68,874	68,874	-	-	68,874	Budget	68,874	68,874	-	-
Asphalt Path Replacement & Repair (6 sites)			145,000	145,000	145,000	-	196	144,804	Budget	145,000	145,000	-	-
Concrete Sidewalk Repair (6 sites)			55,280	55,280	55,280	-	29,711	25,569	Budget	55,280	55,280	-	-
Commonwealth Lake Bridge/Boardwalk Repairs			40,000	40,000	40,000	-	1,875	38,125	Budget	40,000	40,000	-	-
Fence Replacement (2 sites)			17,000	17,000	17,000	-	2,001	14,999	Budget	17,000	17,000	-	-
Slurry Seal Parking Lots (6 sites)			20,500	20,500	20,500	-	-	20,500	Budget	20,500	20,500	-	-
Irrigation System Repair/Replacement (5 sites)			76,105	76,105	76,105	-	29,410	46,695	Budget	76,105	76,105	-	-
Rock Creek Soccer Field Drinking Fountain Replacement			5,000	5,000	5,000	-	3,776	1,224	Budget	5,000	5,000	-	-
<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>			<b>469,447</b>	<b>469,447</b>	<b>469,447</b>	<b>-</b>	<b>66,969</b>	<b>402,478</b>		<b>469,447</b>	<b>469,447</b>	<b>-</b>	<b>-</b>



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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b><u>PARK AND TRAIL IMPROVEMENTS</u></b>													
Jenkins Bridal Path Lights			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Special Event Support Trailer			7,000	7,000	7,000	-	6,870	-	Complete	6,870	6,870	130	130
Event Support Set Up Equipment			4,550	4,550	4,550	-	-	4,550	Budget	4,550	4,550	-	-
East Annex Trash Compactor			18,000	18,000	18,000	-	22,500	-	Complete	22,500	22,500	(4,500)	(4,500)
BMX Park Maintenance			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Cooper Mountain Start-up Costs			24,400	24,400	24,400	-	-	24,400	Budget	24,400	24,400	-	-
Memorial Benches			8,000	8,000	8,000	-	3,838	4,162	Budget	8,000	8,000	-	-
Rock Creek Trail East End Connector			6,500	6,500	6,500	-	-	6,500	Budget	6,500	6,500	-	-
RTP Grant - Cedar Mill Park Trail			40,000	40,000	40,000	-	-	-	Cancelled	-	-	40,000	40,000
LWCF Grant - Schiffler Park Pavillion			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
LGGP Grant - Camille Park			200,000	200,000	200,000	-	-	-	Cancelled	-	-	200,000	200,000
TOTAL PARK AND TRAIL IMPROVEMENTS			353,950	353,950	353,950	-	33,208	85,112		118,320	118,320	235,630	235,630
<b><u>CHALLENGE GRANTS</u></b>													
Challenge Grants			75,000	75,000	75,000	-	21,356	53,644	Budget	75,000	75,000	-	-
TOTAL CHALLENGE GRANTS			75,000	75,000	75,000	-	21,356	53,644		75,000	75,000	-	-
<b><u>BUILDING REPLACEMENTS</u></b>													
Doors & Windows Replacements (7 sites)			35,920	35,920	35,920	-	12,833	23,087	Budget	35,920	35,920	-	-
Somerset West Surge Tank Cover			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Aloha Dive Stand			6,000	6,000	6,000	-	3,255	-	Complete	3,255	3,255	2,745	2,745
Aquatic Center Filter Pit Sump Pump			6,380	6,380	6,380	-	3,523	-	Complete	3,523	3,523	2,857	2,857
Harmon Chemtrol Unit			4,700	4,700	4,700	-	4,514	-	Complete	4,514	4,514	186	186
Beaverton Pool Filter Media			4,400	4,400	4,400	-	-	5,064	Award	5,064	5,064	(664)	(664)
Raleigh Pool Pool Tank Resurfacing			40,000	40,000	40,000	-	-	38,971	Award	38,971	38,971	1,029	1,029
CRA Lap Pool Tank Resurfacing			70,000	70,000	70,000	-	64,304	-	Complete	64,304	64,304	5,696	5,696
CRA Siding & West Side Window Repair			50,000	50,000	50,000	-	25,487	-	Complete	25,487	25,487	24,513	24,513
Jenkins Carriage House Roof Replacement			18,000	18,000	18,000	-	14,681	-	Complete	14,681	14,681	3,319	3,319
Aloha Swim Center Dressing Room Roof Replacement			23,000	23,000	23,000	-	-	24,200	Award	24,200	24,200	(1,200)	(1,200)
Tennis Center Roof Overlay Panels			20,000	20,000	20,000	-	5,500	14,500	Budget	20,000	20,000	-	-
Athletic Center Roof Flashing Replacement			8,500	8,500	8,500	-	-	8,500	Budget	8,500	8,500	-	-
Cedar Hills Gym Roof Replacement (Upper Section)			20,000	20,000	20,000	-	19,027	-	Complete	19,027	19,027	973	973
Fanno Farm House Roof Replacement			16,000	16,000	16,000	-	17,026	-	Complete	17,026	17,026	(1,026)	(1,026)
Garden Home Lower Hallway Tile			21,200	21,200	21,200	-	15,952	-	Complete	15,952	15,952	5,248	5,248
Maintenance Shop Floor Tile			8,200	8,200	8,200	-	-	6,550	Award	6,550	6,550	1,650	1,650
Garden Home Floor Tile (Rm 12)			8,500	8,500	8,500	-	7,240	-	Complete	7,240	7,240	1,260	1,260
Cedar Hills Kitchen Floor Tile			8,000	8,000	8,000	-	8,282	-	Complete	8,282	8,282	(282)	(282)
Aquatic Center Non Skid Flooring (Staff Room)			3,500	3,500	3,500	-	3,500	-	Complete	3,500	3,500	-	-
CRA Mechanical Room Floor Resurfacing			25,000	25,000	25,000	-	27,000	-	Complete	27,000	27,000	(2,000)	(2,000)
Garden Home Carpet Replacement (Rm 13B)			10,750	10,750	10,750	-	7,669	-	Complete	7,669	7,669	3,081	3,081
Harmon Pool Non Skid Flooring/Deck & Locker Rooms			29,500	29,500	29,500	-	29,500	-	Complete	29,500	29,500	-	-
Aquatic Center Non Skid Flooring (2 rooms)			6,500	6,500	6,500	-	6,500	-	Complete	6,500	6,500	-	-
Aquatic Center Security Light Fixtures			2,500	2,500	2,500	-	852	1,648	Budget	2,500	2,500	-	-
Raleigh Pool Security Light Fixtures			3,500	3,500	3,500	-	2,678	-	Complete	2,678	2,678	822	822
CRA Pathway Light Fixtures			5,000	5,000	5,000	-	3,158	-	Complete	3,158	3,158	1,842	1,842
HMT Parking Lot Lamps			3,400	3,400	3,400	-	575	2,825	Budget	3,400	3,400	-	-
Stuhr Center Roof Gutter & Downspouts Replacement			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
CRA West Soffit Replacement			4,000	4,000	4,000	-	3,267	1,573	Award	4,840	4,840	(840)	(840)
Beaverton Pool Roof Gutter & Downspouts Replacement			6,000	6,000	6,000	-	4,300	-	Complete	4,300	4,300	1,700	1,700
Raleigh Pool Office Circuit Panel			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Cedar Hills Light Fixtures (Rms 5, D & Copy)			3,000	3,000	3,000	-	-	3,000	Award	3,000	3,000	-	-
Cedar Hills Window AC Units (8 rms)			20,000	20,000	20,000	-	18,835	-	Complete	18,835	18,835	1,165	1,165
Aquatic Center Roof Exhaust Fans (3)			1,000	1,000	1,000	-	1,648	-	Complete	1,648	1,648	(648)	(648)
Stuhr Center Heat Coils (5 locations)			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
Aloha Pool Deck Heat Grate Vents			2,500	2,500	2,500	-	2,409	-	Complete	2,409	2,409	91	91
Cedar Hills & Stuhr Center Compressors			6,500	6,500	6,500	-	6,531	-	Complete	6,531	6,531	(31)	(31)
Jenkins Estate Stable A/C Condensers			10,000	10,000	10,000	-	9,585	296	Award	9,881	9,881	119	119
Dryland & Harmon Rooftop HVAC Units			56,000	56,000	56,000	-	21,343	34,657	Budget	56,000	56,000	-	-
Aquatic Center Supply Fans			4,400	4,400	4,400	-	4,931	1,740	Award	6,671	6,671	(2,271)	(2,271)

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>BUILDING REPLACEMENTS (continued)</b>													
Jenkins Estate Stable Furnace			15,400	15,400	15,400	-	15,232	-	Complete	15,232	15,232	168	168
Fanno Farm House Furnace			3,500	3,500	3,500	-	2,562	-	Complete	2,562	2,562	938	938
Waters Htrs @ Somerset, Cedar Hills & Athletic Center			23,200	23,200	23,200	-	-	23,200	Budget	23,200	23,200	-	-
Cedar Hills Holding Tank (Showers)			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Domestic Holding Tanks @ Aloha and Harmon Pools			20,600	20,600	20,600	-	-	20,600	Budget	20,600	20,600	-	-
CRA Exposed Drain Pipe Replacement			1,100	1,100	1,100	-	744	-	Complete	744	744	356	356
Somerset Pool Shower Stall Tile Replacement			7,480	7,480	7,480	-	7,471	-	Complete	7,471	7,471	9	9
CRA Rewire Underwater Lights			47,000	47,000	47,000	-	1,573	45,427	Budget	47,000	47,000	-	-
Tennis Center Emergency Lights Wiring			6,000	6,000	6,000	-	6,174	-	Complete	6,174	6,174	(174)	(174)
Cedar Hills Washer and Dryer units			1,600	1,600	1,600	-	-	1,408	Award	1,408	1,408	192	192
Cedar Hills Panic Bar Hardware Replacement (10 doors)			12,000	12,000	12,000	-	-	8,524	Award	8,524	8,524	3,476	3,476
Cedar Hills Gymnastic Mats			3,000	3,000	3,000	-	2,764	-	Complete	2,764	2,764	236	236
Garden Home Weight Equipment			15,000	15,000	15,000	-	-	16,721	Award	16,721	16,721	(1,721)	(1,721)
Garden Home Courtyard Project			-	-	-	-	6,856	-	Complete	6,856	6,856	(6,856)	(6,856)
Main Drain Covers at Pools			-	-	-	-	27,514	-	Complete	27,514	27,514	(27,514)	(27,514)
<b>TOTAL BUILDING REPLACEMENTS</b>			<b>766,730</b>	<b>766,730</b>	<b>766,730</b>	<b>-</b>	<b>426,795</b>	<b>321,491</b>		<b>748,286</b>	<b>748,286</b>	<b>18,444</b>	<b>18,444</b>
<b>BUILDING IMPROVEMENTS</b>													
Aloha Pool Family Changing Room			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
HMT Admin Building Reception Area Remodeling			15,000	15,000	15,000	-	4,555	10,445	Budget	15,000	15,000	-	-
Stuhr Center Hardwood Floor (Exercise Room)			8,678	8,678	8,678	-	8,678	-	Complete	8,678	8,678	-	-
Stuhr Center Hardwood Floor (Pool Room)			7,360	7,360	7,360	-	7,318	-	Complete	7,318	7,318	42	42
Asbestos Abatement (2 sites)			9,000	9,000	9,000	-	-	8,735	Award	8,735	8,735	265	265
Energy Efficiency Imp. (Performance Contract)			14,500	14,500	14,500	-	-	14,500	Budget	14,500	14,500	-	-
HMT Cable Phase II (switch gear to AC)			30,000	30,000	30,000	-	6,479	11,000	Award	17,479	17,479	12,521	12,521
HMT Cable Phase III (switch gear to street)			67,000	67,000	67,000	-	67,000	-	Complete	67,000	67,000	-	-
East Annex Expansion Set Up Costs			35,000	35,000	35,000	-	38,635	-	Complete	38,635	38,635	(3,635)	(3,635)
Harman Pool UV Sanitizer			31,000	31,000	31,000	-	29,311	-	Complete	29,311	29,311	1,689	1,689
HMT Pole Barn Restrooms			7,200	7,200	7,200	-	-	7,200	Budget	7,200	7,200	-	-
Office/Restroom @ PCC Maintenance			-	-	-	-	5,500	3,251	Award	8,751	8,751	(8,751)	(8,751)
<b>TOTAL BUILDING IMPROVEMENTS</b>			<b>234,738</b>	<b>234,738</b>	<b>234,738</b>	<b>-</b>	<b>167,476</b>	<b>65,131</b>		<b>232,607</b>	<b>232,607</b>	<b>2,131</b>	<b>2,131</b>
<b>ADA PROJECTS</b>													
Sunset Pool Water Wheel Chair			1,800	1,800	1,800	-	-	1,800	Budget	1,800	1,800	-	-
Bethany Lake Pathway			5,000	5,000	5,000	-	5,000	-	Complete	5,000	5,000	-	-
Bethany Lake ADA Picnic Table			10,000	10,000	10,000	-	6,303	3,697	Budget	10,000	10,000	-	-
Cedar Hills ADA Sidewalk			25,000	25,000	25,000	-	19,325	5,675	Budget	25,000	25,000	-	-
<b>TOTAL ADA PROJECTS</b>			<b>41,800</b>	<b>41,800</b>	<b>41,800</b>	<b>-</b>	<b>30,628</b>	<b>11,172</b>		<b>41,800</b>	<b>41,800</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL OUTLAY DIVISION</b>	<b>805,300</b>	<b>570,000</b>	<b>2,203,027</b>	<b>3,008,327</b>	<b>2,773,027</b>	<b>125,225</b>	<b>986,678</b>	<b>1,523,487</b>		<b>2,635,390</b>	<b>2,510,165</b>	<b>372,937</b>	<b>262,862</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 02/28/09**

Description	Project Budget				Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>INFORMATION SERVICES DEPARTMENT</b>													
System/workstn Replcmnt			70,000	70,000	70,000	-	22,061	27,939	Budget	50,000	50,000	20,000	20,000
Server Rplcmnt (4)			35,000	35,000	35,000	-	43,211	-	Complete	43,211	43,211	(8,211)	(8,211)
LAN/WAN Replcmnt			35,000	35,000	35,000	-	48,353	10,694	Award	59,047	59,047	(24,047)	(24,047)
Printer/Network Printers			10,000	10,000	10,000	-	1,570	3,430	Budget	5,000	5,000	5,000	5,000
Misc. Application Software			20,000	20,000	20,000	-	1,614	18,386	Budget	20,000	20,000	-	-
GIS Development			15,000	15,000	15,000	-	16,299	-	Complete	16,299	16,299	(1,299)	(1,299)
Email Risk Mgmt Server			10,000	10,000	10,000	-	-	12,000	Award	12,000	12,000	(2,000)	(2,000)
Telephone for Comm & Dev Position			400	400	400	-	435	-	Complete	435	435	(35)	(35)
Workstation/Telephone for Comm Specialist Position			2,000	2,000	2,000	-	925	1,075	Budget	2,000	2,000	-	-
AutoCad & Licensing			4,000	4,000	4,000	-	-	-	Complete	-	-	4,000	4,000
Laptops for Rangers (2)			4,000	4,000	4,000	-	-	-	Complete	-	-	4,000	4,000
Catering Software for Jenkins Estate			5,000	5,000	5,000	-	6,287	-	Complete	6,287	6,287	(1,287)	(1,287)
Fiber Line Installation to WAN			85,000	85,000	85,000	-	84,146	-	Complete	84,146	84,146	854	854
<b>TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS</b>			<b>295,400</b>	<b>295,400</b>	<b>295,400</b>	<b>-</b>	<b>224,901</b>	<b>73,524</b>		<b>298,425</b>	<b>298,425</b>	<b>(3,025)</b>	<b>(3,025)</b>
<b>TOTAL INFORMATION SYSTEMS DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>295,400</b>	<b>295,400</b>	<b>295,400</b>	<b>-</b>	<b>224,901</b>	<b>73,524</b>		<b>298,425</b>	<b>298,425</b>	<b>(3,025)</b>	<b>(3,025)</b>
<b>MAINTENANCE DEPARTMENT</b>													
<u>BUILDING EQUIPMENT REPLACEMENT</u>													
Garden Home Carpet Extractor			3,650	3,650	3,650	-	2,883	-	Complete	2,883	2,883	767	767
Plasma Torch			1,500	1,500	1,500	-	1,519	-	Complete	1,519	1,519	(19)	(19)
Tennis Center Vacuum			2,800	2,800	2,800	-	3,247	-	Complete	3,247	3,247	(447)	(447)
Annex Compressor			1,200	1,200	1,200	-	-	1,200	Budget	1,200	1,200	-	-
Pallet Shelving Annex Set Up			9,200	9,200	9,200	-	7,344	-	Complete	7,344	7,344	1,856	1,856
<b>TOTAL BUILDING EQUIPMENT REPLACEMENT</b>			<b>18,350</b>	<b>18,350</b>	<b>18,350</b>	<b>-</b>	<b>14,993</b>	<b>1,200</b>		<b>16,193</b>	<b>16,193</b>	<b>2,157</b>	<b>2,157</b>
<u>FLEET REPLACEMENTS</u>													
Large Rotary Mower			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Trim Rotary Mowers (3)			33,000	33,000	33,000	-	31,984	-	Complete	31,984	31,984	1,016	1,016
Utility Vehicle			10,000	10,000	10,000	-	9,913	-	Complete	9,913	9,913	87	87
Full Size Pickups (2)			40,000	40,000	40,000	-	40,192	-	Complete	40,192	40,192	(192)	(192)
Full Size Utility Truck			26,000	26,000	26,000	-	24,754	-	Complete	24,754	24,754	1,246	1,246
Compact Pickups (3)			42,000	42,000	42,000	-	41,389	-	Complete	41,389	41,389	611	611
Spreader			4,000	4,000	4,000	-	3,564	-	Complete	3,564	3,564	436	436
Compact Hybrid SUV			29,500	29,500	29,500	-	28,154	-	Complete	28,154	28,154	1,346	1,346
Synthetic Field Sweeper/Groomer			7,600	7,600	7,600	-	10,330	-	Complete	10,330	10,330	(2,730)	(2,730)
Synthetic Field Cleaner			3,600	3,600	3,600	-	3,600	-	Complete	3,600	3,600	-	-
15-Passenger Van (1)			21,500	21,500	21,500	-	23,610	-	Complete	23,610	23,610	(2,110)	(2,110)
<b>TOTAL FLEET REPLACEMENTS</b>			<b>267,200</b>	<b>267,200</b>	<b>267,200</b>	<b>-</b>	<b>217,490</b>	<b>50,000</b>		<b>267,490</b>	<b>267,490</b>	<b>(290)</b>	<b>(290)</b>
<b>TOTAL MAINTENANCE DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>285,550</b>	<b>285,550</b>	<b>285,550</b>	<b>-</b>	<b>232,483</b>	<b>51,200</b>		<b>283,683</b>	<b>283,683</b>	<b>1,867</b>	<b>1,867</b>
<b>GRAND TOTAL GENERAL FUND</b>	<b>805,300</b>	<b>570,000</b>	<b>2,783,977</b>	<b>3,589,277</b>	<b>3,353,977</b>	<b>125,225</b>	<b>1,444,062</b>	<b>1,648,211</b>	<b>-</b>	<b>3,217,498</b>	<b>3,092,273</b>	<b>371,779</b>	<b>261,704</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 02/28/09**

Description	Project Budget				Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget			
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>SDC FUND</b>													
<u>LAND ACQUISITION</u>													
Land Acquisition (FY 08)	500,000	50,000	-	500,000	50,000	24,395	5,980	44,020	Budget	74,395	50,000	425,605	-
Land Acquisition (FY 09)	-	-	296,448	296,448	296,448	-	5,000	291,448	Budget	296,448	296,448	-	-
Bonny Slope/BSL Land Acquisition	-	-	175,000	175,000	175,000	-	1,029	173,971	Budget	175,000	175,000	-	-
Winchester Property Acquisition	-	-	523,502	523,502	523,502	-	523,502	-	Complete	523,502	523,502	-	-
<b>TOTAL LAND ACQUISITION</b>	<b>500,000</b>	<b>50,000</b>	<b>994,950</b>	<b>1,494,950</b>	<b>1,044,950</b>	<b>24,395</b>	<b>535,511</b>	<b>509,439</b>		<b>1,069,345</b>	<b>1,044,950</b>	<b>425,605</b>	<b>-</b>
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
PCC Rock Creek Recreation Complex Design/Construction	10,140,372	-	-	10,140,372	-	8,819,730	26,367	31,484	Complete	8,877,581	57,851	1,262,791	(57,851)
Beaverton Powerline Trail Segments 7-11	802,500	139,662	-	802,500	139,662	234,413	213,160	115,441	Award	563,014	328,601	239,486	(188,939)
Synthetic Turf Field Matching Funds	800,000	600,000	-	800,000	600,000	200,000	-	600,000	Budget	800,000	600,000	-	-
Lowami Hart Woods Phase I	100,000	5,000	-	100,000	5,000	48,429	39,937	3,742	Award	92,108	43,679	7,892	(38,679)
Novice Skate Park	150,000	50,000	-	150,000	50,000	138,602	71,070	-	Complete	209,672	71,070	(59,672)	(21,070)
Fanno Creek Trail	640,000	640,000	671,950	1,311,950	1,311,950	118,735	66,515	1,245,435	Budget	1,430,685	1,311,950	(118,735)	-
SW Community Park Planning/Design	200,000	200,000	-	200,000	200,000	67,539	-	200,000	Budget	267,539	200,000	(67,539)	-
Old Wagon Trail Replacement Design	73,000	48,000	-	73,000	48,000	33,827	101	47,899	Budget	81,827	48,000	(8,827)	-
MTIP Grant Match for Westside Trail	40,000	40,000	-	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Winkleman Park Initial Site Improvements	-	-	25,000	25,000	25,000	-	16,982	8,018	Budget	25,000	25,000	-	-
Bonny Slope/BSL Trail Development	-	-	175,000	175,000	175,000	-	47	174,953	Budget	175,000	175,000	-	-
LGGP Grant Match/Camille Park Improvements	-	-	200,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
LWCF Grant Match/Schiffler Park Pavillion	-	-	40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
TE Grant Match/Westside Trail/Segment 1	-	-	105,000	105,000	105,000	-	-	105,000	Budget	105,000	105,000	-	-
Undesignated Projects	-	-	1,914,278	1,914,278	1,914,278	-	-	-	Budget	-	-	1,914,278	1,914,278
<b>TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS</b>	<b>12,945,872</b>	<b>1,722,662</b>	<b>3,131,228</b>	<b>16,077,100</b>	<b>4,853,890</b>	<b>9,661,275</b>	<b>434,179</b>	<b>2,811,972</b>	<b>-</b>	<b>12,907,426</b>	<b>3,246,151</b>	<b>3,169,674</b>	<b>1,607,739</b>
<b>Total - SDC Fund</b>	<b>13,445,872</b>	<b>1,772,662</b>	<b>4,126,178</b>	<b>17,572,050</b>	<b>5,898,840</b>	<b>9,685,670</b>	<b>969,690</b>	<b>3,321,411</b>		<b>13,976,771</b>	<b>4,291,101</b>	<b>3,595,279</b>	<b>1,607,739</b>

**KEY**  
 Budget Estimate based on original budget - not started and/or no basis for change  
 Reallocated Project Scope has been reduced to provide funding for another project  
 Award Estimate based on Contract Award amount or quote price estimates  
 Complete Project completed - no additional estimated costs to complete.



# TUALATIN HILLS PARK & RECREATION DISTRICT

## MEMORANDUM

Date: March 25, 2009  
 To: Board of Directors  
 From: Keith Hobson, Director of Business and Facilities  
 Re: **System Development Charge Report for January, 2009**

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 January 2009.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$6,888.00 with 1.6% discount = \$6,777.79
Multi-Family	\$5,150.00 with 1.6% discount = \$5,067.60
Non-residential	\$179.00 with 1.6% discount = \$176.14

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,377	Single Family Units	\$5,748,625.26	\$176,020.19	\$5,924,645.45
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)
174	Non-residential	\$374,827.16	\$11,192.90	\$386,020.06
<b><u>3,965</u></b>		<b><u>\$8,747,653.90</u></b>	<b><u>\$268,097.84</u></b>	<b><u>\$9,015,751.75</u></b>

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
5,697	Single Family Units	\$13,627,738.26	\$408,691.00	\$14,036,429.26
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
1,796	Multi-family Units	\$3,663,878.09	\$110,290.65	\$3,774,168.74
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
72	Non-residential	\$203,527.57	\$6,055.51	\$209,583.08
<b><u>7,241</u></b>		<b><u>\$16,824,271.70</u></b>	<b><u>\$504,288.53</u></b>	<b><u>\$17,328,560.23</u></b>

<u>Recap by Agency</u>		<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
3,965	City of Beaverton	34.22%	\$8,747,653.90	\$268,097.84	\$9,015,751.75
7,241	Washington County	65.78%	\$16,824,271.70	\$504,288.53	\$17,328,560.23
<b><u>11,206</u></b>		<b><u>100.00%</u></b>	<b><u>\$25,571,925.60</u></b>	<b><u>\$772,386.37</u></b>	<b><u>\$26,344,311.98</u></b>

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,392	1,399	174	3,965
Washington County	<u>5,397</u>	<u>1,772</u>	<u>72</u>	<u>7,241</u>
	<u>7,789</u>	<u>3,171</u>	<u>246</u>	<u>11,206</u>

**Total Receipts to Date** **\$25,578,703.39**

**Total Payments to Date**

Refunds	(1,579,356.86)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$15,479,196.16)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$5,801,291.74)</u>	<b><u>(\$22,859,863.41)</u></b>
		<b><u>\$2,718,839.98</u></b>

<u>Recap by Month, FY 2008-09</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2008 (1)	\$24,766,077.37	(\$22,500,136.23)	\$1,868,611.51	\$4,134,552.65
July	\$197,152.49	\$488,525.60	\$9,909.81	\$695,587.90
August	\$197,464.19	(\$63,639.56)	\$11,759.66	\$145,584.29
September	\$104,210.18	(\$29,198.68)	\$10,425.09	\$85,436.59
October	\$96,674.65	(\$61,067.09)	\$9,564.90	\$45,172.46
November	\$47,961.84	(\$49,319.92)	\$9,070.10	\$7,712.02
December	\$57,907.98	(\$636,145.08)	\$7,163.00	(\$571,074.10)
January	\$111,254.69	(\$8,882.45)	\$6,339.44	\$108,711.68
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
	<b><u>\$25,578,703.39</u></b>	<b><u>(\$22,859,863.41)</u></b>	<b><u>\$1,932,843.51</u></b>	<b><u>\$4,651,683.49</u></b>

(1) Net of \$667,828.98 of SDC Credits awarded for park development projects.

Projected SDC receipts through June 30, 2008 per the budget were \$24,321,481. Actual receipts were \$23,692,502. This fiscal year's projected total receipts per the budget are \$3,316,596.

**Tualatin Hills Park and Recreation District**

Systems Development Charge - Monthly Accounting, Year-to-Date FY 2008-09

**City of Beaverton Collection of S.D.C.'s**

	Unit Rate	Revenue	Collection Fee	Total
607 Single Family Units	1,891.50	1,147,194.75	35,480.25	1,182,675.00
138 Single Family Units	2,102.96	290,208.48	8,975.52	299,184.00
327 Single Family Units	2,203.84	720,655.68	22,288.32	742,944.00
15 Single Family Units	489.09	7,336.35	221.45	7,557.80
331 Single Family Units	2,327.03	770,250.47	23,818.53	794,069.00
205 Single Family Units	2,457.01	503,687.05	15,577.95	519,265.00
281 Single Family Units	2,638.40	741,390.40	22,929.60	764,320.00
303 Single Family Units	2,891.57	876,145.71	27,097.29	903,243.00
167 Single Family Units	3,466.78	578,952.26	17,905.74	596,858.00
18 Single Family Units	6,674.47	120,140.46	1,946.99	122,087.45
464 Multi-family Units	1,454.03	674,669.92	20,866.08	695,536.00
0 Multi-family Units	1,616.99	0.00	0.00	0.00
0 System Development Charge Report for Jar	(7,957.55)	(229.36)	(18,186.91)	(18,186.91)
110 Multi-family Units	1,694.59	186,404.90	5,765.10	192,170.00
74 Multi-family Units	1,789.65	132,434.10	4,095.90	136,530.00
245 Multi-family Units	1,889.56	462,942.20	14,317.80	477,260.00
68 Multi-family Units	2,029.24	137,988.32	4,267.68	142,256.00
332 Multi-family Units	2,224.21	738,437.72	22,838.28	761,276.00
0 Multi-family Units	2,445.37	0.00	0.00	0.00
102 Multi-family Units	2,666.53	271,986.06	8,411.94	280,398.00
4 Multi-family Units	4,989.86	19,959.46	329.88	20,289.34
174 Non-residential	Various	374,827.16	11,192.90	386,020.06
<b>3,965</b>	<b>Total</b>	<b>8,747,653.90</b>	<b>268,097.84</b>	<b>9,015,751.75</b>

Improvement Fee (1)	Reimbursements Fee (1)	Collection/Admin Fee (1)	Total SDC Fee
1,048,032.00	27,292.50	107,350.50	1,182,675.00
265,123.05	6,904.25	27,156.70	299,184.00
658,362.68	17,144.86	67,436.46	742,944.00
6,697.37	174.41	686.02	7,557.80
703,667.30	18,324.67	72,077.03	794,069.00
460,148.68	11,983.04	47,133.28	519,265.00
677,305.11	17,638.15	69,376.74	764,320.00
800,412.26	20,844.07	81,986.68	903,243.00
528,908.01	13,773.65	54,176.34	596,858.00
108,188.26	2,817.42	11,081.77	122,087.45
545,663.32	86,768.81	63,103.87	695,536.00
0.00	0.00	0.00	0.00
(6,422.81)	(1,021.33)	(742.77)	(8,186.91)
150,761.60	23,973.40	17,435.00	192,170.00
107,110.79	17,032.25	12,386.96	136,530.00
374,420.98	59,538.66	43,300.36	477,260.00
111,602.97	17,746.58	12,908.45	142,256.00
597,237.68	94,969.95	69,068.35	761,276.00
0.00	0.00	0.00	0.00
219,978.41	34,979.93	25,439.66	280,398.00
15,917.39	2,531.12	1,840.79	20,289.34
350,930.85	0.00	35,089.21	386,020.06
<b>7,724,045.91</b>	<b>473,416.39</b>	<b>818,289.40</b>	<b>9,015,751.75</b>

**Washington County Collection of S.D.C.'s Revenue**

	Unit Rate	Revenue	Collection Fee	Total
1,916 Single Family Units	1,891.50	3,624,114.00	112,086.00	3,736,200.00
(91) Less SFR Credits	1,891.50	(172,126.50)	(5,323.50)	(177,450.00)
351 Single Family Units	2,102.96	738,138.96	22,829.04	760,968.00
(91) Less SFR Credits	2,102.96	(191,369.36)	(5,918.64)	(197,288.00)
741 Single Family Units	2,203.84	1,633,036.71	50,515.29	1,683,552.00
(118) Less SFR Credits	2,203.84	(260,053.12)	(8,042.88)	(268,096.00)
714 Single Family Units	2,327.03	1,661,582.84	51,294.16	1,712,877.00
666 Single Family Units	2,457.01	1,636,368.66	50,609.34	1,686,978.00
523 Single Family Units	2,638.40	1,379,883.20	42,676.80	1,422,560.00
320 Single Family Units	2,981.57	925,302.40	28,617.60	953,920.00
337 Single Family Units	3,466.78	1,168,304.86	36,133.14	1,204,438.00
129 Single Family Units	6,674.47	861,006.63	13,929.63	874,936.26
117 Multi-family Units	1,454.03	169,830.51	5,552.49	175,383.00
41 Multi-family Units	1,616.99	66,296.59	2,050.41	68,347.00
68 Multi-family Units	1,694.59	115,232.12	3,563.88	118,796.00
194 Multi-family Units	1,789.65	347,192.10	10,737.90	357,930.00
(24) Less MFR Credits	1,789.65	(47,323.24)	(1,463.61)	(48,786.85)
508 Multi-family Units	1,889.56	959,896.48	29,687.52	989,584.00
563 Multi-family Units	2,029.24	1,142,101.28	35,322.58	1,177,423.86
139 Multi-family Units	2,224.21	309,165.19	9,561.81	318,727.00
118 Multi-family Units	2,666.53	314,650.54	9,731.46	324,382.00
48 Multi-family Units	4,989.86	239,513.28	4,082.60	243,595.88
0 Manufactured Housing	1,483.13	0.00	0.00	0.00
0 Manufactured Housing	2,039.91	0.00	0.00	0.00
0 Manufactured Housing	2,445.37	0.00	0.00	0.00
72 Non-residential	Various	203,527.57	6,055.51	209,583.08
<b>7,241</b>	<b>Total</b>	<b>16,824,271.70</b>	<b>504,288.53</b>	<b>17,328,560.23</b>

Improvement Fee (1)	Reimbursements Fee (1)	Collection/Admin Fee (1)	Total SDC Fee
3,310,848.00	86,220.00	339,132.00	3,736,200.00
(177,450.00)	0.00	0.00	(177,450.00)
674,334.72	17,560.80	69,072.48	760,968.00
(174,827.52)	(4,552.80)	(17,907.68)	(197,288.00)
1,491,886.08	38,851.20	152,814.72	1,683,552.00
(237,574.30)	(6,186.83)	(24,334.87)	(268,096.00)
1,517,872.54	39,527.93	155,476.53	1,712,877.00
1,494,922.04	38,930.26	153,125.70	1,686,978.00
1,260,607.02	32,828.31	129,124.68	1,422,560.00
845,319.87	22,013.56	86,586.53	953,920.00
1,067,317.35	27,794.77	109,325.88	1,204,438.00
775,328.13	20,191.08	79,417.05	874,936.26
137,591.83	21,879.20	15,911.97	175,383.00
53,619.73	8,526.36	6,200.91	68,347.00
93,198.08	14,819.92	10,778.00	118,796.00
280,803.97	44,652.13	32,473.90	357,930.00
(38,274.36)	(6,086.21)	(4,426.28)	(48,786.85)
776,350.46	123,451.60	89,781.94	989,584.00
923,714.97	146,884.81	106,819.67	1,177,423.86
250,048.36	39,761.51	28,917.10	318,727.00
254,484.83	40,466.98	29,430.19	324,382.00
194,732.47	26,761.16	22,102.21	243,595.82
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
190,531.98	0.00	19,051.10	209,583.08
<b>14,965,386.25</b>	<b>774,454.70</b>	<b>1,589,498.94</b>	<b>17,335,448.16</b>

**Recap by Agency**

	Revenue	Collection Fee	Total	Percent
City of Beaverton	8,747,653.90	268,097.84	9,015,751.74	34.21%
Washington County	16,831,049.49	504,398.74	17,335,448.23	65.79%
<b>Total</b>	<b>25,578,703.39</b>	<b>772,496.58</b>	<b>26,351,199.97</b>	

Improvement Fee (1)	Reimbursements Fee (1)	Collection/Admin Fee (1)	Total SDC Fee
7,724,045.91	473,416.39	818,289.40	9,015,751.74
14,965,386.25	774,454.70	1,589,498.94	17,335,448.16
<b>22,689,432.16</b>	<b>1,247,871.09</b>	<b>2,407,788.34</b>	<b>26,351,199.90</b>

<b>Add</b>	Allocation of interest earned	1,932,843.51	
	Grant rec'd (Wa Cty) & Coparanis pledge	24,000.00	
<b>Less</b>	SDC Credits for Land Donation Paid in Cash	(1,215,149.84)	
	Refunds of SFR Fees Collected in Error	(364,207.02)	
	Administrative Costs Paid	(18.65)	
	Collection Fees paid to City and County	(772,496.59)	

**Project Costs**

Inger Land Acquisition	(690,517.55)
Husen Land Acquisition	(448,254.93)
Fanno Trail Matching	(184,577.61)
Stover/JQAY Acquisition	(164,160.04)
PGE Land Acquisition	(3,500.00)
Rock Creek/Bethany	(775,329.38)
Camp Rivendale	(628,794.95)
Conestoga Play Structure	(27,951.70)
Synthetic Turf Project	(315,242.42)
Stuhr Building Expansion	(148,261.65)
Bluffs Park Development	(107,645.65)
Foege Park Development	(130,871.23)
Kelvin Land Acquisition	(46,448.00)
Beaverton Pwrln Trail	(375,233.81)
Kaiser Woods	(1,016,829.86)
PCC Athletic Fields MP & Construction	(9,417,865.39)
Synthetic Turf Field 2	(531,551.57)
Winkelman Land Acquisition	(27,000.00)
BSD Synth Turf Field Matching Funds	(200,000.00)
Nature Park Infrastructure	(98,362.62)
HMT Play Structure Phase II	(135,277.74)
Other Land Acquisition (thru FY07)	(627,196.85)
Novice Skate Park	(209,707.59)
CRA Backyard Master Plan	(103,987.26)
Mt. Williams Land Acquisition	(1,600,220.00)
Tennis Air Structure	(528,651.17)
Lowami Hart Woods Phase I	(88,088.90)
Garden Home Parking Lot Expansion	(300,050.89)
Aloha Park School Fields Restoration	(107,196.50)
Old Wagon Trail Rplcment Design	(33,927.72)
Land Acquisition (thru FY08)	(42,179.52)
Rystadt Property Acquisition	(88,001.85)
March Property Acquisition	(932,569.52)
Brady Property Acquisition	(355,708.77)
Nopper/Turner Property Acquisition	(268,913.36)
Winkelman Park Initial Site Imp.	(13,790.55)
Land Acquisition (thru FY09)	(1,742.21)
Young House & Property	(5,000.00)
Bonny Slope/BSL Trail Dev.	(1,075.81)
Winchester Land Purchase	(522,803.32)

1,485,931.91	185,080.40	261,831.16	1,932,843.50
(736,652.08)	0.00	(478,497.76)	(1,215,149.84)
(305,148.23)	2,727.21	(61,786.00)	(364,207.02)
0.00	0.00	(18.65)	(18.65)
0.00	0.00	(772,496.59)	(772,496.59)
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
(690,517.55)	0.00	0.00	(690,517.55)
(448,254.93)	0.00	0.00	(448,254.93)
(184,577.61)	0.00	0.00	(184,577.61)
(164,160.04)	0.00	0.00	(164,160.04)
(3,500.00)	0.00	0.00	(3,500.00)
(775,329.38)	0.00	0.00	(775,329.38)
(628,794.95)	0.00	0.00	(628,794.95)
(27,951.70)	0.00	0.00	(27,951.70)
(315,242.42)	0.00	0.00	(315,242.42)
(148,261.65)	0.00	0.00	(148,261.65)
(107,645.65)	0.00	0.00	(107,645.65)
(130,871.23)	0.00	0.00	(130,871.23)
(46,448.00)	0.00	0.00	(46,448.00)
(375,233.81)	0.00	0.00	(375,233.81)
(1,016,829.86)	0.00	0.00	(1,016,829.86)
(9,417,865.39)	0.00	0.00	(9,417,865.39)
(531,551.57)	0.00	0.00	(531,551.57)
(27,000.00)	0.00	0.00	(27,000.00)
(200,000.00)	0.00	0.00	(200,000.00)
(98,362.62)	0.00	0.00	(98,362.62)
(135,277.74)	0.00	0.00	(135,277.74)
(627,196.85)	0.00	0.00	(627,196.85)
(209,707.59)	0.00	0.00	(209,707.59)
(103,987.26)	0.00	0.00	(103,987.26)
(1,600,220.00)	0.00	0.00	(1,600,220.00)
(528,651.17)	0.00	0.00	(528,651.17)
(88,088.90)	0.00	0.00	(88,088.90)
(300,050.89)	0.00	0.00	(300,050.89)
(107,196.50)	0.00	0.00	(107,196.50)
(33,927.72)	0.00	0.00	(33,927.72)
(42,179.52)	0.00	0.00	(42,179.52)
(88,001.85)	0.00	0.00	(88,001.85)
(932,569.52)	0.00	0.00	(932,569.52)
(355,708.77)	0.00	0.00	(355,708.77)
(268,913.36)	0.00	0.00	(268,913.36)
(13,790.55)	0.00	0.00	(13,790.55)
(1,742.21)	0.00	0.00	(1,742.21)
(5,000.00)	0.00	0.00	(5,000.00)
(1,075.81)	0.00	0.00	(1,075.81)
(522,803.32)	0.00	0.00	(522,803.32)

**Total SDC Fund Cash Increase (Decrease)**

**4,651,683.49**

**1,829,075.87 | 1,435,678.70 | 1,356,820.50 | 4,651,683.41**



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## Parks district appoints committee to oversee bond money

by **Jill Rehkopf Smith**, *The Oregonian*

Tuesday March 03, 2009, 4:19 PM

The Tualatin Hills Park and Recreation District Board on Monday approved a 12-member committee that will oversee the spending of a \$100 million bond measure passed in November.

The money will create or improve trails and parks, while also preserving natural areas.

The original plan was for seven to 10 committee members. But the board received an unusually large number of applications -- 27 -- and decided to expand the opportunities for participation.

The 12 members range from an economist to a global real estate attorney for Nike, and include heavy hitters from local government such as former Hillsboro Planning Director Wink Brooks, Washington County assistant administrator Rob Massar and Beaverton City Councilor Marc San Soucie.

The committee will first meet for an orientation session in early May.

As presented to the public last fall, plans for the bond measure money included six new and seven redeveloped parks, four building expansions, several new athletic fields and numerous upgrades to play structures and existing athletic fields.

The committee's job will be to make sure the money is spent efficiently and well.

- *Jill Rehkopf Smith*;  
[jillsmith@news.oregonian.com](mailto:jillsmith@news.oregonian.com)

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# Young fighters from Aloha, Hillsboro win big at National Silver Gloves

**Boxing** | Eric Chavez and Cesar Pineda rule their weight classes in 15-and-under tourney

By **JOE FITZGIBBON**  
SPECIAL TO THE OREGONIAN

Eric Chavez of Aloha earned the nickname "Floppy" four years ago because he flailed his arms when he shadowboxed.

Today, the 95-pound sixth-grader from Mountain View Middle School in Beaverton has a new moniker: champ.



**Chavez**  
Mountain View  
Middle School

Chavez, 12, became the first member of the West Portland Boxing Club to win a national championship after defeating boxers from Minnesota and Michigan in Independence, Mo., and capturing the National Silver Gloves Championship in February.

In addition, Cesar Pineda, 11, representing the Chief Cornerstone Boxing Club, based at Hillsboro's J.B. Thomas Middle School, won the 100-pound championship, giving Washington County two national champions younger than 13.

Chavez said his grandfather always told him to fight hard, and that's what he tried to do.

"When I got there and saw that huge (championship) belt, I knew I wanted it," Chavez said.

Retired club coach William Meartz, who accompanied Chavez to the contest, said he has worked with hundreds of boxers over the years and saw a special quality in Chavez.

"The first time most fighters take a solid hit, they decide they don't want any more of that and back away," Meartz said. "But you punch Eric and a war is on, and he won't give up until the fight's over."

The Silver Gloves Championship attracts amateur boxers, 15 years and younger, from around the country and is one of the sport's most prestigious events, second only to the Golden Gloves Championship, which is open to those 16 and older.

Chavez has his eyes on the Golden Gloves prize.

"I want to keep boxing and go on to the next level and maybe to the Olympics," he said.

Jason Marquoit, head coach for the 60-member club, which works out at the Garden Home Recreation Center, said Chavez, with his quiet demeanor and slight frame, doesn't stand out in a crowd.

"But when you see him in the ring, you know that he's come to play," Marquoit said. "He's a smart, tough kid who never takes a backwards step."

Meartz said he loves boxing and working with kids who share his passion. But, he added, by the time they are 17, he tries to steer them away from planning a career in the ring.

"I'd rather point them to college — where they can use their skills for scholarships," he said. "Professional boxing is filled with far too many disappointments."

*If you have an idea for a sport or fitness story, contact Joe Fitzgibbon at 503-223-0725 or [fitzgibbon@integra.net](mailto:fitzgibbon@integra.net)*

## NEWS BRIEFS

### Park district to form committee to protect the John Quincy Adams Young House

With the John Quincy Adams Young House in Cedar Mill now on the National Register of Historic Places, the Tualatin Hills Park and Recreation District is moving forward with initial plans to restore the 146-year-old house.

Applications are being accepted for two-year terms on a newly formed Friends of John Quincy Adams Young House Committee. Members will plan, implement and participate in special fundraising events, solicit donations from businesses, organizations and individuals in the community and make public presentations about the house on request.

Individuals interested in serving on the committee should submit a completed application no later than March 24 to Lynda Myers, THPRD's Jenkins Estate, 8005 S.W. Crabhorn Road, Beaverton, OR 97007.

Applications and guidelines may be obtained at the THPRD Administration Office (503-645-6437), Jenkins Estate (503-629-6355) or the district's Web site at [www.thprd.org](http://www.thprd.org). The park district currently plans to announce appointments to the committee in early April.

For more information, please call Lynda Myers at 503-629-6355 or Lisa Novak at 503-645-6433.

The John Quincy Adams Young House, located at 12050 N.W. Cornell Road, was officially listed in the National Register of Historic Places on Dec. 31. It was nominated by the Oregon State Advisory Committee on Historic Preservation and the Oregon State Historic Preservation Office following a request by THPRD.

John Quincy Adams Young and his family traveled the Oregon Trail in the late 1840s to settle in the Oregon Territory. He built his historic house in 1863 on about a half-acre next to Cedar Mill Creek. Young lived in the New England "salt box" style house with his wife, Elizabeth Constance Young, and children. In 1869, Young and a partner bought the local sawmill next to Cedar Mill Creek.

The family stayed in the house until 1874 when they built a new house across what is now Cornell Road. Young was appointed postmaster of Cedar Mill that same year. He converted the original house into the community's first general store and post office, and it stayed that way until the end of 1881.

As years passed, the house changed hands several times. In 2005, the park district acquired it and a half-acre of land on which the house sits in a property exchange agreement with Cedar Mill Bible Church.

THPRD's board of directors subsequently adopted a master plan for renovation and restoration of the house, which is one of the oldest surviving buildings in Washington County and is the last remaining above-ground resource associated with the cedar mill for which the community was named.



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## **Tualatin Hills Park District seeks to fill positions on house restoration committee**

Tuesday, March 10, 2009

**The Hillsboro Argus**

With the John Quincy Adams Young House in Cedar Mill now on the National Register of Historic Places, the Tualatin Hills Park & Recreation District is moving forward with initial plans to restore the 146-year-old house.

Applications are being accepted for two-year terms on a newly formed Friends of John Quincy Adams Young House Committee. Members will plan, implement and participate in special fund-raising events; solicit donations from businesses, organizations and individuals in the community; and make public presentations about JQAY House on request.

For the full version of this story, pick up the March 10 Hillsboro Argus. To subscribe 503-648-1131

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# Parks remain on drawing board as city cuts budget



ROB FINCH/THE OREGONIAN/2005

Summer concerts in parks, including this one in 2005 in North Portland's Peninsula Park with Norman Sylvester (center) of the Norman Sylvester Band, are among the many activities and uses of city greenspaces. But like other city services and agencies, the Bureau of Parks & Recreation faces budget cuts. The bureau is looking at increasing some fees so it can preserve programs.

## Parks Bureau may increase fees by about \$1 million just to keep most programs

By **MARK LARABEE** and **JAMES MAYER**  
THE OREGONIAN

A former farm, a once-platted subdivision and an old gravel quarry could become the newest city parks someday.

But as budget cuts loom and the Portland Bureau of Parks & Recreation plans almost \$1 million in fee increases to curb service reductions, the properties are a stark reminder that the city's aspirations for new parks are far greater than its capacity to pay for them.

The city's park programs face more than \$2 million in budget cuts come July 1, when the new fiscal year begins, and this after a mid-winter cut of \$582,000 from the bureau's \$33 million budget for 2008-09.

"We're now dealing with the worst economy in my lifetime, and parks will have to share some of the pain," said City Commissioner Nick Fish, who recently took charge of the Parks Bureau.

City finance officers say the slumping

economy has significantly reduced the city's income from taxes on business profits, which pay for programs such as police, firefighters and parks. Every city bureau is looking to reduce its budget by 2.5 to 5 percent for the coming year.

Earlier this week, the Portland City Council approved master plans for the three new parks — Beech, Clatsop Butte and Parklane — that include detailed drawings and cost estimates ranging from \$27 million to \$32 million.

But there's no money to pay for them and no funding source identified, Fish said.

Other area parks systems are weathering the bad economy, too. In Gresham, Environmental Services Director Dave Rouse said the city is looking at cutbacks in park planning and development. Mayor Shane Bemis has ruled out fee increases.

"In return, he's asking for citizen volunteers to give some time to parks and other areas,"

Please see **PARKS**, Page B3

## Possible parks budget

### Fee Increases

- Swim lessons:** \$45 for 10, up from \$40
- Family picnic:** \$44.75 for 50 people, up 8 percent
- Community center:** \$52 for a 20-visit senior pass at Mt. Scott, up \$4
- Community garden plot:** \$75 a year, up from \$50

### What's saved

- Programs for disabled people:** \$36,000 for bowling leagues, dances, trips
- Removing invasive species:** \$76,000
- Nature day camps:** \$55,000
- Community center staff:** \$155,000 for workers at Peninsula, Montavilla, Mt. Scott and University Park centers

## **Parks: Maintenance projects slide in tough times**

Continued from Page B1

Rouse said.

The "budget picture is pretty stable" at Washington County's Tualatin Hills Park & Recreation District, which oversees more than 200 parks plus nature preserves and rec centers, Bob Wayt, a spokesman, said.

Most of the growing district's revenue comes from property taxes, which are not greatly affected by the recession. Last year, the district adopted a fee increase that's being phased in over four years, and voters approved a \$100 million bond measure.

In Portland, Bob Sallinger, conservation director of the Audubon Society of Portland and a member of the parks board, said the Parks Bureau's budget problems don't mean the city shouldn't plan for new parks.

Many areas are woefully underserved, he said.

"Land is at a premium, and it's always going up," he said. "I'm glad they approved the master plans. We've got to keep these things moving forward."

At the same time, several City Council members are looking for a better way to pay for park maintenance and programs, and they're targeting the city's heavy park subsidies. For example, Fish said, the city recovers only about 8 percent of costs on field maintenance for youth sports.

In 2005, the council directed the Parks Bureau to recover more of its costs, setting an average goal of 39 percent. The bureau is still far below that figure, officials said.

Fish said he's received a consistent message from the public: Maintain what you have before you expand. But people also say to keep community centers

open, clear trails and hold onto good programs, he said.

"We don't have a program that the public wants us to close," Fish said. "That's what make this tough."

Parks Bureau Director Zari Santner said the budget advisory committee adopted the philosophy of cutting across the board to avoid eliminating programs.

The city has \$122 million in deferred maintenance for parks and only \$5 million identified to get it done, Santner said. In 2002, voters approved a \$54 million, five-year levy for maintenance. A city audit released last month found that more than \$14 million went to seven capital projects that will raise the cost of park maintenance by about \$1 million a year beginning in 2013, when the general fund takes over operation of the facilities.

Auditor Gary Blackmer again raised the issue of developing parks while letting existing parks deteriorate. The bureau and some commissioners "like ribbon-cutting more than grass-cutting," Blackmer said.

Regardless, the city will most likely have to go to voters to pay for what Fish calls a "staggering" list of park projects, such as the three just approved. The city will inventory projects and costs and set priorities this summer.

He plans to ask the council to approve a bond measure for 2010 or 2011 "if there's an appetite," Fish said.

Check out the Summer Camp Guide on OregonLive.com [www.oregonlive.com/specials](http://www.oregonlive.com/specials)

# Summer camp guide

OregonLive.com

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## RECREATION CAMPS

## Sports-n-more: Camps offer rec sports and other fun

By NAOMI KAUFMAN PRICE

SPECIAL WRITER

**N**ot every child wants to spend the summer trying to become the next Brandon Roy.

But what if he or she wants to master an activity well enough to join a rec team or a neighborhood game? Or feel confident holding reins, a bow or an oar?

Look to sports-and-more camps: camps that teach skills from archery to rock-climbing without the intense focus of a pro-sports-like program. They can be found for all ages throughout the metro area.

At the Mittleman Jewish Community Center in Southwest Portland, instruction is designed so "no matter what your goal is in playing, it serves you," said Ben Edmunds, day camp director.

New this year are three adventure-a-day camps for youth entering middle school: Outdoor Athlete, Urban Adventurer and Cascade Explorer.

At Outdoor Athlete camp, kids kayak on the Willamette River, bike around town, hike in the Columbia River Gorge, climb rocks and, on Friday, go whitewater rafting. No experience is required, Edmunds said, just the desire to learn about Northwest activities.

*MJCC Day Camps, Mittleman Jewish Community Center, 6651 S.W. Capitol Highway, Portland; 503-244-0111; www.oregonjcc.org. Teen Adventure camps, 9 a.m.-5 p.m., mostly \$325-\$425; most half-day sports camps, \$130-\$200; discount for JCC members; no religious affiliation required.*

Children wanting an all-day outdoor experience might like the day camp at Camp Collins, set in Oxbow Regional Park in the Sandy River gorge. The camp, run by the YMCA of Columbia-Willamette, offers nine one-week day camp sessions for children entering grades one through six. Sessions start July 6 and conclude Sept. 4.

"Camp Collins day camp does progressive programming; that means as children return to camp year after year, they learn new skills in various sports," said executive director Willard Burks. They also can sign up for specialties



Kids find lots of fun, surrounded by woods at the YMCA's Camp Collins, with both day and overnight camps.

such as aquatics, rope-climbing and horseback riding.

A big bonus for parents: The camp provides bus service from spots in Northeast Portland, Gresham and the Clackamas area.

*Camp Collins, YMCA of the Columbia-Willamette, 3001 S.E. Oxbow Parkway, Gresham; 503-663-5813; www.campcollins.org. Cost: The Y has a three-tiered fee structure: \$300, \$270 or \$240. Some scholarships are available. No religious affiliation required.*

**1 2 3 Soleil!** offers both multi-sport and more-focused sports camps. "Soleil" means "sun" in French, and it's the summer camp of the French American International School.

As such, education is part of the mix. "Our camps are summer camps, but they are camps organized by a school," said organizer Gilles Faure. "I don't want the kids to just have fun. We want them to learn something."

For example, one camp focuses on bicycling, pickleball and science. So, in addition to riding bikes and playing pickleball (sort of a cross between badminton and tennis), they'll learn the physics of the game. In riding camp, children take care of the horses and write about what they're doing.

The one-week camps, from June 22-July 3 and Aug. 3-28, accommodate preschoolers through incoming eighth-

graders. Specialty camps include fencing, rock-climbing, riding, archery, soccer, swimming and canoeing.

*1 2 3 Soleil! French American International School, 8500 N.W. Johnson St., Portland; 503-292-7776 ext. 225; www.faispdx.org; prices not available at presstime.*

**Tualatin Hills Park & Recreation District** offers camps at six facilities, including the flagship Tualatin Hills Athletic Center at Northwest 158th Avenue at Walker Road.

Sports Madness (for ages 7-12 and 9-14), for example, features multiple sports, swimming and an off-site field trip.

Tiger Cub Camp introduces children ages 5-7 to sports and games such as soccer and basketball. At Ultimate Cub Camp, kids ages 6-9 get the fun and basic instruction of Tiger Cub, plus more skills development.

*Tualatin Hills Park & Recreation District. Weeklong sessions (generally half-day or three-quarters day) offered in June, July and August. Sports Madness, \$192; Tiger Cub, \$104; out-of-district registrants pay an additional \$54 quarterly fee. Resident registration starts April 18; out-of-district registration starts April 25. 503-645-6433; www.thprd.org*

Through the North Clackamas Parks and Recreation District, your

child can get a taste of baseball, basketball and soccer all in one week. The privately owned Skyhawks Sports runs two multisports camps for the rec district, one for younger children, another for older ones. (Skyhawks also runs camps for children ages 3-15 at other metro locations.)

The formula is the same for both age groups: Each sport is broken into manageable chunks: a skill of the day, followed by practicing that skill, games and a scrimmage. After a break, the kids move onto the next sport, and then the third.

*For Skyhawk camp locations, hours and prices, see www.skyhawks.com; most fees are about \$99-\$130.*

You'll find an array of camps all over Portland, thanks to Portland Parks and Recreation. In Sports Grab Bag, kids build their dribbling, shooting, passing and scoring skills. In Ready, Set, Play, children play board games, ball games, net games and new games. Scoring includes teamwork, creativity and problem-solving.

*Portland Parks and Recreation. The full list of camps will be available April 9, when registration begins. Camp themes, costs, hours and number of days vary by city park site. 503-823-2525 or www.portlandparks.org/register*

Riding is the name of the game at the 25-acre Foxridge Farm, 6330 N.W. Skyline Blvd., adjacent to Forest Park in Washington County. The site is a year-round equestrian center.

But being on horseback is not the only activity during camp season. Here, campers learn to ride or increase their skills; care for horses; swim; play field games; keep a journal and more. Along with a weeklong camp, there's a shorter, half-day camp for younger children.

*Foxridge Farm. Weeklong camps, grades 1-5, July 20 and Aug. 10; more sessions may be added; \$425. Mini-camp for ages 4-6, July 27-29; \$325; 6330 N.W. Skyline Blvd., Portland 503-297-6028. To reserve a camp spot, see instructions at foxfarms.qwestoffice.net.*

## SENIOR CALENDAR

### Senior centers' highlights for the coming week:

#### Elsie Stuhr Center

AARP Tax-Aide appointments are available through April 10 by calling 503-614-4004. 5550 S.W. Hall Blvd., Beaverton. 503-629-6342.

#### Today:

1:15 p.m., social dance; Texas Hold 'em. 2:30 p.m., book discussion. 5:30 p.m., party bridge.

#### Friday:

10 a.m. pinochle. 11:30 a.m., Ed Lim plays piano.

#### Tuesday:

9 a.m., Scrabble. 1 p.m., pinochle. 1:15 p.m., Texas Hold 'em. 2 p.m., Wii sports. 6:30 p.m., Alzheimer's support group.

#### Hillsboro Community Senior Center

750 S.E. Eighth Ave. 503-648-3823.

#### Today:

9:30 a.m., Take Off Pounds Sensibly support group. 11:45 a.m., duplicate bridge. 1 p.m., board meeting; open bridge. 1 to 4 p.m., Shared Housing meeting. 1:30 p.m., line dance.

#### Wednesday:

9 a.m., haircuts by Joyce. 9:30 a.m., foot care by appointment. 10:30 a.m., Serenaders. 1 to 5 p.m., Care Oregon Advantage meeting. 1:15 p.m., art class.

### Nature camps

In Beaverton, 6- to 9-year-olds can join a scavenger hunt, learn about amphibians, hike, track wildlife and experience the slick and the slimy. Nature Park Interpretive Center, 15655 S.W. Millikan Way. \$20, daily. 503-629-6350; [www.thprd.org](http://www.thprd.org)

### Beaverton

## Four plays, Bard and more, due at parks

Four theater performances have been added for the 2009 Concert in the Park Series, sponsored by Tualatin Hills Park & Recreation District.

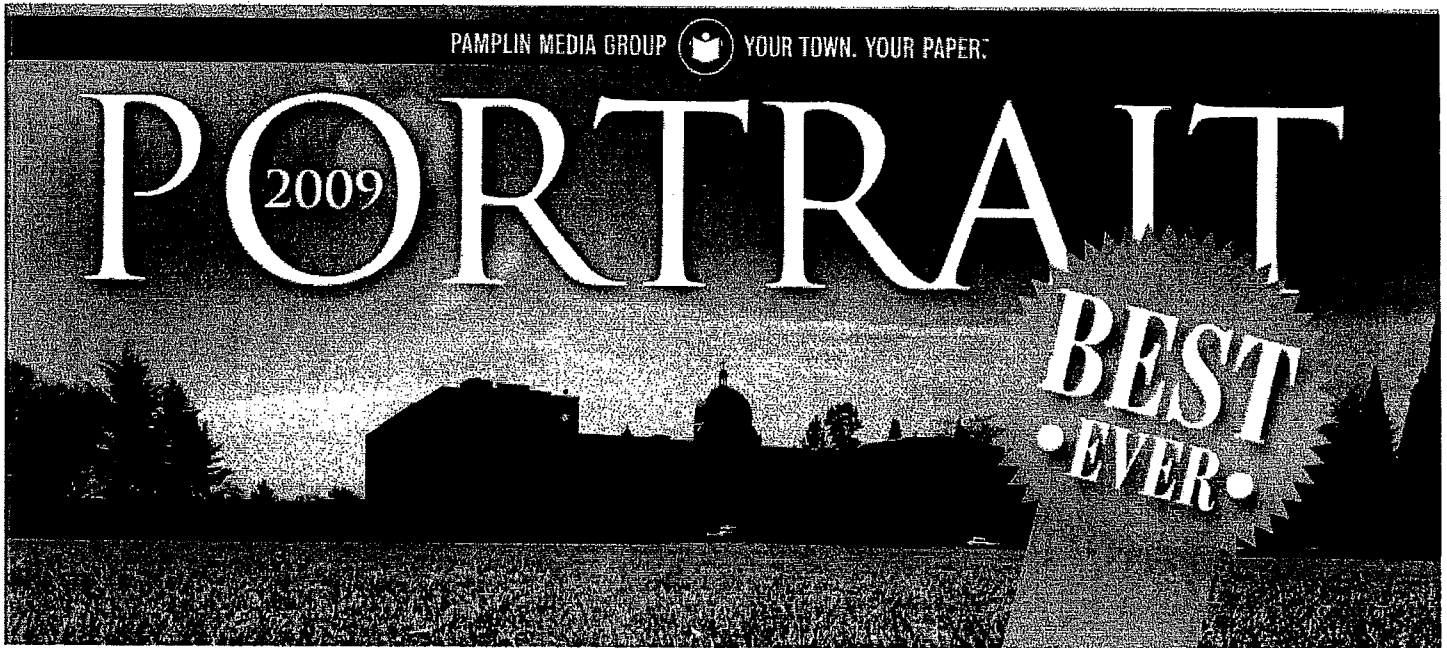
Portland Actors Ensemble will perform "King Lear" on June 27 at Autumn Ridge Park, and Shakespeare-in-the-Parks will present an audience-interactive rehearsal version of "A Midsummer Night's Dream" at Somerset West Park on July 11.

Contemporary plays — the children's play "Blue Foot Sue and Pecos Bill" and "A Bad Year for Tomatoes" — will be staged July 18 at Schiffler Park, produced by the park district and Central Beaverton Neighborhood Association Committee.

The opening concert is set for June 25 at Garden Home Park. A full schedule will be posted in June at: [www.thprd.org/events/summerconcerts.cfm](http://www.thprd.org/events/summerconcerts.cfm)

— Roger Gregory





**BEST PLACETO  
CONTEMPLATE YOUR NAVEL**

Go there, and you'll instantly feel like you're in a different dimension. Tucked between tidy residential streets bound by a pair of busy boulevards — namely, the Murray and Cedar Hills thoroughfares — is a world apart.

Shake off your cares and relax your inner tensions when you arrive at Commonwealth Lake Park, smack-dab in the middle of unincorporated Beaverton off Southwest Butner Road. Built by a developer in 1965, the lake was turned over to the Tualatin Hills Park and Recreation District for management four years later.

For decades, the park's 20 acres of pristine water and grassy parkland have brought visitors to the site almost year-round. Children fish for bass and bluegill from one of three wooden platforms ringing the lake, and birdwatchers are likely to catch sight of several species of ducks that have made Commonwealth Lake their home.

Some folks walk the .8-mile path around the lake, while others arrive with energetic children in tow, eager to tackle the park's playground equipment.

But it's the simplest of aesthetics that draw thoughtful individual to the shores of the lake. Like a citified Walden Pond, Commonwealth infuses the world-weary soul with quiet and an opportunity to draw inward — if only for a



NANCY TOWNSLEY/Times Newspapers

**CONTEMPLATIVE** — Commonwealth Lake in Beaverton offers a little bit of country in the city.

short time.

When the Northwest weather's in a mood to cooperate, bring a book (Thoreau and Emerson come to mind) and sit cross-legged on the warm grass. Breathe in the summer air and philosophize to your heart's content.

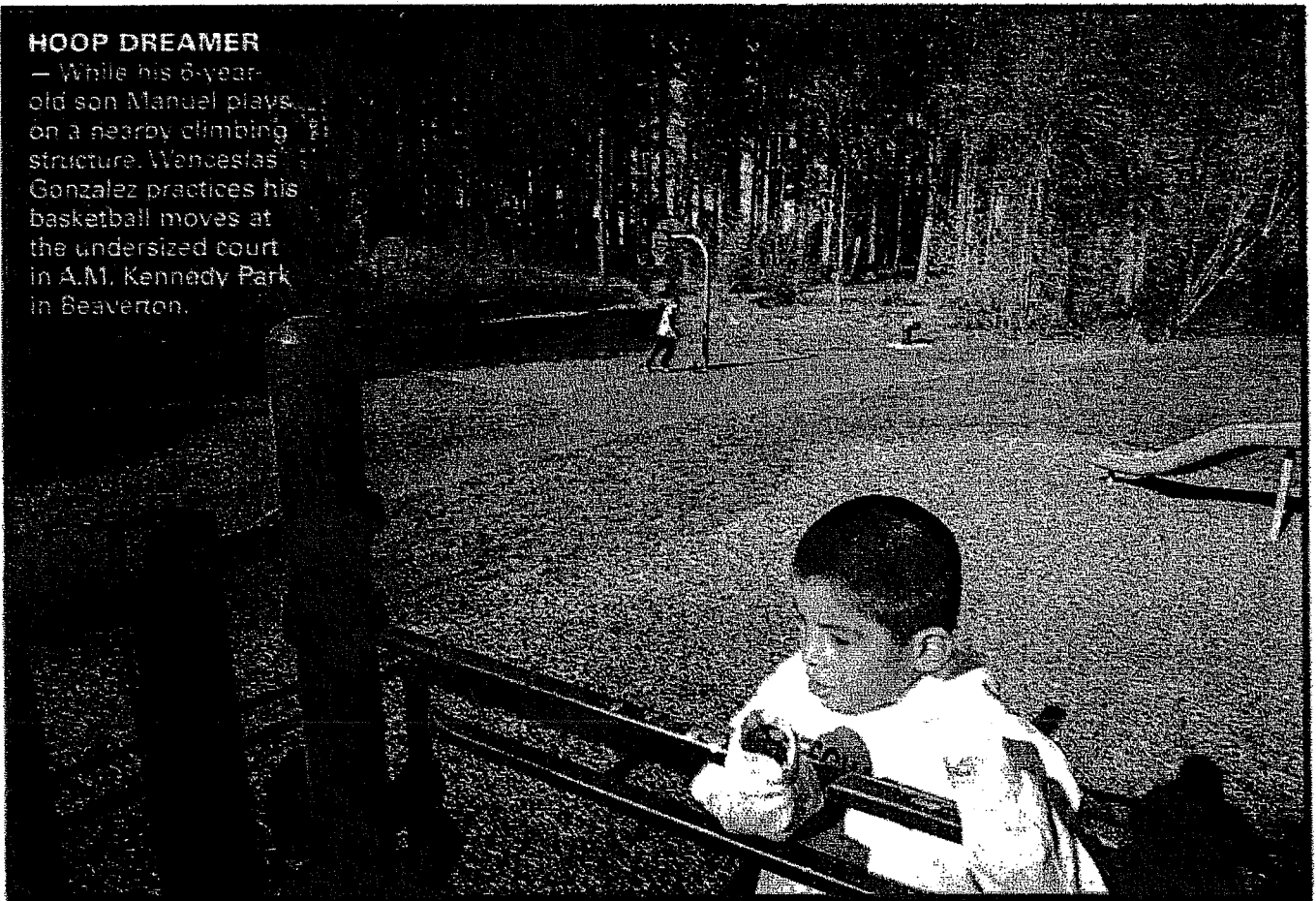
Or do what I do when I have an hour to steal away to Commonwealth: find a bench, close your eyes and imagine. Contemplate life, your navel and more.

— Nancy Townsley

**6 Portrait: BEST EVER** \* March 26, 2009

**HOOP DREAMER**

— While his 6-year-old son Manuel plays on a nearby climbing structure, Wenceslas Gonzalez practices his basketball moves at the undersized court in A.M. Kennedy Park in Beaverton.



JAIME VALDEZ/Times Newspapers

**BEST LITTLE OUTDOOR BASKETBALL COURT**

It may be a little weird to want privacy when you're shooting hoops — basketball is, after all, one of the more watchable sports, considering the action isn't hidden by slight of hand (like football), extreme speed (like hockey) or vast distances between spectator and participant (like baseball).

But some of us like the idea of not drawing a crowd when the shirts come off and faces get a little pinker than we'd like.

That is why, years ago, when my friends and I discovered the undersized

full-court arrangement surrounded by trees and bushes at A.M. Kennedy Park in Beaverton, we were immediately smitten.

A bonus was the fact that the backboards and rims were on straight (and not suffering from undue playground abuse) and that each hoop had a good net, too. Nothing says "swish" like a properly hung and maintained net.

It didn't hurt, either, that the little park behind the furniture stores lining Beaverton-Hillsdale Highway was pretty much unknown to anyone outside the immediate neighborhood.

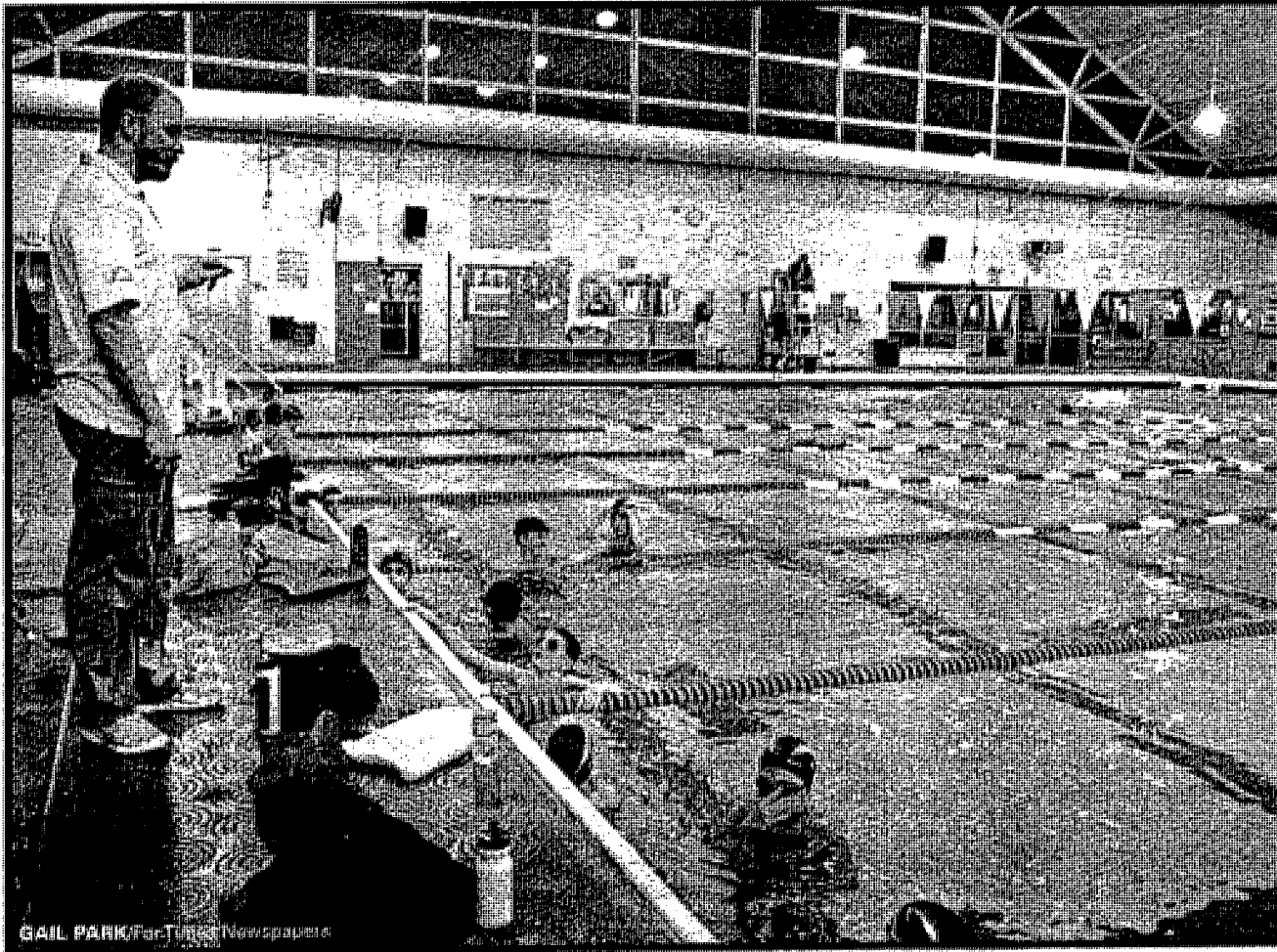
In fact, four of us aging nonathletes could have a decent little full-court

game on the small court in the trees without inducing heart failure.

I was thrilled to learn recently that the park is still something of a hidden gem. Now, I know that throughout the Tualatin Hills Park and Recreation District's vast network of parks there are plenty of other small, relatively unknown neighborhood parks that the surrounding residents know intimately.

But to us, the little court at A.M. Kennedy Park was (and apparently remains) the very best.

— Mikel Kelly



GAIL PARKER/TIMES

**THE BEST REC CENTER** — Members of the Tualatin Hills swim team receive points on swim techniques and breathing in the indoor Olympic-size, 50-meter pool at the Terpenning Center Aquatic Center. The Howard M. Terpenning Recreation Complex, at 158th and Walker Road, is a multi-purpose facility that not only has an athletic, aquatic and tennis center, but it offers fields for soccer, lacrosse, softball, football and baseball, and two lighted skate parks. The complex, run by the Tualatin Hills Park and Recreation District, also has children's play structures, a natural area, and pathway system used by bicyclists, joggers and walkers. Just about every sport you can think of, and I bet even cross country skiers have traversed the property that spans 90 acres. The folks who operate the center seem to be a step ahead of the community it serves, always looking for ways to help its future users. Details such as THPRD's redesigned Web site (up soon) and reorganized activity guide can make finding classes and information a cinch. For more information about the Terpenning complex, its classes and other facilities, go to [www.thprd.org/contact/facdir.cfm](http://www.thprd.org/contact/facdir.cfm) or call 503-645-6433.

# New to the community?

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Valley Times -  
*Portrait: Best Ever*  
Section  
March 26, 200

**46 Portrait: BEST EVER** \* *March 26, 2009*



**GAIL PARK**/For Times Newspapers

**BEST PLACE TO WALK THE POOCH** — Jenny Bergmans and Greg Ybarra of Beaverton take JaJa, a feisty rat terrier on a stroll on the Fanno Creek Greenway Trail. On any given day, rain or shine, you'll find dog owners cruising up and down the trail maintained by the Tualatin Hills Park and Recreation District. It connects many communities from Cook Park, through Durham and Tigard and ending at what seems to be across Hall Boulevard on Denney Road in Beaverton. The trail does continue beyond Denney Road, but one can lose sight of where it goes from here (access to the trail is just west of Highway 217, on the south side of Denney Road). Fido can make plenty of stops along the trail. Play areas, Frisbee golf poles, ponds and small wildlife add interest along the way — not to mention the other strolling dogs of all varieties. Choose the number of miles you want to clock. Approximately 4.5 miles of the trail are within THPRD's boundaries. Four trailheads with parking lots are available to access the Fanno Creek Greenway Trail within the Park District. For a map of the trail, go to [www.thprd.org](http://www.thprd.org). and look up parks and trails.

## BEST PLACE TO BE ALONE

I have an overactive mind. Maybe this sounds like a good thing, but trust me: It isn't. I'm a fretter, a worrier, a planner, an analyzer and a schemer in the worst of all possible ways. It is nearly impossible for me to sit still and just be – my mind is much louder than I am, and it has a tendency to never, ever shut up.

The only exception to this is when I'm writing or when I'm running. I'm usually just sitting at home when I'm writing, but for running I have one go-to place: Fanno Creek Trail. I like to start in Tigard, near the actual Fanno Creek, and sometimes I cross into Beaverton.

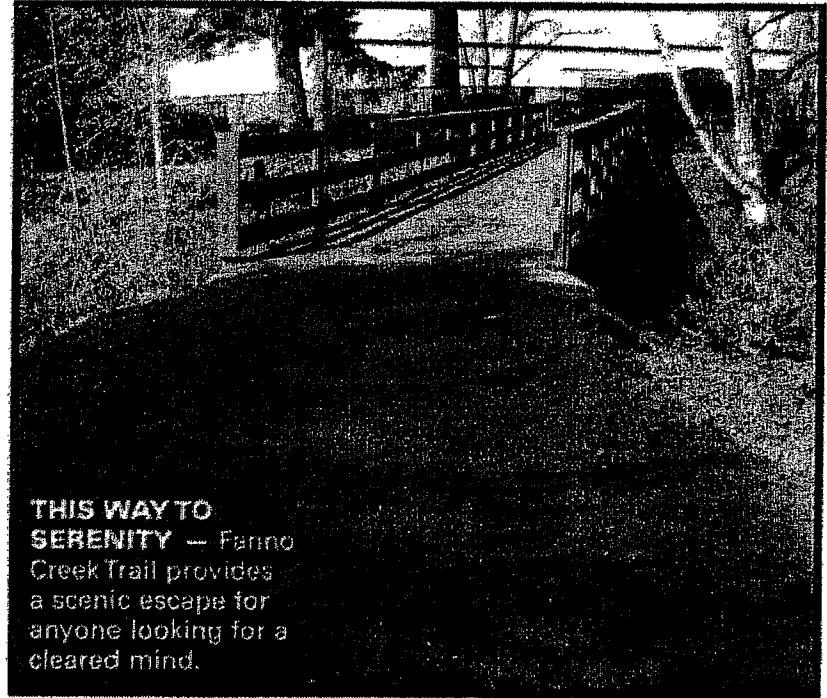
The Fanno Creek Trail is a little bit of everything: In places residential, sometimes scenic, often park-like, occasionally inflamed in a congestion of traffic, but always varied. It goes everywhere from Old Town Tigard to the outskirts of Washington Square. The Beaverton side of the trail requires a lot of street crosses – and sometimes on fairly busy roads – but the section of pathway in Tigard

off Hall Boulevard is quiet and circular, with nothing but wooded bridges to cross.

Its very setup encourages a therapeutic rhythm: I have six different stopping points and I like to lose myself in the process of going from one to the next. I often cross ways with bike riders, dog walkers, usually several ducks and often a small group of people who regularly meet at the trail and listen to ball games over a hand-held radio. Everyone is always friendly, but not so much so that it keeps me from focusing on my own run. Workers from the library and government buildings often walk the trail on their lunch breaks and kids can be found biking the path after school.

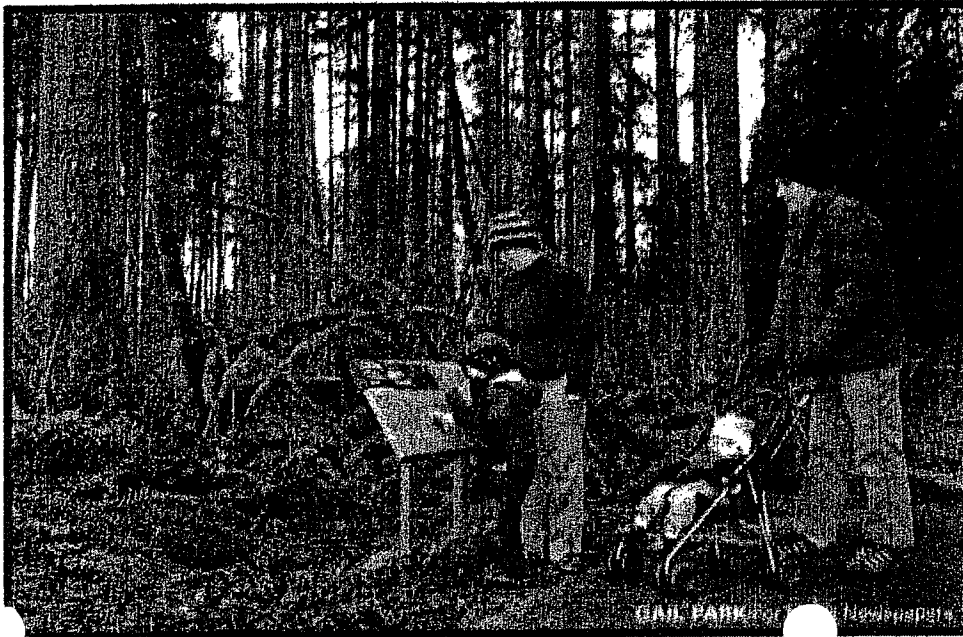
Thirty minutes on the Fanno Creek Trail and the impossible becomes possible: My mind quiets itself. I look down at the creek, up at the trees, and revel in the occasional sunshine or, more likely, the persistent rain. Anytime I need to clear my mind, refocus and start anew, Fanno Creek Trail is where I head.

— Kristen Forbes



**THIS WAY TO  
SERENITY** — Fanno  
Creek Trail provides  
a scenic escape for  
anyone looking for a  
cleared mind.

KRISTEN FORBES/ForTimes Newspapers



**BEST NATURE PARK** — Salal Hermes, 4, reads an interpretive sign along the trail in an old-growth forest in the Beaverton area. His mother Angela, dad James and sister Lupine are observing the 222-acre Nature Park's wonders at 15655 S.W. Millikan (503-629-6350) in Washington County that offers a special view of nature tucked amidst condominiums and business parks. The Nature Park (dogs are not allowed) contains 5 miles of multi-purpose trails and scenic overlooks of wetlands and an interpretive center. The Nature Park is open daily from dawn until dusk, and there's no admission charge. The Interpretive Center hours are 8:30 a.m. to 5 p.m. Monday through Friday and 9 a.m. to 5 p.m. Saturday and Sunday.