



Administration Office  
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**Board of Directors Regular Meeting**  
**January 12, 2009**  
**6:30 p.m. Executive Session; 7:00 p.m. Regular Meeting**  
**HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room**  
**15707 SW Walker Road, Beaverton**

**AGENDA**

- 6:30 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. Presentations
- A. City of Beaverton Mayor Rob Drake Recognition
- 7:20 PM 5. Audience Time\*\*
- 7:25 PM 6. Board Time
- 7:30 PM 7. Consent Agenda\*\*\*
- A. Approve: Minutes of December 8, 2008 Regular Meeting
  - B. Approve: Monthly Bills
  - C. Approve: Monthly Financial Statement
  - D. Appoint: Aquatics Advisory Committee, Jenkins Estate Advisory Committee & Trails Advisory Committee Members
  - E. Approve: Contract Award for Energy Savings Performance Contract
  - F. Approve: Special Procurement Procedures for Pre-qualifying Architecture and Engineering Consultants for Bond Projects
- 7:35 PM 8. Unfinished Business
- A. Information: General Manager's Report
- 7:45 PM 9. New Business
- A. Update: 2008 Bond Measure
  - B. Approve: Resolution Establishing Bond Capital Project Fund and Appropriation of Necessary Funding for the Fiscal Year Commencing July 1, 2008
  - C. Review: Draft FY 2009-10 Park District Goals & Objectives Development
- 9:00 PM 10. Adjourn

**\*Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park and Recreation District. **\*\* Audience Time:** If you wish to be heard on an item not on the agenda 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:** 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:** January 7, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** **Information Regarding the January 12, 2009 Board of Directors Meeting**

### **Agenda Item #4 – Presentations**

#### **A. City of Beaverton Mayor Rob Drake Recognition**

Attached please find a memo from myself reporting that former City of Beaverton Mayor, Rob Drake, will be in attendance at your meeting to be recognized for his career in public service to our community as Beaverton's mayor for the past 16 years. Under his leadership, the City of Beaverton has been a great partner with the Tualatin Hills Park & Recreation District.

### **Agenda Item #7 – Consent Agenda**

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

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

- A. Approve: Minutes of December 8, 2008 Regular Meeting**
- B. Approve: Monthly Bills**
- C. Approve: Monthly Financial Statement**
- D. Appoint: Aquatics Advisory Committee, Jenkins Estate Advisory Committee & Trails Advisory Committee Members**
- E. Approve: Contract Award for Energy Savings Performance Contract**
- F. Special Procurement Procedures for Pre-Qualifying Architecture and Engineering Consultants for Bond Projects**

### **Agenda Item #8 – Unfinished Business**

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

Attached please find the General Manager's Report for the January 12, 2009 Regular Board Meeting.

### **Agenda Item #9 – New Business**

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

Attached please find three memos providing updates on the following areas related to the 2008 Bond Measure: Bond Measure Project Schedule, Bond Measure Land Acquisition Program, and Municipal Bond Market Conditions. Hal Bergsma, Director of Planning, and Keith Hobson, Director of Business & Facilities, will be at your meeting to provide an overview of these memos and to answer any questions the Board may have.

**Action Requested: No action requested – another update will be provided to the Board at your February Board meeting.**

**B. Resolution Establishing Bond Capital Project Fund and Appropriation of Necessary Funding for the Fiscal Year Commencing July 1, 2008**

Attached please find a memo from Keith Hobson, Director of Business & Facilities, requesting Board approval of a resolution to establish the Bond Capital Project Fund and appropriate the necessary funding in both the Bond Capital Project Fund and the General Fund for the current fiscal year. Keith will be at your meeting to provide an overview of this memo and to answer any questions the Board may have.

**Action Requested: Board of Directors approval of the resolution establishing the Bond Capital Project Fund and appropriation of necessary funding for the Fiscal Year Commencing July 1, 2008 within the Bond Capital Project Fund and General Fund.**

**C. FY 2009-10 Park District Goals & Objectives Development**

Attached please find a memo from myself regarding the development of the FY 2009-10 Park District Goals & Objectives. Also attached please find a table containing proposed objectives, action steps, and rankings for the Board of Directors' consideration. This table will be available at your meeting via PowerPoint presentation in order for the Board to adjust, delete, or add information. Based on Board discussion and direction, staff will compile a revised set of Goals & Objectives to bring back to the Board at the February Board Meeting for consideration of adoption.

**Action Requested: No action is requested at this time. Based on Board of Directors review and discussion, a final list of objectives, action steps and rankings will be brought back to the Board of Directors for consideration of adoption at the February Board meeting.**

**Other Packet Enclosures**

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



[4A]

**MEMO**

**DATE:** January 2, 2009  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** City of Beaverton Mayor Rob Drake

Former City of Beaverton Mayor, Rob Drake, will be in attendance at your meeting to be recognized for his career in public service to our community as Beaverton's mayor for the past 16 years. Under his leadership, the City of Beaverton has been a great partner with the Tualatin Hills Park & Recreation District.





## Tualatin Hills Park and Recreation District Minutes of a Regular Meeting of the Board of Directors

A Regular Meeting of the Tualatin Hills Park and Recreation District Board of Directors was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, December 8, 2008. Executive Session 6:30 p.m.; Regular Meeting 7:00 p.m.

Present:

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

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

President, Larry Pelatt, called Executive Session to order for the following purposes:

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

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

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

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

President, Larry Pelatt, called the Regular Meeting to order at 7:10 p.m.

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

Joe Blowers moved the Board of Directors direct staff to pursue land acquisition in the northwest quadrant in conjunction with the donation of another piece of land. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

#### **Agenda Item #4 – Presentations**

##### **A. Audit Report on Park District Financial Statements for Fiscal Year 2007-08**

Keith Hobson, Director of Business & Facilities, introduced Kathleen Leader, Park District Audit Committee member; Tonya Moffitt, Audit Manager with Merina & Co., the Park District's auditor; and, Cathy Brucker, Park District Finance Manager, to present the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2008.

Kathleen provided a brief overview of the newly formed Audit Committee's review of the Audit Report, noting that this is the first year that the Park District's auditor is operating under a new auditing standard that includes a more in-depth review of internal controls. She noted that the Audit Committee is pleased to announce that the auditor had no significant issues or findings through the audit process and feels that the Park District has strong controls and financial oversight. The recommendation of the Audit Committee is that the Board of Directors accept the Audit Report on the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2008. In addition, the Committee also recommends the Board of Directors consider going out to bid for audit services for the next fiscal year. If the Board of Directors agrees, the Audit Committee would be able to assist in reviewing the bids and make a recommendation to the Board in early spring of 2009.

Tonya commented that the auditor has a clean opinion of the Park District's financial statements, which means that there were no audit findings and that everything was in order. She noted that there were no restrictions placed on them while they were conducting the audit and that Park District staff was very helpful in providing requested information in a timely manner.

Joe Blowers asked when Merina and Co. was initially hired as the Park District's auditor.

✓ Cathy replied four years ago.

**Bob Scott moved the Board of Directors accept the Audit Report as presented for fiscal year ended June 30, 2008. Joe Blowers seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

Joe asked whether the Board needs to take action regarding accepting bids for audit services.

✓ Doug Menke, General Manager, replied that the Board can acknowledge by consensus to pursue a Request for Proposals (RFP) process for future auditing services. The bids will be brought back to the Board for review and approval.

Larry Pelatt, President, confirmed the consensus.

#### **Agenda Item #5 – Audience Time**

Vance Boelts, 8760 SW Parkview Loop, Beaverton, is before the Board of Directors this evening regarding the disc golf course located in Greenway Park. Vance noted that he lives next to Greenway Park and expressed how the disc golf course is negatively impacting other uses of the park, including discs coming in contact with other patrons using the pathways, behavioral issues

with disc golf players, and natural area disturbances. Vance described that in some locations the disc golf course crosses over pedestrian pathways, posing a safety risk to other users. He presented a petition signed by other residents concerned about disc golf and requesting permanent removal of the course.

John Griffiths asked whether staff was aware of the risks associated with the disc golf course crossing the pathways.

- ✓ Jim McElhinny, Director of Park & Recreational Services, confirmed that staff has heard some concerns regarding the layout of the course.

Joe Blowers asked Vance how the petition signers would react to a redesign of the course rather than removal.

- ✓ Vance replied that although he does not know too much about the sport, it seems as though alcohol is involved a majority of the time. In addition, although he understands that Greenway Park is a multi-use park, he thinks the course has been compacted in too small of an area, as Greenway Park is long and narrow and some holes have already had to be modified due to natural areas. In his opinion, this particular use is not compatible with pedestrians, bike users, and other users and that while some of the players are courteous and will wait for another user to pass before throwing the disc, others are not.

Barbara Wilson, 12820 SW 20<sup>th</sup> Court, Beaverton, is before the Board of Directors this evening regarding the Park District's recently passed \$100 million bond measure. She congratulated the Board on the passage of the measure and encouraged the Board to honor the allocation of \$12 million included within the bond measure for acquisition and restoration of natural areas. She referenced her experience with the Park District's 1994 bond measure which, in her opinion, did not fulfill its promises in the area of natural area preservation, and asked that the Board allocate the current \$12 million in bond funds to natural area acquisition and restoration as soon as possible. She stated that her concern is that if these funds are not allocated toward the beginning of the process, that this funding will instead be diverted to other projects that are over budget when the bond measure was sold to the public on the basis of natural areas. In addition, she encouraged the Board to adopt a policy on how to address cost overruns on bond projects.

Larry commented that the Board of Directors has not even begun spending the funds yet, as the bond measure just passed.

- ✓ Barbara acknowledged this, noting that she does not want to take any chances and that she had a similar conversation with the Board during the 1994 bond measure.

Larry replied that the current Board is addressing the bond measure somewhat differently than past boards, including the establishment of a Citizen Oversight Committee, for which she is encouraged to apply. Larry noted that the Board has received a letter from Washington County Commissioner, Dick Schouten, recommending Barbara for the Committee, and stated that the Board hopes she will participate. Larry commented that Barbara seems to already be adversarial and the process has not even begun. He encouraged her involvement in the process via the citizen oversight aspect that was pledged in the measure.

- ✓ Barbara replied that she does not mean to be adversarial; however, her past experiences have cautioned her.

Larry acknowledged this, noting that the Park District has moved forward since that time.

Joe described the annual performance measure scorecard that was established as part of the Park District's Comprehensive Plan update, noting that the Park District is making a real effort to document its progress in addressing identified needs. He believes a similar tool could be developed for the Oversight Committee so that if the percentages are becoming skewed toward any one area, it could be addressed in a timely manner.

- ✓ Barbara stated that she appreciates the need for athletic facilities, but wants the Board of Directors to follow through on what was promised.

#### **Agenda Item #6 – Board Time**

John Griffiths asked whether there are future plans to acknowledge The Trust for Public Land's (TPL) role in the Park District's bond measure.

- ✓ Doug replied that much consideration has been given to potential activities acknowledging the overall passage of the bond measure, but that it is also a sensitive topic in that the vote was very close. Regarding TPL specifically, staff could develop something if the Board is interested.

John replied that the Park District should commemorate all of TPL's work on the measure.

- ✓ Larry Pelatt, Bill Kanable and Bob Scott expressed agreement.

*John Griffiths was excused from the meeting.*

#### **Agenda Item #7 – Consent Agenda**

**Bob Scott moved the Board of Directors approve Consent Agenda items (A) Minutes of November 3, 2008 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Conestoga Recreation & Aquatic Center Advisory Committee Member, (E) Clean Water Services Easement Request at Rock Creek, (F) Resolution to Increase System Development Charges, (G) Intergovernmental Agreement with Washington County to Receive County Park SDC Funds for the Purchase of Land, and (H) Recreational Trails Program Grant Application – Fanno Creek Trail Bridge Replacement. Bill Kanable seconded the motion. Roll call proceeded as follows:**

**Joe Blowers Yes**

**Bill Kanable Yes**

**Bob Scott Yes**

**Larry Pelatt Yes**

**The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #8 – Unfinished Business**

##### **A. Budget Committee Members**

Doug Menke, General Manager, noted that the Park District recently received seven applications for the two Budget Committee positions available. At the November 3, 2008 Regular Board meeting, Board President Larry Pelatt and Board member Joe Blowers agreed to serve on a screening committee to review the applications to determine if there is a clear consensus on the top two candidates to fill the positions.

Joe Blowers provided the following comments regarding his review of the applicants:

- He supports reappointment of Spence Benfield due to his past experience in serving on the Budget Committee, which includes multiple years as Chair, as well as his thorough knowledge of the Park District.

- He noted that Fred Meyer and Dan Plaza are his other top candidates. He noted that while Dan is more of an unknown quantity as he has never met him, he does have a lot of past experience in parks and recreation, as well as budgeting. Fred has been involved in the Park District and significantly involved in the North Bethany area and his professional background is well versed in financial affairs.

Larry Pelatt expressed agreement with Joe’s comments regarding Spence Benfield and provided the following comments regarding the other two applicants mentioned by Joe:

- He feels that Fred Meyer has a significant capacity in financial matters and has been very involved with the Park District for a long period of time in more than one aspect and has demonstrated a significant focus on the Park District.
- He feels that Dan is a little newer to the Park District and he would be more inclined to invite him to apply to serve on the Parks Bond Citizen Oversight Committee and apply for the Budget Committee in the future when he has a little more experience with the Park District.
- He recommends reappointing Spence Benfield and appointing Fred Meyer to the Budget Committee.

Bill Kanable expressed support for reappointing Spence Benfield and appointing Fred Meyer to the Budget Committee.

Bob Scott commented that he appreciates Larry’s comments regarding Fred and Dan; however, when he reviewed the applications, his opinion was that Fred might be a better fit for the Oversight Committee and Dan for the Budget Committee. However, he could agree with either decision.

**Bob Scott moved the Board of Directors accept Spence Benfield and Fred Meyer as the two Budget Committee appointments. Bill Kanable seconded the motion. Roll call proceeded as follows:**

**Joe Blowers Yes**

**Bill Kanable Yes**

**Bob Scott Yes**

**Larry Pelatt Yes**

**The motion was UNANIMOUSLY APPROVED.**

**B. FY 2008-09 Park District Goals & Objectives**

Doug Menke, General Manager, noted that within the Board of Directors information packet is a detailed overview of the accomplishments completed to date toward meeting the Action Steps assigned by the Board of Directors to the Park District FY 2008-09 Goals and Objectives. Doug noted that given that this information is reviewed in detail at the February Budget Committee meeting, staff would be happy to provide an overview of any areas of interest or offer to answer any questions the Board of Directors may have.

Joe Blowers commented that staff did a great job providing the update, noting that it is interesting to see the progression of certain goals move forward through his years on the Board, such as the topic of sustainability.

- ✓ Doug commented that there will be a comprehensive Sustainability Program update provided at the February Board of Directors meeting. In addition, the Trails Advisory

Committee has requested to comment on the Comprehensive Annual Scorecard included within the packet as it pertains to trails.

Joe asked if something similar to the Comprehensive Annual Scorecard could be prepared to track the bond measure projects.

- ✓ Doug confirmed this, noting that it will be addressed through the Oversight Committee.
- ✓ Larry agreed, noting that there has been discussion in the past about how to quantify the Park District's progress in order to be able to prove that headway is being made.

Joe recalled a previous total natural area acreage for the Park District as being around 980 acres, but information under Goal 4 lists that acreage as 1,100 acres. He asked about the discrepancy.

- ✓ Keith replied that one of the reconciling factors for Park District natural areas is that when sites are tallied by category, such as the sites that are listed as strictly natural areas, the total is smaller than by adding the total natural area acreage of the Park District since several sites classified as neighborhood sites also have natural area acreage within the site. He noted that Park District staff is currently working with GIS tools to attempt to refine the ability to track such acreage.

### **C. 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:

- All Staff Meetings
- Staff Development Initiatives
- Park District Website and Activities Guide
- Regional Planning Update
- Urbanization Update
- Urban Renewal
- Cynthia Payne
  - *It was the consensus of the Board to pursue naming the playground equipment at Camp Rivendale after Cynthia Payne.*
- Legislative Visit

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

Larry Pelatt confirmed that he would be available for the January 8 legislative visit and asked that a reminder email be sent to the Board.

Larry asked whether there would be more information available regarding the Urban Renewal topic within the next few months.

- ✓ Doug confirmed this, noting that he would schedule Jim McElhinny, Director of Park & Recreational Services, for a legislative update at the January Board of Directors meeting.

### **Agenda Item #9 – New Business**

#### **A. Determination of Election Results for District Bond Measure**

Doug Menke, General Manager, thanked the Board of Directors for their involvement in the bond measure process, noting that he believes that the Board's involvement did make a difference in the outcome of the vote.

- ✓ President, Larry Pelatt, thanked Bob Scott for acting as treasurer for the Vote Yes Committee.

Keith Hobson, Director of Business & Facilities, provided a brief overview of the memo included within the Board of Directors information packet, noting that the Washington County Elections Clerk has delivered an abstract of the votes for the recent \$100 million bond measure and that no later than 30 days after receiving the abstract, the District Elections Authority (the Board of Directors) must make a formal determination as to the results of the election. The Park District received the abstract of the votes on November 26, 2008, and the final election results are: 47,412 in favor and 45,603 opposed. The action requested of the Board of Directors this evening is that pursuant to ORS 255.295, the Board review the abstract of votes related to Measure 34-156 and move that the Board determines that a majority of the voters of the District voting on Measure 34-156 approved of the issuance of the general obligation bonded indebtedness.

**Joe Blowers moved the Board of Directors, pursuant to ORS 255.295, has reviewed the abstract of votes related to Measure 34-156 prepared by the County Clerk and hereby move that the Board determines that a majority of the voters of the District voting on Measure 34-156 approved of the issuance of the general obligation bonded indebtedness.**

**Bob Scott seconded the motion. Roll call proceeded as follows:**

**Bill Kanable Yes**

**Bob Scott Yes**

**Joe Blowers Yes**

**Larry Pelatt Yes**

**The motion was UNANIMOUSLY APPROVED.**

Doug Menke, General Manager, noted that the signed abstract of votes would be hand delivered to the Washington County Elections Office the next day.

#### **B. 2008 Bond Measure Outline**

Doug Menke, General Manager, introduced the following Park District staff 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 regarding bond issuance logistics.
- Hal Bergsma, Director of Planning, provided a detailed overview regarding the schedule of bond projects.
- Bob Wayt, Director of Communications & Development, provided a detailed overview of the communications planning for the bond measure.

Doug noted that another update on these topics would be provided to the Board of Directors at their January Regular Board meeting and offered to answer any questions the Board may have.

Larry Pelatt asked how much it would cost to update the Park District's credit rating for the purpose of bond issuance.

- ✓ Keith replied that while he does not have the exact amount, he does not believe it would be significant in terms of dollars or staff time.

Bob Scott asked whether the Park District would pay for the bond issuance expenses through operation funds or through the bond funds themselves.

- ✓ Keith replied that a portion of the bond proceeds were set aside for bond issuance costs. A majority of the bond issuance costs are based on a percentage of the bond; redundant costs in splitting the issuance would be a small percentage overall.

Larry asked what would happen if the Park District was unable to expend the bond funds within the required three years from the date of issuance.

- ✓ Keith replied that the requirement is only to have *a reasonable expectation* that the Park District would be able to expend at least 85% of the funds, which would be displayed through the project schedule.
- ✓ Doug noted that project timelines will become more precise and land acquisition will be estimated as best as possible. Theoretically, both of the bond sales will have some blend of land acquisition and project based funds. Another point to remember is that there are two significant land acquisition purchases identified within the bond measure.

Larry asked if any consideration had been given to splitting the issuance into thirds rather than into two.

- ✓ Keith replied that if the project timeline dictated that, it would be something that could be considered; however, currently the timeline is dictating that two sales should be adequate and there is no reason to split it into thirds unless more time is needed in order to complete the projects.

Larry commented that land acquisition may be a variable.

- ✓ Keith noted that the first determination made would be the amount for the first three-year issuance. Then, toward the end of the first three years, it will be reevaluated whether one or two more issues would be needed.
- ✓ Doug agreed, noting that the Park District would have a better idea at that time as to the progress in terms of land acquisition, and that land purchase agreements could be structured around phased payments as well.

Larry asked whether bond funds could be used for staff working specifically on bond projects.

- ✓ Doug replied that the initial project schedule will enable the Park District to view the best utility for staff, which will all be part of the package while at the same time respecting the obligation to stay on budget within categories. There is a significant amount of work ahead and in the meantime there is a need to openly acknowledge that new projects impacting the Planning Division will not be created on top of the bond projects.

Bob asked whether there is a way to stipulate specific terms of employment for newly hired staff related to the bond measure.

- ✓ Hal replied that such staff will be interim positions, not permanent positions, and will be structured in a way that they will be subject to re-appropriation annually. This will be clarified to the applicants.
- ✓ Doug noted that the number of bond-specific staff will decrease gradually over the course of the projects as projects are closed out, ultimately shrinking staff numbers down to the same as or near to the present staffing level.

Joe Blowers commented that the follow up communications aspect of the bond measure will be critical, especially considering how close the vote was.

- ✓ Bill Kanable expressed agreement and described the need to acknowledge the closeness of the vote to the public, as well as to express the benefits of the bond measure to those who did not vote for it.
- ✓ Larry agreed, noting that he believes it will be critical to keep the public informed as to the progress of the bond measure, as well as to remind the public that they have an ongoing hand in the process and that we invite them to communicate with us.



Joe noted that he believes that the closeness of the vote had more to do with the economy than anything else. He is compelled that even in the worst possible financial time, the Park District still had a majority vote yes on the bond measure.

Doug noted that Park District staff will return to the Board with another update at the January Regular Board meeting and that the intent is, depending on the consultant's work, to send the Board the scheduling information via email to allow for additional time to review as it is a significant document.

**C. Resolution Establishing the Parks Bond Citizen Oversight Committee**

Keith Hobson, Director of Business & Facilities, provided a brief overview of the memo included within the Board of Directors information packet, noting that the Park District's bond measure included a provision for the establishment of a citizens oversight committee and a requirement for a yearly independent financial audit. The action requested of the Board of Directors this evening is approval of the resolution establishing the Parks Bond Citizen Oversight Committee, which also specifies the structure and charge of the Committee. Keith offered to answer any questions the Board of Directors may have.

Bob Scott asked why the proposed terms for Committee members are two years rather than coinciding with the three-year project timeline for each bond issuance.

- ✓ Keith replied that two years was not as onerous as a three-year term and that there is an option to renew for two additional two-year terms, which would provide some continuity for those who wished to serve on the Committee for longer.
- ✓ Larry Pelatt commented that two-year terms are common, such as for the Park District's advisory committee members, and provides sufficient time for members to become knowledgeable in terms of the committee charge.

**Bob Scott moved the Board of Directors approve the resolution to establish the THPRD Parks Bond Citizen Oversight Committee. Joe Blowers seconded the motion. Roll call proceeded as follows:**

**Bill Kanable Yes**

**Joe Blowers Yes**

**Bob Scott Yes**

**Larry Pelatt Yes**

**The motion was UNANIMOUSLY APPROVED.**

**D. Advisory Committee Structure**

Doug Menke, General Manager, noted that the initiative to review the Park District's current advisory committee structure is noted within the Comprehensive Plan and 2008-09 Park District Goals & Objectives. The review will include exploring the committees' current structure and considering whether or not to view it from a more functional approach for the future. Doug introduced Lisa Novak, Superintendent of Programs & Special Activities, to provide additional information.

Lisa provided a detailed overview of the memo included within the Board of Directors information packet, noting that the staff recommendation is that the Board of Directors authorize the General Manager to create a task force to review the current structure of the Park District's advisory committees and provide recommendations to the Board on their future purpose and

functionality. The task force would commence meeting in January 2009 and would provide recommendations for consideration by the Board in March or April 2009. Lisa offered to answer any questions the Board of Directors may have.

President, Larry Pelatt, asked if the review would include strongly encouraging the advisory committees to become more involved with the Board of Directors.

- ✓ Lisa confirmed this, noting that another area of discussion would be whether the current advisory committee structure is correct for all of the groups or whether a friends group might be more appropriate, which would not be an arm of the Board. An additional topic would be whether there are areas or groups that may be underrepresented by the current advisory committee structure.

Joe Blowers questioned how having a member from each advisory committee serve on the task force would institute real change. In addition, how would underrepresented or new groups have a voice on the task force?

- ✓ Doug replied that shortly after being hired as General Manager, he met and spoke with each advisory committee on this topic and not one committee disagreed. In fact, each committee was open to the opportunity for review and some expressed concern that their structure was not functioning as well as it could. Populating existing committees is not easy and there is an opportunity to refocus attention as well as determine how to involve users interested in other areas, such as natural resources, parks in general, youth and senior populations. Doug stated that Lisa has enough practical experience involved in the field that she will be able to bring to the table a different way of looking at the formal process currently in place and the hope is that the committees will be as receptive now as they were at that time. He does not believe that the ultimate recommendation will result in the termination of the committees, but perhaps that they will be formed under a different structure.
- ✓ Jim McElhinny, Director of Park & Recreational Services, noted that this has been a topic of discussion in various advisory committee meetings since Doug met with them and that they are looking forward to the discussion.
- ✓ Lisa noted that many of the advisory committees were initially formed when the property was first acquired, such as Cedar Hills and Garden Home Recreation Centers, with the purpose of establishing programs for those facilities. Some of those committees have been wondering what their purpose is now and have pondered whether they should be looking at broader areas of the Park District rather than just a single facility.
- ✓ Larry recalled a past experience of members from different advisory committees working together and commented that it took little time for the members to get past the focus on their immediate areas.

Joe agreed, noting that he did not mean to disparage the advisory committees and appreciates what they do, but felt like the question had to be asked.

- ✓ Doug noted that he will encourage Lisa to use the Board's input this evening as part of the discussion at their first meeting in that this is a healthy discussion to have and that the discussion should not focus on specific facilities or program areas.

Bill Kanable expressed agreement with Joe's comments and noted that an evaluation is necessary in order to continue to improve in this area.

**Bill Kanable moved the Board of Directors authorize the General Manager to create a task force to review the current structure of the Park District's advisory committees and provide recommendations to the Board on their future purpose and functionality. There was no second to the motion. Roll call proceeded as follows:**

**Bob Scott Yes**

**Joe Blowers Yes**

**Bill Kanable Yes**

**Larry Pelatt Yes**

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #1 – Executive Session (A) Land (*taken out of order*)**

President, Larry Pelatt, reconvened Executive Session for the following purpose:

- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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

**Agenda Item #10 - Adjourn**

There being no further business, the meeting was adjourned at 8:35 p.m.

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Larry Pelatt, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins

Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

November 30, 2008 **[7B]**  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
232675	11/17/08	Washington County Accounts Receivables	23,910.62 <b>\$ 23,910.62</b>
232606	11/14/08	KGW Advertising	2,820.00 <b>\$ 2,820.00</b>
232397	11/06/08	Hoss Paving, Inc. Capital Outlay-ADA Projects	5,630.00 <b>\$ 5,630.00</b>
232306	11/05/08	Hal's Construction, Inc. Capital Outlay-Aloha Park Lights	20,696.00 <b>\$ 20,696.00</b>
232607	11/14/08	Lakeside Industries, Inc. Capital Outlay-Athletic Facility Replacement	6,248.00 <b>\$ 6,248.00</b>
232599	11/14/08	Hal's Construction, Inc.	4,632.00
232659	11/14/08	Western Wood Structures, Inc. Capital Outlay-Brookhaven Park Bridge/Boardwalk Repairs	27,675.00 <b>\$ 32,307.00</b>
232393	11/06/08	Carlson Roofing Co., Inc.	12,538.00
232762	11/25/08	Carlson Roofing Co., Inc.	7,925.50
232757	11/25/08	Big City Roofing, Inc. Capital Outlay-Building Replacements	4,300.00 <b>\$ 24,763.50</b>
232534	11/13/08	Life Fitness Capital Outlay-Facility Challenge Grants	9,575.55 <b>\$ 9,575.55</b>
232229	11/04/08	Obsidian Technologies Capital Outlay-Jenkins Comcast Connection	69,475.89 <b>\$ 69,475.89</b>
232786	11/25/08	Charles H. Lewis	1,450.00
232561	11/14/08	Bleighley & Associates, Inc. Capital Outlay-Park & Trail Replacements	4,538.16 <b>\$ 5,988.16</b>
232269	11/05/08	Caswell/Hertel Surveyors, Inc.	1,654.00
232280	11/05/08	DaNeal Construction, Inc.	5,070.00
232329	11/05/08	Martin Shives, LLC	2,980.70
232472	11/10/08	2.ink Studio	1,210.10
232676	11/18/08	Alta Planning & Design, Inc.	2,511.38
232709	11/20/08	City of Beaverton	1,128.00
232710	11/20/08	City of Beaverton Capital Outlay-SDC-Park Development/Improvements	6,632.00 <b>\$ 21,186.18</b>
232244	11/05/08	PGE	20,702.10
232745	11/25/08	PGE Electricity	31,910.81 <b>\$ 52,612.91</b>
232670	11/14/08	Standard Insurance Company	166,626.63
232835	11/26/08	Blue Cross/Blue Shield	155,348.95
232839	11/26/08	MetLife	19,689.48
232843	11/26/08	Standard Insurance Company	2,059.93
232848	11/26/08	UNUM Life Insurance-LTC	1,341.90
232849	11/26/08	Unum Life Insurance-LTD Employee Benefits	10,001.00 <b>\$ 355,067.89</b>
232663	11/14/08	Aetna / ING Life Insurance	5,554.16
232666	11/14/08	Manley Services	5,830.33
232671	11/14/08	Standard Insurance Company	22,776.78
232672	11/14/08	Standard Insurance Company	2,645.66
232834	11/26/08	Aetna / ING Life Insurance	5,404.16
232838	11/26/08	Manley Services	6,789.83
232844	11/26/08	Standard Insurance Company	25,442.64

Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

November 30, 2008  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
232845	11/26/08	Standard Insurance Company	2,645.66
232847	11/26/08	THPRD - Employee Assn. Employee Deductions	6,403.58
			<u>\$ 83,492.80</u>
232390	11/05/08	Western Equipment Distr., Inc. Fleet Capital Replacement	22,366.81
			<u>\$ 22,366.81</u>
232328	11/05/08	Marc Nelson Oil Products, Inc.	1,055.51
232339	11/05/08	OR Dept of Administrative Srvc	1,948.74
232379	11/05/08	Tualatin Valley Water District	18,373.03
232611	11/14/08	Marc Nelson Oil Products, Inc. Gas & Oil (Vehicles)	1,192.74
			<u>\$ 22,570.02</u>
232243	11/05/08	NW Natural	20,235.33
232744	11/25/08	NW Natural Heat	47,146.42
			<u>\$ 67,381.75</u>
232282	11/05/08	Dell Marketing L.P.	3,366.00
232601	11/14/08	Hewlett-Packard Company Information Technology Improvement	8,756.00
			<u>\$ 12,122.00</u>
232228	11/04/08	NSAOUA	1,348.00
232319	11/05/08	Raud A. Kennedy	1,228.20
232516	11/13/08	Beaverton Volleyball	5,050.50
232556	11/14/08	American Red Cross/OTC	2,233.00
232696	11/18/08	Rhythm Of My Heart	4,440.00
232798	11/25/08	Oregon Fencing Alliance Instructional Services	1,530.00
			<u>\$ 15,829.70</u>
232718	11/20/08	Tabitha Johnston Jenkins Rentals	1,496.00
			<u>\$ 1,496.00</u>
232292	11/05/08	Farley Manufacturing, Inc.	5,500.00
232314	11/05/08	Jack Howk/Rescue Rooter Plumbing	1,780.00
232362	11/05/08	Reliant Elevator Company	2,572.50
232368	11/05/08	Schulz-Clearwater Sanitation	7,132.50
232554	11/14/08	All Concrete Specialties, Inc.	8,642.00
232628	11/14/08	Pacific Sports Turf, Inc.	5,765.00
232684	11/18/08	Hillsboro Pump Service	2,139.00
232752	11/25/08	Allied Electric Co.	1,474.23
232754	11/25/08	Atlas Track & Tennis	1,732.00
232758	11/25/08	Brandsen Hardwood Floors, Inc.	1,320.40
232778	11/25/08	Jack Howk/Rescue Rooter Plumbing	1,088.00
232817	11/25/08	Schulz-Clearwater Sanitation Maintenance Services	17,122.10
			<u>\$ 56,267.73</u>
232248	11/05/08	Airgas Nor Pac, Inc.	2,336.42
232272	11/05/08	Coastwide Laboratories	3,560.78
232361	11/05/08	Recreation Resource, Inc.	2,173.60
232382	11/05/08	United Pipe & Supply Co., Inc.	2,101.58
232553	11/14/08	Airgas Nor Pac, Inc.	2,303.49
232572	11/14/08	Coastwide Laboratories	2,532.26
232582	11/14/08	Endever Tree Service	1,480.00
232587	11/14/08	Fazio Bros.	10,066.23
232634	11/14/08	Platt Electric Supply, Inc.	1,117.32
232636	11/14/08	Pro-Turf Solutions	5,268.60
232654	11/14/08	United Pipe & Supply Co., Inc.	1,229.44
232656	11/14/08	Univar USA, Inc.	2,687.88
232685	11/18/08	Home Depot Credit Services	3,408.53
232766	11/25/08	Coastwide Laboratories	1,083.48
232789	11/25/08	McKenzie Athletic	1,224.06
232814	11/25/08	Ross Recreation Equipment	2,092.00

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
232820	11/25/08	Sunmark Seeds International	1,392.00
232833	11/25/08	Woodco	3,179.00
		<b>Maintenance Supplies</b>	<b>\$ 49,236.67</b>
232311	11/05/08	Huser Integrated Technologies	1,750.00
232338	11/05/08	OfficeMax - A Boise Company	3,794.41
232623	11/14/08	OfficeMax - A Boise Company	3,285.50
		<b>Office Supplies</b>	<b>\$ 8,829.91</b>
232730	11/20/08	Signature Graphics	29,418.09
232828	11/25/08	United States Postal Service	2,000.00
232238	11/04/08	United States Postal Service	2,000.00
		<b>Postage</b>	<b>\$ 33,418.09</b>
232287	11/05/08	ePrint	5,342.45
		<b>Printing &amp; Publication</b>	<b>\$ 5,342.45</b>
232398	11/06/08	In Accord, Inc.	1,226.00
232560	11/14/08	Beery, Elsnor & Hammond, LLP	4,062.24
232569	11/14/08	Caswell/Hertel Surveyors, Inc.	1,848.00
232605	11/14/08	JD White	8,820.03
232637	11/14/08	Providence Occupational Health	1,643.00
232706	11/18/08	Winning Mark, LLC	5,100.00
232792	11/25/08	Merina & Company, LLP	8,500.00
232803	11/25/08	PBS Engineering & Environmental	3,555.00
		<b>Professional Services</b>	<b>\$ 34,754.27</b>
232283	11/05/08	Discount School Supply	1,154.92
232298	11/05/08	Food Services of America	1,489.98
232309	11/05/08	HSBC Business Solutions	2,052.12
232357	11/05/08	Purchase Advantage Card	1,262.82
232725	11/20/08	OSAA	1,950.00
		<b>Program Supplies</b>	<b>\$ 7,909.84</b>
232550	11/14/08	Waste Management of Oregon	3,048.79
232262	11/05/08	Best Buy In Town, Inc.	1,193.17
232388	11/05/08	Waste Management of Oregon	2,641.78
		<b>Refuse Services</b>	<b>\$ 6,883.74</b>
232811	11/25/08	Ricoh Americas Corporation	4,097.07
		<b>Rental Equipment</b>	<b>\$ 4,097.07</b>
232772	11/25/08	Fred Shearer & Sons	8,224.00
		<b>Rental Facility</b>	<b>\$ 8,224.00</b>
232261	11/05/08	Beighley & Associates, Inc.	1,462.10
232285	11/05/08	Edwards Enterprises	2,151.45
232365	11/05/08	River City Environmental, Inc.	4,811.84
232378	11/05/08	Treecology, Inc.	2,700.00
232657	11/14/08	Websense	3,153.00
		<b>Technical Services</b>	<b>\$ 14,278.39</b>
232780	11/25/08	Colleen Kettenhofen	1,250.00
		<b>Technical Training</b>	<b>\$ 1,250.00</b>
232242	11/05/08	Nextel Communications	3,462.53
232748	11/25/08	Verizon Northwest, Inc.	5,560.46
		<b>Telecommunications</b>	<b>\$ 9,022.99</b>
232358	11/05/08	Quality Industrial Refinishers	2,462.87
		<b>Vehicle/Equipment Services</b>	<b>\$ 2,462.87</b>

Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

November 30, 2008  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
232542	11/14/08	City of Beaverton	11,465.51
232548	11/14/08	Tualatin Valley Water District	2,271.68
232245	11/05/08	Tualatin Valley Water District	8,683.49
232747	11/25/08	Tualatin Valley Water District	7,302.16
		<b>Water &amp; Sewer</b>	<b>\$ 29,722.84</b>
		<b>Report Total:</b>	<b><u>\$ 1,127,241.64</u></b>

## Tualatin Hills Park &amp; Recreation District

General Fund Financial Summary  
November, 2008

	<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	\$ 58,872	\$ 689,720	\$ 647,939	106.4%	\$ 2,322,363
Tennis Center	39,182	245,454	248,146	98.9%	867,642
Recreation Centers & Programs	90,090	1,267,550	1,272,037	99.6%	4,129,991
Sports Programs & Field Rentals	107,851	345,108	326,140	105.8%	795,464
Nature Park	2,871	55,493	42,950	129.2%	220,255
<b>Total Program Resources</b>	<b>298,866</b>	<b>2,603,325</b>	<b>2,537,212</b>	<b>102.6%</b>	<b>8,335,715</b>
<b>Other Resources:</b>					
Property Taxes	19,656,472	19,729,379	17,672,596	111.6%	21,710,806
Interest Income	8,893	70,919	84,900	83.5%	300,000
Facility Rentals/Sponsorships	19,409	98,019	113,454	86.4%	304,985
Grants & Donations	364	90,228	90,228	100.0%	681,209
Miscellaneous Income	5,806	48,537	88,125	55.1%	235,000
<b>Total Other Resources</b>	<b>19,690,944</b>	<b>20,037,082</b>	<b>18,049,304</b>	<b>111.0%</b>	<b>23,232,000</b>
<b>Total Resources</b>	<b>\$ 19,989,810</b>	<b>\$ 22,640,407</b>	<b>\$ 20,586,516</b>	<b>110.0%</b>	<b>\$ 31,567,715</b>
<b>Program Related Expenditures:</b>					
Parks & Recreation Administration	20,401	118,385	173,744	68.1%	405,945
Aquatic Centers	248,450	1,516,407	1,541,557	98.4%	3,322,321
Tennis Center	62,379	343,681	381,639	90.1%	891,681
Recreation Centers	342,904	2,068,963	2,338,341	88.5%	4,811,402
Programs & Special Activities	126,491	815,611	813,179	100.3%	1,722,837
Athletic Center & Sports Programs	111,821	591,854	629,148	94.1%	1,625,706
Natural Resources/Nature Park	80,238	426,540	500,093	85.3%	1,179,464
<b>Total Program Related Expenditures</b>	<b>992,684</b>	<b>5,881,441</b>	<b>6,377,702</b>	<b>92.2%</b>	<b>13,959,356</b>
<b>General Government Expenditures:</b>					
Board of Directors	21,175	58,019	644,049	9.0%	1,708,354
Administration	124,086	654,930	652,248	100.4%	1,499,421
Business & Facilities	1,116,951	6,313,128	6,259,580	100.9%	14,591,095
Planning	57,892	321,201	357,655	89.8%	874,462
Capital Outlay	98,430	688,292	1,314,415	52.4%	2,773,027
<b>Total Other Expenditures:</b>	<b>1,418,534</b>	<b>8,035,570</b>	<b>9,227,947</b>	<b>87.1%</b>	<b>21,446,359</b>
<b>Total Expenditures</b>	<b>\$ 2,411,218</b>	<b>\$ 13,917,011</b>	<b>\$ 15,605,649</b>	<b>89.2%</b>	<b>\$ 35,405,715</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ 17,578,592</b>	<b>\$ 8,723,396</b>	<b>\$ 4,980,866</b>	<b>175.1%</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>\$ 13,384,315</b>	<b>\$ 8,818,866</b>	<b>151.8%</b>	<b>\$ -</b>

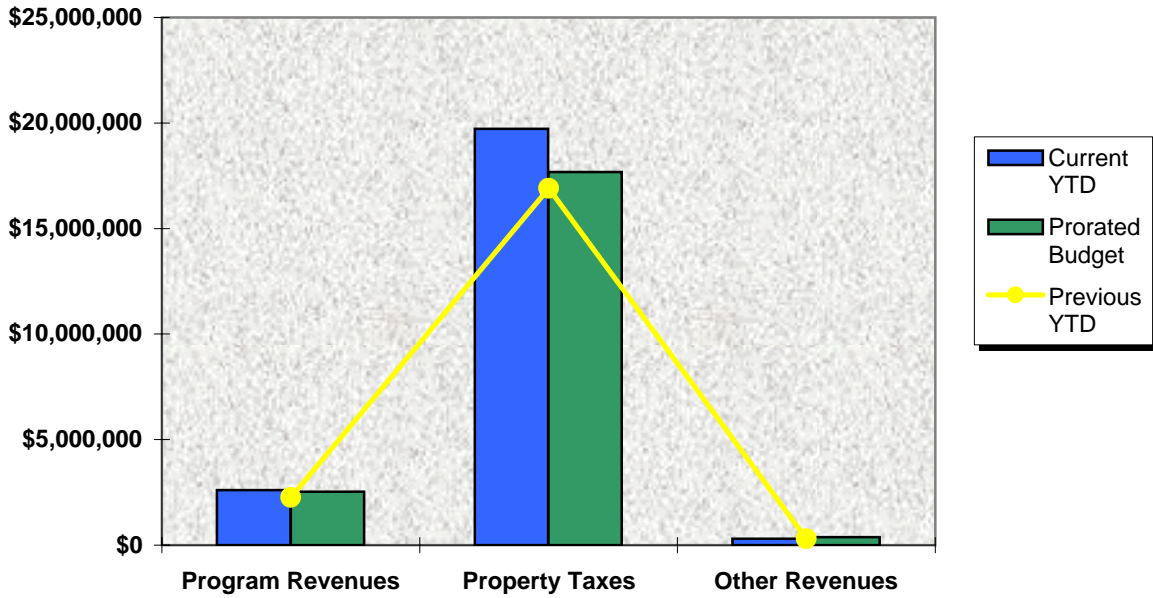


# Tualatin Hills Park and Recreation District

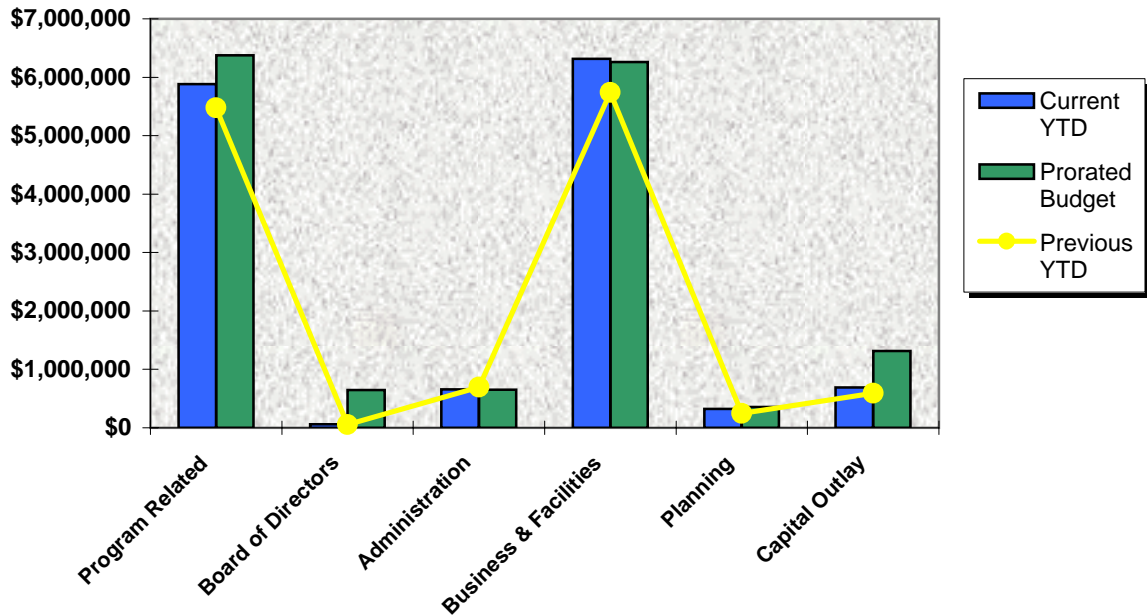
General Fund Financial Summary

November, 2008

## General Fund Resources



## General Fund Expenditures





Connecting  
People, Parks  
& Nature

[7D]

## MEMO

**DATE:** December 26, 2008  
**TO:** Doug Menke, General Manager  
**FROM:** Jim McElhinny, Director of Park & Recreational Services

**RE:** **Aquatics Advisory Committee, Jenkins Estate Advisory Committee, and Trails Advisory Committee Members**

### Summary

Staff requests Board of Directors approval of Committee member appointments to the Aquatics Advisory Committee, Jenkins Estate Advisory Committee, and Trails Advisory Committee.

### Background

At their December 4, 2008 meeting, the Aquatics Advisory Committee recommended Board of Directors approval to appoint Gene Darrah, representing the Tualatin Hills Water Polo Club, to replace Paula Inglett as the Club's representative to the Committee.

At their December 9, 2008 meeting, the Jenkins Estate Advisory Committee recommended Board of Directors approval to reappoint Willie Willworth to the Committee. No other applications were received.

At their October 21, 2008 meeting, the Trails Advisory Committee recommended Board of Directors approval to appoint Shelley Shott to the Committee. Shelley's application was one of two that were recently received.

Please note that the Advisory Committee members' applications are attached along with the respective Advisory Committees' current rosters.

### Action Requested

Board of Directors approval to appoint the requested individuals to the Aquatics Advisory Committee, Jenkins Estate Advisory Committee, and Trails Advisory Committee.



## TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

<b>Name:</b> Gene Darrah	<b>Date:</b> 11/18/2008

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 sons are involved in Water Polo.
2. How long have you lived in the community? 20 years
3. Have you served on other volunteer committees? YES  NO  If yes, please explain where, when, and what your responsibilities were: T-Hills Water Polo Club off and on over the last 6 years
4. Have you or your family participated in any Center or other Recreation District activities?  
What: Water Polo, Soccer and Gynastics  
  
When: Currently they do Water Polo, years ago they did Soccer and Gymnastics  
  
Where: Aquatic Center, Cedar Hills Rec Center and the Athletic Center
5. Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee: Advertising or bookkeeping or just general whatever needs to be done to help.



# Tualatin Hills Park & Recreation District

## AQUATICS

### ADVISORY COMMITTEE ROSTER

Last Updated: December 18, 2008

<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>
Julia Kegg Chair	Harman	January 2006					January 2008
*Jon Schieltz Vice Chair	THBMSC (Barracudas)	November 1995					June 2009
*Sheila McCarroll	THSC (Swim Club)	November 2006					November 2009
Kathy Johnson	Sunset	October 2006					October 2009
Ginny Baynes	Aquatic Center	December 2007					December 2009
*Andy Braun	THDC (Dive Club)	May 2008					May 2010
vacant position	THSSC (Synchro Club)						
vacant position	Beaverton						
application pending	THWPC (Water Polo Club)						
vacant position	Aloha						
<i>Ex-Officio Member</i>	<i>Representing</i>		<i>Address</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>	<i>Term Expires</i>
Sharon Hoffmeister Superintendent of Aquatic Program Services	Staff THPRD		15707 SW Walker Road Beaverton, OR 97006	503-645-6433	503-629-6301	shoffmeister@thprd.com	N/A

\* Club Reps are selected by the Aquatic Clubs' Boards.





Serving Beaverton and the westside since 1955.

# TUALATIN HILLS PARK & RECREATION DISTRICT

## Jenkins Estate & Fanno Farmhouse & Camp Rivendale

### ADVISORY COMMITTEE APPLICATION

<b>Name:</b> Willie Willworth	<b>Date:</b> December 10, 2008

Applying for the **Jenkins Estate Advisory Committee** (you must reside within the Park District boundaries)

- Please explain your interest in serving on the Advisory Committee:  
I am primarily interested in the ground and herb garden. My secondary interest is the historic value of the estate. I have thoroughly enjoyed my past 2 years on the Advisory Committee.
- How long have you lived in the community? 64 years
- Have you served on other volunteer committees? YES [ X ] NO [ ] If yes, please explain where, when, and what your responsibilities were:  
Relay for Life: as a member of the "Intel Originals" team from 2002 through 2005, I helped raise several thousand dollars each year. Hazeldale off-leash dog park: as part of the Advisory Committee for three years, I helped raise money to lease the property, solve user related problems and maintain the grounds. I still use the park on a regular basis. Aloha Garden Club: I am an active member in the club. I contribute to several areas of the annual plant sale which raises money for grants and scholarships. I have also worked in the Jenkins gardens as part of our club contributions.
- Have you or your family participated in any Center or other Recreation District activities?

What:	When:	Where:
Swim Lessons	1959-1960	Beaverton Swim Center
Swim Meets	1983-1984	Aloha Swim Center
Tennis Lessons	1983	HMT Complex
Concession stand	1985-1986	HMT Complex
Swing Dance Classes	1991	Cedar Hills Recreation Center
Art Classes	1992	Garden Home & Cedar Hills Rec Ctr
Dog Day Afternoon	2004-2006	Hazeldale Park
Women's Soccer	2004-2007	HMT Complex & Powerline Park
Swim Lessons/Team	2001-2007	Harman & Conestoga Aquatic Ctrs
Baseball	2006-2007	Highland Park
Kid's Soccer	2001-2007	Water District Park
Art Class	2007	Conestoga Recreation & Aquatic Ctr
HipHop Class	2006-2007	Conestoga Recreation & Aquatic Ctr
- Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee:  
I worked for the Intel Corporation for 26 years. During that time, I learned many effective management skills, computer skills and problem solving skills. I work well with others and know how to listen.



## Tualatin Hills Park & Recreation District JENKINS ESTATE, FANNO FARMHOUSE & CAMP RIVENDALE ADVISORY COMMITTEE ROSTER

Last Updated: December 26, 2008

<i>Committee Member</i>	<i>Spouse</i>	<i>Member Since</i>	<i>Address</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>	<i>Term Expires</i>
Macie Brightman Member		March 2008					Dec 31, 2009
James Metheney Member		September 2008					Dec 31, 2010
Bill O'Brien Member	Linda	March 2005					Dec 31, 2008
James "Jim" O'Connor Vice Chairman	Sharon	January 1998					Dec 31, 2009
Jan Regnier Chairman	Greg	February 2002					Dec 31, 2009
Willie Willworth Member		July 2007					Dec 31, 2008
Michael Wong Member		October 2008					Dec 31, 2010
<i>Ex-Officio Members</i>	<i>Representing</i>		<i>Address</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>	<i>Term Expires</i>
Lynda Myers Center Supervisor	Staff THPRD		8005 SW Grabhorn Road Aloha, OR 97007	(W) 503.629.6355	503.629.6356	lmyers@thprd.com	N/A
Lisa Novak Supt Prog & Spec Act.	Staff THPRD		15707 SW Walker Road Beaverton, OR 97006	(W) 503.645.6433 (W) 503.629.6300	503.629.6301	lnovak@thprd.com	N/A
Allan Wells Park Maint Coordinator	Staff THPRD		15707 SW Walker Road Beaverton, OR 97006	(W) 503.645.3539 (W) 503.629.6360	503.629.6307	awells@thprd.com	N/A
Brenda Peterson Office Staff	Staff THPRD		8005 SW Grabhorn Road Aloha, OR 97007	(W) 503.629.6355	503.629.6356	bpeterson@thprd.com	N/A



## TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

<b>Name:</b> Shelley Shott	<b>Date:</b>

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

- Please explain your interest in serving on the Advisory Committee:
  - Want to get involved with local initiatives & programs.
  - Love the outdoors – want it available for all
- How long have you lived in the community? 1 year
- Have you served on other volunteer committees? YES  NO  If yes, please explain where, when, and what your responsibilities were:  
Site Council – Five Oaks Middle School – parent member  
OWSA – Oregon Women’s Sailing Association – Boat Show coordinator
- Have you or your family participated in any Center or other Recreation District activities?  
What: Fitness classes Tennis Camp  
  
When: Fall 2007-present Summer ‘07  
  
Where: Cedar Hills Rec Center Sunset
- Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee:
  - Decision making – daily in job – good at weighing all aspects
  - Organization – was a middle school science teacher – was extremely organized





# Tualatin Hills Park & Recreation District TRAILS ADVISORY COMMITTEE ROSTER

Last Updated: December 2008

<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>
Kevin Apperson	At-Large	July 2006					July 2010
Wendy Kroger Chair	Southeast Quadrant	May 2005					May 2009
Tom Hjort	Southwest Quadrant	February 2005					March 2009
Joseph Barcott	At-Large	April 2006					January 2010
Leland Ascher	Northeast Quadrant	February 2005					March 2009
Elisabeth Zeller	Northeast Quadrant	April 2006					January 2010
Shelly Shott	At Large	January 2009					January 2011
Barbara Sonniksen Vice Chair	Northwest Quadrant	February 2005					March 2009
Dave W. Brown Secretary	Beaverton Bicycle Advisory Committee	July 2004					January 2010
<i>Ex-Officio Member</i>	<i>Representing</i>		<i>Address</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>	<i>Term Expires</i>
Steve Gulgren	THPRD		5500 SW Arctic Drive, Suite 2 Beaverton, OR 97005	503/629-6305 ex 2940	503/629-6307	sgulgren@thprd.org	n/a
Margaret Middleton	City of Beaverton		Engineering Div/ Public Works Dept P.O. Box 4755 Beaverton, OR 97076-4755	503/526-2424	503/350-4052	mmiddleton@ci.beaverton.or.us	n/a
Mel Huie	Metro		600 NE Grand Avenue Portland, OR 97232-2736	503/797-1731	503/797-1588	huiem@metro.dst.or.us	n/a
Chris Wayland	Washington County		Parks Supervisor Support Serv/ Fac. Mgmt/ Parks Div. 169 N First Avenue, MS 42 Hillsboro, OR 97124	503/359-5732	503/359-0223	w.county2@verizon.net	n/a





[7E]

MEMO

**DATE:** December 16, 2008  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** Contract Award for Energy Savings Performance Contract

**Summary**

Staff is requesting ratification of the scoring committee's ranking of the proposals submitted by Energy Services Companies (ESCO) for work on the District's energy savings performance contract (ESPC) project. Staff is also requesting authorization to negotiate and execute a contract with the selected firm.

**Background**

In August 2008, the Board of Directors approved the use of an alternative contracting method for public improvement contracts for an ESPC. With this approval staff proceeded to conduct a Request for Proposals (RFP).

Three qualified ESCO's submitted proposals for consideration, Honeywell, McKinstry and Trane. All three proposal documents were objectively graded by a staff team consisting of Dave Chrisman, Superintendent of Maintenance Operations, Cathy Brucker, Finance Manager, and Ann Mackiernan, Operations Analysis Manager, using a scoring sheet developed by staff to include qualification, process and fee questions as outlined in the RFP document.

Of the three ESCO's who submitted proposals, two firms were invited for an oral interview, Trane and McKinstry, held on December 9, 2008, to elaborate on responses to the RFP and more fully discuss how their approach to this project would satisfy the evaluation criteria set forth in this RFP. The staff also ranked the interview answers. McKinstry scored the highest with Trane second as seen in the table below.

Rank	Firms	Total RFP & Interview Score
1 <sup>st</sup>	McKinstry	2,624
2 <sup>nd</sup>	Trane	2,616

Both McKinstry and Trane scored the same in the RFP ranking, but the interview score for McKinstry was higher than the interview score for Trane.

### **Proposal Request**

Staff is requesting ratification of the ranking of the proposals. With this approval, staff will enter into negotiations with McKinstry to execute a contract for the Energy Savings Program.

The actual ESPC will include several phases including a Technical Energy Audit and a Project Development Plan. The ESPC provides the District with the opportunity to evaluate each phase and make the decision to move forward. The only commitment on the part of the District is to pay the ESCO for the work performed if the District does not proceed. If the District proceeds through the ESPC and the implementation of the recommendations, then the costs of each phase are included in the overall project budget and funded through the energy savings.

If staff is not able to agree to a contract with the highest ranked proposer, then staff would begin negotiating with the second ranked proposer.

### **Benefits of Proposal**

The benefit of ratifying the staff ranking and allowing staff to enter into contract negotiations for the ESPC is the use of this program to upgrade mechanical equipment in our facilities with newer and more energy efficient equipment in a bottom-line neutral program.

### **Potential Downside of Proposal**

Entering into an ESPC will obligate the District to make capital improvements that result in guaranteed energy savings. Such capital improvements will need to be funded through the acquisition of new debt. The projects in the contract will, however, remain bottom-line neutral by applying the guaranteed utility dollar savings to the debt repayment.

### **Action Requested**

Board of Directors approval of the ratification of the staff ranking of the proposals submitted by Energy Services Companies (ESCO) for work on the District's energy savings performance contract project, and authorization for the General Manager or his designee to negotiate and execute a contract with the number one ranked company.



Connecting  
People, Parks  
& Nature

[7F]

## MEMO

**DATE:** December 29, 2008  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** Special Procurement Procedures for Pre-qualifying Architecture and Engineering (A&E) Consultants for Bond Projects

### Summary

Staff requests Board of Directors approval of a “class special procurement” procedure for the purpose of pre-qualifying a short-list of Landscape Architectural and Architectural Professional Service Teams, and for entering into professional service contracts over time for multiple bond projects.

### Background

At the December 8, 2008 Regular Board Meeting, the Board of Directors determined that a majority of the voters of the District approved Measure 34-156, a \$100 million general obligation bond measure. After reviewing the Park District’s standard procedures for project design and construction, staff has determined that an alternative contracting method would best enable the Park District to complete the numerous projects in a timely manner, thereby saving funds and making the projects available sooner for public use.

Oregon contracting law generally requires the award of contracts to the lowest responsive and reasonable bidder, but allows the use of alternative methods provided the alternative does not encourage favoritism and results in a cost savings to the agency (ORS 279B.085). These contracting laws allow an agency’s Local Contract Review Board (LCRB), which is the Board of Directors, to exempt from competition the award of a specific contract or classes of contracts, and to approve an alternative method of contracting. In order to do so, the LCRB must adopt findings demonstrating that the alternative method will result in substantial cost savings to the Park District and is unlikely to encourage favoritism or diminish competition.

### Findings

1. Use of an alternative procurement method will result in substantial cost savings to the Park District. Using the class special procurement will reduce overall costs to the Park District by:
  - a) Significantly reducing staff time needed to prepare and advertise each project’s Request for Proposals (RFP), and to review project proposals to select a consultant.
  - b) Reducing the project schedule timeline to assist in meeting bond sale requirements.
  - c) Annually locking in the hourly service rates of the Landscape Architectural and Architectural Professional Service Teams.

- d) Reducing the overall design-construction schedule through the elimination of the typical procurement processes used by the Park District. An accelerated schedule will enhance the Park District's ability to make the bond projects available to the public sooner.
2. Use of an alternative method is unlikely to encourage favoritism or diminish competition.  
Using the class special procurement will:
- a) Require complete and open competition to the same pool of potential consultants that would be qualified to respond through the typical procurement process.
  - b) Allow Planning & Development staff to determine which Landscape Architectural consultant and/or Architectural Professional Service Team might best suit the needs of a project, based on qualifications, availability and previous work production.

### **Proposal Request**

Staff has reviewed Oregon procurement law to find an alternative method that would enable multiple projects to be completed quickly, without sacrificing overall quality and accountability. The action requested, to authorize a class special procurement, meets these goals. Beery, Elsner & Hammond, LLP, Park District legal counsel, has reviewed and approved this item.

Staff will return to the Board of Directors on March 2, 2009 for approval of the short-list of Landscape Architectural consultants and Architectural Professional Service Teams, to award the master service contracts. It is staff's intent to also request at that time, authorization to assign and award bond project Architecture and Engineering contracts over \$100,000 to the General Manager, for the purpose of assisting with the overall design-construction schedule timeline.

### **Benefits of Proposal**

The benefits of this proposal have been stated in the Findings section above.

### **Potential Downside of Proposal**

There are no foreseeable downsides to this proposal. The initial service contract will be for a minimum of three years.

### **Action Requested**

Board of Directors, acting as the Local Contract Review Board, and in accordance with the State of Oregon competitive bidding requirements and exceptions outlined in ORS 279B.085:

- Approval of the Findings contained within this report, and
- Approval of the "class special procurement" procedures for creating a short-list of Architecture and Engineering contractors.



[8A]

## MEMO

**DATE:** January 6, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** General Manager's Report for January 12, 2009

### **Parks Bond Citizen Oversight Committee**

As directed by the Board at your December 8, 2008 Regular Board meeting, the Park District is now accepting applications for the Parks Bond Citizen Oversight Committee. Numerous applications have been received, 12 to-date, from a diverse range of candidates. Appointment of the Committee is currently tentatively scheduled for the February 2, 2009 Regular Board meeting.

### **Urbanization Update**

I will provide the Board with an update on the public Urbanization Forum that took place on December 11, 2008.

### **Legislative Update**

- Oregon Recreation & Park Association (ORPA) Day At The Capital  
The Oregon Recreation & Park Association will hold its ORPA Day At The Capital on Thursday, January 29<sup>th</sup>, beginning at 8:00 a.m. This day is set-aside for park and recreation supporters and advocates from around the state to meet with their Legislators to promote issues of importance for parks and recreation. We are currently arranging appointments with our legislative delegation for that day. I will be attending along with Jim McElhinny, who also serves as the ORPA Legislative Committee Chair. I encourage any Board member that is interested in attending with us to contact my office.
- National Recreation & Park Association (NRPA) National Legislative Forum  
A reminder that any Board member interested in attending the NRPA Legislative Forum being held March 18-20 in Washington D.C. should contact my office and we will be glad to assist you in registering.

### **Urban Renewal**

The coalition of Special Districts working on urban renewal legislation has completed a draft bill that would amend statutes related to tax increment financing. The two key provisions of the bill are 1) a tighter definition of blight requiring presence of at least three conditions in at least 80% of the area within the proposed urban renewal district, and 2) a requirement that when the assessed value of an urban renewal district increases by 100% or more, then at least 50% of the increase must go back into the property taxes of the taxing agencies.

Representatives of the coalition have met with potential bill sponsors and other impacted organizations. The draft bill has been submitted, with Senator Burdick's assistance, to Legislative Counsel for review and any necessary editing. Representatives of the coalition have also met with members of the League of Oregon Cities and Association of Oregon Redevelopment Agencies to share the legislative concepts and ask for feedback.

#### **Fiscal Year 2009-10 Budget Process**

As the Board is aware, the Fiscal Year 2009-10 Budget process has begun at the staff level. This is an open process to include input from the Board of Directors, Budget Committee, Advisory Committees, and the public. Meetings for the development and adoption of the 2009-10 Budget are scheduled as follows:

- **Mid-Year Budget Review** - Monday, February 23, 2009, 7:00 p.m. at the HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room, 15707 S.W. Walker Road, Beaverton.
- **Budget Committee Work Session** - Monday, April 20, 2009, 6:00 p.m. at the Elsie Stuhr Center, Manzanita Room, 5550 S.W. Hall Boulevard, Beaverton.
- **Budget Committee Meeting** - Monday, May 18, 2009, 7:00 p.m. at the HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room, 15707 S.W. Walker Road, Beaverton.
- **Adoption of Fiscal Year 2009-10 Budget at the Board of Directors Meeting** - Monday, June 22, 2009, 7:00 p.m. at the HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room, 15707 S.W. Walker Road, Beaverton.



[9A]

**MEMO**

**DATE:** January 7, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** 2008 Bond Measure

At your January 12, 2008 Regular Board meeting, Park District staff will provide an overview of the following attached memos pertaining to the 2008 bond measure:

- 2008 Bond Program Project Schedule
- 2008 Bond Measure Land Acquisition Program
- Update on Municipal Bond Market Conditions



## MEMO

**DATE:** January 7, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** 2008 Bond Program Project Schedule

### Summary

Staff has contracted with the consulting firm of MacKay & Sposito, Inc. to prepare a schedule for completion of 2008 Bond Measure projects. MacKay & Sposito, Inc. has completed the Bond Program Project Schedule and the Bond Program Delivery Plan.

### Bond Program Project Schedule

Staff has worked with the Management Team to refine the initial Bond Program Project Schedule and the consultants have made four revisions to the schedule. The schedule was created using the following criteria;

- Combine like projects together (i.e., several trail segments) to capture efficiency and an economy of scale by using the same consultant.
- Start the larger/complicated projects early, because they will take longer to complete.
- Projects that will increase user capacity of sites and facilities were scheduled to start ahead of enhancing existing facilities (certain project exceptions were included).
- Projects with existing master plans or short duration projects were started early to get some "quick wins."
- Stagger the start-up time for projects to balance staff workloads.

Since the schedule is very detailed and is difficult to read, especially in the small-scale format typically used for the Board packets, it has not been included in this Board packet. However, the 2008 Bond Program Delivery Plan, which is the accompanying text document to the project schedule, has been included in the Board packet (see attached).

### Bond Program Project Timeline

In addition to completing the project schedule, MacKay & Sposito, Inc. has also completed a project timeline as a companion document to the project schedule (see attached project timeline). The project timeline was developed to graphically depict the project schedule in a user-friendly document that is easier to read.

- Each project shows one continuous project timeline for the duration of the project.
- The projects have been placed into eight different categories (i.e., Neighborhood Parks, Community Parks, Trails, Natural Resources, etc.).
- The phases of the planning related projects have been color coded into five phases: Master Planning, Design Development, Construction Documentation, Seasonal Delays, and Construction Administration.



- The phases of the natural resource related projects have been color coded into seven phases: Planning, Preparation, Planting, Maintenance, Sign Fabrication, Sign Installation and Seasonal Delays.

### **Staffing**

With the completion of the Bond Program Project Schedule, MacKay & Sposito, Inc., has determined that the best staffing approach is to hire three new temporary Park Planners / Project Managers and one new temporary Office Tech in addition to using most of the existing Planning staff to complete the Bond Program.

The Budget Resolution also being requested at the January 12 Board meeting will create the appropriation authority for the necessary Planning positions.

### **Next Steps**

Staff will provide another update concerning the Bond Program at the Board's next Regular Meeting on February 2, 2009.

# 2008 Bond Program Delivery Plan



Prepared By:

MacKay & Sposito, Inc.

1/6/2009



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## **Table of Contents**

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## **Appendices**

Appendix A: THPRD Bond Program Project Timeline

Appendix B: THPRD Bond Program Natural Resource Project Timeline

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# EXECUTIVE SUMMARY

With 51% of the voters within the boundaries of Tualatin Hills Park and Recreation District (THPRD) approving bond measure 34-156, the Parks District is faced with the challenge of implementing the \$100 million bond program which includes, increasing the capacity of the Parks District as well as enhancing the existing system. This Bond Program Delivery Plan is intended to be used as a tool to help THPRD's managers make informed decisions as they shape the 2008 Bond Program.

The center piece of this plan is a resource loaded Program Master Schedule. The overall scope of the program, both projects and assumed costs, were provided by THPRD staff. Critical schedule parameters, such as staff utilization, costs, and task durations, were developed by THPRD staff and verified by MacKay and Sposito. The schedule has been built in such a way to achieve very efficient use of staff while attempting to reduce the overall timeframe for delivery of the program.

Given the 4 -5 year timeframe for many of the larger, more complicated projects, it became clear that attempting to reduce the schedule further-- by hiring a large number of temporary staff planners to manage the projects-- would be ineffective at reducing the overall schedule and create unnecessary inefficiencies. Hiring 3 new planners and 1 new office technician provides an efficient delivery of all the bond projects within 6 years, with 90% of the bond proceeds expended within 5 years.

The schedule reflects THPRD's intention to initiate projects that increase capacity first. Projects that enhance existing facilities were programmed later. To gain efficiencies, similar projects were combined into packages. These packages will be designed

by a single design firm and constructed by a single contractor.

Total construction cost for the program is estimated at \$39 million. An additional \$11.5 million is anticipated for soft costs (design, permitting, etc...), as well as nearly \$9 million for contingency costs. The total program cost minus staffing, natural resources, and land acquisition cost is \$59.5 million.

For the purposes of this Bond Delivery Plan, land acquisition necessary to complete the bond projects as well as natural resource projects have not been analyzed or their costs calculated.

The following sections of this Bond Program Delivery Plan provide further details and assumptions used to create the Program Master Schedule.

# BOND SALE DETAILS

## Highlights

- \$100 million bond sale will need to be broken into two separate sales to avoid federal regulations pertaining to arbitrage bonds.
- The first bond sale is anticipated for Spring of 2009 in the amount of \$22 million for staffing, soft costs, construction, and contingency costs. Other bond costs, such as land acquisition and natural resources, will be determined later by THPRD staff and added to \$22 million, yielding a total bond sale amount.
- The second bond sale is anticipated for Spring 2012 for the balance of the \$100 million authorized by the bond measure.

## Bond Proceeds Restrictions

- Within 6 months of issuance THPRD must have a substantial binding obligation to a third party to expend at least 5% of the net sale proceeds.
- 85% of the net sale proceeds must reasonably be expended within a 3 year period.
- THPRD must exercise due diligence to complete the remainder of the net sale proceeds after the 3 year period.

# DEVELOPMENT OF PROGRAM MASTER SCHEDULE

broken into 4 distinct phases: Master Planning, Design Development, Construction Documentation, and Construction Administration.

The Bond Program Master Schedule reflects the logic and data selected by THPRD management and staff. These building blocks define the schedule and ultimately determine its final form. The following set of lists and tables details the parameters from which the schedule was built.

## General Assumptions and Logic

- Efficient use of staff and project delivery take precedent over schedule duration
- Projects that increase capacity are generally scheduled prior to those that enhance existing facilities
- Short duration projects and those with completed master plans are scheduled early to provide the Parks District's patrons with a few completed projects right away.
- Complicated, lengthy projects are assigned to planner level I's. Less complicated projects are assigned to planner level II's.
- Complicated projects with project costs greater than \$750,000 were assigned to a consultant construction manager. Simpler projects were assumed to be managed in-house during the construction phase.

## Staff Utilization

- Projects have been grouped into categories and assigned typical staff levels for each category. Each category is

- Typical staffing levels provided by THPRD staff were verified by MacKay and Sposito for accuracy. Sources of similar projects included the City of Vancouver's Metropolitan Parks District and the City of McMinnville. The THPRD proposed staffing levels are considered fairly aggressive.
- THPRD management has requested that there be a 15% schedule overlap between the Master Plan, Design Development, and Construction Documentation phases. During the overlap period, staffing levels will be reduced so there is no overlap or superimposing of staffing levels. This makes the staffing levels more aggressive.

## Cost Data

- Total individual project costs were developed by THPRD. Staff has details on these costs and if requested can provide a breakdown.
- Soft costs (design, permitting, etc...) were assumed at 20% for less complicated projects and 25% for more complicated ones.
- Soft costs were adjusted to account for the construction phase either being performed in-house or being performed by a consultant.

- Soft costs of projects with completed master plans were moved out of the master plan phase and into the construction phase.
- Costs for land acquisition and natural resources are not included in the total costs.

See Figure A for anticipated hours for existing planning staff. Figure B details anticipated hours for new planning staff.

Figure A

EXISTING STAFF MEMBERS	TOTAL HOURS
Planning Manager	4,700
Planner I (2 each)	16,800
Planner II (2 each)	11,000

Figure B

PROPOSED STAFF MEMBERS	TOTAL HOURS
Planner I (2 each)	12,700
Planner I (Architect)	7,400
Office Technician	9,000

### Project Duration Data

- THPRD staff provided typical project durations for each of the project categories based off previous work history.
- Typical project durations provided by THPRD staff were verified by MacKay and Sposito for accuracy. Sources of

similar projects included the City of Vancouver’s Metropolitan Parks District and the City of McMinnville.

- Combined projects have shortened durations due to efficiencies gained by economy of scale.
- Projects that did not fit into one of the standard project categories were assigned estimated durations by THPRD staff and MacKay and Sposito.

PROJECT TYPE	TYPICAL DURATION*
Community Park	4.5 - 5 years
Neighborhood Park	2 - 2.5 years
Trail Project	3.5 - 4 years
*from design to close-out	

### Adjustments to Utilization and Duration

The typical project duration and utilization of staff do not fit every project. They also do not reflect efficiencies gained when projects are grouped for economy of scale.

- Challenging projects had their master plan phase staffing levels increased by 10%.
- The staffing level for the master plan phase of the initial project for new hired planners was increased by 10% to account for a learning curve
- Staffing levels on combined neighborhood parks were reduced by 10% on all phases to account for economy of scale

- 
- Combined trail projects economy of scale is accounted for by reducing the overall timeframe for project completion.
  - Staffing levels for combined Youth Athletic Field Development projects were reduced as follows:
    - 10% for a 2 project package
    - 20% for a 4 project package
  - Replacement and upgrade projects were assumed to be grouped in such a way to require 40% of a planner II's time



# ANALYSIS OF PROGRAM MASTER SCHEDULE

At the direction of THPRD, the following projects were assigned to maintenance staff; no planner time is accounted for in these projects:

Using the criteria and assumptions from the proceeding section, the individual bond projects were assigned to THPRD existing and proposed planning staff. The projects went through several iterations in order to yield good utilization levels for THPRD planning staff.

The first bond sale is likely to be in the Spring of 2009, therefore the bond projects are shown to begin in April of 2009. Hiring 3 new planners and 1 new office technician delivers all the bond projects by the end of 2014 (6 years), with 90% of the bond projects completed within 5 years.

Analysis of the schedule shows that one of the temporary planner I positions can be eliminated prior to completion of all of the bond projects, approximately by the end of 2011. The other two temporary planner positions extend into mid 2014.

Due to the large number of building related improvements, the schedule shows hiring an architect for one of the temporary planner positions.

- Sunset Swim Center pool tank
- Athletic Center HVAC
- Structural upgrades at multiple facilities

Additionally, the following projects were assumed to have planner time up to the construction administration phase, with maintenance staff performing the management during construction:

- ADA improvements at multiple locations
- Replacement and upgrade of playgrounds, bridges, and boardwalks.

## Alternative Methodology

The Bond Program Master Schedule has been constructed with the understanding that the Bond Program is essentially a large program of projects that are similar to those already undertaken by THPRD staff. With this understanding, some alternative methods of delivering this work have been discounted. Two such alternative methods include utilizing a consultant bond program manager and the construction manager / general contractor (CM/GC) method of individual project delivery.

The advantage of a consultant bond program manager is realized when the agency does not have either the staff they can dedicate to

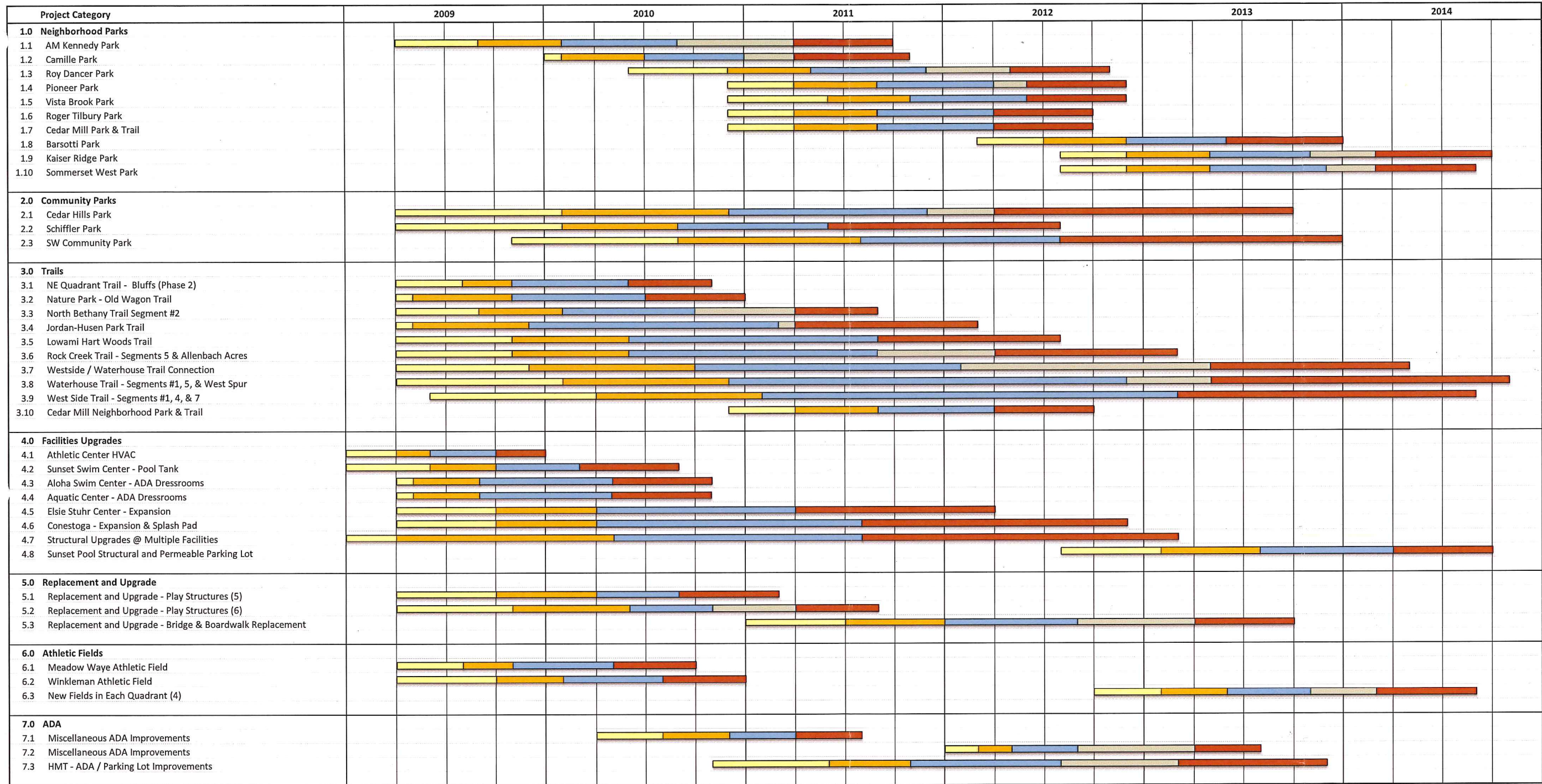
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manage the bond projects or the expertise to do so. Since THPRD has both, a consultant bond program manager was not considered.

The CM/GC method of project delivery can yield advantages when a particular project is very complicated, with potential for multiple phases and contractors to overlap. Due to the inherent risk born by the CM/GC contractor, only those projects that are greater than \$2 million and contain complicated features or phasing should consider using CM/GC. Otherwise, the contingency inherent to the CM/GC contractor's fixed price would outweigh any benefit that may have been realized. Analysis of the list of bond projects shows that very few, if any, projects meet this description.

The other potential alternative methodology to what has been used to create the Program Master Schedule is utilizing a consultant to a higher degree during construction. The current staff utilizations assume that THPRD staff will conduct onsite monitoring of construction activities. This task could be incorporated into the role of a consultant construction manager in addition to their role as a construction administrator. In doing so, THPRD staff could concentrate on managing more projects. This methodology could be used on an as needed basis depending on staff availability.

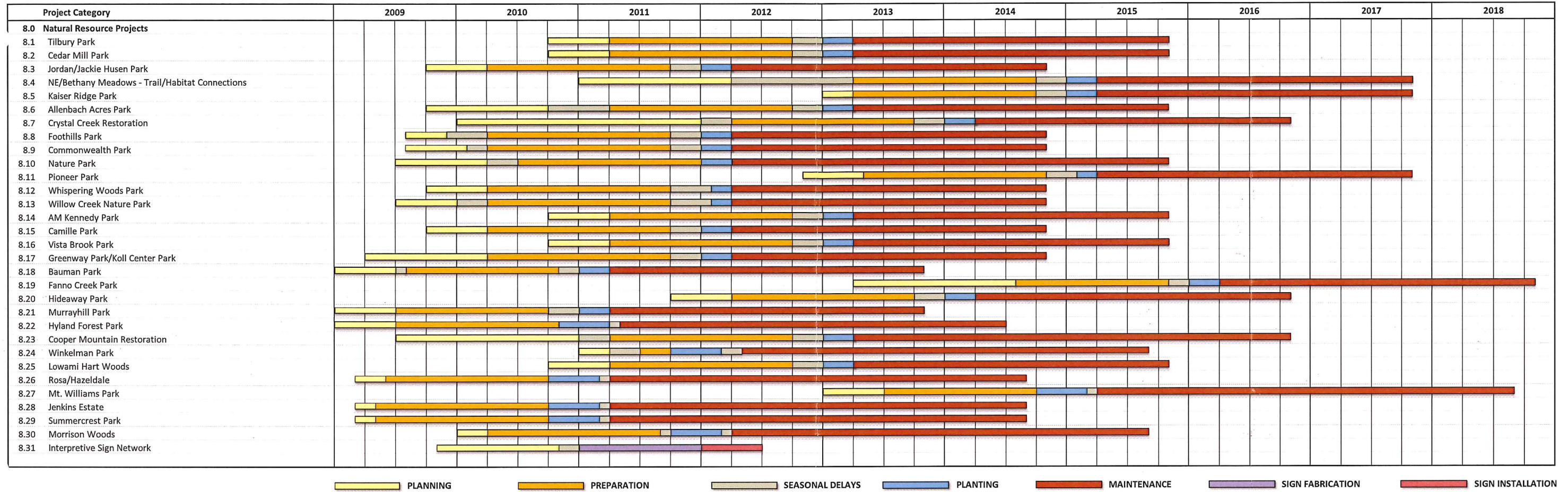
**THPRD Bond Program Project Timeline**



MASTER PLANNING  
  DESIGN DEVELOPMENT  
  CONSTRUCTION DOCUMENTS  
  SEASONAL DELAYS  
  CONSTRUCTION ADMINISTRATION



**THPRD Bond Program Natural Resource Project Timeline**





**MEMO**

**DATE:** December 30, 2008  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** 2008 Bond Measure Land Acquisition Program

**Introduction**

Of the \$100 million in bond measure funds, approximately \$33.6 million is programmed for land acquisition. Land acquisition categories and the amount of funding for each are shown in the table below:

Acquisition Type	Budget	Number	Assumed Cost per acre/mile	Assumed Size	Location(s)
New neighborhood parks	\$9,000,000	6	\$500,000/acre	3 acres	At least one in each quadrant
New community park	\$10,000,000	1	\$500,000/acre	20 acres	NE quadrant
Natural Areas	\$8,400,000	unknown	\$10,000/acre	N/A	Guided by Natural Resources Management Plan
New linear parks and trail easements	\$1,200,000	N/A	\$150,000/mile	N/A	TBD
Community center site	\$5,000,000	1	\$500,000/acre	10 acres	SW quadrant
<b>Total</b>	<b>\$33,600,000</b>				

**Land Acquisition Program Issues**

In determining how to achieve the acquisition objectives shown in the table, the following programming issues should be addressed:

1. How should the District schedule expenditure of acquisition funds, given that property acquisition timing is not something that can be predicted with certainty?
2. How should the District determine which properties to pursue for acquisition?
3. Which properties should receive the highest priority for acquisition?
4. Who should be assigned responsibility for pursuing and processing land acquisitions using bond measure funds?
5. How can the District assure its patrons that acquisition funds are being spent wisely?

The remainder of this memorandum addresses each of these issues.

### **Scheduling Expenditure of Bond Funds for Acquisition**

Due to the recent downturn in the economy, land values have started to decline. This is an opportune time to buy land, assuming landowners are willing to sell for a lower price than they might have realized in the past. It must be assumed that the recession will end eventually and that land prices will then increase. It would be in the District's interest to buy land using bond funds before that occurs. Therefore, I think that the first bond sale should include the full amount of funds targeted for land acquisition, \$33.6 million, with the hope that most of this money can be spent within three years of the sale.

### **Determining Properties to Pursue for Acquisition**

The last time the Board comprehensively reviewed all land in and near the District to determine which properties to pursue for acquisition was in 2004. Many of the properties reviewed at that time have been acquired, while others that were not reviewed at that time have been incrementally added to the list since then. An effort was made in 2006, in association with the Comprehensive Plan update, to identify vacant tax lots in the District ranging from 2-10 acres and 10-25 acres in size. However, the suitability of these parcels for park and recreation use was not assessed. Furthermore, vacant parcels under two acres in size and parcels with low improvement values that might be redeveloped, were not identified.

Metro, with the assistance of cities and counties in the region, is presently in the process of determining the capacity for additional development within the regional urban growth boundary. In conjunction with the process, Washington County and the City of Beaverton are assessing urban development and redevelopment opportunities within their jurisdictions, including the District's service area. District staff may be able to use data derived from this process to assist in identifying suitable properties for park and recreation use. This data should be available early in 2009.

Consideration should be given to scheduling a Board Executive Session Work Session in April or May of 2009 to comprehensively review properties in and near the District that might be targeted for acquisition using bond funds as well as other funds the District may obtain in the next few years, including funds from System Development Charges (SDC) and grants. This would not be a field trip, which was conducted in 2004, but would rely on maps and photos (aerial and ground level) of each site reviewed so Board members have a good sense of site size and characteristics.

### **Determining Property Acquisition Priorities**

As part of the Board Work Session suggested above, the Board could give direction to staff by prioritizing properties for acquisition. This could be done in terms of identifying specific properties for acquisition or types of properties and/or areas on which District acquisition efforts should be focused. For example, of the \$33.6 million of bond funds programmed for acquisition, \$15 million is targeted for acquisition of land for two facilities -- \$10 million for acquisition of a community park site in the northeast quadrant of the District, and \$5 million for acquisition of a community center site in the southwest quadrant. It might be appropriate to focus initial efforts on land acquisition for these two facilities in order to increase the likelihood of meeting legal requirements to spend, to the extent possible, 85% of bond funds within three years of sale.

Before setting acquisition priorities, it would be helpful to establish prioritization criteria based on Comprehensive Plan goals and objectives as well as information in the Trails Plan, the Athletic Field Needs Assessment Study, and the Natural Resources Management Plan.

#### **Assignment of Land Acquisition Responsibilities**

At present, as Director of Planning, I have the lead for the District in coordinating land acquisition efforts. I rely heavily on Melanie Moon, who works under contract for the District as our Land Acquisition Specialist. Recently, the District has also begun working with staff in the Portland office of The Trust for Public Land (TPL) to pursue certain acquisitions, including the recent acquisition of the White/Winchester property abutting Northeast Park. We have also worked with Metro staff on acquisitions using Metro local share funds.

Even without the acquisitions associated with the bond measure, the District would be busy processing acquisitions through donation offers and use of other funds such as from SDC revenues and grants. Given the number of acquisitions that will be needed to meet bond measure objectives and the desire to complete most acquisitions in the next few years, it is likely that additional resources will be needed for the District's acquisition program. Melanie Moon may be able to handle some of the District's acquisitions, but she is also contracted to other agencies and organizations and cannot devote all of her time to meeting the District's increased acquisition needs. TPL has indicated interest in working on more acquisition projects for the District (with a minimum value of \$500,000) as has Metro. Others interested in handling all or part of the District's acquisition program have also approached District staff.

Before determining whether to arrange with additional individuals or organizations for acquisition services, it may be appropriate to consider hiring an additional staff person, working under me, to lead acquisition efforts on an interim basis. Such a position was not anticipated when programming bond expenditures, and it is doubtful if sufficient bond funds would be available from the amount programmed for project management. Nevertheless, having an experienced person in such a position might allow me to devote more of my time to other issues of interest to the District such as local and regional planning issues affecting District activities.

#### **Assuring Acquisition Funds are Spent Wisely**

As noted previously, due to the recent economic downturn it is assumed that land values are declining. Land values are variable and an appraisal is always needed to assure that a reasonable price is being paid for land acquired by the District. However, land values may be more volatile now than they have been in the recent past. Given that situation, the District should take care to be sure that it is not overpaying for the land it acquires. Appraisals should be valid up to the date purchase and sale agreement is signed. If an appraisal has been conducted for another party, such as The Trust for Public Land, the District may want to contract to have its own appraisal done to confirm the value assigned to the property by the previous appraisal.

Consideration should be given to seeking the advice of the Bond Oversight Committee, after it is appointed on an appropriate process for assuring District patrons that bond funds programmed for acquisition are spent wisely.

### **Summary and Next Steps**

Summarizing the preceding discussion, consideration should be given to the following actions:

- Including the full amount of funds targeted for land acquisition, \$33.6 million, in the first bond sale.
- Scheduling a Board Executive Session Work Session in April or May of 2009 to comprehensively review properties in and near the District that might be targeted for acquisition using bond funds as well as other funds the District may obtain in the next few years.
- Establishing land acquisition prioritization criteria based on Comprehensive Plan goals and objectives as well as information in the Trails Plan, the Athletic Field Needs Assessment Study, and the Natural Resources Management Plan, to guide the Board as it sets land acquisition priorities for the District.
- Expanding the District's land acquisition capacity in the near term by arranging with additional individuals or organizations for provision of acquisition services or hiring a full time person to lead acquisition efforts on an interim basis.
- Seeking the advice of the Bond Oversight Committee on an appropriate process for assuring District patrons that bond funds programmed for acquisition are spent wisely.

The Board's input on these suggested actions should be sought at their January 12 meeting.





## MEMO

**DATE:** January 6, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** Update on Municipal Bond Market Conditions

According to our financial adviser, Javier Fernandez of Seattle Northwest, municipal bond issues are starting to come back into the market place and the demand for these issues is slowly increasing. Interest rates have dropped as much as 70 basis points (0.7%) over the past three weeks putting the current rates well within our projections used in the ballot measure.

Several issuers waited until after the end of the 2008 calendar year so a large volume of issues is anticipated for offer this week. With all the new offers coming to market, it is possible that we will see a slight increase in interest rates. The actual effects on interest rates should be known by the end of the week and staff can make a verbal update at the January 12 Board Meeting.



Connecting  
People, Parks  
& Nature

[9B]

## MEMO

**DATE:** December 31, 2008  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities

**RE:** Resolution Establishing Bond Capital Project Fund and Appropriation of Necessary Funding for the Fiscal Year Commencing July 1, 2008

### Summary

Staff is requesting Board of Directors approval of a resolution to establish the Bond Capital Project Fund and appropriate the necessary funding in both the Bond Capital Project Fund and the General Fund for the current fiscal year.

### Background

ORS 294.352 (1) requires the District to prepare an expenditure estimate for each of the District's programs. OAR 150-294.352 requires the District to establish a capital project fund to account for financial resources to be used for the acquisition and construction of major capital facilities and land acquisition. With the November, 2008 voter approval of the \$100,000,000 General Obligation Bond issue, these laws require the Board of Directors to establish a Bond Capital Project Fund and appropriate the resources and expenditures, to properly account for the bond activity.

In addition, the District has incurred costs that are properly attributable to bond program activities. An appropriation is included for the General Fund, to account for these staff costs that will be recovered through subsequent interfund reimbursement from the Bond Capital Project Fund.

### Proposal Request

The attached resolution establishes the "Bond Capital Project Fund" and lists the necessary appropriations to ensure proper accounting of all revenue and expenditures. The General Fund appropriation is based upon necessary additional staffing beginning April 1, 2009, and will recover the appropriate portion of Planning's professional services from the bond funds.

This will properly appropriate and account for the funds as required by State Budget Law and Generally Accepted Accounting Standards (GAAP).

### Benefits of Proposal

Approval of the resolution will enable staff to legally use the funds from the Parks Bond to begin project work in this fiscal year.

**Potential Downside of Proposal**

There is no apparent downside to the proposal.

**Action Requested**

Board of Directors approval of the resolution establishing the Bond Capital Project Fund and appropriation of necessary funding for the Fiscal Year Commencing July 1, 2008 within the Bond Capital Project Fund and General Fund.

**RESOLUTION NO. 2009-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK & RECREATION DISTRICT ESTABLISHING A BOND CAPITAL PROJECT FUND AND AUTHORIZING APPROPRIATIONS, EXPENDITURES AND FUND TRANSFERS FOR THE FISCAL YEAR COMMENCING JULY 1, 2008**

WHEREAS, the District has received voter approval to issue \$100,000,000 in General Obligation Bonds; and

WHEREAS, the Board of Directors recognizes the need to establish a Capital Project Fund to properly account for the bond proceeds; and

WHEREAS, certain activities to prepare for and undertake the sale of bonds must be completed during the current fiscal year, and the voters approved the bonds after the current fiscal year budget was finalized; and

WHEREAS, the Board of Directors further recognizes the need for appropriation of General Fund Planning costs associated with said Bond Capital Project Fund during the current fiscal year; and

WHEREAS, ORS 294.326(5)(b) authorizes these activities without the creation of a supplemental budget.

NOW, THEREFORE, the Board of Directors of the Tualatin Hills Park & Recreation District hereby resolves as follows:

Section 1. The Board of Directors hereby authorizes the establishment of the Bond Capital Project Fund and the following associated appropriations:

**Bond Capital Project Fund:**

Resource	Sale of Bonds	\$100,000,000
Appropriation	Capital Outlay	\$ 98,500,000
Appropriation	Issuance Costs	\$ 1,500,000

**General Fund**

Resource	Transfers In	\$74,000
Appropriation	Planning	\$74,000

Section 2. The Board of Directors further authorizes the General Manager or designee to make such other appropriations and accounting entries as are necessary to facilitate the issuance of the bonds and the administration of the bond proceeds.

Section 3. This resolution is effective immediately upon its approval by the Board.

Approved and adopted on January 12, 2009 by the Board of Directors of the Tualatin Hills Park & Recreation District.

TUALATIN HILLS PARK &  
RECREATION DISTRICT

By:

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Larry Pelatt, Board President

By:

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Bob Scott, Board Secretary

ATTEST:

By: \_\_\_\_\_  
Doug Menke, General Manager



Connecting  
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& Nature

[9C]

## MEMO

**DATE:** January 2, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** **FY 2009-10 Park District Goals & Objectives Development**

### Summary

Using the Strategic Plan contained within the Park District's Comprehensive Plan, as well as items carried forward from the FY 2008-09 Goals & Objectives, staff has identified some priority objectives and actions steps for the 2009-10 fiscal year. These priorities are intended to serve as a starting point for the development of the FY 2009-10 Park District Goals and Objectives for the Board of Directors.

### Background

The Tualatin Hills Park and Recreation District Comprehensive Plan was adopted by the Board of Directors on November 6, 2006. Included within the Comprehensive Plan is a Strategic Plan, which identifies eight goals for the Park District, along with key objectives and action steps identified through the comprehensive planning process.

At the November 6, 2006 meeting, staff further recommended to the Board of Directors that this Strategic Plan be used as the framework for the annual process of establishing Park District Goals and Objectives. With the Board of Directors' approval of this recommendation, staff has developed a draft list of priority objectives, action steps and proposed rankings for Board consideration. This was the process followed in adopting the FY 2008-09 Goals & Objectives, of which many are proposed to be carried over to the FY 2009-10 Goals and Objectives.

### Proposal Request

The Strategic Plan within the Park District's Comprehensive Plan details eight goals that are considered the long-term goals for the Park District, and, as such, were used as the foundation for developing the objectives and action steps. From these goals, staff identified objectives that were deemed to be priorities, either because of their urgency to complete or because they are a prerequisite step toward completing other objectives.

Using these priority objectives, and taking into consideration the upcoming bond-related projects as well, staff identified action steps to undertake to complete the objectives. Some of the action steps were taken directly from the Strategic Plan, while others were created based on identified needs or opportunities.

In an effort to prioritize these objectives and action steps, the members of the Management team ranked them in priority order for Board consideration.

The results of this process are shown in the attached table. For each of the eight goals, there are a number of objectives identified with corresponding action steps. The action steps for each goal have been assigned a priority ranking.

This is intended to be a starting point in the development of the Goals and Objectives for FY 2009-10. Based on Board discussion and direction, staff will compile a revised set of objectives, action steps, and rankings to bring back to the Board at the February Board Meeting for consideration of adoption.

The attached table will be available at the January 12, 2008 Regular Board Meeting via PowerPoint presentation in order for the Board of Directors to adjust, delete, or add to any of the proposed objectives and action steps.

**Action Requested**

No action is requested at this time. Based on Board of Directors review and discussion, a final list of objectives, action steps and rankings will be brought back to the Board of Directors for adoption at the February Board Meeting.



**DRAFT**

## Park District 2009-10 Goals and Objectives

Mission Statement: "The mission of the Tualatin Hills Park and Recreation District is to provide natural areas, high quality park and recreational facilities, services and programs, that meet the needs of the diverse communities it serves".

### 1 Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area.

OBJECTIVES	ACTION STEP	RANK
Plan for the area the District expects to serve as it expands.	Begin implementation of the successful bond program using the approved and prioritized project schedule.	1
	Continue to participate in the North Bethany Master Planning, ensuring inclusion and funding of park and trails infrastructure.	6
	Consider whether to offer to serve new areas (e.g. Bull Mountain).	7
When acquiring land and planning for new neighborhood parks, ensure that sites are of an adequate size and in appropriate locations to provide needed amenities (e.g., playing fields, picnic areas, etc.), reduce overall maintenance costs, and provide adequate access and visibility to residents of the park's half-mile service area radius.	Prioritize potential neighborhood and other park sites for future acquisition.	2
	Using land acquisition specialists, pursue existing land acquisition targets with intent to close acquisitions. Actively move forward to acquire targets identified by the 2008 bond measure or for Metro Local Share funds as well as appropriate sites offered as donation or for SDC credits.	3
In developing master or other plans for new and existing park facilities, engage and involve citizens, Park District staff from all departments, and partnering agencies.	Complete, adopt, and implement a community outreach policy that specifies appropriate notice for various District planning, operations and maintenance activities.	4
Provide other parks, including linear parks, special use facilities (including unique special-purpose facilities, urban plazas, skate parks, dedicated pet areas and others) consistent with descriptions and standards of the Comp Plan.	Develop an approach to meet the potential future need for any dog parks or other pet areas within existing parks, including partnership/sponsorship opportunities with community groups, private companies and non-profit organizations. Identify and develop at least one new dog park.	5



**2 Provide quality sports and recreational facilities for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.**

OBJECTIVES	ACTION STEP	RANK
Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities; provide programs and services that meet the needs of people of all incomes.	Work with the business community to expand the Rec-mobile program including a new NatureMobile program.	1
	Continue to review the program needs noted in the Comp Plan.	6
Continue to use a multi-purpose approach for use of District fields, focusing on ways to reduce conflicts among different sports/user groups, increase efficiency of use, improve field conditions, and prolong field life.	Work with sports groups and individual users to implement strategies for minimizing conflicts among field users, continue to identify new strategies as unique situations arise.	2
In designing and programming recreation/aquatic centers, create facilities with unique identities and programs that reflect the needs, desires and demographics of surrounding District residents.	Continue to adopt and use program standards and specific performance measures; track the financial performance of each program and activity to ensure consistency with budget goals.	3
Ensure that access to Park District programs, parks and facilities for people with disabilities is consistent with the American with Disabilities Act (ADA).	Begin implementing year one of the five-year implementation plan.	4
Provide playing fields throughout the District, using the standards outlined in this plan and the Park District's 2005 Playing Fields Needs Assessment.	Pursue development of new synthetic turf fields and/or replace existing natural grass fields with synthetic fields when it is found to be a cost-effective method of prolonging field life and meeting overall long-term field needs, and/or addressing other Park District goals and objectives. Work closely with the Beaverton School District in these efforts.	5

**3 Operate and maintain parks in an efficient, safe and cost-effective manner, while maintaining high standards.**

OBJECTIVES	ACTION STEP	RANK
Ensure timely communication and coordination about safety and security issues among facility staff, security personnel, and facility patrons.	Use Park Patrol, Park Watch program, alarm systems, and other Security Operations measures to emphasize safety for facility and park patrons. Continue to imbed the District's new Emergency Response Plan (ERP) in regular operations, providing a resource for employees to respond to various emergencies (including assistance to patrons in those situations). Design and conduct training exercises for employees based on the ERP.	1

Use the most cost-effective combination of Park District staff, volunteers, user groups, community groups, other jurisdictions and contractors to provide maintenance services.	Work with Metro to explore cooperative arrangements for future maintenance of the Cooper Mountain Regional Park and other regional park and recreation facilities as they are developed. Begin operations of the Regional Park per the Intergovernmental Agreement.	<b>2</b>
Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.	Institute a five to ten-year plan to automate all irrigation and lighting systems.	<b>3</b>
	Based on the feasibility study completed in 2007, continue to pursue a target site for relocation and centralization of maintenance facilities. Also continue to pursue, through acquisition or partnership, sites for satellite maintenance facilities.	<b>4</b>

**4 Acquire, conserve and enhance natural areas and open spaces within the District.**

<b>OBJECTIVES</b>	<b>ACTION STEP</b>	<b>RANK</b>
Acquire, conserve and enhance high quality natural areas, including wetlands, riparian areas and uplands, by working cooperatively with Clean Water Services, the City of Beaverton, Washington County, Metro, homeowners associations, developers, landowners and others, consistent with acquisition standards and criteria and the Park District Natural Resource Management Plan.	Consistent with the intent of the bond measure commitments, work with appropriate agencies (including Metro Open Spaces), environmental advocacy groups and others to identify and acquire natural areas based on criteria provided in the Park District Natural Resource Management Plan and as refined by natural resource staff.	<b>1</b>
Strive to provide adequate funds to pay for natural areas monitoring, maintenance, restoration and other needed activities.	Coordinate trails development and maintenance activities with natural resource management objectives and activities, considering objectives, goals, practices and standards included in the Park District Natural Resource Management Plan and Trails Master Plan. Create park inspector routes to provide baseline service levels for natural areas.	<b>2</b>
Develop an interconnected system of open spaces and wildlife habitat areas, working cooperatively with partnering agencies and jurisdictions, private property owners and others, consistent with the Natural Resource Management Plan and Trails Master Plan.	Use bond funds designated for acquisition of natural areas and linear parks to acquire an interconnected system of open spaces and wildlife habitat areas.	<b>3</b>
Use Park District facilities and programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural resources, processes and habitats.	Provide and consider expanding environmental education programs for children through in-school programs utilizing Nature Park/Natural Resources staff. Integrate exploration of Park District natural areas into existing summer camp programs.	<b>4</b>

**5 Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.**

OBJECTIVES	ACTION STEP	RANK
Close gaps in regional trails by completing missing segments and connect regionally significant trails with local trails to ensure local access and connectivity.	Complete construction for the Fanno Creek Trail Segment 4 (Beaverton School District bus barn to City of Beaverton operations).	1
	Using bond funds, improve trail connectivity of isolated trail segments by various methods such as installing temporary soft trail connections, installing trail directional signage to guide trail users around existing trail gaps, and work with local jurisdictional agencies for on-street trail route markings.	2
Pursue a variety of funding sources to design, develop and maintain trails, including volunteer services, state and federal grants, private foundations, land trusts, service clubs and individual donors.	Pursue grant and partnership funding to leverage or add to bond/SDC revenues for the design and development of trail segments in addition to those identified in the 2008 bond measure.	3
Develop and implement trail design and development standards that are easy to maintain and access by maintenance, security and emergency vehicles.	Adopt and implement a trails operations plan that specifies procedures for use, monitoring and maintenance of trail facilities.	4
Partner with Washington County, cities and other agencies to support development of on-street bikeways, separated parallel multi-use paths and roadway crossings that help further implementation of the Trails Master Plan.	Coordinate with Washington County to implement projects needed to create safe road crossings that support trail connections.	5
	Participate in the Washington County Coordinating Committee (WCCC) process to assure the District's interests relating to bikeways are represented.	6
	Using funds from the Metro Transportation Improvement Program, complete the feasibility study for the crossing of Hall Blvd. by the Fanno Creek Trail.	7
In designing and developing trails, preserve view corridors and viewshed, public rights-of-way for future access and/or utilities, and sensitive natural areas or resources.	Work with Metro to obtain funds from the 2006 Open Spaces Bond and other sources to acquire and develop right-of-way for the Westside Trail.	8

**6 Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.**

OBJECTIVES	ACTION STEP	RANK
Continue to attract, retain and train high quality employees.	Continue to provide professional development and training opportunities for staff, including participation in professional organizations and conferences, in-house training and other, similar activities.	1
Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers.	Explore and take advantage of opportunities for sharing or contracting with other agencies for provision of certain services such as employee training, information services and maintenance.	2
Solicit funding from the private sector to help finance specific projects and possibly to continue to fund ongoing programs (e.g. the Family Assistance program).	Work with the business community to increase grants for the Family Assistance Program. Seek sponsorships for other key District-wide programs.	3
	Continue to counsel the Foundation Board of Trustees on organizational changes and other ideas to increase strategic fund-raising capacity.	4

**7 Effectively communicate information about Park District goals, policies, programs and facilities among District residents, customers, staff, District advisory committees, the District Board, partnering agencies and other groups.**

OBJECTIVES	ACTION STEP	RANK
Educate patrons on progress of investments and projects associated with 2008 bond measure.	Execute a comprehensive bond implementation communications program, using a wide range of tools to reach audiences throughout the District.	1
Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities.	Continue to broaden the District's Public Awareness Program, increasing outreach to minorities, new residents, residents unaware of District services, and seniors while emphasizing benefits of THPRD to the community. Develop a more structured employee communications program to increase staff understanding of key initiatives. Strive for a Web site that is more interactive and dynamic, therefore increasing public use. Refine communications and marketing to specific user groups via electronic media.	2

Provide opportunities for all Park District departments and staff to participate in the planning and development processes.	Implement protocols and procedures for communicating and coordinating among Park District staff, partnering agencies and the general public related to the following areas: <ul style="list-style-type: none"> <li>• Design, development and programming for new facilities.</li> <li>• Major renovation and expansion of existing facilities.</li> <li>• Access and security issues for new and existing facilities.</li> <li>• Ongoing maintenance and operation of facilities.</li> </ul>	<b>3</b>
Use standing Park District advisory committees, CPOs, NACs and other community groups to review and solicit guidance.	Implement the findings and Board approved recommendations concerning the Park District's Advisory Committees' structure.	<b>4</b>

**8 Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.**

OBJECTIVES	ACTION STEP	RANK
Consider the environmental impacts of maintenance and operational activities and standards.	Continue updating the Park District's Sustainability Plan and seek Board approval of the updated plan.	<b>1</b>
Design facilities in an environmentally and cost-conscious manner.	Conserve energy and other natural resources by utilizing green building technologies and practices for all new Park District facilities and major renovations to existing facilities. Work with an Energy Savings Performance Contractor (ESPC) to implement mechanical system improvements identified in the Technical Energy Audit.	<b>2</b>
Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms of transportation or energy use).	Investigate expansion of use of hybrid, electric, bio-diesel, and other low-emission vehicles by the Park District.	<b>3</b>



## Management Report to the Board January 12, 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. THPRD's redesigned activities guide – the Park District's primary communications tool with patrons – was rolled out in late December via direct mail. The guide promotes classes, programs, activities and events to be offered winter/spring term, registration which began January 10. The new guide features a first-ever horizontal format and a variety of other changes intended to make it easier to use.
2. The Park District's annual food drive for the Oregon Food Bank, "Drop In and Help Out the Hungry," ended December 31. The six-week drive encouraged donations from both patrons and employees. As of this writing, the final volume of food collected was not available, but barrels at several facilities had to be emptied. Each full barrel represented at least 200 pounds of food, sometimes much more.
3. On December 15, THPRD employees were offered the convenience of donating to charity via payroll deduction. For the second consecutive year, they could choose monthly or one-time giving to the Tualatin Hills Park Foundation and/or the United Way of the Columbia-Willamette.

### Aquatics

*Sharon Hoffmeister, Superintendent of Aquatic Program Services*

1. The Tualatin Hills Swim Club held their Junior International Meet December 12-14 at the Aquatic Center. They had approximately 200 athletes from Germany, France, Canada and the United States. They were able to complete the meet before the pool was closed on December 14 for inclement weather.
2. Sunset Swim Center guests have been informed of the extended closure in the Spring. The front desk staff is reminding guests who are purchasing passes to let them know that we will be closed, passes are valid at all pools, or they may choose to purchase a fewer number of months.
3. The Holiday Kick-off Party at Beaverton Swim Center brought in \$1,500 for the Washington County Food Bank, 100 toys for kids and 647 pounds of canned food. This was the second annual event and 50 people participated. Fitness classes were held, dessert was eaten, people swam, and fun was had by all.

## **Maintenance**

*Dave Chrisman, Superintendent of Maintenance Operations*

1. The electric power cable servicing the HMT Recreation Complex has now been replaced. Staff coordinated the replacement with an electric contractor and PGE. The original cable was direct-bury cable and past its twenty-five year service life. The new cable is protected in conduit and is estimated to last fifty years.
2. Staff has geared up for inclement weather responses. Primary duties include de-icing sidewalks and steps at building entrances and removing ice and snow from parking lots. Staff performs these duties in the early morning hours on delayed opening days. Staff may inspect building boilers and mechanical systems during full closure days.
3. Staff have been scanning and saving archived, architectural plans and drawings. The scanning effort started approximately nine months ago to capture all plans and drawings in the Maintenance Operations files, for centralized storage. Once the scanning effort is complete, they will be filed electronically. We estimate that 75% of all Maintenance Operations plans and drawings have been scanned.

## **Natural Resources & Trails Management**

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

1. Sustainability Program. Three staff subcommittees have been researching District purchasing, conducting a sustainability audit, and preparing educational materials for the revised program.
2. Interpretive Signs. New interpretive signs for the Greenway Park habitat enhancement project and the Nature Park's oak restoration project have been designed and will be fabricated soon.
3. Cooper Mountain Regional Park. Staff are reviewing budgets and ironing out details relating to the proposal for THPRD to co-operate the regional park with Metro.
4. Volunteer Summary. One hundred forty volunteers worked in six different parks over the last month, including Lowami Hart Woods, Hyland Forest, Stuhr Center, Rosa and Tualatin Hills Nature Parks. Our volunteers contributed approximately 650 hours of time, valued at \$11,800. LINKS AmeriCorps interns will be starting projects with our Preschool and Trails Management Programs this month.

## **Planning & Development**

*Steve Gulgren, Superintendent of Planning & Development*

1. Elsie Stuhr Center: Staff has coordinated obtaining construction quotes based on architectural plans for the restroom and meeting room remodel project at the Center. The project is anticipated to begin on January 12 and the completion date is scheduled for late February.

2. Jackie Husen Park Master Plan: The house that was obtained through the recent acquisition of the one-acre Young Property has been removed. Staff is working with the consultant to slightly modify the Board approved master plan to incorporate the new acreage into the plan. Staff held a neighborhood meeting on January 7 to present the modified plan and accepted public comments regarding the new plan.

### **Programs & Special Activities**

*Lisa Novak, Superintendent of Programs & Special Activities*

1. The Superintendent has sent letters to all District Advisory Committee Chairs, requesting a representative to sit on a task force that will review the current Advisory Committees' purpose and functionality.
2. Volunteers and Special Events staff coordinated Nike volunteers in team building activities at the Elsie Stuhr Center (holiday decorating project) and Cedar Hills Recreation Center (holiday dance decorating project). The District received a \$5,000 check for 2008 Nike volunteer hour matching funds.
3. Sanctioning forms for all 2009 tennis tournaments have been submitted to USTA/PNW. There are no significant changes from this year except for the fact that we will once again host the PNW Junior Sectional Championships in August.
4. Elsie Stuhr Day was postponed due to the weather, and will be rescheduled to Friday, January 16. This event celebrates Elsie's birthday on December 19, and highlights her dedication to parks and recreation and her life of fitness.

### **Recreation**

*Eric Owens, Superintendent of Recreation*

1. The Garden Home Recreation Center's Holiday Happening held on Saturday, December 6, was a smashing success!! They set new records, beginning with the attendance, which jumped from 1,800 attendees to nearly 2,200. Our Advisory Committee cooked until they ran out of food, feeding more than 600 people and making \$1,044, up from \$800 last year.
2. The Community School Program is getting ready for the start of the winter program on January 19. Barnes, Hazeldale, Jacob Wismer, and Raleigh Hills Elementary Schools, along with Five Oaks Middle School, will be offering nearly 35 classes total to the surrounding community families.

### **Security Operations**

*Mike Janin, Superintendent of Security Operations*

1. On December 8, two Park Patrol employees testified before the Washington County Grand Jury regarding the individual who menaced a patron and security personnel at the HMT Recreation Center on the evening of November 19. Using their well-documented reports of the incident as well as a diagram, their professional testimony led to the Grand Jury indicting the individual on charges.



2. From the same incident as above, a 17-year-old juvenile has been charged with Arson to the Skate Park restroom. We have been in contact with the Washington County Victims Assistance Program and have asked for restitution in the amount of \$1464.92 to cover damages and labor.
3. Besides maintaining statistics on calls for service regarding graffiti, we are now keeping records from month-to month on the *cost* of graffiti clean up. November 2008 is the first month that we are able to compare clean up from a year ago - November 2007. We took 109 graffiti reports in November 2007 with the cost of clean up at \$3,010.50 and in November of 2008, we took 107 reports with a clean up cost of \$1,553.00.

### **Sports**

*Scott Brucker, Superintendent of Sports*

1. Middle School and Elementary Basketball leagues will begin play January 10. The season will run to the third week in March. Beaverton School District gyms and the Athletic Center are used for practices and games.
2. Staff has entered into discussions with Red Bull North America to re-develop the Eichler Park bike jumps. Red Bull has approached staff to provide design services and construction expertise for the park. The next meeting to discuss the design will be the third week of January.
3. Staff has been working with Beaverton School District staff to define and document procedures related to facility use.

### **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. Information Services staff has completed the conversion of THPRD Internet connection to the Broadband User Group (BUG). This change will greatly improve the performance of online registration, and will also allow us to share data with other BUG partner agencies, including City of Beaverton and Washington County.
2. Risk Management staff is in the process of reviewing and updating the Park District's insurance coverage for the upcoming 2009 policy year. The Park District's anticipated five-year Loss Ratio history for all lines of coverage in 2008 is expected to be the same as last year, <10%. This can be attributed to the District's improved general liability and property loss experience over the past few years. Despite this trend, insurance costs are expected to increase this year, as there are signs that a less competitive insurance market is returning. Due to the recent economic crisis, insurers will begin increasing rates and limit capacity over the next year or two. The District's current proposal incorporates the first of a three-year longevity credit premium rate lock at 3% per year, which will be beneficial in the coming years.

In addition, the impact of the Clarke vs. OHSU case is not yet fully realized. Although the recent recommendation by the Joint Task Force to the Oregon Legislature for tort caps is very positive toward local government, it must pass the Legislature. Staff is working with Beecher Carlson Risk Services (Insurance Agent of Record) to make necessary adjustments to minimize premium costs this year.

3. The kick off meeting for the Leadership Development Program was held December 17. Richard Houston, Peopleassests Inc., provided an overview of the program, including the assessment tools that will be utilized to identify leadership development goals. Program participants will engage in a variety of customized assignments throughout the year to develop and hone their own leadership skills. Forty employees applied to participate in this program and twelve were selected.
4. Staff is proceeding with the second year of the user fee adjustment phase-in. All 2009 fees have been reviewed by the Operations Analysis group and entered into the registration system by the Information Services Department for deployment on January 1, 2009.
5. The 2009-10 budget process is underway. All information and worksheets were distributed to staff for the preparation of the proposed budget. The first public meeting of the Budget Committee will be held on February 23 to review the mid-year estimates from 2008-09 and accept public input on the 2009-10 budget process.

### Calendar of Upcoming Meetings & Events

<b>January</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> HOLIDAY	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Nature Park Advisory Committee Meeting 7pm	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> BOARD MEETING Stuhr Center Advisory Committee Meeting 10am	<b>13</b> Jenkins Estate Advisory Committee Meeting 1pm	<b>14</b> Garden Home RC Advisory Committee Meeting 10:30am	<b>15</b> Athletic Center Advisory Committee Meeting 4:30pm Cedar Hills RC Advisory Committee Meeting 6pm	<b>16</b> Family Fun Night @ Conestoga 6:30pm Elsie Stuhr Day @ Stuhr Center	<b>17</b>
<b>18</b>	<b>19</b> HOLIDAY	<b>20</b> Trails Advisory Committee Meeting 7pm @ Stuhr Center	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Public Tea @ Jenkins Estate Super Hero & Pretty Princess @ Athletic Center
<b>25</b>	<b>26</b>	<b>27</b> Conestoga Advisory Committee Meeting 7pm	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

**2009**

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

<b>February</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> BOARD MEETING	<b>3</b>	<b>4</b>	<b>5</b> Aquatics Advisory Committee Meeting 7pm Dryland	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> Stuhr Center Advisory Committee Meeting 10am	<b>10</b> Jenkins Estate Advisory Committee Meeting 1pm	<b>11</b> Garden Home RC Advisory Committee Meeting 10:30am	<b>12</b> Nature Park Advisory Committee Meeting 7pm	<b>13</b> Chocolate Fantasy @ Jenkins Estate  Daddy/Daughter Dinner Dance @ Cedar Hills	<b>14</b> Valentine Craft Party @ Athletic Center
<b>15</b>	<b>16</b> HOLIDAY	<b>17</b> Trails Advisory Committee Meeting 7pm @ Stuhr Center	<b>18</b>	<b>19</b> Athletic Center Advisory Committee Meeting 4:30pm  Cedar Hills RC Advisory Committee Meeting 6pm	<b>20</b>	<b>21</b> Public Tea @ Jenkins Estate
<b>22</b>	<b>23</b> BUDGET COMMITTEE MEETING	<b>24</b> Conestoga Advisory Committee Meeting 7pm	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
						<b>2009</b>

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<b>March</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> BOARD MEETING	<b>3</b>	<b>4</b>	<b>5</b> Aquatics Advisory Committee Meeting 7pm Dryland	<b>6</b>	<b>7</b> Children's Little Princess Tea @ Jenkins Estate
<b>8</b>	<b>9</b> Stuhr Center Advisory Committee Meeting 10am	<b>10</b> Jenkins Estate Advisory Committee Meeting 1pm  Job Fair @ Conestoga	<b>11</b> Garden Home RC Advisory Committee Meeting 10:30am	<b>12</b> Nature Park Advisory Committee Meeting 7pm	<b>13</b>	<b>14</b> Wine Dinner @ Jenkins Estate
<b>15</b>	<b>16</b>	<b>17</b> Trails Advisory Committee Meeting 7pm @ Stuhr Center  Cedar Hills Winter Dance Recital @ Garden Home	<b>18</b> Conestoga Advisory Committee Meeting 7pm	<b>19</b> Athletic Center Advisory Committee Meeting 4:30pm  Cedar Hills RC Advisory Committee Meeting 6pm	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				
						<b>2009</b>

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	(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	-	-	90,000	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	-	-	40,000	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	-	-	30,000	Budget	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	-	-	9,000	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	-	33,698	-	Complete	33,698	33,698	1,302	1,302
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	17,028	25,472	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>185,174</b>	<b>385,672</b>		<b>696,071</b>	<b>570,846</b>	<b>117,229</b>	<b>7,154</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	-	-	91,640	Award	91,640	91,640	8,360	8,360
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>215,835</b>		<b>239,893</b>	<b>239,893</b>	<b>8,069</b>	<b>8,069</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	-	-	145,000	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	-	-	40,000	Budget	40,000	40,000	-	-
Fence Replacement (2 sites)			17,000	17,000	17,000	-	1,450	15,550	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	-	4,538	71,567	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>39,475</b>	<b>429,972</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	Award	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	-	2,527	5,473	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	-	-	40,000	Budget	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	-	-	200,000	Budget	200,000	200,000	-	-
TOTAL PARK AND TRAIL IMPROVEMENTS			353,950	353,950	353,950	-	9,397	348,923		358,320	358,320	(4,370)	(4,370)
<b><u>CHALLENGE GRANTS</u></b>													
Challenge Grants			75,000	75,000	75,000	-	11,356	63,644	Budget	75,000	75,000	-	-
TOTAL CHALLENGE GRANTS			75,000	75,000	75,000	-	11,356	63,644		75,000	75,000	-	-
<b><u>BUILDING REPLACEMENTS</u></b>													
Doors & Windows Replacements (7 sites)			35,920	35,920	35,920	-	1,069	34,851	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	-	-	6,000	Budget	6,000	6,000	-	-
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	-	-	40,000	Budget	40,000	40,000	-	-
CRA Lap Pool Tank Resurfacing			70,000	70,000	70,000	-	64,304	5,696	Budget	70,000	70,000	-	-
CRA Siding & West Side Window Repair			50,000	50,000	50,000	-	25,487	24,513	Budget	50,000	50,000	-	-
Jenkins Carriage House Roof Replacement			18,000	18,000	18,000	-	5,093	12,907	Budget	18,000	18,000	-	-
Aloha Swim Center Dressing Room Roof Replacement			23,000	23,000	23,000	-	-	23,000	Budget	23,000	23,000	-	-
Tennis Center Roof Overlay Panels			20,000	20,000	20,000	-	2,213	17,787	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	1,001	Award	20,028	20,028	(28)	(28)
Fanno Farm House Roof Replacement			16,000	16,000	16,000	-	15,851	1,175	Award	17,026	17,026	(1,026)	(1,026)
Garden Home Lower Hallway Tile			21,200	21,200	21,200	-	-	21,200	Budget	21,200	21,200	-	-
Maintenance Shop Floor Tile			8,200	8,200	8,200	-	-	8,200	Budget	8,200	8,200	-	-
Garden Home Floor Tile (Rm 12)			8,500	8,500	8,500	-	7,240	1,260	Budget	8,500	8,500	-	-
Cedar Hills Kitchen Floor Tile			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
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	-	335	2,165	Budget	2,500	2,500	-	-
Raleigh Pool Security Light Fixtures			3,500	3,500	3,500	-	-	3,500	Budget	3,500	3,500	-	-
CRA Pathway Light Fixtures			5,000	5,000	5,000	-	3,158	1,605	Award	4,763	4,763	237	237
HMT Parking Lot Lamps			3,400	3,400	3,400	-	542	2,858	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	1,700	Budget	6,000	6,000	-	-
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	Budget	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	-	-	2,500	Budget	2,500	2,500	-	-
Cedar Hills & Stuhr Center Compressors			6,500	6,500	6,500	-	1,994	4,537	Award	6,531	6,531	(31)	(31)
Jenkins Estate Stable A/C Condensers			10,000	10,000	10,000	-	-	9,881	Award	9,881	9,881	119	119
Dryland & Harmon Rooftop HVAC Units			56,000	56,000	56,000	-	-	56,000	Budget	56,000	56,000	-	-
Aquatic Center Supply Fans			4,400	4,400	4,400	-	4,171	2,500	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	Award	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	-	-	7,480	Budget	7,480	7,480	-	-
CRA Rewire Underwater Lights			47,000	47,000	47,000	-	594	46,406	Budget	47,000	47,000	-	-
Tennis Center Emergency Lights Wiring			6,000	6,000	6,000	-	6,174	928	Award	7,102	7,102	(1,102)	(1,102)
Cedar Hills Washer and Dryer units			1,600	1,600	1,600	-	-	1,600	Budget	1,600	1,600	-	-
Cedar Hills Panic Bar Hardware Replacement (10 doors)			12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
Cedar Hills Gymnastic Mats			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Garden Home Weight Equipment			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
<b>TOTAL BUILDING REPLACEMENTS</b>			<b>766,730</b>	<b>766,730</b>	<b>766,730</b>	<b>-</b>	<b>270,814</b>	<b>495,419</b>		<b>766,233</b>	<b>766,233</b>	<b>497</b>	<b>497</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	-	2,661	12,339	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	-	-	9,000	Budget	9,000	9,000	-	-
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	-	3,040	26,960	Budget	30,000	30,000	-	-
HMT Cable Phase III (switch gear to street)			67,000	67,000	67,000	-	48,000	19,000	Award	67,000	67,000	-	-
East Annex Expansion Set Up Costs			35,000	35,000	35,000	-	36,318	4,342	Award	40,660	40,660	(5,660)	(5,660)
Harman Pool UV Sanitizer			31,000	31,000	31,000	-	29,314	-	Complete	29,314	29,314	1,686	1,686
HMT Pole Barn Restrooms			7,200	7,200	7,200	-	-	7,200	Budget	7,200	7,200	-	-
<b>TOTAL BUILDING IMPROVEMENTS</b>			<b>234,738</b>	<b>234,738</b>	<b>234,738</b>	<b>-</b>	<b>135,329</b>	<b>103,341</b>		<b>238,670</b>	<b>238,670</b>	<b>(3,932)</b>	<b>(3,932)</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	-	-	25,000	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>11,303</b>	<b>30,497</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>688,292</b>	<b>2,077,303</b>		<b>2,890,820</b>	<b>2,765,595</b>	<b>117,507</b>	<b>7,432</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 11/30/08**

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	-	14,909	55,091	Budget	70,000	70,000	-	-
Server Rplcmnt (4)			35,000	35,000	35,000	-	39,165	-	Complete	39,165	39,165	(4,165)	(4,165)
LAN/WAN Replcmnt			35,000	35,000	35,000	-	48,353	-	Complete	48,353	48,353	(13,353)	(13,353)
Printer/Network Printers			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Misc. Application Software			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
GIS Development			15,000	15,000	15,000	-	14,794	-	Complete	14,794	14,794	206	206
Email Risk Mgmt Server			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Telephone for Comm & Dev Position			400	400	400	-	-	400	Budget	400	400	-	-
Workstation/Telephone for Comm Specialist Position			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
AutoCad & Licensing			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Laptops for Rangers (2)			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Catering Software for Jenkins Estate			5,000	5,000	5,000	-	5,790	-	Complete	5,790	5,790	(790)	(790)
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>207,157</b>	<b>105,491</b>		<b>312,648</b>	<b>312,648</b>	<b>(17,248)</b>	<b>(17,248)</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>207,157</b>	<b>105,491</b>		<b>312,648</b>	<b>312,648</b>	<b>(17,248)</b>	<b>(17,248)</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	-	4,803	-	Complete	4,803	4,803	4,397	4,397
<b>TOTAL BUILDING EQUIPMENT REPLACEMENT</b>			<b>18,350</b>	<b>18,350</b>	<b>18,350</b>	<b>-</b>	<b>12,452</b>	<b>1,200</b>		<b>13,652</b>	<b>13,652</b>	<b>4,698</b>	<b>4,698</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	-	-	40,939	Award	40,939	40,939	(939)	(939)
Full Size Utility Truck			26,000	26,000	26,000	-	-	24,754	Award	24,754	24,754	1,246	1,246
compact Pickups 93)			42,000	42,000	42,000	-	-	40,939	Award	40,939	40,939	1,061	1,061
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	Award	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	Award	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>59,391</b>	<b>208,396</b>		<b>267,787</b>	<b>267,787</b>	<b>(587)</b>	<b>(587)</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>71,843</b>	<b>209,596</b>		<b>281,439</b>	<b>281,439</b>	<b>4,111</b>	<b>4,111</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>967,292</b>	<b>2,392,390</b>	<b>-</b>	<b>3,484,907</b>	<b>3,359,682</b>	<b>104,370</b>	<b>(5,705)</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 11/30/08**

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	5,054	44,946	Budget	74,395	50,000	425,605	-
Land Acquisition (FY 09)	-	-	325,000	325,000	325,000	-	5,793	319,207	Budget	325,000	325,000	-	-
Bonny Slope/BSD Land Acquisition	-	-	175,000	175,000	175,000	-	1,029	173,971	Budget	175,000	175,000	-	-
<b>TOTAL LAND ACQUISITION</b>	<b>500,000</b>	<b>50,000</b>	<b>500,000</b>	<b>1,000,000</b>	<b>550,000</b>	<b>24,395</b>	<b>11,876</b>	<b>538,124</b>	<b>-</b>	<b>574,395</b>	<b>550,000</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	21,200	33,379	Complete	8,874,309	54,579	1,266,063	(54,579)
Beaverton Powerline Trail Segments 7-11	802,500	139,662	-	802,500	139,662	234,413	106,067	119,638	Award	460,118	225,705	342,382	(86,043)
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	39,659	3,742	Award	91,830	43,401	8,170	(38,401)
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	26,327	1,285,623	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	-	11,849	13,151	Budget	25,000	25,000	-	-
Bonny Slope/BSD 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>276,320</b>	<b>2,863,385</b>	<b>-</b>	<b>12,800,980</b>	<b>3,139,705</b>	<b>3,276,120</b>	<b>1,714,185</b>
<b>Total - SDC Fund</b>	<b>13,445,872</b>	<b>1,772,662</b>	<b>3,631,228</b>	<b>17,077,100</b>	<b>5,403,890</b>	<b>9,685,670</b>	<b>288,196</b>	<b>3,401,509</b>		<b>13,375,375</b>	<b>3,689,705</b>	<b>3,701,725</b>	<b>1,714,185</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: December 17, 2008  
 To: Board of Directors  
 From: Keith Hobson, Director of Business and Facilities  
 Re: **System Development Charge Report for October, 2008**

Below please find the various categories for System Development Charges, i.e., Single Family, Multiple Family, Manufactured Housing Unit, and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through **October 2008**.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$6,783.00 with 1.6% discount = \$6,674.47
Multi-Family	\$5,071.00 with 1.6% discount = \$4,989.86
Manufactured	\$2,521.00 with 1.6% discount = \$2,480.66
Non-residential	\$176.00 with 1.6% discount = \$173.18

<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)
<u>172</u>	Non-residential	<u>\$360,171.46</u>	<u>\$10,739.63</u>	<u>\$370,911.09</u>
<b><u>3,963</u></b>		<b><u>\$8,732,998.20</u></b>	<b><u>\$267,644.57</u></b>	<b><u>\$9,000,642.78</u></b>

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
5,671	Single Family Units	\$13,471,966.12	\$405,938.31	\$13,877,904.43
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
1,788	Multi-family Units	\$3,623,959.21	\$109,457.64	\$3,733,416.85
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
<u>72</u>	Non-residential	<u>\$203,527.57</u>	<u>\$6,055.51</u>	<u>\$209,583.08</u>
<b><u>7,207</u></b>		<b><u>\$16,628,580.68</u></b>	<b><u>\$500,702.83</u></b>	<b><u>\$17,129,283.51</u></b>

<u>Recap by Agency</u>		<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
3,963	City of Beaverton	34.45%	\$8,732,998.20	\$267,644.57	\$9,000,642.78
<u>7,207</u>	Washington County	65.55%	<u>\$16,628,580.68</u>	<u>\$500,702.83</u>	<u>\$17,129,283.51</u>
<b><u>11,170</u></b>		<b><u>100.00%</u></b>	<b><u>\$25,361,578.88</u></b>	<b><u>\$768,347.40</u></b>	<b><u>\$26,129,926.29</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	172	3,963
Washington County	<u>5,371</u>	<u>1,764</u>	<u>72</u>	<u>7,207</u>
	<u>7,763</u>	<u>3,163</u>	<u>244</u>	<u>11,170</u>

**Total Receipts to Date** **\$25,361,578.88**

**Total Payments to Date**

Refunds	(1,579,356.86)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$15,311,707.44)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$5,274,433.01)</u>	<b><u>(\$22,165,515.96)</u></b>
		<b><u>\$3,196,062.92</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	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<b><u>\$25,361,578.88</u></b>	<b><u>(\$22,165,515.96)</u></b>	<b><u>\$1,910,270.97</u></b>	<b><u>\$5,106,333.89</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.



## RECREATION

## Glide into snow sports in Mount Hood jaunts

**Treks | NW**

Discoveries and other groups make it easy to ski or snowshoe

By JOE FITZGIBBON  
SPECIAL TO THE OREGONIAN

When Ken Barker looks up at the leaden skies this time of year, he smiles. As founding director of NW Discoveries and a lifetime skier, Barker understands the relationship between heavy rain clouds over Washington County and snow adventures on Mount Hood.

"Right now, we're waiting for it to get a little colder," Barker said. "Just about the time we're feeling frustrated, the weather changes and snow starts covering the mountain."

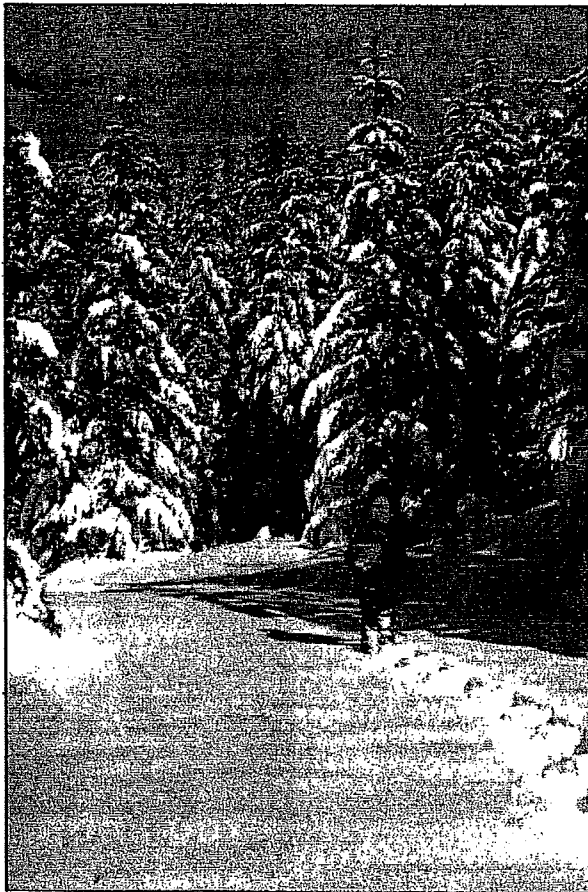
Starting Saturday and continuing through mid-March, Barker and his guides will lead weekend cross-country skiing and snowshoeing excursions, with transportation from Beaverton, Tualatin, Tigard, Clackamas and Gresham. Barker offers snowshoes, transportation and scenic mountain trails, and participants rent or bring skis, lunch and an appetite for adventure.

Karen Mathieson, 56, recently moved to Cedar Mill from Seattle and found Barker's outings on Mount Hood a great way to make friends, exercise and avoid driving on icy roads.

"If you're in moderate shape and can walk four to six miles, you'll be OK," she said. "On these dark, gloomy days, you can go up to the mountain and find that sunshine we're all looking for."

For Joe Whittington, veteran mountaineer and director of Oregon Peak Adventures, knee-replacement surgery hasn't hampered his plans for a return to the mountain this winter. In January, he expects to begin taking groups backcountry hiking and on one of his favorites treks: snowshoeing by moonlight. He also will offer glacier climbs and ice and snow rescue techniques for the more adventuresome.

To maximize the experiences, Whittington also offers classes through Portland Community College on first aid and handling snow emergencies, as well as trail navigation and the best way to dress for snow.



NW DISCOVERIES

A winter adventurer heads out on a Mount Hood trail as part of a NW Discoveries outing.

"I just think it makes good sense to be prepared, because we know too well what has happened to people who haven't been," said Whittington, who has been scaling mountains across the country for 30 years. "This is a great resource and I want people to enjoy it as much as I do."

According to studies done for the United States Snowshoe Association, snow hiking can burn between 420 and 1,000 calories an hour. The same holds true for cross-country skiing. For the estimated 6 million participants each season, that can mean better health and stronger cardiovascular systems.

Tualatin Hills Nature Park expects to attract elementary-age students with three snow adventures: Winter Wonderland, on Dec. 30, with a snowshoeing adventure in the subalpine forests; Snowflakes, Icicles and Ice Cream on Jan. 2, combining hiking with ice cream making

and Snow Adventures on Jan. 26, mixing inner-tubing with the science of snow.

"Our programs fill up pretty fast because we take the kids up by bus with experienced drivers, so that parents don't have to make the trip," said program director Elisa Joy Payne.

For those seeking a multiday experience in the snow, Cascade Huts has furnished three snug, warm cabins around White River Valley and Barlow Ridge, both on Mount Hood. Cabins are near the 4,000-foot level and off the beaten path. Hearty hikers can enjoy near-pristine, uninterrupted panoramic views of several mountains while spending several days hiking trails.

Barker and his wife, Nancy, both in their early 50s, often work as a couple leading cross-country skiing groups along trails, surrounded by scenic vistas and snowy acres of towering firs.

**Winter adventures**

**NW Discoveries:** Guided snowshoe hikes and cross-country ski treks. Saturday through March 22. Transportation from Sunset Transit Center garage and Tualatin Park and Ride among others. Most sessions include round-trip van ride and snowshoes. Ski rentals available. Age 12 through seniors. \$59 to \$69. 503-524-9192 or [www.nwdiscoveries.com](http://www.nwdiscoveries.com)

**Tualatin Hills Nature Park:** Three mountain adventures for kids. Winter Wonderland, Dec. 30; Snowflakes, Icicles and Ice Cream, Jan. 2; Snow Adventures, Jan. 26. 7- to 11-year-olds. \$65 each. Additional \$52 quarterly fee if out of district. Preregistration required. 503-629-6350 or [www.thnpd.org](http://www.thnpd.org)

**Oregon Peak Adventures:** Moonlight snowshoe trips, backcountry skiing, winter camping and glacier travel and rescue. Outdoor safety classes offered through Portland Community College. Jan. 9 through April 4. Round-trip transportation, most equipment, guides and snacks. \$70 to \$329. 503-297-5100 or [www.oregonpeakadventures.com](http://www.oregonpeakadventures.com)

**Cascade Huts:** Three furnished cabins within hiking range of Sno-Parks along U.S. 26 and Oregon 35. Each sleeps eight and includes kitchen supplies, stoves and bedding. Rates begin at \$150 a night. December through April. 971-322-3638 or [www.cascadehuts.com](http://www.cascadehuts.com)

"Sometimes a friend or spouse who doesn't really like the snow will send their partner up because it's a safe environment," Barker said. "All kinds of people join us — singles and couples — and we've had at least one marriage of a couple who met on a trip."

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

# Park district purchases land to expand Cedar Mill parks

Public meeting for master plan set Jan. 7

The Tualatin Hills Park and Recreation District has purchased a one-acre parcel of land in the Cedar Mill area adjacent to its existing Jackie Husen and Jordan parks. The acquisition expands a developing site that will provide high-quality open space and recreational opportunities for local residents beginning December 2009.

The Young family of Cedar Mill approached the district early this year to inquire about its interest in the one-acre property. Negotiations began, and the transaction was completed in October.

The property will be added to the 3.88-acre Jackie Husen Park, which together with Jordan Park was master planned in 2003 with extensive public input.

The park district is now working to implement phase one of the master plan, the development of Jackie Husen Park. The work is primarily being funded by a grant from

Metro's Local Share Program, which was funded by Metro's successful 2006 Natural Areas Bond Measure 26-80.

When phase one is completed, the newly expanded 4.88-acre Jackie Husen Park site will offer a variety of recreational options due in part to its open, rolling terrain and large, mature shade trees. Amenities will include a walking/jogging path, play equipment, picnic shelter, tables and park benches.

"This will be a significant upgrade to recreation in the Cedar Mill area, providing opportunities for exercising, play, picnicking and relaxing," said Hal Bergsma, director of planning for the park district. "Residents should be able to enjoy these opportunities starting in late 2009."

Ultimately, the site will also provide ready access to the 22.35-acre Jordan Park natural area and the planned portion of the Cedar Mill Creek Community Trail, creating even more recreational opportunities for area residents.

The Jordan Park improve-

ments in the master plan will be funded by the park district's recently passed Parks Bond Measure 34-156.

With the addition of the former Young property, the master plan will be revised to include any additional elements that the Cedar Mill area may be lacking. A neighborhood meeting is scheduled for 6 p.m. on Jan. 7 at the Cedar Mill Community Library.

Meanwhile, the former Young property is currently being prepared for development.

The house that existed on the site is being demolished with the majority of the wood, metal, concrete and asphalt being recycled. Cleaning, gentle grading and erosion control of the site are also happening this month.

Phase one construction is expected to begin this summer and is tentatively scheduled to be completed within five months.

For more information, call the park district's planning department at 503-629-6305.

## **THPRD bond dollars will be invested well**

Parks Bond Measure 34-156, the first bond measure in 14 years for the Tualatin Hills Parks & Recreation District, has officially passed. On behalf of THPRD staff and the board of directors, we want to thank the community for this latest show of support.

Looking ahead, we are excited by the park and recreational opportunities this will create in the greater Beaverton area:

- We will refurbish older parks and add new ones to underserved areas.

- We will add more than 6 miles of new trails, completing several sections of regional trails that have gaps in their connectivity.

- We will be able to replace some of the 19 athletic fields we've lost in recent years due to the Beaverton School District's expanded needs.

- We will protect natural areas and stream corridors, and we'll be able to expand our class offerings.

- Finally, we will make THPRD even more accessible and responsive than it is now, not just for our current residents but for the tens of thousands of new residents expected to arrive in the next 20 years.

To those who voted for our measure, we offer our gratitude. It demonstrates once again that district residents as a whole recognize the value of strong parks and recreation to their quality of life.

To those who opposed the measure, we understand. These truly are times of extraordinary economic challenge, and with many tax measures on the ballot, difficult decisions were made.

Regardless of your vote, you have our word that we will invest your bond dollars as we said we would. One of our first activities will be to appoint a citizens oversight committee for just that reason.

# It's Not Your Grandfather's THPRD Activities Guide

Watch for the new and improved Tualatin Hills Park & Recreation District Activities Guide!  
A fresh new look! Easier to find facility and class information!

*Look  
Martha — It's  
horizontal!*

*And so much  
easier to find my classes!  
We'll see you at the gym,  
Jim.*



503/645-6433 • [www.thprd.org](http://www.thprd.org)

**In your mailbox starting December 20!**

Registration for winter/spring term starts January 10.

Oregonian, December 18, 2008

# Parks money will be spent with care

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**LARRY PELATT**  
MY TURN

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Regardless of your vote, you have our word that we will invest your bond dollars as we said we would. One of our first activities will be to appoint a Citizens Oversight Committee for just that reason.

Considerable work lies ahead as we turn mere plans into reality, but we will keep you informed along the way. It's part of our pledge to maintain THPRD as one of the nation's finest park and recreation districts.

*Larry Pelatt is chairman of the Tualatin Hills Park & Recreation District's Board of Directors.*

## PEOPLE

### SENIOR CALENDAR

#### ELSIE STUHR CENTER

Lunch at 11:45 a.m. Monday through Friday. Early bird lunch at 11:15 a.m. Monday through Thursday. Beaverton Loaves & Fishes provides meals on a donation basis to those 60 and older for \$2.75; younger than 60, \$5.50. Open 8:30 a.m. to 5 p.m. Mondays, Wednesdays and Fridays; 8:30 a.m. to 9 p.m. Tuesdays and Thursdays; and 9 a.m. to 5 p.m. Saturdays. **The center will close at 5 p.m. Wednesday, Dec. 24.** 5550 S.W. Hall Blvd., Beaverton. 503-629-6342.

#### Today

1:15 p.m. social dance; participants invited to dress for the holidays. 1:15 p.m., Texas Hold 'em. 2 p.m., book discussion. 2:30 p.m., Alzheimer's support group. 5:30 p.m., party bridge.

#### Friday

10 a.m., pinochle. 10 a.m. to noon, Elsie Stuhr Day celebration. 11:30 a.m., Ed Lim plays piano.

#### Saturday

Noon, Texas Hold 'em.

#### Monday

12:30 p.m., square dance. 1:15 p.m., square dance.



# Not just teens earning Red Cross certificate

**Skills** | Jim Fuller, 61, joins teenagers in lifeguard training at Beaverton Swim Center

By **JOE FITZGIBBON**  
SPECIAL TO THE OREGONIAN

BEAVERTON — Jim Fuller laughs when he describes his first lifeguard training program.

"You were taught to swim toward a victim with your head above the water, there wasn't any of the rescue equipment you see today, and nobody heard of wearing goggles," Fuller said.

That was nearly four decades ago.

Now, the 61-year-old Beaverton resident, who learned to swim in Lake Erie, has joined a class of mostly teenagers at the Beaverton Swim Center to again earn his American Red Cross certification.

"I'm still pretty fit and having the best time of my life," he said. "Besides, I want the self-confidence that if there's an emergency, I can step in."

During the 32 to 36 hours of training, students mix classroom theory with in-water practice. The intense sessions include deep- and shallow-water rescues, CPR, first aid and, most recently, application of an AED or automated external defibrillator.

At the end of the program, those who earn American Red Cross certification can choose from dozens of well-paying jobs

with recreation districts, swim clubs, school districts, homeowner associations, YMCAs and fitness centers.

"We've had seasons where we've been short of qualified lifeguards," said Lori Mason, recreation program supervisor with Hillsboro's Shute Park Aquatic and Recreation Center. "I'd say that for most of those in our classes, it's a pathway to employment."

For Beaverton Swim Center instructor Jill Demien, transforming skilled swimmers into lifesavers is one of the best professions in the world.

"I feel like I'm teaching valuable life skills, including decision-making and teamwork," said Demien, in her 20th year of instruction. "Besides that, when it comes to teens, I'm working with the best of the best."

Grace Lin, 15, represents that level of commitment, Demien said.

A sophomore from West Salem High School, Lin commutes to classes and during the round-trip with her parents, she memorizes emergency procedures, anatomy and first aid techniques.

"I love the structure of the program and the chance to learn from so many different people," she said. "It's a lot of work, but if I could save a life sometime it'd be worth it."

Each year, more than 170,000 lifeguards are trained nation-



Deja Helm (right) and Ana Codorean use a backboard to remove Maria Weltzel from the Beaverton Swim Center pool. The teenagers are training for American Red Cross lifeguard certification and will spend about 32 hours in December preparing for exams.

JOE FITZGIBBON  
SPECIAL TO  
THE OREGONIAN

wide, using American Red Cross guidelines. Sharon Hoffmeister, aquatic supervisor for Tualatin Hills Park and Recreation, said the program not only offers improved equipment and revised rescue techniques, it also attracts men and women with a wide range of backgrounds.

"We're now targeting retirees and stay-at-home moms because they have more flexible hours, and that allows us to offer a wider variety of swim classes," she said.

At the end of the program, instructors said they want the newly certified lifeguards to know the precise number of chest compressions required for resuscitation, procedures for moving someone with a back injury and ways to deal with an

elderly swimmer with heart palpitations.

But, they also want them to know how to work with the public. As one group stood dripping on the side of the pool, it seemed to be catching on.

"I really like helping out people whenever I can," said Jesse Martin, an avid kayaker and whitewater instructor who has seen more than his share of boaters struggling in icy rapids after capsizing. "I learned to swim from great teachers at the Harman Swim Center, and I'd like to go back there and do the same for others."

*If you have an idea for a sports or fitness story, contact Joe Fitzgibbon at 503-223-0725 or by e-mail at fitzgibbon@integra.net*

## Becoming a lifeguard

To be a lifeguard, you must:

- Be at least 15 years old.
- Swim continuously for at least 300 yards and be able to retrieve a 10-pound object from deep water and paddle it to shore.
- Complete 32 to 36 hours of instruction in the pool and classroom.
- Pass an American Red Cross examination.
- Pay fees of \$135 to \$170 for instruction, books and certification.

More information on American Red Cross lifeguard certification is at <http://tinyurl.com/5zxbpk>.

## Classes

**Forest Grove Aquatic Center:** Classes Dec. 22-23 and 29-30, 8:30 to 5 p.m. \$140 resident; \$167 nonresident. 503-992-3238 or [www.forestgrove-or.gov](http://www.forestgrove-or.gov)  
**Shute Park Aquatic and Recreation Center (Hillsboro):** Classes Dec. 22-23 and 29-31, 8:30 to 4:30 p.m. \$135 resident; \$195 nonresident. 503-681-6127 <http://tinyurl.com/64t7t4>  
**Tualatin Hills Park and Recreation District (Beaverton area):** Fees are \$170.99, in district. Out-of-district residents pay \$52 quarterly assessment fee. Classes offered at various locations this month and in January. Call for details. 503-645-6433 or [www.thprd.org](http://www.thprd.org)

# For great buys on last-minute gifts, don't forget the local senior center

By **ELENA BORYCZKA**  
For Times Newspapers

Last-minute shoppers, listen up: There is an easy way to purchase one-of-a-kind items for everyone on your list, help the community, avoid crowds and save some money. You can buy from the gift shops at local senior centers.

Most centers have an area full of items created by talented individuals — everything from quilts to necklaces to pillows — at a fraction of the price you might pay elsewhere.

Connie Osbon has been selling knitted hats and other items through Tigard and Beaverton's senior centers since 2000, and she said this is a great way for shoppers to get some inexpensive gifts while also helping members of the community.

"They have handmade things and are very reasonable," Osbon said, listing off items such as kitchen towels, hats, mittens, scarves, booties, ornaments, walnuts and prunes. "It's really a good array of things to buy. These things are much more reasonable than at one of those (specialty stores)."

"Most things are reasonable," agreed Liz Olds, who often works at the front desk of the gift shop at Tigard Senior



ELENA BORYCZKA / The Times

**MERRY MERCHANDISE** — Liz Olds checks in some fresh honey that arrived to be sold at the gift shop at the Tigard Senior Center.

"They're one-of-a-kind, they're handmade," she said, explaining that a lot of people come in to purchase baby items and blankets throughout the year, but especially at Christmas time. Olds has some kitchen towels and holiday pillows for sale in the shop, which she said she's been making and selling for almost 18 years.

"It doesn't get old," she said. "It's time-consuming and it gives me something to do."

Those who put their items for sale in the shops agree to give a certain percentage of their profits

back to the center; for example, Elsie Stuhr Center takes a 25-percent cut, while Tigard absorbs 15 percent of the purchase price.

Osbon said she and the rest of the consigners don't charge a lot for their items, making these shops a good place for the young and the old alike to seek out.

"In order to sell them, the people who make them have to keep prices reasonable," Osbon said.

These low prices sometimes make it difficult for the sellers to earn much of a profit. Osbon sold a knitted baby hat for \$3.50 and took home less than \$3 from it, which is hardly more than she

## Where to find them

- The Elsie Stuhr Center is at 5550 S.W. Hall Blvd. in Beaverton, with operational hours of 10 a.m. to 3:30 p.m.
- Tigard Senior Center is located at 8815 S.W. Omara St. and is open from 10 a.m. to 3 p.m. during the week.
- Sherwood's senior center is at 21967 S.W. Sherwood Blvd. and is open from 9 a.m. to 4 p.m. during the week.

paid for the materials used to make it.

"The seniors need the support," she said.

At the Elsie Stuhr Center in Beaverton, Charlotte Kent and Joyce Shoup had nothing but good things to say about the people who sell through the gift shop. The two women estimated that between 100 and 150 consigners keep the shelves stocked with unique wares that range from practical to whimsical.

"There are things you can't find in other stores," Shoup said while pointing out a collection of yarn dolls that have been selling like hotcakes. "Some people desperately need the money and some people do it because it gives them something to do and they feel worthwhile."

# Bags packed — almost — awaiting Little Lady Lent

(Christina Lent is co-editor of the *Beaverton Valley Times*.)

With my Santa-like body it seems only fitting to be kicking off my year-end vacation in a winter wonderland.

For those of you who I haven't bumped into lately around town, I'm enjoying my ninth month of pregnancy and am now officially in a holding pattern excitedly awaiting the arrival of our baby girl.

My doctor says she can make her appearance any day.

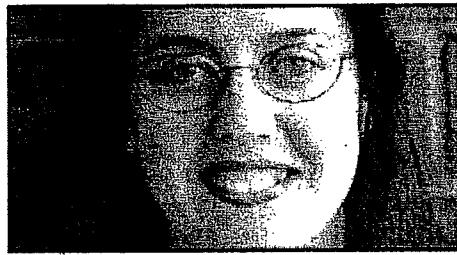
But as the "Arctic blast" swept through Beaverton early Sunday morning blanketing roads with snow, family and friends — who have been saying they want Little Lady Lent to arrive sooner rather than later — began changing their tune.

As I called to sing a joyous "Snow, Snow, Snow" song to wake them up and get them to look outside, those same friends and family answered their phones saying, "Please do not tell me your water broke."

For some strange reason they don't seem thrilled about the idea of making the drive over the hill to Legacy Good Samaritan Hospital in Portland.

I find that pretty funny since just days before future grandmas and aunts alike were packing their bags for the hospital with snacks, cameras, playing cards and other goodies to make time move more quickly while camping out in the maternity ward waiting room.

## REPORTER'S NOTEBOOK



CHRISTINA LENT

As for my husband Steve and I, we still have some preparations to make before the big day.

My bag is partially packed and Steve just realized it would be a good idea for him to toss some items into the hospital bag as well (especially since my science teacher husband is not going to want to miss a moment).

The good news is baby's bag has been packed for a few weeks now with several outfits in different sizes (just in case), receiving blankets, diapers and even a soft, little snow beast full-body suit to bundle her in on the way home.

Steve installed the infant safety seat in the back of his Toyota Land Cruiser so we should be able to tackle any weather Mother Nature pounds the region with. All those off-road adventures and snow trips to find the perfect Christmas tree will be put to

good use if the snow and ice stick around as predicted for the next week or so.

Our official due date is Dec. 28, but my family hopes baby will be here to celebrate her first Christmas (just not this week apparently).

Whether she's early, on time or a little late, this baby is a Christmas miracle for Steve and I.

We've been trying to become parents for the past eight years, and she is the answer to a lot of prayers. She's also the best Christmas present either of us could have wished for.

I plan to enjoy every second of the rest of this pregnancy and take full advantage of the three months of maternity leave I will have at home with our little one.

With winter break around the corner, my husband will be able to enjoy a good portion of that time with us as well.

You won't see my byline in the *Beaverton Valley Times* until after March 23, but you just may spot the Lent family around town shopping in the grocery store or walking along a Tualatin Hills Park and Recreation District trail through our South Beaverton neighborhood.

In the meantime I plan to watch the snow fall, enjoy all the twinkling lights and Christmas decorations around the house and count down the days until baby girl decides it's time to make her world debut. Oh, and finish packing for the hospital of course.



JONATHAN HOUSE /The Times

**ALL DOLLED UP** — The Topsy Tappers practice their Christmas doll routine during a recent rehearsal at the Garden Home Recreation Center. The group has six costume changes during the show and portray everything from grannies to downhill skiers.

# Topsy Tappers prove its never to late to try something new

By **CHRISTINA LENT**  
OfTimes Newspapers

The first thing that strikes you when you stumble into a rehearsal with the Topsy Tappers Performing Company is a rich blend of laughter punctuated by a steady staccato of tapping toes from the eight dancers and their instructor Laura Rawlins.

Within moments it becomes obvious that the animated group of women — ages 30 to 60 —

## Catch the holiday spirit

The Topsy Tappers Performing Company presents "Cool Yule: A Holiday SpecTAPular" at 7 p.m. Friday, Dec. 19, and 1 p.m. Saturday, Dec. 20 at Southridge High School, 9825 S.W. 125th Ave. Tickets are \$5. Children 2 and younger are free to this family friendly event. Proceeds from the show will benefit the Oregon Foster Parent Association serving Washington County foster children.

love dancing together at the Garden Home Recreation Center and share a passion for tap.

"We're not the Rockettes — we're just here having a good time," said Marcy Wells of Raleigh Hills, who has been tapping with the group for four years. "We're part of

something many people do not have the opportunity to be a part of as an adult.

"As a group, we're like a family. It's like having more sisters than you ever might have — we even share clothes. We are all doing something we love and are passionate about."

Audiences will be able to see the ladies in action this weekend as the Topsy Tappers perform in the fourth annual "Cool Yule: A Holiday SpecTAPular" at 7 p.m. Friday, Dec. 19, and 1 p.m. Saturday,

■ See TAPPERS, A6



FOR HOME DELIVERY, CALL 503-820-9787



# Tappers: 'Audience can expect a lot of silliness'

■ Continued from A1

Dec. 20, at Southridge High School, 9625 S.W. 125th Ave.

"This is by far the biggest production we've done," said Rawlins, who choreographed the show. "It has more routines and more performers."

The show features 35 performers including the eight-member Topsy Tappers, the River City Cloggers, the SnoTones high school vocal group and students from Garden Home Recreation Center tap dance classes.

"It's a night where all different artists come together and share something they love with others while raising money for a good cause," Wells said.

The Topsy Tappers will each have six costume changes for four large ensemble pieces and six smaller group numbers that follow a story of a young girl's wish for a white, snowy Christmas.

"The audience can expect a lot of silliness," said Tiffini Gregory of Murrayhill, who will be dancing in the show for the first time. "This show is a great kickoff to the holiday season and a great way to get in the holiday spirit. It's a terrific



show for kids."

Putting on the annual holiday show is a major commitment for the Topsy Tappers, who have carved out two to four hours, three days a week

since September to rehearse for the show.

Rawlins said that it's working with dancers with that level of commitment that led her to form the Topsy Tappers

JONATHAN HOUSE / The Times  
Performing Company in 2003 as a special program of the Tualatin Hills Park and Recreation District.

"The group is made up of true tap loyalists," she said.

**SWOOSH** — Marcy Wells, Chris Byrne and Teresa McCurdy work on their ski routine during practice for the Topsy Tappers' upcoming holiday show.

"They absolutely love it.

"After teaching adult tap for more than 12 years, I found that so many of my dancers were loyal to tap and wanted more opportunities to perform. I wanted to give them that opportunity."

Many of the women who signed up for Rawlins' classes either tapped when they were young, like Gregory, or always wanted to learn but never had the chance, like Wells.

Gregory took up tap dancing eight years ago when her second son turned 2.

"I decided I needed to do something for myself," she recalled.

She flipped through the park district's program catalog looking for inspiration, and the former high school dancer set her sights on giving tap another shot.

"I jumped right into Tap 1, and it was like riding a bike — it all came right back and my

feet just knew what to do," Gregory said.

Recognizing Gregory's love for dancing and performing, Rawlins invited her to join the Topsy Tappers.

"I enjoy hanging out with the girls, and the exercise is really good," Gregory said. "We have a lot of fun together and are all very good friends.

"We love to dance and have all been doing it for years."

Wells started tapping for the first time 11 years ago when she was 26.

"It was something I always wanted to do as a kid, but my mom told me dance was a waste of time," she said. "I took my first class and I was hooked. I've been tapping ever since."

Watching her perform today, it's easy to see she enjoys the camaraderie of the group and the challenge of perfecting a tricky combination of steps as she and the other dancers work to put on a good show.

The dancers make the fancy footwork appear effortless.

"We're proof that you're never too old to follow your dream, your passion," Wells said during a break between numbers. "It's never too late to start something new."

## Registering for park classes gets easier with improved guide, help in Spanish

Three times a year, the Tualatin Hills Park and Recreation District mails a thick book packed with its upcoming classes, programs, events and activities to Beaverton-area residents.

The district's winter-spring activities guide has now arrived and it has a new look, a different layout, and revamped organization — all to make it easier for users to find facility and class information.

"It really is a new era for the district," said Doug Menke, the park district's general manager. "We listened to the community, conducted focus groups, and did a lot of work last summer figuring out better ways to communicate with park patrons."

The activities guide is mailed to more than 100,000 patrons and is also posted online at [www.thprd.org](http://www.thprd.org). It lists all the classes, activities, sports, and

events that are offered by the park district. In the new guide, each THPRD center has a master page that includes a map with location, hours of operation, nearby bus routes, and staff names.

Winter-spring phone registration for park district residents will start Jan. 10 from 8 a.m. to 6 p.m. The number to call is 503-439-9400. Phone registration will continue Jan. 11 from noon to 4 p.m. and Jan. 12 to 16 from 8:30 a.m. to 6 p.m.

On a limited basis, THPRD will again offer Spanish language assistance during phone-in registration for classes and programs. The service, which was first introduced last spring, will be available Jan. 10 and 11.

Online and walk-in registration are also available.

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

### Buying an acre adds to Jackie Husen Park

With the purchase of a one-acre parcel of land in the Cedar Mill area, Tualatin Hills Park and Recreation District expands Jackie Husen Park at 10955 N.W. Reeves St. to 4.88 acres.

The park district is working to implement Phase One of a master plan for the park, which includes a walking and jogging path, play equipment, a picnic shelter and tables, and park benches.

Eventually, Jackie Husen Park is expected to provide access to the 22.35-acre Jordan Park natural area on the north end of Northwest Cornell Road at the end of 107th Street, and the planned portion of the Cedar Mill Creek Community Trail.

Preparation work on the one-acre acquisition includes demolishing a home, cleaning, gentle grading and erosion control. The district is updating the master plan created for Jackie Husen Park several years ago and is asking for public comments at a neighborhood review meeting scheduled Jan. 7 from 6 to 7:30 p.m. in the Cedar Mill Community Library at 12505 N.W. Cornell Road. For more information, visit [www.thprd.org](http://www.thprd.org) or call 503-645-6433.

— Cindy Hudson

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### Residents can apply to do parks oversight

The Tualatin Hills Park & Recreation District is now accepting applications for its newly formed Citizens Oversight Committee.

There is no deadline to apply, but board members are expected to begin reviewing applications and making appointments at their Jan. 12 meeting, says district spokesman Bob Wayt. Applicants must be park district residents.

The committee was created after voters passed the \$100 million parks bond Measure 34-156, which will be used to buy land and improve parks, trails, natural areas and athletic fields. Improvement projects are set for the Elsie Stuhr Center and the Conestoga Recreation & Aquatic Center, plus rehabilitation or replacement of older facilities.

The committee will have about 7 to 10 members and meet twice per year, concentrating on delivery of the overall bond obligations rather than specific projects, Wayt said.

Terms of service are two years, with members eligible for reappointment to two additional terms. Interested persons may obtain an application by calling 503-645-6433, or may print one from the Web site at [www.thprd.org](http://www.thprd.org). Application materials are available at the district administration center, 15707 S.W. Walker Road.

## PARKS

**\$100 million for parks and rec:** Voters decided to dish out \$100 million during the November general election so the Tualatin Hills Park & Recreation District can improve parks, trails, natural preservation and athletic fields as well as expand multiple other complexes. The money will also go toward buying land for new parks.

**A place to skate:** A new skate park at Howard M. Terpenning Recreation Complex in Beaverton opened in September, giving in-line skaters and skateboarders a place to practice and enjoy their sport. Located at Northwest 158th Avenue and Southwest Walker Road, the 8,500-square-foot park has ramps, rails, a concrete bowl and benches. It was paid for by a \$175,000 grant from the Oregon Parks and Recreation Department, as well as another \$175,000 from the park district's System Development

## Tualatin Hills Park & Recreation District

*Fun and Learning  
for Everyone  
this Winter and Spring!*

**Swim Lessons  
Children's Programs  
Sports & Fitness  
Adult Classes  
Senior Programs**



**Phone and online registration  
begin Jan. 10 for in-district residents**

*(See page 2 of our Winter-Spring Activities Guide  
or [www.thprd.org](http://www.thprd.org) for details)*



Connecting People,  
Parks & Nature

**Out-of-district registration  
begins Jan. 16**

**Questions?  
Call 503/645-6433**

**Asistencia para llamadas por teléfono de  
residentes de habla Español será disponible Enero 10-11.  
Llamen al 503/439-9400 esos días y escogen 2 para Español.**