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TUALATIN HILLS PARK & RECREATION DISTRICT

Board of Directors Regular Meeting

January 14, 2008

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. Recognition of Roy Dancer
 - B. ORPA 2007 Legislative Advocacy Award – Jim McElhinny
 - C. ORPA 2007 Design Award – PCC Rock Creek Recreation Facility
 - D. Nature Park Advisory Committee Member Recognition – Vern Williams
 - E. Affiliated Groups – Tualatin Hills Dive Club, Tualatin Hills Swim Club & Tualatin Hills Barracudas Master Swim Club
- 7:40 PM 5. Audience Time**
- 7:45 PM 6. Consent Agenda***
- A. Approve: Minutes of December 10, 2007 Regular Meeting
 - B. Approve: Monthly Bills
 - C. Approve: Monthly Financial Statement
 - D. Appoint: Nature Park Advisory Committee Member
 - E. Approve: Resolution for Annexation of Properties in Accordance with Washington County Ordinance 624 and ORS 198.857(2)
 - F. Approve: Conservation Easement for Westside Trail Project
 - G. Award: Novice Skate Park Project
- 7:50 PM 7. Unfinished Business
- A. Appoint: Budget Committee Members
 - B. Update: Public Awareness Program
 - C. Information: General Manager's Report
- 8:50 PM 8. New Business
- A. Update: FY 2008-09 Park District Goals & Objectives Development
 - B. Status: Land Inventory Report
- 9:40 PM 9. Board Time
- 9:50 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.

ADMINISTRATION OFFICE

15707 SW Walker Road • Beaverton, Oregon 97006 • (503) 645-6433 • Fax (503) 629-6301 • www.thprd.org

TUALATIN HILLS PARK & RECREATION DISTRICT



MEMO

DATE: January 8, 2008
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the January 14, 2008 Board of Directors Meeting**

Agenda Item #4 –Presentations

A. Recognition of Roy Dancer

Attached please find a memo from myself requesting Board of Directors recognition of Roy Dancer, long-time Park District and community volunteer. Sadly, Roy passed away on January 7, 2008.

B. ORPA 2007 Legislative Advocacy Award – Jim McElhinny

Attached please find a memo from myself reporting that Frank Jagodnik, Oregon Recreation & Park Association (ORPA) Executive Director, will be in attendance at your meeting to present the ORPA 2007 Legislative Advocacy Award to Jim McElhinny, Director of Park & Recreational Services.

C. ORPA 2007 Design Award – PCC Rock Creek Recreation Facility

Attached please find a memo from myself reporting that Frank Jagodnik, Oregon Recreation & Park Association (ORPA) Executive Director, will be in attendance at your meeting to present the ORPA 2007 Design Award for the Park District's PCC Rock Creek Recreation Facility. Representatives from WH Pacific, the project consultant, will also be in attendance.

D. Nature Park Advisory Committee Member Recognition – Vern Williams

Attached please find a memo from myself reporting that Nature Park Advisory Committee member, Vern Williams, will be in attendance at your meeting to be recognized for his volunteer services on the Nature Park Advisory Committee.

E. Affiliated Groups – Tualatin Hills Dive Club, Tualatin Hills Swim Club & Tualatin Hills Barracudas Master Swim Club

Attached please find a memo from Jim McElhinny, Director of Park and Recreational Services, reporting that Joe Lyons, Head Coach of the Tualatin Hills Synchro Club; Linck Bergen, Head Coach of the Tualatin Hills Swim Club (Thunderbolts); and Jon Schieltz, Member of the Tualatin Hills Barracuda Masters Swim Club, will be at your meeting to present highlights of their respective clubs' activities during the past year as well as plans for the upcoming year.

Agenda Item #6 – Consent Agenda

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

- Action Requested: Approve Consent Agenda Items #6A-G as submitted:**
- A. Approve: Minutes of December 10, 2007 Regular Meeting**
 - B. Approve: Monthly Bills**
 - C. Approve: Monthly Financial Statement**
 - D. Appoint: Nature Park Advisory Committee Member**
 - E. Approve: Resolution for Annexation of Properties in Accordance with Washington County Ordinance 624 and ORS 198.857(2)**
 - F. Approve: Conservation Easement for Westside Trail Project**
 - G. Award: Novice Skate Park Project**

Agenda Item #7 – Unfinished Business

A. Budget Committee Members

Attached please find a memo from myself reporting that all five applicants for the vacant Budget Committee positions were interviewed by the Board of Directors during the open session portion of the December 10, 2007 Regular Board Meeting. Three positions are currently available on the Budget Committee. Two positions are three-year terms and one position is a two-year term.

- Action Requested: Board of Directors appointment of three applicants to the Tualatin Hills Park and Recreation District Budget Committee.**

B. Public Awareness Program

Attached please find a memo from Bob Wayt, Director of Communications & Development, presenting the Public Awareness Program for the Board of Directors review. Bob, along with representatives from JD White, the Park District's consultant, will be at your meeting to provide an overview of the Program and to answer any questions the Board of Directors may have.

- Action Requested: No formal action requested. Following presentation of the proposal by JD White, the consultant will move forward with implementation of the outreach and education campaign. This will entail working with staff on message development, redesign of web sites and collateral materials, and advertising schedules. Initial public rollout of the campaign is tentatively scheduled to occur in spring 2008.**

C. General Manager's Report

Attached please find the General Manager's Report for the January 14, 2008 Regular Board Meeting.

Agenda Item #8 – New Business

A. FY 2008-09 Park District Goals & Objectives Development

Attached please find a memo from myself regarding the development of the FY 2008-09 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 adoption at the February Board Meeting.

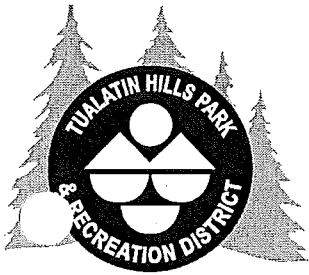
B. Land Inventory Report

Attached please find a memo from Steve Gulgren, Superintendent of Planning & Development, reporting that he will be making a presentation to the Board of Directors regarding the current listing of existing Park District properties that are potentially available for future development. Based on the recent success of the land acquisition program, staff believes it is prudent to review the Park District's land inventory to identify existing Park District owned properties that have not yet been developed or that have opportunities for future development.

Action Requested: Board of Directors review and discussion pertaining to the informational presentation of the Land Inventory Report. No formal action is requested at this time.

Other Packet Enclosures

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



TUALATIN HILLS PARK & RECREATION DISTRICT

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[4A]

MEMO

DATE: January 8, 2008
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: Recognition of Roy Dancer

In appreciation of his support for the Tualatin Hills Park & Recreation District, as well as his extensive volunteerism throughout the Beaverton area, the Park District would like to recognize long-time community resident, Roy Dancer. Sadly, Roy passed away on Monday, January 7, 2008.

Roy's commitment to his community was evident by the impressive number of volunteer positions he held. In addition to serving as Vice-Chair for the Park District's committee in support of the successful 1994 bond measure, Roy dedicated his time to many local organizations, such as the Beaverton Optimist Club, West Beaverton NAC, the Beaverton Boys and Girls Club, as well as numerous City of Beaverton committees. Among other recognitions, Roy was a 1994-95 Trail Blazers Community Superstar winner - one of ten people so honored for Oregon and southwestern Washington.

In response to an outpouring of public support, the Park District's park (near Rite-Aid at the corner of Murray and Allen Boulevards) was renamed Roy Dancer Park in recognition of his efforts and contributions to the community, and in particular, the role he played in securing the property for that park. The park exists largely because of Roy's leadership in insisting that the developer for Murray Crossing, and what is now the Rite-Aid Drug Store, build projects compatible with the West Beaverton neighborhood.



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TUALATIN HILLS PARK & RECREATION DISTRICT

[4B]

MEMO

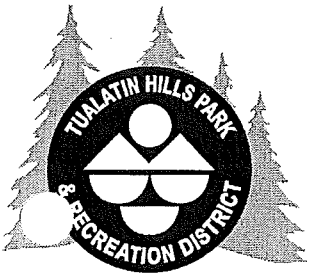
DATE: January 3, 2008
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: ORPA 2007 Legislative Advocacy Award – Jim McElhinny

Jim McElhinny, Director of Park & Recreational Services, was selected to receive the Oregon Recreation & Park Association (ORPA) 2007 Legislative Advocacy Award. Frank Jagodnik, ORPA Executive Director, will be in attendance at your meeting to present the award to Jim.

Jim has been a dedicated member of the ORPA Legislative Committee for three years. During this time, his advice, advocacy, and commitment to ORPA has played a vital part in ORPA's successful efforts in advocating for parks and recreation on a state and national level.

The award was originally presented to Jim at the 2007 ORPA Annual Conference in October. Jim will be at the January 14, 2008 Regular Board Meeting to be recognized by the Board of Directors for this prestigious accomplishment.



TUALATIN HILLS PARK & RECREATION DISTRICT

[4C]

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MEMO

DATE: January 3, 2008
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: ORPA 2007 Design Award – PCC Rock Creek Recreation Facility

The Tualatin Hills Park & Recreation District's PCC Rock Creek Recreation Facility was selected to receive an Oregon Recreation & Park Association (ORPA) 2007 Design Award. Frank Jagodnik, ORPA Executive Director, will be in attendance at your meeting to present the award to the Park District. In addition, representatives from WH Pacific, the project consultant, will also be in attendance.

The ORPA Design Award recognizes the best-designed public parks, recreation areas, athletic fields, urban malls or recreation buildings in the State of Oregon. The award was originally presented to the Park District at the 2007 ORPA Annual Conference in October.

TUALATIN HILLS PARK & RECREATION DISTRICT



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[4D]

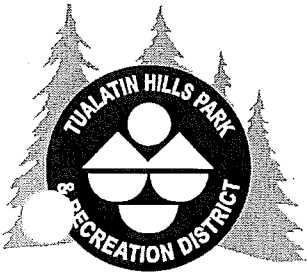
MEMO

DATE: January 3, 2008
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: Nature Park Advisory Committee Member Recognition – Vern Williams

Nature Park Advisory Committee member, Vern Williams, will be in attendance at your meeting to be recognized for his volunteer services on the Nature Park Advisory Committee. Vern has been a loyal member of the Nature Park Advisory Committee since 1997, the year before the facility opened.

In addition, Vern is an original member of the St. Mary's Woods Park Advisory Committee from 1977-1980. Due to Vern and the efforts of this citizen's committee, the 1980 Bond Measure was approved by the voters that enabled the Park District to purchase the first 180 acres of the Nature Park.



TUALATIN HILLS PARK & RECREATION DISTRICT

[4E]

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MEMO

DATE: December 28, 2007
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park & Recreational Services

RE: **Affiliated Groups - Tualatin Hills Dive Club, Tualatin Hills Swim Club & Tualatin Hills Barracuda Masters Swim Club**

Joe Lyons, Head Coach of the Tualatin Hills Synchro Club; Linck Bergen, Head Coach of the Tualatin Hills Swim Club (Thunderbolts); and Jon Schieltz, Member of the Tualatin Hills Barracuda Masters Swim Club, will be in attendance at the January 14, 2008 Regular Board of Directors Meeting to present an overview of their respective clubs' programs.



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 10, 2007. Executive Session 6:00 p.m.; Regular Meeting 6:30 p.m.

Present:

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

Absent:

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

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

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

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

President, Joe Blowers, 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, Joe Blowers, called the Regular Meeting to order at 6:35 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. Rod Adams Recognition

President, Joe Blowers, introduced Rod Adams, Park District Legal Counsel, and presented an overview of important matters and issues Rod has provided legal counsel on for the Park District and thanked him on behalf of the Board of Directors and Park District staff for his 46 years of loyal and valuable service to the Park District.

- ✓ Rod thanked the Board of Directors and Park District for the recognition this evening.

B. Audit Report on Park District Financial Statements for Fiscal Year 2006-07

Cathy Brucker, Finance Manager, introduced John Merina of Merina and Co., the Park District's Auditor, to present the Audit Report on the Park District's Annual Financial Statements for the fiscal year ended June 30, 2007.

John Merina provided a brief overview of a handout presented to the Board of Directors, which included the following information about the audit:

- There were no restrictions on the audit scope.
- There were no new significant policies adopted or changes from policies previously adopted.
- Management judgments and accounting estimates were found to be appropriate in the circumstances.
- There were no audit adjustments necessary for proper presentation of the financial statements.
- There were no disagreements with management and no significant difficulties incurred during the course of the audit.

A copy of this handout was entered into the record.

John Merina noted that audit requirements are changing and, as a result, he strongly encourages the Board of Directors to consider establishing an Audit Committee. John stated that he will forward information to the Board regarding the establishment and duties of such a committee, noting that it should consist of at least three people with some degree of finance or audit background preferable. He suggested that the Committee be made up of two Board members and one Park District volunteer with a financial background.

President, Joe Blowers, asked if it would be appropriate for a member of the Park District's Budget Committee to serve on the Audit Committee.

- ✓ John Merina confirmed this. He noted that it would not be appropriate for a member of the Park District's management staff to serve on the Committee, although staff may attend the meetings as non-voting members.

John Griffiths asked for an overview of the Audit Committee's charge.

- ✓ John Merina replied that the Audit Committee would interact with the auditor and be involved in the selection of the auditor. The Committee also would receive the auditor's reports and review that information in depth. He noted that having such a committee established would help immensely in satisfying the fiduciary functions the Board has with regard to the accounting, audit and financial statements.

Bob Scott moved the Board of Directors accept the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2007. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Doug Menke, General Manager, acknowledged the work of Cathy Brucker, Finance Manager, and the Park District's accounting staff, noting that the Park District has received numerous awards for budget presentation.

C. Aquatics Advisory Committee

Sharon Hoffmeister, Superintendent of Aquatics, introduced Steven Sparks, Aquatic Center Advisory Committee Chair, to provide the Advisory Committee's annual presentation to the Board of Directors.

Steven provided a detailed PowerPoint presentation regarding the Aquatic Center Advisory Committee's activities over the past year and goals for the future, and offered to answer any questions the Board of Directors may have. A copy of the PowerPoint presentation was entered into the record.

President, Joe Blowers, asked for additional information regarding the Committee's priority for a seasonal cover at Raleigh Swim Center.

- ✓ Steven replied that a seasonal cover has been discussed by the Committee for some time. The cost estimate from a few years ago was approximately \$300,000 and at that time the Committee did not want to pursue the project. However, since that time there has been increased demand for the pool and the cover would make the pool usable year round.
- ✓ Jon Schieltz, Aquatics Advisory Committee Vice Chair, described how certain pools were classified as aquatic centers in the Comprehensive Plan that he does not feel address the needs of the general public, such as Harman Swim Center. He noted that if Harman Swim Center is removed from consideration, there is a need for a year round aquatic center in that area of the Park District.

Joe referenced the Committee's comment regarding the need for an aquatic center north of Highway 26 and asked how the Committee determined that location.

- ✓ Steven replied that the location was concluded through an informal process, including reviewing the Comprehensive Plan to see where the need is. Steven described the discussion that has occurred within the Committee regarding how the aquatic centers were accounted for within the Comprehensive Plan, noting that while one person may find Harman Swim Center too warm, another may prefer that temperature. He noted that the Park District's population is very attached to their particular, local pools. Steven noted that it also needs to be determined at what point to stop funding aging facilities.

Doug Menke, General Manager, commented that these issues are called out in the Comprehensive Plan and are part of the future discussion and strategic planning that will move forward as part of a future funding measure.

Steven described how the Comprehensive Plan's designation to build only multi-use facilities may be difficult to accomplish when considering rebuilding the Park District's older aquatic centers, such as the Beaverton Swim Center, which do not have enough surrounding undeveloped land in order to accommodate a multi-use facility.

- ✓ Larry Pelatt commented that there are not many uses that come to mind for a site that used to be a pool.
- ✓ John Griffiths noted that the site could be redesigned to include the original use as well as additional uses.

Steven noted that the Committee has discussed the idea of the Park District building relationships with the property owners adjacent to such sites in order to gain a first right of refusal if that property owner decides to sell their property. Although it may take some time, enough land could be acquired over time to construct a larger facility.

President, Joe Blowers, thanked Steven and the Aquatics Advisory Committee on behalf of the Board of Directors for the informative presentation.

D. Affiliated Groups – Synchronized Swimming Club & Water Polo Club

Sharon Hoffmeister, Superintendent of Aquatics, introduced Milind Khare, Tualatin Hills Synchro Club Board Member, and Deb Eimstad, Tualatin Hills Water Polo Club President, to provide a presentation to the Board of Directors regarding the Park District's affiliated groups for synchronized swimming and water polo.

Milind provided a detailed PowerPoint presentation regarding the Tualatin Hills Synchro Club's organization, activities and goals for the future, and offered to answer any questions the Board of Directors may have. A copy of the PowerPoint presentation was entered into the record.

Larry Pelatt referenced Milind's comment regarding needing the Board's help in driving membership, noting that if the Club can think of a way for them to help, to please let staff know.

- ✓ Milind replied that one idea is the Aquatics Advisory Committee having an event at the beginning of the season in order to encourage interest in the Club.

Larry commented that this is a good idea and that the Club should discuss it further with the Aquatics Advisory Committee.

John Griffiths suggested the Club promote at dance classes within the Park District, noting that the styles seem somewhat similar.

- ✓ Milind commented that this is a good idea.

Bob Scott asked how far away the Club's competitions take place.

- ✓ Milind replied quite far. For example, attending a meet in New York is currently being discussed for the 13-15 year old age group.

Deb provided a detailed PowerPoint presentation regarding the Tualatin Hills Water Polo Club's organization, activities and goals for the future, and offered to answer any questions the Board of Directors may have. A copy of the PowerPoint presentation was entered into the record.

Bob Scott asked what the average fees are for their participants.

- ✓ Deb replied that the fees range from \$150 in the fall to \$300 in the winter. She noted that when the fee is averaged out as a cost per hour for pool time, it equals about \$2 per hour if every available hour is used.

President, Joe Blowers, thanked Milind and Deb on behalf of the Board of Directors for the informative presentations.

Agenda Item #5 – Exempting Contract for Novice Skate Park from Requirements of Public Bidding of ORS 279C335

A. Open Hearing

President, Joe Blowers, opened the public hearing.

B. Staff Report

Mark Hokkanen, Risk & Contract Manager, provided a brief overview of the memo contained within the Board of Directors information packet, noting that Park District staff is requesting Board of Directors approval to exempt from competitive procurement the design and construction of the Novice Skate Park project, and to utilize design/build as an alternative contracting method. He provided a handout of findings established demonstrating that the alternative method will result in substantial cost savings to the Park District and is unlikely to encourage favoritism or diminish competition, noting that the information contained within the handout is the same as what is contained within the memo, only in a different format. Mark offered to answer any questions the Board of Directors may have.

Bob Scott asked if any other park districts in the area have utilized this contracting method.

- ✓ Mark confirmed this, noting that when the designer is also the contractor, the process is streamlined and also results in cost savings due to a reduction in change orders. The designer is usually a skater that can contribute personal expertise to the project as well.

Larry Pelatt asked when the last time the Park District utilized this contracting method was.

- ✓ Mark replied that the method was last used for the second Tennis Center Air Structure.

Larry asked how the designer/contractor would be selected.

- ✓ Mark provided an overview of the process in securing a contractor, noting that the project is already in the process of being advertised as a Request for Proposals (RFP).

C. Public Comment

There was no public comment.

D. Board Discussion

There was no Board of Directors discussion.

E. Close Hearing

President, Joe Blowers, closed the public hearing.

F. Board Action

Bob Scott moved the Board of Directors approve the findings contained within the report and approve the exemption of contract for the Novice Skate Park from requirements of public bidding and authorization to use an alternative contracting method. Larry Pelatt seconded the motion. Roll call proceeded as follows:

John Griffiths Yes

Larry Pelatt Yes

Bob Scott Yes

Joe Blowers Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #6 – Audience Time

There was no testimony during audience time.

Agenda Item #7 – Consent Agenda

Larry Pelatt moved the Board of Directors approve Consent Agenda items (A) Minutes of November 5, 2007 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Washington County & City of Beaverton System Development Charge Collection Intergovernmental Agreements, (E) Aquatics Advisory Committee, Athletic Center Advisory Committee, and Tualatin Hills Nature Park Advisory Committee Members, (F) PCC Rock Creek Recreation Facility Request for Additional Consulting Funds, (G) System Development Charge Credit Transfer Request for Polygon Northwest, (H) Resolution Endorsing Annexation of Property, (I) Resolution Endorsing Annexation of Washington County Ordinance 624 Properties, and (J) East Annex Lease Renewal. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Applicants for Budget Committee

Doug Menke, General Manager, noted that the five applicants for the three vacant Budget Committee positions have been scheduled to be interviewed by the Board of Directors this evening. Of the three positions available, two are three-year positions and one is a two-year position. Appointment of the vacant positions by the Board of Directors is tentatively scheduled to take place during the January 14, 2008 Regular Board Meeting.

President, Joe Blowers, welcomed applicant Greg Cody before the Board of Directors.

Bob Scott asked Greg if he would continue to serve as a member of the Athletic Center Advisory Committee if appointed to the Budget Committee.

- ✓ Greg confirmed this, noting that he sees himself as an advocate for the entire Park District in all of its functions and could provide a balanced view of the broad picture.

John Griffiths asked Greg what his professional background is.

- ✓ Greg described his professional background as a collection manager specializing in recovery of accounts receivable, contracts and claims, as well as his volunteer experience serving on the budget committee of his church.

Larry Pelatt asked Greg why he is interested in serving on the Budget Committee, noting that it is a significant time commitment.

- ✓ Greg replied that he would like to become better educated as to the financial outlook of the Park District, noting that through his interactions with various sports groups, questions are frequently asked about this topic. In addition, he is interested in the opportunity to provide a citizen's perspective on the budget process and offer creative options when appropriate, without reinventing the current process, which has served the Park District well.

President, Joe Blowers, noted that through his own experience serving on the Budget Committee, the process can range from having a number of changes made to the proposed budget to no changes at all. He asked Greg whether he would see himself as a Budget Committee member that may only ask questions, or as a member who would push the envelope more.

- ✓ Greg referenced the resolution passed this evening on the Consent Agenda endorsing the annexation of Washington County Ordinance 624 properties. He noted that this is additional revenue coming into the Park District and questions how it will affect the budget. Will the Park District reexamine the recent fee increase and adjust accordingly or allocate those funds to needed projects? He stated that as a Budget Committee member, he would not challenge issues just for the sake of it, but would ask questions and offer ideas when needed.

John Griffiths asked Greg what he sees as the purpose of the Budget Committee.

- ✓ Greg replied that he sees the purpose of the Budget Committee as providing a citizens' review of the proposed budget developed by Park District staff, enabling a fully public process and disclosure, as well as considering creative ideas from its citizens.

President, Joe Blowers, thanked Greg Cody for applying to serve on the Budget Committee and welcomed applicant Elisabeth Zeller before the Board of Directors.

Larry Pelatt asked Elisabeth why she is interested in serving on the Budget Committee.

- ✓ Elisabeth replied that she is passionate about the Park District's mission statement and described her family's use of the Park District's facilities and her current service on the Trails Advisory Committee. She believes it behooves everyone to have a measure of civic engagement and this is an area of expertise relative to her professional background.

President, Joe Blowers, asked Elisabeth for additional information regarding her professional background.

- ✓ Elisabeth stated that she is the finance manager for Intel's Corporate Affairs Group and the Intel Foundation. She noted that she has nearly 10 years of budget and planning experience and has managed multi-million dollar budgets.

Bob Scott asked Elisabeth if she would continue to serve as a member of the Trails Advisory Committee if appointed to the Budget Committee.

- ✓ Elisabeth replied that it would be her intent to continue to serve on the Trails Advisory Committee, unless that service was seen by either the Board of Directors or Advisory Committee as a conflict of interest. She described how she would be able to provide a neutral position in both cases.

John Griffiths commented that Elisabeth seems to have a lot of experience in dealing with private sector budgets and asked what she believes would be the differences in public sector budgets.

- ✓ Elisabeth replied that there would be some accounting differences, noting that she has taken a nonprofit and government finance class and is familiar with some of the aspects of public sector budgets. She believes the budget process is directly related to the Park District's mission and goals and the fact that there is never enough funds to meet all of the needs of a diverse and changing community.

President, Joe Blowers, asked Elisabeth whether she would see herself as a Budget Committee member that may only ask questions, or as a member who would push the envelope more.

- ✓ Elisabeth replied that she does not believe the position of a Budget Committee member should be adversarial, but would ask pointed and challenging questions. She noted that the role of a Budget Committee member is about trying to provide a different perspective and counter balance, as well as working together to create a budget that can best meet the needs of its community.

Bob Scott asked Elisabeth for clarification regarding which term she would prefer.

- ✓ Elisabeth replied that she would be more interested in a three-year term, but is flexible.

President, Joe Blowers, thanked Elisabeth Zeller for applying to serve on the Budget Committee and welcomed applicant Ruth Rosimo before the Board of Directors.

John Griffiths asked Ruth what her professional background is.

- ✓ Ruth described her professional background of providing accounting and bookkeeping services for nonprofits and small businesses, including developing budgets and personnel issues.

John Griffiths asked Ruth what she finds the biggest challenge to be in developing budgets for nonprofits.

- ✓ Ruth replied the lack of funding, especially for smaller nonprofits.

John Griffiths asked Ruth if she sees any issues with nonprofits relative to the process of setting budget targets.

- ✓ Ruth described her work with a current client who is experiencing a large growth curve and the issues arising due to staffing and determining what can be spent to meet their mission.

Bob Scott asked Ruth if her business follows a typical CPA cycle of being busy during tax time.

- ✓ Ruth replied that her business is busy throughout the year because her clients are on various schedules, such as calendar year, fiscal year, and others.

Bob Scott asked Ruth if she would continue to serve as a member of the Cedar Hills Recreation Center Advisory Committee if appointed to the Budget Committee.

- ✓ Ruth replied that she has recently stepped down from the Committee after serving a number of years as she felt that it was time for other neighborhood residents to have a chance to serve on the Committee.

Bob Scott asked Ruth why she has a preference toward the two-year term.

- ✓ Ruth replied primarily because she has a financial and accounting background and becoming familiar with the budget process is not going to be difficult for her. However, she would be able to accommodate a three-year term as well.

Larry Pelatt asked Ruth why she is interested in serving on the Budget Committee.

- ✓ Ruth replied that she likes to volunteer and sees it as an opportunity to give back to the community, noting that her family has been heavily involved in Park District programs.

Joe Blowers asked Ruth how her experience with nonprofits would benefit the Budget Committee.

- ✓ Ruth replied that because she works a lot with numbers, she can notice things quickly and asks a lot of questions naturally.

Joe Blowers asked Ruth whether she would see herself as a Budget Committee member that may only ask questions, or as a member who would push the envelope more.

- ✓ Ruth replied that it is crucial to ask questions regarding priorities and described how if an agency does not understand what its priorities are, it is difficult to develop a budget.

Larry Pelatt asked Ruth if she sees herself as advocating for a particular area of the Park District.

- ✓ Ruth replied that she would look at previous budgets to see where allocations have been in the past and also look at the needs of the different centers and program areas, although she is familiar with the needs of the Cedar Hills Recreation Center. She recognizes that there are a limited amount of funds, so hard decisions need to be made, but as far as advocating for one particular area, she does not see herself playing such a roll.

President, Joe Blowers, thanked Ruth Rosimo for applying to serve on the Budget Committee and welcomed applicant Brian Tienken before the Board of Directors.

Bob Scott asked Brian why he is interested in serving on the Budget Committee, noting that Brian had served on the Budget Committee previously.

- ✓ Brian replied that he had taken a break from volunteering for the Park District for a few years in order to gain a fresh perspective. He believes the community is growing and changing and that the Park District is a great asset to the community. He would like to take the roll again of offering a public perspective and making changes in order to serve the public better.

Bob Scott asked Brian for clarification regarding what changes he is referring to.

- ✓ Brian replied that one of his concerns is whether the Park District is meeting the needs of active recreation users, especially in having enough sports fields. He also has concerns about taking care of the Park District's current facilities prior to purchasing new assets and making repairs to current facilities before those repairs become major impacts.

Larry Pelatt asked Brian if he sees himself as advocating for a particular area of the Park District.

- ✓ Brian replied that he would take a balanced approach and believes that all aspects of the Park District are important, although he personally leans toward active recreation. He noted that although he can be opinionated at times, he also makes sure to listen to others.

John Griffiths asked Brian what his professional background is.

- ✓ Brian replied that he is a real estate broker, mainly residential.

John Griffiths asked Brian what he would do differently this time if he were appointed to the Budget Committee again.

- ✓ Brian replied that he always attended the meetings, read the materials, and asked questions and that although he may need some time to get caught up on the current issues and needs, he believes he participated very well previously.

John Griffiths asked Brian whether he thought of other areas to volunteer for the Park District when he was considering reengaging or that he is specifically drawn to the Budget Committee.

- ✓ Brian replied that he was drawn back to the Budget Committee.

Joe Blowers referenced Brian's past service on the Budget Committee, noting that he served during years in which there were changes to the proposed budget, versus last year when there were none. He asked Brian whether he prefers that there be some changes made or not.

- ✓ Brian replied that he thinks it is fun when there is some change as long as it is in a positive direction and not just for change's sake. He noted that when he served on the Budget Committee, there were some discretionary funds that the Committee could make decisions regarding, as well as public requests for funds, and he always found the discussion to be fun and interesting.

Joe Blowers asked Brian how his experience with real estate would benefit the Budget Committee.

- ✓ Brian replied that he is out in the community often and sees a lot of needs throughout the entire Park District and could provide a broad base of knowledge.

President, Joe Blowers, thanked Brian Tienken for applying to serve on the Budget Committee and welcomed applicant Scott Whipple before the Board of Directors.

John Griffiths asked Scott how his experience as a litigator would benefit the Budget Committee.

- ✓ Scott replied that he is an economics major, owns his own small business and performs all of the bookkeeping associated with that, and enjoys working with numbers. He noted that his profession as a litigator is driven by money in determining whether it is financially beneficial to pursue litigation. In addition, he described a past career working in the Trust Department of the American National Bank in Chicago, Illinois, where he was in charge of reconciling accounts.

John Griffiths asked Scott what experience he has in prioritizing and allocating scarce resources.

- ✓ Scott replied that he does not have any such professional experience, other than in his own business and family financial matters.

Bob Scott referenced Scott's service on the St. Andrew Nativity School Honorary Alumni Board and asked Scott if his experience on this Board could translate to the Budget Committee.

- ✓ Scott replied that the two committees have very different objectives. He noted that the Alumni Board was mostly a fundraising effort.

Bob Scott referenced Scott's family being active in the Park District.

- ✓ Scott confirmed this, noting that he became active in the Park District in the 1970's and now his children participate in youth sports.

Bob Scott asked Scott for clarification regarding a statement on his application of "I believe that I can do my part by ensuring that THPRD is a good steward of its funds."

- ✓ Scott replied that he cares about the Park District and it is important to him that the Park District continues to provide its resources for future generations. He is not suggesting that there has not been good stewardship of funds in the past, but he would like to continue that good stewardship. In reference to previous questions to other applicants

regarding whether they would be an advocate for particular areas of the Park District, he sees the Board of Directors as setting the policy decisions and the Budget Committee as being another set of eyes to make sure that the budget decisions are made in accordance with those policy decisions.

Joe Blowers asked Scott whether he would see himself as a Budget Committee member that may only ask questions, or as a member who would push the envelope more.

- ✓ Scott replied that he would not predetermine anything in that if the proposed budget meets the priorities and is well done, he would not suggest changes just for the sake of making changes; however, he is also not afraid of asking questions when he feels it is appropriate. As a litigator, his profession is asking questions and seeking out answers.

Larry Pelatt referenced Scott and his family's experience in active recreation and asked for confirmation that he would not be biased toward active recreation while serving on the Budget Committee.

- ✓ Scott confirmed this, noting that he believes parks and trails are also a very valuable asset to the community and his family uses those as well. In addition, the Board of Directors would be making such policy decisions and he sees the Budget Committee's role as making sure the proposed budget conforms to those policy decisions.

Larry Pelatt referenced Scott's application which states that he is a shareholder of Schwabe, Williamson & Wyatt.

- ✓ Scott replied that in addition to his Budget Committee application, he included his previous application for appointment to the Board of Directors as background information. He no longer works for that particular firm, in part because he was not involved in the financial decisions of the firm.

President, Joe Blowers, thanked Scott Whipple for applying to serve on the Budget Committee and noted that the Board of Directors would continue the discussion and appoint the Budget Committee positions at the January 14, 2008 Regular Board Meeting.

B. Park District Staff Reorganization

This agenda item was not discussed.

C. Management Compensation Policy

Nancy Hartman Noye, Human Resources Manager, provided a brief overview of the memo included within the Board of Directors information packet, describing an enhanced performance management and merit compensation program for the Park District's exempt employees. Nancy introduced Don Walker, with HR Answers, Inc., who is in attendance this evening should the Board of Directors have any questions. Nancy noted that the action requested this evening is Board of Directors adoption of the Management Compensation Policy and recommended program adjustments and offered to answer any questions the Board may have.

President, Joe Blowers, referenced the graphs included within the memo comparing the Park District's exempt positions with the private and public sectors. He noted that step 15 seems out of sync with the others steps on both charts.

- ✓ Nancy replied that there was only one position within that step and fewer to match with other positions outside of the Park District, so the accuracy is reduced.

Bob Scott asked for confirmation that the new matrix developed falls within normal ranges of public agencies around the State of Oregon.

- ✓ Don Walker confirmed this.

Larry Pelatt asked John Griffiths if he is comfortable with the recommendation, given that he served on the subcommittee addressing this topic.

- ✓ John confirmed this, noting that he believes the changes will result in more of a merit-based system and creates an understandable system for the employees. The employee survey indicated that most employees wanted to move to this type of system where they would be rewarded for good performance, whereas the current system did not overtly provide that award.

Bob Scott moved the Board of Directors adopt the Management Compensation Policy and the recommended program adjustments. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Doug Menke, General Manager, thanked John Griffiths and Bill Kanable for their efforts serving on the subcommittee, noting that it was an in-depth process.

D. General Manager's Report

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

- Tualatin Hills Park Foundation Retreat Update
- 2008 NRPA Legislative Forum on Parks & Recreation
- Oregon Legislator Visits
- 2008 Special Park Districts' Forum
- Rails to Trails Conservancy
- Board of Directors Meeting Schedule
- Thank You Letter from Beaverton School District
 - *A copy of this letter was entered into the record.*
- Selection Process for Park District Auditor

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

Larry Pelatt asked why the Park District is considering changing auditors.

- ✓ John Griffiths noted that it is good practice to change auditors and asked if there is a Board of Directors policy regarding how often the auditor should be changed.

Doug replied that he does not believe there is such a policy, but that it was a three-year contract with the current auditor. He noted that this is a critical year due to all of the upcoming changes in audit guidelines and staff believes it would be prudent to see what other options are out there, although the Park District may ultimately choose the same firm in the end.

- ✓ John noted that like with legal counsel, it is beneficial to change auditors every so often.

Larry agreed, noting however that when considering the amount of changes coming, the current auditor is already familiar with the Park District and will not have to spend time getting up to speed. He noted that it seems as though the Park District may save money by granting a one or two-year extension to the current auditor's contract for a total of up to five years.

- ✓ John stated that he could agree to this, but does not believe the Park District should go longer than five years without exploring other options.

Larry agreed, noting that he wasn't suggesting the Park District go beyond five years.

- ✓ Doug noted that the amount of the contract with the current auditor will change.

Larry acknowledged that, noting that with a new auditor on top of the new guidelines, the amount would most likely increase even more versus an auditor familiar with the Park District.

- ✓ Bob Scott noted that if the current auditor's contract is extended by a year, the Audit Committee would be in place to help with the next selection process.

Doug asked Cathy Brucker, Finance Manager, if the Park District would be able to extend the current auditor's contract by one year.

- ✓ Cathy confirmed this.

Doug noted that Park District staff will request the new contract amount and unless it appears to be out of line, the contract will be extended for one year.

- ✓ President, Joe Blowers, expressed agreement and asked whether the Board of Directors needs to take official action on this topic this evening.

Doug replied that the new contract amount will be needed prior to any action by the Board.

- ✓ Larry commented that he had not heard anything about the proposed Audit Committee until this evening.

Doug noted that the auditor did not include information regarding the Committee in their letter. Information will be provided shortly regarding the formation of the Committee and the time commitment involved in serving.

- ✓ John noted that an audit committee is somewhat common in the private sector.
- ✓ Joe noted that the auditor stated that an audit committee reinforces the impression of oversight at a deeper level.

John Griffiths asked for additional information regarding the Rails to Trails Conservancy.

- ✓ Bruce Barbarasch, Superintendent of Natural Resources and Trails Management, provided a brief overview of the organization, noting that they are a national nonprofit organization.

John asked for confirmation that the National Recreation and Park Association (NRPA) is hosting a conference in the Portland Metropolitan area in May.

- ✓ Doug confirmed that NRPA is hosting the National Summit on Environmental Stewardship in Portland, May 4-7, 2008. He noted that the Park District is involved in the conference, including working with other park district directors in enabling nationally-renowned author and speaker, Richard Louv, to make his keynote speech in a larger auditorium venue that could accommodate increased attendance and invitations to key community members. The Park District is also involved in the conference by providing tours of appropriate Park District facilities, such as the Nature Park.

John noted that the summit is a great opportunity to showcase some of the Park District's unique features, such as the Nature Park and Mount Williams, as well as the partnerships the Park District has that have enabled some of those acquisitions.

- ✓ Doug agreed, noting that it is also a great opportunity to engage and energize the local community.

Agenda Item #9 – New Business

A. Future Funding Measure Public Outreach

Doug Menke, General Manager, provided a brief overview of the memo included within the Board of Directors information packet, noting that in preparation for a decision by the Board of Directors regarding whether to pursue a funding measure on the November 2008 ballot, he is recommending the development of a public outreach program. He described the three main components of the public outreach program: a Bond Measure Task Force, a High School Student Steering Committee, and Park District outreach tools, such as open houses and facility and web-based surveys. Doug offered to answer any questions the Board of Directors may have.

Larry Pelatt expressed support for moving forward quickly with the proposal.

- ✓ Each Board member expressed their support as well.

Larry stated that he believes two Board members should serve on the Bond Measure Task Force rather than the suggested one.

- ✓ President, Joe Blowers, agreed and volunteered to serve on the Bond Measure Task Force.

Larry volunteered to serve on the Task Force as well.

- ✓ Bob Scott expressed an interest in serving on the Task Force as well, noting however that he would defer to Joe and Larry, especially since he is already serving on the polling subcommittee.

Joe noted that there may be difficulties if the meeting schedule conflicts with his work schedule.

- ✓ Larry noted that Bill Kanable may also be interested in serving on the Task Force.

B. FY 2007-08 Board of Directors Goals & Objectives

Doug Menke, General Manager, noted that the update included within the Board of Directors information packet is the first update for the FY 2007-08 Board of Directors Goals and Objectives and represents the first five months of work toward the effort. He noted that this was the first opportunity to use the scorecard adopted as part of the Comprehensive Plan Update and is also included within the information packet. Doug offered to answer any questions the Board of Directors may have regarding the update.

President, Joe Blowers, referenced the Comprehensive Plan scorecard, noting that although he realizes that the topic was discussed during the Comprehensive Plan update, he would like a reminder regarding why no standards were set for the natural areas and trails category.

- ✓ Steve Gulgren, Superintendent of Planning & Development, replied that there were no goals established in the Comprehensive Plan for that category. The trails were based on proximity, but there were no goals established.

Joe stated that he realizes that the category is difficult to set standards for and that it also seems as if no standard was established for the system of connected trails. He expressed the desire to determine some form of a connectivity quotient to measure how well the trails system is connected. He acknowledged that although the topic was discussed during the Comprehensive Plan update, he remains unsatisfied with having no standards for those issues.

- ✓ Doug Menke, General Manager, noted that options could be brought back to the Board for consideration.
- ✓ Larry Pelatt noted that he recalls the past discussion on the topic centering on the difficulty in defining a measuring stick in which to measure the standard and asked Joe if he has any suggestions regarding this.

Joe replied that he is envisioning some kind of a connectivity quotient displaying how fragmented or connected the trail system is.

- ✓ Steve suggested designating the number of miles of trail constructed as either connecting trails or new trails.

Joe agreed and stated that another method could be the number of disconnected segments, or the percent of the system with disconnected fragments, so improvement can be measured by year.

- ✓ Larry expressed agreement with these suggestions, noting that it would be helpful to have such information.

Joe continued that even though there is no standard set for natural areas, it should be simple to calculate the number of acres of natural area per thousand people and periodically recalculate that amount to see if the Park District is moving forward or backward in that regard.

- ✓ Larry noted that the Park District may discover that as the population grows, there are fewer acres per thousand people, but more overall acres. This would show that the Park District is not keeping up with population growth.

Joe agreed, noting that he believes this concept fits in with Richard Louv's book about nature deficit disorder, noting that if the Park District has fewer acres per child, it is heading in the wrong direction.

Agenda Item #10 – Board Time

Bob Scott referenced the permitting process issue with the concession stand at the PCC Rock Creek Recreation Facility and asked for additional information.

- ✓ Steve Gulgren, Superintendent of Planning & Development, described a discrepancy within Washington County where the permit was granted to build the concession stand, but upon inspection by the Washington County Health Department new drainage requirements were made known.
- ✓ Scott Brucker, Superintendent of Sports, provided detailed information regarding the drainage requirements, noting that the process to correct it is moving forward.

Larry Pelatt asked whether the contractor should have caught this issue as a matter of practice.

- ✓ Steve noted that the contractor built according to the plans that were approved by Washington County for construction.

Larry asked how much the new drainage requirements are expected to cost.

- ✓ Scott replied that bids have not yet been received for the project, but it is expected to be an inexpensive fix.

Bob Scott asked for a method in helping the Board of Directors to prioritize upcoming events where their attendance and participation is important so that he can make sure he is available.

- ✓ Doug Menke, General Manager, confirmed that this would be provided.

John Griffiths referenced the Board of Directors stipend topic discussed in Executive Session and asked how long the stipend has been set at \$40 per month.

- ✓ Cathy Brucker, Finance Manager, confirmed that it has been at least over seven years.
- ✓ Larry recalled a conversation with a previous Board member stating that in the 1990's the stipend was \$20 per meeting and that there were two meetings per month.

John noted that when he joined the Board nine years ago, the stipend was explained to him as an expense reimbursement program, not a stipend per se, and was therefore tax-exempt. He asked what changed in the view of the Park District's attorney relative to the original explanation.

- ✓ Cathy Brucker replied that she has spoken with Special Districts Association of Oregon (SDAO) on the topic and they strongly recommend the Park District withhold taxes on the stipend. The Park District is governed by statutes that state that Board members can receive up to \$50 per meeting for the stipend. However, the IRS has declared, with Supreme Court backing, that the stipend is a taxable form of income.

John asked if this was a recent ruling by the IRS.

- ✓ Cathy replied that she does not know the exact date, but does not believe it was very recent. The IRS has been auditing governmental agencies closer lately and are looking at taxable fringe benefits as well.

John asked how the Park District's stipend compares to other local agencies.

- ✓ Cathy replied that the agencies she contacted are all granting \$50 per meeting, which is the limit designated in the statute.

John noted that if the stipend is going to be taxed and treated as income now, especially for such a small amount, it opens the question of what the appropriate amount is.

- ✓ Cathy noted that the amount will be reported on a W-2 at the end of the year.

Larry commented that the Board members are now being classified by the IRS as employees.

- ✓ Cathy confirmed this.

Doug Menke, General Manager, noted that the discussion by the Board of Directors in Executive Session was a consensus to remain at the \$40 per month.

- ✓ President, Joe Blowers, agreed that was the consensus, noting that in some ways it would be easier not to have a stipend at all, which would result in less paperwork to file.

Larry asked if the Board could opt not to have a stipend.

- ✓ Cathy confirmed this.

Larry stated that perhaps the idea to eliminate the stipend should be considered further.

Agenda Item #11 – Adjourn

There being no further business, the meeting was adjourned at 9:30 p.m.

Joe Blowers, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
527	11/5/2007	Knorr Systems, Inc.	4,687.02
224808	11/15/2007	Alliant Systems	42,945.70
224907	11/15/2007	Proctor Sales Inc.	5,166.00
		Capital Outlay - Building Replacements	52,798.72
224536	11/5/2007	MacKay & Sposito, Inc.	4,528.62
224862	11/15/2007	Instafab	4,000.00
		Capital Outlay - Carryover Projects	8,528.62
224532	11/5/2007	Lincoln Equipment, Inc.	5,495.45
224613	11/6/2007	Exercise Equipment NW, Inc.	2,300.00
224873	11/15/2007	Lincoln Equipment, Inc.	1,381.55
225029	11/27/2007	Metro Tint	1,010.00
225042	11/29/2007	Christenson Electric Inc.	9,735.00
		Capital Outlay - Challenge Grants	19,922.00
224570	11/5/2007	Recreation Resource, Inc.	1,193.00
224910	11/15/2007	Recreation Resource, Inc.	1,619.00
224914	11/15/2007	Ross Recreation Equipment	3,479.45
		Capital Outlay - Park & Trail Improvements	6,291.45
224484	11/5/2007	Beighley & Associates, Inc.	1,123.61
		Capital Outlay - Park & Trail Replacements	1,123.61
224473	11/5/2007	Allied Electric Co.	25,167.66
224474	11/5/2007	Alta Planning & Design Inc.	2,933.76
224529	11/5/2007	LanPacific, Inc.	1,985.00
224545	11/5/2007	MUSCO Sports Lighting, LLC	15,900.00
1597	11/5/2007	W & H Pacific, Inc.	2,584.17
224996	11/26/2007	Krueger's Associated	13,803.00
225000	11/26/2007	Loy Clark Pipeline Co. Inc.	2,028.06
225014	11/26/2007	RSP & Associates LLC	2,600.00
		Capital Outlay- SDC - Park Development/Improvements	67,001.65
224984	11/26/2007	April Cottini	1,159.20
		Conferences	1,159.20
224606	11/5/2007	PGE	18,532.40
225033	11/27/2007	PGE	32,919.03
		Electricity	51,451.43
224799	11/15/2007	Standard Insurance Company	116,146.38
225069	11/30/2007	Blue Cross/Blue Shield	143,989.70
225073	11/30/2007	MetLife	16,365.85
225077	11/30/2007	Standard Insurance Co.	1,981.18
225081	11/30/2007	UNUM Life Insurance-LTC	1,291.50
225082	11/30/2007	Unum Life Insurance-LTD	8,421.43
		Employee Benefit	288,196.04
224791	11/15/2007	Aetna / ING Life Insurance	6,416.16
224795	11/15/2007	Manley Services	5,594.74
224800	11/15/2007	Standard Insurance Company	20,200.15
224801	11/15/2007	Standard Insurance Company	2,937.33
225066	11/30/2007	Aetna / ING Life Insurance	6,454.16
225072	11/30/2007	Manley Services	6,537.20
225078	11/30/2007	Standard Insurance Company	21,799.30
225079	11/30/2007	Standard Insurance Company	2,637.33
225080	11/30/2007	THPRD - Employee Assn.	6,373.50
		Employee Deductions	78,949.97

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
224528	11/5/2007	Landmark Ford	1,000.00
224595	11/5/2007	Upscale Automotive	4,600.00
224809	11/15/2007	America's Body Company	6,195.20
224866	11/15/2007	John Deere Company	28,194.60
224877	11/15/2007	MCI Welding	7,300.00
		Fleet Capital Replacement	47,592.80
224591	11/5/2007	Tualatin Valley Water District	11,688.16
		Gas & Oil (Vehicles)	11,688.16
224605	11/5/2007	NW Natural	23,728.83
225032	11/27/2007	NW Natural	47,034.14
		Heat	70,762.97
224521	11/5/2007	Hewlett-Packard Company	1,954.00
224837	11/15/2007	Dell Marketing L.P.	1,968.49
		Informational Services - Capital	3,922.49
224693	11/8/2007	Beaverton Volleyball	4,141.00
224911	11/15/2007	Rhythm Of My Heart	3,081.00
224968	11/20/2007	Rhythm Of My Heart	3,022.50
		Instructional Services	10,244.50
224455	11/1/2007	Coast Pavement Services, Inc.	3,000.00
224491	11/5/2007	CLIP/Skilled Trade Solutions	1,098.24
224509	11/5/2007	Farley Manufacturing Inc.	6,250.00
224579	11/5/2007	Schulz-Clearwater Sanitation	6,737.50
224803	11/15/2007	1st Wilamette Roofing & Siding	5,500.00
224823	11/15/2007	Boiler & Combustion Service	3,000.00
224845	11/15/2007	Engineered Control Products	13,600.58
224942	11/15/2007	Western Equipment Distr., Inc.	8,964.96
225030	11/27/2007	Northwest Control Co.	2,700.00
		Maintenance Services	51,564.68
224469	11/5/2007	Airgas Nor Pac, Inc.	2,927.06
224487	11/5/2007	BMC West Corporation	3,353.45
224492	11/5/2007	Coastwide Laboratories	5,921.81
224497	11/5/2007	Dick's Evergreen Fence & Deck	1,657.20
224518	11/5/2007	Grainger	1,379.82
224530	11/5/2007	Lawson Products, Inc.	1,319.97
224558	11/5/2007	Parr Lumber Co	1,439.65
224560	11/5/2007	Platt Electric Supply, Inc.	1,680.56
224575	11/5/2007	Ross Recreation Equipment	3,624.00
224600	11/5/2007	Wilbur-Ellis Company	1,521.64
224807	11/15/2007	Airgas Nor Pac, Inc.	3,669.53
224832	11/15/2007	Coastwide Laboratories	2,519.42
224850	11/15/2007	Fazio Bros.	2,883.78
224858	11/15/2007	Home Depot Credit Services	4,466.73
224904	11/15/2007	Platt Electric Supply, Inc.	1,306.52
224915	11/15/2007	Santana Trucking	9,000.00
224923	11/15/2007	Sitelines Park & Playground	35,950.00
224931	11/15/2007	UAP Distribution, Inc.	1,397.50
224933	11/15/2007	United Pipe & Supply Co., Inc.	1,299.25
224943	11/15/2007	Wilbur-Ellis Company	1,305.20
225062	11/29/2007	Sunbelt Rentals, Inc.	1,301.92
		Maintenance Supplies	89,975.01
224550	11/5/2007	OfficeMax - A Boise Company	2,700.97
224708	11/8/2007	Ricoh Corporation	3,054.92
224889	11/15/2007	OfficeMax - A Boise Company	2,815.43
		Office Supplies	8,666.32

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
224922	11/15/2007	Signature Graphics	26,852.05
224935	11/15/2007	United States Postal Service	1,200.00
		Postage	28,052.05
224505	11/5/2007	ePrint	6,042.10
		Printing & Publication	6,042.10
224500	11/5/2007	Ed Murphy & Associates	11,749.00
224522	11/5/2007	HR Answers, Inc.	3,528.00
224525	11/5/2007	KJM & Associates	3,804.90
224572	11/5/2007	Riley & Associates, Inc.	3,352.50
224598	11/5/2007	Washington County	34,953.67
224694	11/8/2007	Beery, Elsnor & Hammond, LLP	3,629.83
224879	11/15/2007	Melanie Moon-Land	1,202.20
224880	11/15/2007	Merina & Company, LLP	10,390.00
224919	11/15/2007	Shared Services Division	1,602.00
224940	11/15/2007	Washington County	6,346.91
224993	11/26/2007	HR Answers, Inc.	2,100.61
225013	11/26/2007	Riley & Associates, Inc.	13,727.50
		Professional Services	96,387.12
224478	11/5/2007	Baden Sports, Inc.	2,457.14
224512	11/5/2007	Food Services of America	1,046.03
224547	11/5/2007	Northwest Native Plants Inc	2,601.75
224553	11/5/2007	Oriental Trading Co., Inc	1,044.62
224576	11/5/2007	S & S Worldwide Inc.	1,005.45
224601	11/5/2007	Wilson Racquet Sports, USA	1,148.16
830	11/15/2007	Class Act Uniforms	1,568.17
4847	11/15/2007	Exercise Equipment NW, Inc.	1,249.90
224859	11/15/2007	HSBC Business Solutions	2,545.11
224885	11/15/2007	Nolin Enterprises	3,225.00
224897	11/15/2007	OSAA	1,950.00
225044	11/29/2007	Head/Penn Racquet Sports	1,802.88
		Program Supplies	21,644.21
224941	11/15/2007	Waste Management of Oregon	6,900.75
224946	11/15/2007	Woodco	1,520.00
		Refuse Services	8,420.75
224551	11/5/2007	OR Dept of Administrative Srvc	1,845.47
		Rental Equipment	1,845.47
224991	11/26/2007	Fred Shearer & Sons	2,250.00
		Rental Facility	2,250.00
224501	11/5/2007	Edwards Enterprises	1,577.73
224890	11/15/2007	OPENonline	1,312.24
224953	11/20/2007	Edwards Enterprises	2,151.45
		Technical Services	5,041.42
225047	11/29/2007	Colleen Kettenhofen	2,500.00
		Technical Training	2,500.00
224785	11/15/2007	Nextel Communications	3,101.61
224790	11/15/2007	Verizon Northwest, Inc.	7,595.37
5023	11/27/2007	AT&T Mobility	1,487.11
		Telecommunications	12,184.09

Tualatin Hills
Park & Rec.

Accounts Payable
Checks by Date - Summary by Check Number

November 30, 2007
Summary

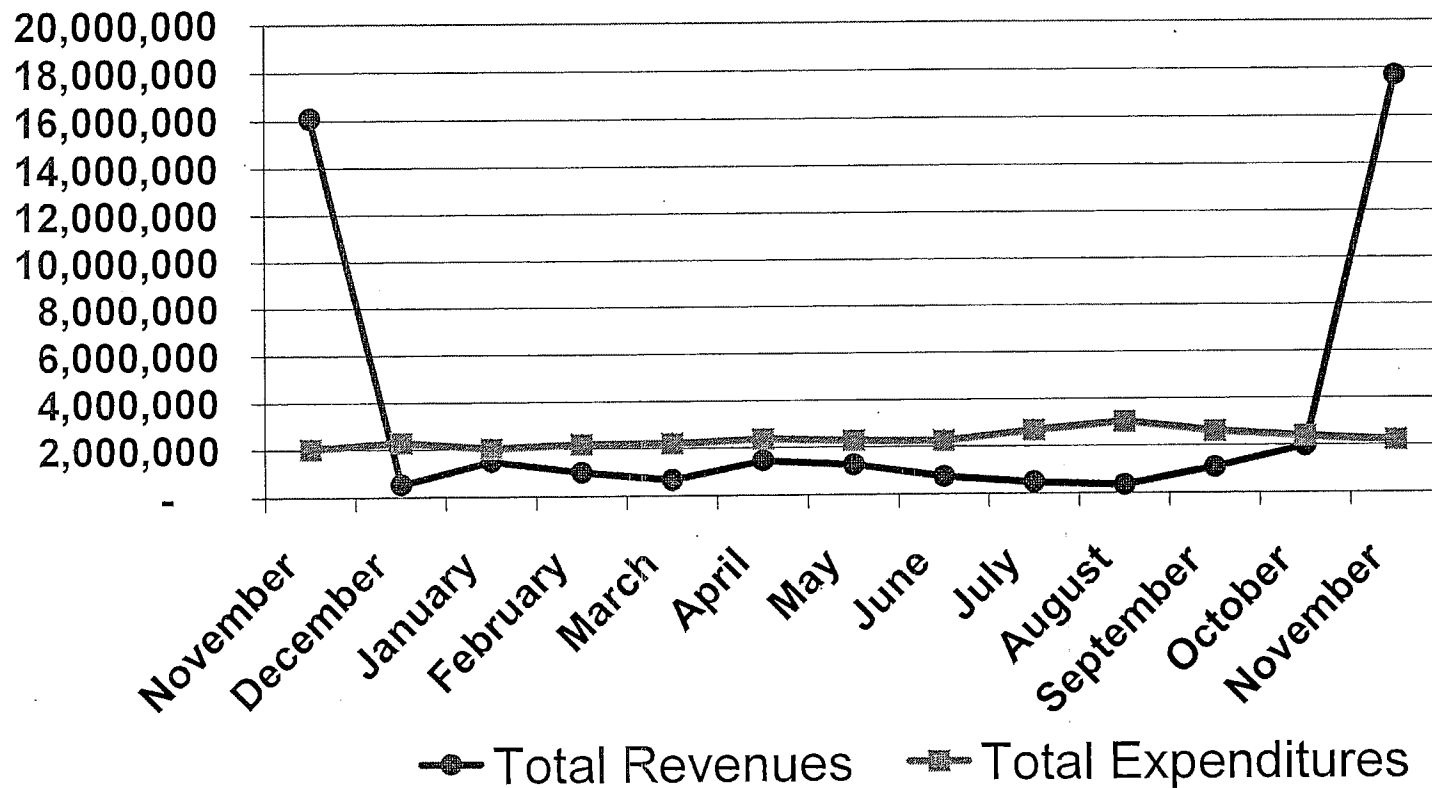
<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
224603	11/5/2007	City of Beaverton	11,000.00
224608	11/5/2007	Tualatin Valley Water District	10,600.79
224788	11/15/2007	Tualatin Valley Water District	2,897.64
225039	11/27/2007	Tualatin Valley Water District	15,979.43
		Water & Sewer	40,631.05

1,094,787.88

TUALATIN HILLS PARK & RECREATION DISTRICT
General Fund Financial Summary
November, 2007

	CURRENT MONTH	YEAR TO DATE	PRORATED BUDGET 11/30/2007	FULL FISCAL YEAR BUDGET
BEGINNING CASH ON HAND		\$ 4,337,121	\$ 3,689,400	\$ 3,689,400
REVENUES				
Property Taxes	17,376,611	18,908,770	18,693,899	20,633,443
Program Income	248,396	2,254,680	2,213,170	6,686,313
Other Income	59,218	299,023	252,960	930,000
Grants and Loan Proceeds	1,050	27,530	27,530	239,750
TOTAL REVENUES	\$ 17,685,275	\$ 21,490,003	\$ 21,187,559	\$ 28,489,506
EXPENDITURES				
Contingency	-	-	-	1,402,500
Salaries, Benefits & Payroll Taxes	1,677,655	9,020,869	8,999,741	20,361,404
Material & Services	476,863	2,820,741	2,957,913	6,831,209
Debt Service	19,346	146,383	144,082	889,392
TOTAL OPERATING EXPENDITURES	\$ 2,173,864	\$ 11,987,993	\$ 12,101,736	\$ 29,484,505
Capital Expenditures	27,278	825,814	1,034,650	2,694,401
TOTAL EXPENDITURES	\$ 2,201,142	\$ 12,813,807	\$ 13,136,386	\$ 32,178,906
REVENUES OVER (UNDER) EXPENDITURES	\$ 15,484,133	\$ 8,676,196	\$ 8,051,173	\$ (3,689,400)
ENDING CASH (CASH DEFICIT)		\$ 13,013,317	\$ 11,740,573	\$ -

Tualatin Hills Park and Rec. District November 2006 - November 2007



TUALATIN HILLS PARK & RECREATION DISTRICT



Serving Beaverton and the west side since 1955.

[6D]

MEMO

DATE: December 20, 2007
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park and Recreational Services

RE: Tualatin Hills Nature Park Advisory Committee Member

Summary

Staff requests Board of Directors approval of a Committee member appointment to the Tualatin Hills Nature Park Advisory Committee.

Background

At their December 13, 2007 meeting, the Tualatin Hills Nature Park Advisory Committee recommended Board of Directors approval to appoint Richard Hose to the Committee. No additional applications were received.

Please note that the prospective Advisory Committee member's application is attached along with the Committee's current roster.

Action Requested

Board of Directors approval to appoint Richard Hose to the Tualatin Hills Nature Park Advisory Committee.



Tualatin Hills Park & Recreation District TUALATIN HILLS NATURE PARK ADVISORY COMMITTEE ROSTER

Last Updated: January 4, 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>
Rod Coles Chair		December 2005					December 2009
Kevin Hoover Vice Chair		March 2007					March 2009
Margaret Armstrong Member		August 1997 Resigned – 10/02 Reinstated – 1/04 Ex-Officio – 2/07 Reinstated – 7/07					July 2009
Jerome Magill Member		August 1997					January 2009
Al Mowbray Member		March 2007					March 2009
Jim Olson Member		May 1999					January 2009
Karl Quade Member		December 2005					December 2009
Deborah Winer Member		May 1999					January 2009
<i>Ex-Officio Member</i>	<i>Representing</i>		<i>Address</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>	<i>Term Expires</i>
Joan Anderson-Wells Center Supervisor	Staff THPRD		15655 SW Millikan Boulevard Beaverton, OR 97006	(W) 503-629-6350 x2540	503-629-6351	jandersen-wells@thprd.org	N/A
Bruce Barbarasch Superintendent of Natural Resources & Trails Management	Staff THPRD		5500 SW Arctic Drive Beaverton, OR 97005	(W) 503-629-6305 x2950	503-629-6307	bbarbarasch@thprd.org	N/A
Vacant	Ex-Officio Beaverton School District						N/A
Vacant	Ex-Officio Five Oaks/Triple Creek NAC						N/A
Vacant	Ex-Officio Tri-Met						N/A
Vacant	Ex-Officio Beaverton Police Department						N/A



TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

Name: Richard A. Hose	Date: November 21, 2007

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: I fell in love with Tualatin Hills Nature Park within the first month of arriving in Oregon. I'm interested in preserving, maintaining and promoting this property as a community treasure.
2. How long have you lived in the community? 2 ½ years
3. Have you served on other volunteer committees? YES NO If yes, please explain where, when, and what your responsibilities were: I served as an interpretive guide for the Nature conservancy Disney Wilderness Preserve in central Florida for five years. I gave tours, mapped parts of the 12,000 acre preserve, banded birds, counted various wildlife and much more.
4. Have you or your family participated in any Center or other Recreation District activities?
What: Night time tours with Ranger Ben and served as a volunteer to assist in patrolling park once per week.

When: 2005-2006 Park Watch Program

Where: Tualatin Hills Nature Park
5. Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee: I minored in Forestry and Wildlife Management at the University of Wisconsin and am a professional communicator. I would be an energetic and effective supporter and spokesperson for the park and its constituents.



TUALATIN HILLS PARK & RECREATION DISTRICT

[6E]

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MEMO

DATE: December 21, 2007
TO: Doug Menke, General Manager
FROM: Steve Gulgren, Superintendent of Planning & Development

RE: Resolution for Annexation of Properties in Accordance with Washington County Ordinance 624 and ORS 198.857(2)

Summary

Staff is seeking Board of Directors approval of a blanket resolution for the purpose of approving the future annexation of properties to the Park District per Washington County Ordinance 624 during 2008.

Background

In the fall of 2004, the Washington County Board of Commissioners adopted Ordinance 624. The key provision of that ordinance requires new development¹ on property that is not addressed by an urban service agreement or located in a park and recreation district to annex to a park district:

- When a park district has been identified as the long-term service provider to the area the development is located in, and
- When the proposed development is subject to a development application (e.g., a subdivision). The new development would also be subject to the park district's park SDC upon annexation.

As part of this Ordinance, the Tualatin Hills Park and Recreation District was established as the park and recreation service provider within the boundaries of the Park District. Ordinance 624 amended the County land use code to include a requirement that all new development annex to the Park District. Typically, the developer will have to show compliance with this requirement before the County will record the plat or issue building permits. In order to comply with the condition, the developer must submit an annexation petition to the County under ORS 198.857. Subsection (2) of the statute says: "Before the petition is filed with the County Board, the petition must be approved by endorsement thereon by the board of the affected district [.]". Accordingly, even though Washington County requires these developments to annex to the Park District, the developer must still comply with the statutory requirements for annexation – including obtaining endorsement from the Park District.

¹New development means development where a land use application must be submitted, such as a new subdivision or commercial building. New development does not include the construction of a single family residence on a vacant lot or a lot that has received preliminary land use approval and the expansion or alteration of an existing single family home.

Proposal Request

Since obtaining an endorsement from the Park District is a requirement of Washington County Ordinance 624 and the statutory requirement for annexation, staff worked with Park District Attorney Pam Beery to identify a process that would endorse all Ordinance 624 properties, for one calendar year, instead of individually on a project-by-project basis. This resolution will endorse the annexation of all properties to the Park District by Ordinance 624 during 2008. This resolution will allow for the endorsement of annexations so developers will be able to comply with the terms of the land use decision process. This resolution will be renewed on an annual basis and has been prepared by Park District Attorney, Pam Beery.

Benefits of Proposal

By approving the blanket resolution for the purpose of approving the future annexation of properties to the Park District, per Ordinance 624, the Park District will not have to process the endorsement of annexation for each development on a project-by-project basis. The resolution will endorse annexation of all properties for an entire calendar year.

Potential Downside of Proposal

There does not appear to be any downside to this proposal.

Action Requested

Board of Directors approval of and signature on a blanket resolution for the purpose of approving future annexation of properties in Washington County, per Ordinance 624, during 2008.

Additionally, the Board of Directors also authorizes the General Manager to attest to the resolution and direct staff to submit the resolution to Washington County.

RESOLUTION NO. 2008-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
APPROVING ANNEXATIONS OF PROPERTY TO THE DISTRICT IN 2008
(Ordinance 624 Annexation).**

WHEREAS, Washington County adopted Ordinance No. 624 in August, 2004, amending the Washington County Comprehensive Plan and Development Code by recognizing the Tualatin Hills Park & Recreation District ("District") as the long term park and recreation service provider in unincorporated Washington County and requiring developing properties in that area to annex to the District as a condition of any development approval; and

WHEREAS, ORS 198.857(2) requires that proposed annexations to the District be approved by the District Board; and

WHEREAS, it is anticipated that properties will be seeking development approval in 2008, and will thus be subject to the application of Ordinance 624 and ORS 198.857(2); and

WHEREAS, the District Board wishes to express its formal approval of annexations proposed in 2008 and to file the approval in the form of this Resolution with the Washington County Board of Commissioners for consideration at hearings during 2008.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK AND RECREATION DISTRICT:

- Section 1. The Board hereby approves the proposed annexation of properties to the District during 2008 pursuant to Washington County Ordinance 624.
- Section 2. The District staff is hereby authorized and directed to file this Resolution and Exhibits with the Washington County Board of Commissioners.
- Section 3. This Resolution shall be effective immediately upon its adoption by the Board.

Adopted this 14th day of January, 2008.

Joseph Blowers, President

Larry Pelatt, Secretary

ATTEST:

Doug Menke, General Manager

TUALATIN HILLS PARK & RECREATION DISTRICT



Serving Beaverton and the west side since 1955.

[6F]

MEMO

DATE: December 21, 2007
TO: Doug Menke, General Manager
FROM: Steve Gulgren, Superintendent of Planning and Development

RE: Conservation Easement for Westside Trail Project

Summary

Staff is requesting Board of Directors approval of the Westside (Beaverton Powerline) Trail conservation easement over the Park District's existing 155th Avenue Park site to meet local and state permitting requirements.

Background

At the May 8, 2006 Regular Board of Directors Meeting, the Board approved Amendment #2 to David Evans and Associates' contract. A portion of Amendment #2 included the wetland/buffer mitigation design and permitting on 155th Avenue Park for the Westside (Beaverton Powerline) Trail construction project. The wetland/buffer mitigation requirements have been conditioned by several environmental agencies including Oregon Department of State Lands (DSL), US Army Corps of Engineers, and Clean Water Services.

The 155th Avenue Park is a 2.47-acre existing Park District property that is located at the southwest corner of 155th Avenue and Sexton Mountain Road. A majority of the park is a degraded wetland that will be mitigated and enhanced to meet all local and state jurisdictional requirements. One of the jurisdictional requirements is to place a deed restriction on the property with a conservation easement to ensure future protection of the resource. Attached is a copy of the conservation easement that has been approved by the Park District's attorney as well as DSL who conditioned the requirement.

Proposal Request

Park District staff is requesting Board of Directors authorization for the General Manager or his designee to execute the conservation easement on 155th Avenue Park to meet DSL's permit conditions.

Benefits of Proposal

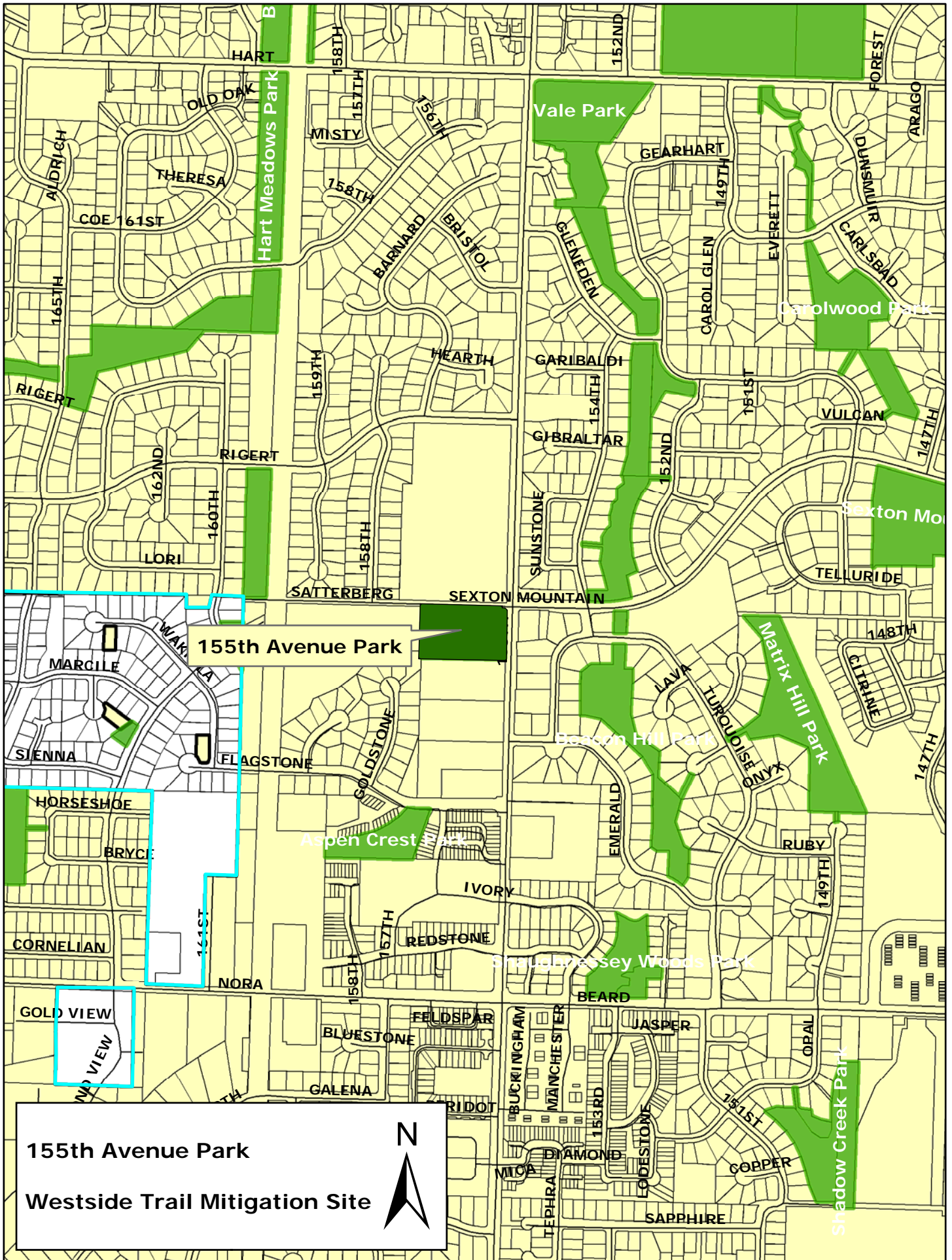
The approval of the conservation easement will maintain the Park District's eligibility for the federal grant funding by meeting local and state jurisdictional requirements. In addition, the completion of this section will close a major gap in the Westside (Beaverton Powerline) Trail from the Park District's Nature Park to Schuepbach Park.

Downside of Proposal

Placing a conservation easement on 155th Avenue Park will limit any future improvements on the property to be minimal and only upon DSL's written consent and approval.

Action Requested

Board of Directors authorization for the General Manager or his designee to execute the conservation easement on 155th Avenue Park.

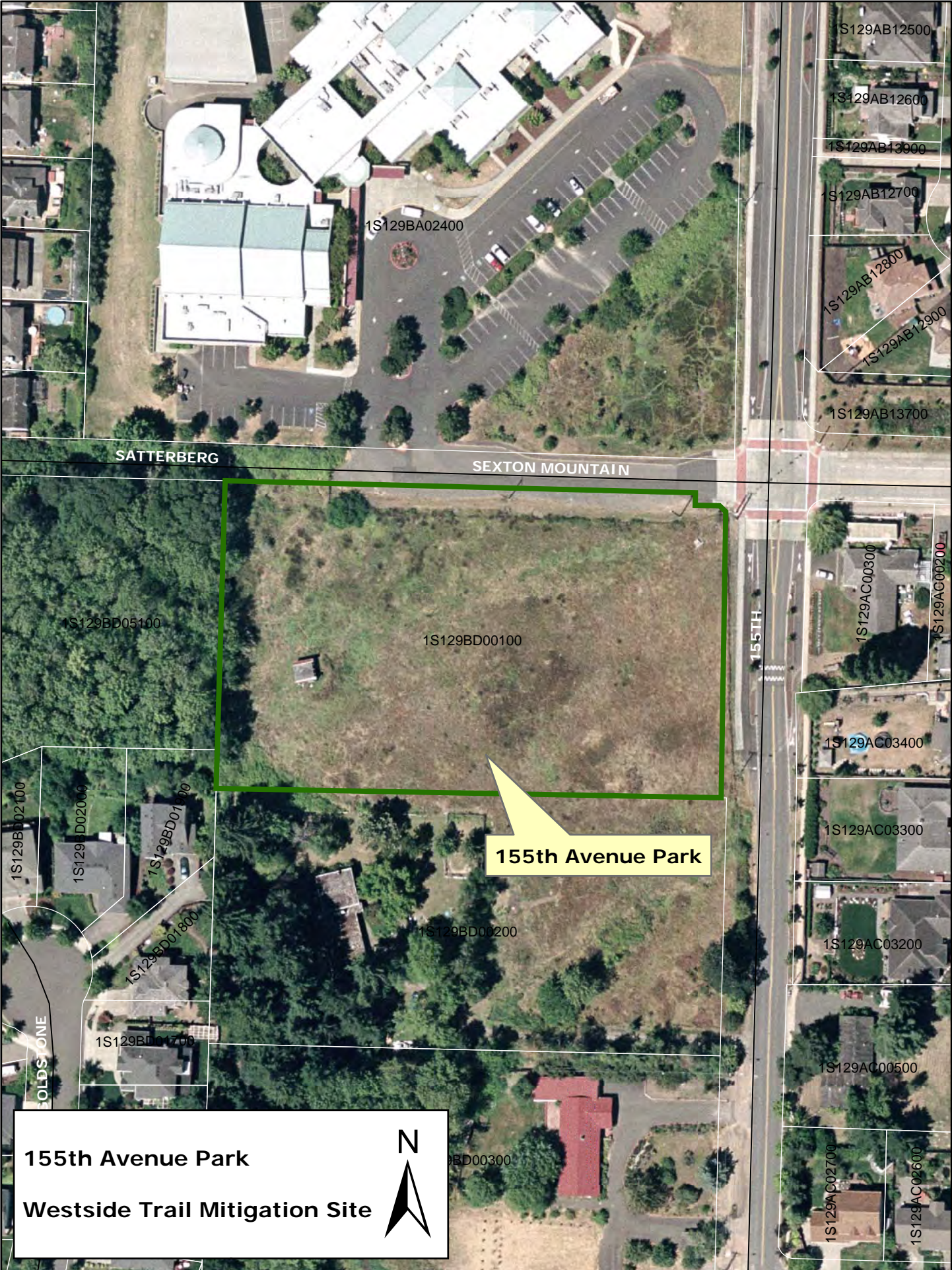


155th Avenue Park

155th Avenue Park

Westside Trail Mitigation Site





155th Avenue Park
Westside Trail Mitigation Site



Grantor's Name and Address:

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

Grantee's Name and Address

State of Oregon
Department of State Lands
775 Summer Street, Suite 100
Salem, OR 97301-1279

AFTER RECORDING, RETURN TO:

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

Tax Statements

No Change Requested

**DECLARATION OF COVENANTS AND RESTRICTIONS
FOR THE
BEAVERTON POWERLINE TRAIL**

THIS DECLARATION made this _____ day of _____, 2008,
by Tualatin Hills Park & Recreation District, an Oregon Park and Recreation District
("Declarant").

RECITALS

1. WHEREAS, Declarant is the owner of the real property described in Exhibit "A" attached hereto and by this reference incorporated herein as the "Property", and desires to restore and enhance thereon wetlands to be maintained in accordance with the Permit Number approved by the Oregon Department of State Lands ("Department");
2. WHEREAS, Declarant desires to provide for the preservation and enhancement of the wetland values of the Property and for the maintenance and management of the Property and improvements thereon, and to this end desires to subject the Property to the covenants, restrictions, easements and other encumbrances hereinafter set forth, each and all of which is and are for the benefit of the Property.

NOW, THEREFORE, the Declarant declares that the Property shall be held, transferred, sold, conveyed and occupied subject to the covenants, restrictions, easements and other encumbrances hereinafter set forth in this Declaration.

ARTICLE 1 DEFINITIONS

1.1 “Declaration” shall mean the covenants, restrictions, and all other provisions set forth in the Declaration of Covenants and Restrictions.

1.2 “Declarant” shall mean and refer to Tualatin Hills Park and Recreation District, its successors or assigns.

1.3 “Removal fill permit” shall mean the final document approved by the Department that formally establishes the wetland mitigation and stipulates the terms and conditions of its construction, operation and long-term management.

1.4 “Property” shall mean and refer to all real property subject to this Declaration, as more particularly set forth in Exhibit “A”.

ARTICLE 2 PROPERTY SUBJECT TO THIS DECLARATION

The real property which is and shall be held, transferred, sold, conveyed and occupied subject to this Declaration is located in Washington County, Oregon and is more particularly described in Exhibit “A”.

ARTICLE 3 GENERAL PLAN OF DEVELOPMENT

Declarant currently manages the site for the purpose of wetland mitigation. Current management is in accordance with Permit Number 37802-RF.

ARTICLE 4

USE RESTRICTIONS AND MANAGEMENT RESPONSIBILITIES

The Property shall be used and managed for wetland mitigation purposes in accordance with Permit Number 37802-RF. Declarant and all users of the Property are subject to any and all easements, covenants and restrictions of record affecting the Property.

1. There shall be no removal, destruction, cutting, trimming, mowing, alteration or spraying with biocides of any vegetation in the Property, nor any disturbance or change in the natural habitat of the Property without the prior written approval of the Department of State Lands.
2. There shall be no agricultural, commercial, or industrial activity undertaken or allowed in the Property; nor shall any right of passage across or upon the Property be allowed or granted if that right of passage is used in conjunction with agricultural, commercial or industrial activity.
3. No domestic animals shall be allowed on the Property without the prior written approval from the Department of State Lands.
4. There shall be no filling, excavating, dredging, mining or drilling; no removal of topsoil, sand, gravel, rock minerals or other materials, nor any dumping of ashes, trash, garbage, or of any other material, and no changing of the topography of the land of the Property in any manner without the prior written approval from the Department of State Lands.
5. There shall be no construction or placing of buildings, mobile homes, advertising signs, billboards, or other advertising material, or other structures on the Property without prior written approval from the Department of State Lands.

ARTICLE 5

RESOLUTION OF DOCUMENT CONFLICTS

In the event of any conflict between this Declaration and Permit Number 37802-RF, the permit shall control.

IN WITNESS WHEREOF, the undersigned being Declarant herein, has executed

this instrument this _____ day of _____, 2008.

Tualatin Hills Park and Recreation District
Washington County, Oregon

By: _____

Title: _____

STATE OF OREGON)
) ss:
County of _____)

This instrument was acknowledged before me on _____, 2008 by
_____ as the _____
_____ of the Tualatin Hills Park and Recreation District of Washington
County, Oregon.

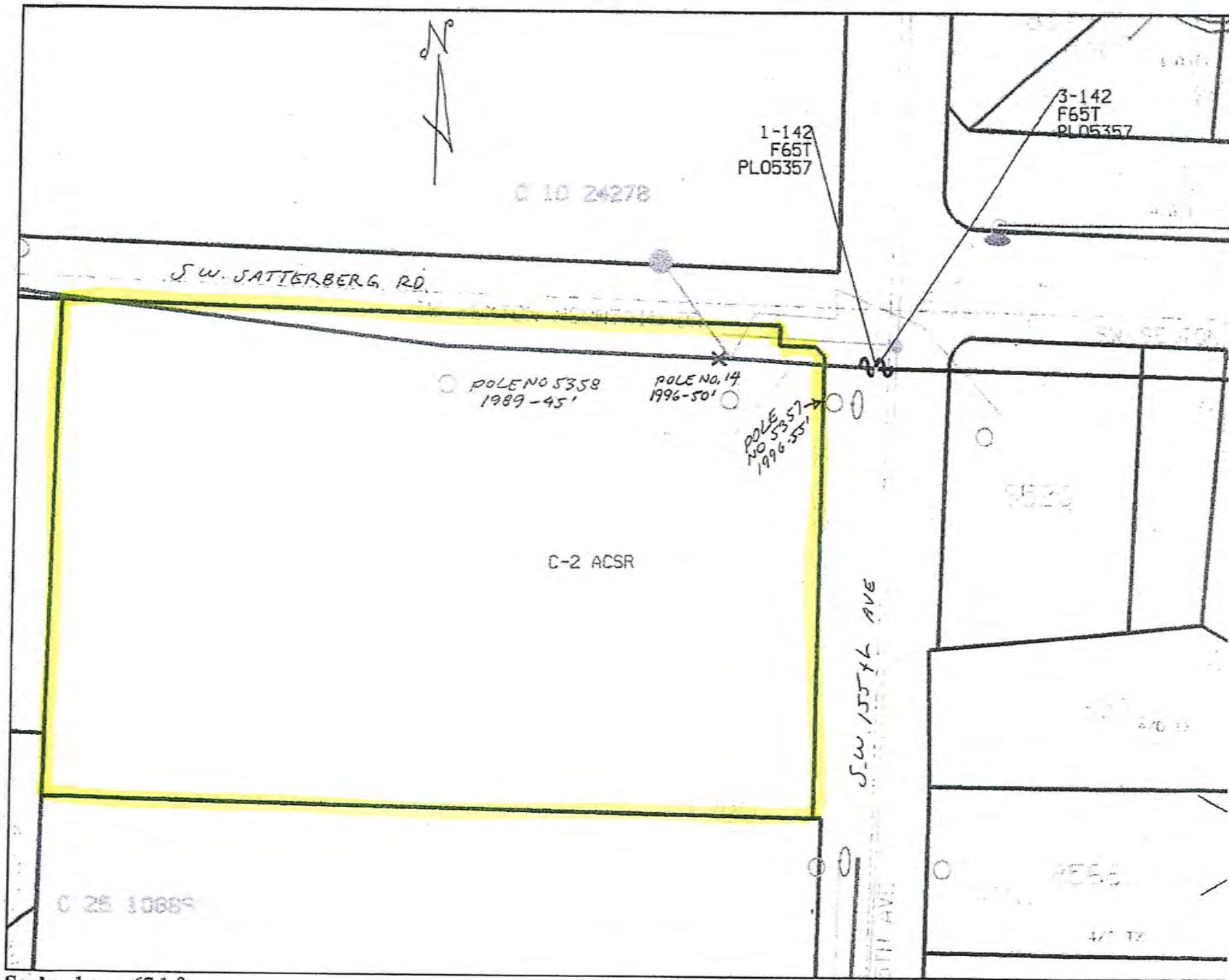
Signature of Notarial Officer

My Commission Expires: _____

EXHIBIT A
LEGAL DESCRIPTION

A portion of Lot 6, LITTLE FRUIT FARMS, in the City of Beaverton, County of Washington and State of Oregon, described as follows:

Beginning on the West line of said Lot 6, 282.16 feet South of the Northwest corner thereof; thence North along said West line of Lot 6, a distance of 282.16 feet to the Northwest corner thereof; thence East along the North line of said Lot 6, a distance of 418.52 feet to the Westerly right of way line of SW 155th Avenue; thence South along said Westerly right of way line, 282.16 feet; thence West 418.52 feet to the point of beginning.



Scale: 1 su = 67.1 ft

Field View



TUALATIN HILLS PARK & RECREATION DISTRICT

[6G]

MEMO

DATE: January 8, 2008
TO: Doug Menke, General Manager
FROM: Steve Gulgren, Superintendent of Planning and Development

RE: Novice Skate Park Project

Summary

Staff requests Board of Directors authorization to award the design/build contract for the Novice Skate Park Project to Grindline Skateparks, Inc. and authorization for staff to negotiate and execute a design/build contract for an amount not to exceed \$345,730.

Background

At the December 10, 2007 Regular Board Meeting, a Public Hearing was held to consider a purchasing exemption allowing the use of a design/build contract to implement the Novice Skate Park Project, which had failed in three past attempts at securing a contract via the traditional public bidding process. At that meeting, the Board approved the use of the exemption and directed staff to proceed with selecting a design/build team.

Since this meeting, staff has held a non-mandatory, pre-proposal meeting, received the proposals, and completed the public selection process. Park District staff received five proposals in total; two from modular-equipment vendors and three from skate park design/build and general contractor teams. Staff and a representative from the Athletic Center Advisory Committee (ACAC) have reviewed and scored the proposals and determined that Grindline Skateparks' proposal was the most complete, cost-effective and best overall proposal submitted.

Proposal Request

Staff requests approval from the Board of Directors to negotiate a design/build contract with Grindline Skateparks for the Novice Skate Park Project in an amount not to exceed \$345,730. The current remaining SDC balance for the project is \$173,058, after bidding and permit expenses. Staff secured a \$175,000 Local Government Grant Program (LGGP) grant in order to complete the project, bringing the current total project budget to \$348,058.

Grindline's proposal amount was less than anticipated, totaling \$285,730. Staff had also requested costs for two additive alternates; Grindline responded with \$15,460 for the installation of the shade structure (additive alternate 1) and \$60,000 for the installation of site lighting (additive alternate 2). Staff and the Athletic Center Advisory Committee (ACAC) recommend including in the contract scope of work, additive alternate 2, installation of site lighting (\$60,000), which would bring the total contract amount to \$345,730 (\$285,730 + \$60,000).

Benefits of Proposal

Construction of the Novice Skate Park will fulfill the Park District's desire to build a safe place for beginning skaters to learn to skate and significantly expand the Park District's skate facilities. A design/build team will help facilitate the design modification process and bring the project through completion. Applying the remaining project funds available to install the site lighting (additive alternative 2) in conjunction with the construction of the skate park is the most cost effective approach and the best use of all project funding. The proposed addition of site lighting to the Novice Skate Park project also reduces the operational issues for the new skate park since the existing skate park already has lighting.

Potential Downside of Proposal

There is no apparent downside to this proposal.

Action Requested

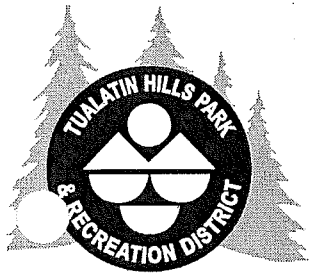
Board of Directors authorization to negotiate a design/build contract with Grindline Skateparks and for the General Manager or his designee to execute the contract for the Novice Skate Park Project in an amount not to exceed \$345,730.

**Tualatin Hills Park & Recreation District
PROJECT AWARD RECOMMENDATION REPORT**

Project:	Novice Skate Park		
Project Consultant/Architect:	<u>Grindline Skateparks, Inc.</u>		
SCOPE OF WORK			
Location:	HMT Recreation Complex 15707 SW Walker Road Beaverton, OR 97006		
Description:	Project to include the revision of current design in coordination with the Athletic Center Advisory Committee and public involvement; construction of approx. 9,000SF concrete skate park		
FUNDING SOURCE			
		06-07 SDC Fund Budget	
Funding Source:	Amount:	Page:	
SDC Fund	\$173,058		
LGGP Grant	\$175,000		
Total Funding Source:	\$348,058		
PROPOSALS RECEIVED			

Apparent Low Bidder	Contractor:	Base Bid Amt.:	Has Contractor done work for THPRD in the past?	Have the Contractor references been checked?	Is the Contractor registered with Appropriate Boards?
*	Grindline/MacKay & Sposito	\$285,730	no	yes	yes
	Dreamland Skateparks	\$302,000	no		
	Spohn Ranch/Pillar	\$318,847	no		
	American Ramp Co.	\$325,000	no		
	Emerick/Airspeed	\$454,168	no		

PROJECTED PROJECT SCHEDULE													
	J	A	S	O	N	D	J	F	M	A	M	J	
Proposal Receipt & Evaluation						X							
Contract Awarded							X						
Design Revision/Public Process								X	X				
Construction										X	X		
Substantial Completion													X
Occupancy													X



TUALATIN HILLS PARK & RECREATION DISTRICT

[7A]

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MEMO

DATE: January 7, 2008
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: Budget Committee Members

Attached please find the five applications received from individuals interested in being considered by the Board of Directors for appointment to the Tualatin Hills Park and Recreation District Budget Committee.

All five applicants were interviewed by the Board of Directors during the open session portion of the December 10, 2007 Regular Board Meeting.

Three positions are currently available on the Budget Committee. One position is a two-year term, while the other two positions are three-year terms. The applicants' term preferences are as follows:

Greg Cody	3-year term
Elisabeth Zeller	3-year term preferred, but is flexible
Ruth Rosimo	2-year term preferred, but is flexible
Brian Tienken	2-year term preferred, but is flexible
Scott Whipple	2-year term

Action Requested

Board of Directors appointment of three applicants to the Tualatin Hills Park and Recreation District Budget Committee.



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TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

Name: Gregory K. Cody

Date: October 6, 2007

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

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

I am active with the youth sports partners; participate in using the parks, trails and recreation facilities of THPRD. As an active participant, I enter it to discussions with other participants about the operations and THPRD future. The conversations are just a natural occurrence as we enjoy the park district. In most instances I recognize the logic, direction and priorities of THPRD and can explain this to others, when they have questions. Unfortunately from time to time I hear a question where I lack the knowledge on why a particular expenditure was given priority over another. I want to be able to explain the park districts budget with the knowledge of being a hands-on participant of its review and budget adoption process. I believe I can be a valued contributor in the citizen's comments of the budget process.

2. How long have you lived in the community? 25 years

3. Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were:

I am a current member of the Athletic Center Advisory Committee.

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

What: Indoor Park, Swimming, "Summer Fun", Tennis, Dance Classes, Art Classes, Martial Arts Classes, Language Classes, Youth Football, Youth Baseball JBO. Party in the Park and THPRD Board meetings

When: Throughout my children's growing up years, since 1984.

Where: Garden Home Rec Center, Conestoga Rec Center, Beaverton, Aloha and Harman Pools. Many football, baseball and active recreation fields managed by THPRD

5. If employed, what is your occupation?

Collection Manager: 30 years experience specializing in recovery of accounts receivable, contracts and subrogation claims.

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

I am well versed in budgets of corporations through my career and nonprofit organizations as a volunteer. I am always reviewing income and financial statements with clients. I am able to carry forward this experience in budget review process, add possible comment to assist it understanding of the current and future needs or help adjust when needed. Most importantly I am an active citizen who understands the purpose of the Advisory Committee. The member is to be a review representative for the community. The budget is created by experienced staff of THPRD giving priority to those areas as directed by the Board of Directors and General Manager. The Budget Committee is not a vehicle to push a particular agenda of the committee member, but a member who advocates for the entire Park District and its financial well being.

Please return application by October 19, 2007 to:

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

Fax: 503-629-6303

Email: jcollins@thprd.org



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TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

Name: Elisabeth Zeller

Date: Sept. 18, 2007

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

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

With the growth happening in Washington County, balancing service offerings, maintenance, costs/prices and new facilities will be a huge challenge for THPRD. Given my financial and non-profit background, I believe I have the skills and passion to help optimize THPRD's services for county residents.

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

3. Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were:

I have been a member of THPRD's Trails committee for the past 2 years where we work with the district to help expand and support trails. Past volunteer activities have included a 4 year stint as a CASA (Court Appointed Special Advocate) for two young children and a member of Washington County's SMART (Start Making A Reader Today) advisory board where I put together a donor analysis that helped target development efforts.

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

What: Trail riding/running (Fanno Creek, Powerline, etc.), parks, playgrounds, classes (dancing, swimming)

When: As the mother of a 3 year old, I have more time for bike-riding and playgrounds than classes these days.

Where: Various

5. If employed, what is your occupation?

I am a Senior Finance Manager at Intel Corporation. I am the Finance Manager for Intel's Corporate Affairs Group and the Intel Foundation.

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

I have over 9 years of budgets and planning experience, supporting groups with \$100M+ in budget and 500+ employees. I have worked with them to identify priorities and optimize resources to align with those priorities.

Please return application by October 19, 2007 to:

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

Fax: 503-629-6303

Email: jcollins@thprd.org



Serving Beaverton and the west side since 1955.

TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

Name: <u>Ruth Rosimo</u>	Date: <u>October 10, 2007</u>
--------------------------	-------------------------------

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

- Please explain your interest in serving on the Budget Committee:
I have an interest in serving on the Budget Committee as my family and I thoroughly enjoy the many benefits that THPRD provide to the community that we live in and I want to be able to volunteer and contribute back to THPRD.
- How long have you lived in the community?
Over fifteen (15) years
- Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were:
Served on the THPRD Cedar Hills Advisory Committee ~ 2002-2004
Treasurer, PTA, Cedar Hills Middle School; various volunteer committees to raise money, primarily church and schools.
- Have you or your family participated in any District activities? Yes
What: Preschool, camps, sports,
When: Through the past 18 years
Where: Various locations - most frequently at Cedar Hills THPRD
- If employed, what is your occupation?
Self-employed. Provide accounting and bookkeeping services to small businesses and non-profits
- Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee:
My work experience in developing budgets for both non-profits and small businesses and my understanding of finances/accounting would benefit the Budget Committee.

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Would prefer two year term
but can do three year term

Thank you
Ruth



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TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

Name: Brian Tienken

Date: 10-9-07

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

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

I think that THPRD plays a vital role in our community and faces many challenges adapt to such a growing community. I have been involved before and would like to help again.

2. How long have you lived in the community?

10 years

3. Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were:

THPRD Aquatics Advisory 1999 - 2005 - Chairman 4 years

THPRD Budget Committee 2002 - 2005

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

What: Swim team, Swim lessons, Misc Classes, Summer day camps
Open swim, Water polo team

When: 1997-2006

Where: Howard Terpenning Complex, Conestoga, Beaverton Pool,
Cedar Hills Rec, Aloha pool

5. If employed, what is your occupation?

Real Estate Broker

6. Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee: I have been on the budget committee before and understand the process. I have been involved with THPRD and attended some board meetings so I am familiar with the district, some of the issues and needs and know some staff at THPRD which helps me gain a better knowledge and perspective on the district. I work with people every day in various situations in my business, am a good problem solver and a good listener.

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15707 SW Walker Road, Beaverton, OR 97006

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Strong Recreation and the rest since 1955.

TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District Budget Committee Application

Name: Scott Whipple

Date: October 19, 2007

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

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

I was born in raised within the THRPD boundaries and it is important to me that my two children (Spencer, age 6 and Turner, age 3) have the same or better recreational opportunities that I had as a child. I believe that I can do my part by ensuring that THRPD is a good steward of its funds. Please see my application dated April 2006 for an open seat on the board of directors for more details.

2. How long have you lived in the community?

I have had residency in the community for approximately 33 years, consecutively for the past 8 years.

3. Have you served on other volunteer committees? Yes No If yes, please explain where, when, and what your responsibilities were:

I am currently on the St. Andrew Nativity School Honorary Alumni Board, which helps sponsor an event to raise funds for the school, which helps underprivileged children receive a top notch middle school education. In the past, I have also volunteered at a food shelter.

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

What: Too many to list. I played soccer and basketball as a child as well as enjoyed the parks and other activities. My wife participates in yoga and other classes. My children participate in swimming, sports classes, soccer, t-ball etc.

When: For me, approximately 1974 – 1986. For my family, approximately 2000- to present.

Where: Wherever the classes are held, primarily Conestoga.

5. If employed, what is your occupation?

I am an attorney that specializes in business/commercial litigation matters.

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

I am an economics major. I used to work in the trust department of American National Bank and was responsible for processing hundreds of millions of dollars. I was previously an insurance underwriter who had to make subjective decisions to calculate insurance rates based upon the perceived risk. I have a law degree and was previously a shareholder with Schwabe Williamson & Wyatt, the second largest law firm in Oregon. I am a small business owner of a two person law firm, Whipple & Duyck, P.C. and am responsible for all financial aspects of owning a small business.

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Email: jcollins@thprd.org

**Tualatin Hills Park & Recreation District
Board of Directors Application – Seat #3**

Name: B. Scott Whipple	Date: 04/20/2006

Please respond to the following questions (attach additional paper if needed):

1. Are you a Park District resident and registered voter?

Yes.

2. Please explain your interest in serving on the Board of Directors:

In my opinion, the Park District is a valuable community resource and it is very important to me that the Park District remain a strong organization for my family and for the community. I have had a long-time appreciation for the Park District and want to combine my professional experiences (discussed below) with my passion for the Park District. I also believe that I am well qualified to make policy decisions during this important time in the Park District's history, as it looks to the future and implements the Comprehensive Plan.

3. Please describe any special expertise and/or experience you would bring to the Board of Directors:

- A. I am a shareholder of Schwabe, Williamson & Wyatt, the second largest law firm in the State of Oregon. I am a trial lawyer who has worked on all kinds of civil litigation, including business disputes, tort claims and securities lawsuits. My experience as a lawyer has provided me not only a legal perspective, but also a business perspective, that would benefit the Park District's Board of Directors.
- B. I have a Bachelors of Arts degree in economics and worked in the Trust Department of major Chicago financial institution as well as an underwriter for Standard Insurance in Portland. These experiences, along with my experiences as a lawyer, have provided me an insight to the value of hard work, the value of planning and the value of money.
- C. As a long-time resident and frequent customer of the Park District, I have an understanding of the value that the Park District plays in the community and a desire to strengthen the Park District.
- D. My father, Blaine Whipple was a former State Senator from the area, a former member of the Board of Directors for the Wolf Creek Water District and a former member of the Board of Directors for the Tualatin Valley Fire and Rescue. Additionally, my father ran and lost a statewide election for Secretary

of State. I mention this only because there is some familiarity with the "Whipple" name in the community. Continuity on the Board is important and I believe that the name recognition will make it easier for me to get elected to a position on the Board of Directors, if the Board chooses me to fill the open position.

- E. I have a proven track record of success. My academic record (top 10% of my class at the University of Oregon School of Law), athletic record (All-Conference selection in football, Midwest Conference, Division III) and employment record (of ten applicants for shareholder of Schwabe Williamson & Wyatt, I was one of two voted to become a shareholder) establish that I am someone who will meaningfully contribute to the board.

4. How long have you lived within the Park District boundaries?

I was born in 1968 and was raised in a Cedar Hills home within the District's boundaries. I attended West Tualatin View Elementary School, Cedar Park Junior High and Sunset High School. After graduating high school, I attended Grinnell College in Grinnell, Iowa, a small liberal arts college known for its academics. I played varsity football and varsity basketball while a student at Grinnell and was the captain of both teams my senior year. While I was at college, I maintained my permanent residence of 8455 SW Brookridge Street, Portland, OR 97225 (the Cedar Hills home where I was raised). After graduating college in 1990, I worked in Chicago, Illinois in the Trust Department of American National Bank. I returned to the Cedar Hills area in 1993 and lived on both Brookridge Street and later in an apartment on Butner Road. In August 1995, I moved to Eugene to attend law school at the University of Oregon. I moved back into the district in October of 1999, when my wife and I purchased our home in the Bluffs neighborhood in Cedar Mill. In all, I have maintained my residence within the district's boundaries approximately 32 of my 37 1/2 years.

5. Have you served on the Park District Board of Directors, Tualatin Hills Park Foundation Board of Trustees, or other Park District Committees?

No. Since re-establishing myself within the Park District's boundaries in 1999, I have focused my time on my career and my young family. I am now at a point in my life that I can dedicate the time and energy necessary to the Park District as a member of its Board of Directors.

6. Have you, or your family, participated in Park District programs or utilized Park District facilities?

Yes. When I was in grade school, junior high and high school, I extensively participated in the Park District's soccer, swimming and basketball programs. From 1993 to 1995, I volunteered as a basketball coach for seventh and eighth graders attending Cedar Park Junior High. I also worked as a basketball official for games run by the Park District. During my youth, I used many of the Park District's parks and facilities, including, but not limited to: Cedar Hills Recreation Center, the Tualatin Hills Aquatic Center, Mitchell Park, Roxbury Park, etc. As a father of two young boys, as explained below, I am currently a frequent user of the Park District's parks and facilities.

My eldest son, Spencer (age 4), took swimming lessons at the Beaverton Swim Center, participated in classes at the Cedar Hills Recreation Center, participated in sports classes at the Conestoga Recreation center, participated in a soccer league at Greenway Park and plays at a number of the Park District's parks, including the Tualatin Hills Nature Park. My youngest son, Turner (almost 2 years old), takes swimming lessons at the Conestoga Aquatics Center and takes classes at the Cedar Hills Recreation Center. Like the rest of his family, Turner also extensively uses the Park District's Parks and Facilities

7. Please describe what you believe the critical issues are facing the Park District:

A. **Planning for the future.** I have read the March 22, 2006 Community Need Assessment Report and recognize that the Park District already is taking steps to plan for the growth that will occur within the Park District's boundaries. I believe that the Park District will experience growth not only because of a general influx of people to the Portland metropolitan area, but also because more families will relocate from the City of Portland / Multnomah County in order to escape from the deteriorating Portland Public Schools and send their children to the schools within the Beaverton School District. I also believe that the skyrocketing home prices within the Portland city limits will cause more families to re-locate to the suburbs. Planning for this growth (like the planned facility at the Rock Creek Campus of Portland Community College) is critical to the Park District's continued success.

B. **Financial Condition.** According to the proposed 2006-07 budget, there is approximately \$6 million in unfunded capital projects and the trend is going in the wrong direction. Ensuring that there are adequate resources for the Park District's future will depend on a critical analysis of not only potential revenue sources, but also a critical analysis of the Park District's current and future expenditures.

C. **Public Trust.** In order to address both the planning needs of the Park District and the funding of the Park District's operations, it is critically important that the Park District maintain the public's trust. To maintain the public's trust, the Park District must establish that it is spending its money wisely. Without public trust, it will be difficult for the Park District to obtain any additional revenue needed for the Park District's future.

D. **Community Outreach.** In order for the Park District to thrive in the future, the community must believe that the Park District is a valuable asset (as I do). The Park District needs to reach out to the community and publicize all of the great programs that the Park District offers. I believe the Park District should attempt to quantify the value of its programs. For instance, what is the value of providing a soccer recreational program? Such programs improve the health of the community's children, encourage and develop teamwork, build self-esteem and keep children from engaging in less beneficial activities. If it is possible to quantify the value of the Park District's programs, I believe that even greater community support will follow and assist the Park District manage the planning, financial condition and public trust issues I address above.

Similarly, I believe that that the Park District has a duty to work to serve all of its constituents, regardless of ethnicity and wealth, and needs to continue to work to break down language and economic barriers to participation in the Park District's programs.

E. Selection of New General Manager. Mr. Willoughby has been very important to the Park District's success and it is important that Board select a successor that is equally capable of guiding the Park District into the future.

Thank you for considering my application to the open seat on the Park District's Board. I believe in the mission of the Park District and am grateful that for the past 50 years the Park District has been well run. I truly believe that I would be a valuable addition to the Board and hope that you provide me with the opportunity to serve. I plan to attend the May 8 Board of Directors meeting and would be happy to discuss my application with you at that time. Alternatively, I will make myself available at another date and time, if that is more convenient for the Board.

B. Scott Whipple



TUALATIN HILLS PARK & RECREATION DISTRICT

[7B]

Serving Beaverton and the west side since 1955.

MEMO

DATE: January 7, 2008
TO: Doug Menke, General Manager
FROM: Bob Wayt, Director of Communications & Development

RE: Public Awareness Program Update

Summary

Attached for your review are an executive summary and the full outreach and education (public awareness) program* proposed by JD White (JDW). JDW is the consultant hired by staff (through an RFP process) to measure community perceptions and awareness of THPRD and to design a promotional program to address gaps.

At the January 14, 2008 board meeting, KC Cooper and Francine Raften of JDW will give an overview of the proposal and answer questions. Staff recommends moving ahead with implementation. Money is available in the current fiscal-year budget. Because this program is multiyear in nature, staff will seek budget dollars in future fiscal years as well.

Background

JD White's proposal is based on extensive research. This includes a statistically valid telephone survey of 406 in-district residents in October 2007 (as summarized by JDW partner Mike Riley of Riley & Associates at the November 2007 board meeting). JDW also interviewed staff and board members and conducted several recent focus groups involving a cross-section of community stakeholders.

JDW has identified target audiences that include minority populations (especially Latinos and Asians), new residents of the district, and district residents in general. The program would also focus to a certain extent on seniors and THPRD staff.

The consultant recommends reaching these audiences through redesign of and improvements to the district's web and Intranet sites, the quarterly activities guide, and fliers and posters. The campaign would also include targeted print, radio and transit advertising. Univision TV (particularly popular with the Latino population) would be used during the next fiscal year.

As reported to the board in July 2007, staff identified at least \$87,000 from the current fiscal year budget to be earmarked for a public awareness program. After allocation of consulting fees for research and program design, \$50,000 remains for creative message development and actual public rollout.

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

Regular Meeting of the Board of Directors January 14, 2008

Page 1 of 2

It is important to note that effecting change in public attitudes will be a long-term process. Therefore, it will be staff's recommendation that at least \$50,000 be budgeted each fiscal year over the next 3-4 years to maintain program momentum and effectiveness. Elements would be adjusted as necessary to better meet district goals. Staff would be continuously involved with the consultant in such decisions.

Part of the future dollars would be expended on a follow-up telephone survey, scheduled tentatively for the first half of 2009. The survey would measure progress made by the district since the October 2007 findings.

Next steps

Following presentation of the proposal by JD White, the consultant will move forward with implementation of the outreach and education campaign. This will entail working with staff on message development, redesign of web sites and collateral materials, and advertising schedules. Initial public rollout of the campaign is tentatively scheduled to occur in spring 2008.

EXECUTIVE SUMMARY

The report outlines an education and awareness campaign and recommends immediate, short- and long-term priority actions for its implementation and evaluation. The suggested campaign resulted from a statistical survey, Board and Staff interviews, creative brief process, and five focus groups.

Two-thirds of those surveyed know of the District; however, many fewer participants value the District as a benefit to the community similar to education, police, and fire. While most are aware of the aquatics and recreational sports services, they are much less aware of other programmatic elements and facilities. The bulleted sections below are summaries of the focus groups.

- The **Staff Member** focus group is proud of their work and speaks highly of the park system; members suggested ways to reach underserved groups and suggested improvements for District functioning and communications.
- The single member of the **New User** focus group thinks District programs are excellent but wants easier registration.
- The **Latino Community** focus group suggested a translator at District, school, and community events; a simplified Activity Guide; and diversity training for District staff. They think Spanish radio and television, fliers and bus boards can reach their community best.
- The **Asian Community** focus group suggested improved registration and changes to the District website. They, too, want the Activity Guide simplified and shortened and suggest training for staff. Newsletters and stories in the *Asian Reporter* are preferred for receiving information.
- The **Seniors/Long-Time Users** focus group knows the District's offerings well; they think the District should improve older facilities and they find the Activity Guide useful; they, like the Asian community, think the website needs improvement. They suggest using the real estate community to tell new residents about the District and partnering with outside jurisdictions to help the District achieve its larger vision.

RECOMMENDATIONS

The report recommends target audiences and a tagline to reach them as well as strategies for internal and external communications, collateral materials, media and print, and social marketing. Recommendations include means to measure improvements.

Target Audiences—Based on stakeholder interviews, the creative brief process and focus group feedback, the key target audiences are new residents (including apartment dwellers); minority (Latino and Asian) communities; District residents; seniors; and (because they are critical 'Ambassadors' for THPRD), District staff.

Tagline—“. . . *that's THPRD, too*" is recommended because it gives the District a chance to showcase the many faces, places, and activities that *are* the District.

Internal Communication Strategies

Intranet Site—The report recommends an intranet site modeled on a common central desktop where staff can find the tools they need and current, updated information. The site would provide working documents, resources, forms, and other information for use by staff.

Email List—A staff email list should be developed for sending information and updates.

E-Newsletter Template—an e-newsletter template should be developed that highlights aspects of the District for staff.

External Communication Strategies

Website—Numerous recommendations resulting from a quick web audit include a website redesign and usability improvements, enlarged e-mail access, improved online registration, and a phased plan for accomplishment.

Collateral/Materials—Specific changes are recommended to simplify the Activity Guide and make it more consistent and user-friendly, and to strengthen District messaging, demonstrate the fulfillment of mission and objectives, and reinforce marketing. *Print collateral* should reinforce District outreach, with visual imagery and targeted messages disseminated in high visibility/ high traffic venues.

Recommendations include developing consistent templates so that District products are easily recognizable and broadening their distribution. The District should place *bus ads* on (or in) TriMet transit vehicles in Washington County and highlight specific events and messages with *signage* at the District's most visible facilities.

Media and public relations—The report prioritizes strategies and recommends ways to *strengthen internal communication* between District employees and District management. The report suggests *sequenced media releases* to educate the community about ongoing improvements, elevate the value of the District with new and regular users, and reach out to target audiences. 10-15 second *radio news/traffic sponsorships* are also recommended to reinforce messaging and tagline. To reach the Latino community, the District should produce *public service announcements* on highly rated Spanish-language TV (Univision) programming and reinforce messaging and tagline with *radio news/traffic sponsorships* on Spanish radio. To *maximize built-in recognition*, District representatives should build on existing relationships with media reporter(s) and invite news photographers to events and activities.

Print Media—Focus groups identified *Beaverton Valley Times*, *The Oregonian*, and the *Asian Reporter* as avenues to reach target audiences, and along with earned media, placing small paid *newspaper ads* in tandem with radio and collateral campaigns to heighten and reinforce awareness and tagline messaging. Other avenues include city/NAC/CPO *newsletters*.

Social Marketing/Grassroots Efforts—District representatives should continue to attend at least one meeting annually of all District *NACs and CPOs*. For a *speakers bureau*, the District should identify and recruit potential speakers, develop a 5-7 minute turnkey presentation, and identify potential target organizations. For *event participation*, the District should continue to use a *traveling display* that provides information on facilities and services, coupled with key messages, and be present at *major community events* that attract the target audiences.

Partnership Development—The District should develop a list of potential partners, in particular with the real estate and rental communities to establish a link between new district residents and apartment inhabitants to raise awareness of and access to District services and facilities.

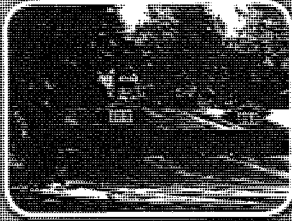
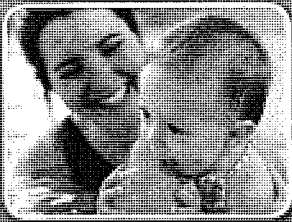
Through this outreach and education campaign, the District can introduce its value to new residents and simultaneously reintroduce itself to longtime fans and users. The long-term impact will not only change people's lives, but enhance the quality of life of the community as a whole.

PHASED IMPLEMENTATION—BROAD OVERVIEW

The following matrix identifies the different strategies and priorities for implementation. In some cases, strategies may be implemented over more than one or over multiple fiscal years. Notes and assumptions that accompany the matrix can be found in the full document.

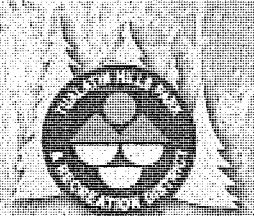
Strategy	Cost	Fiscal Year			
		2007-2008 (through June 08)	2008- 2009	2009- 2010	2010- 2011
Design					
Overall look, templates, tagline usage	\$5,000	\$5,000			
Internal Communications					
Intranet	\$7,500-10,000	\$2,500	\$7,500	***	***
Staff Email Communication	TBD	***	***	***	***
E-Newsletter Design	\$2,500- 3,000	***	***	\$3,000	***
External Communications					
Website Redesign	\$17,000-22,000	\$13,000	\$9,000	***	\$5,000
Registration (Online/Phone)	\$4,000-4,500	\$4,500	***	***	***
Collateral / Materials					
Activity Guide	\$8,000-10,000	\$5,000	\$5,000	***	\$3,000
Fliers/Posters	\$3,000-4,000	\$4,000		\$5,000	\$5,000
Bus Boards	\$3,000+	\$6,000		\$7,000	\$6,000
Street Banners/Signs	\$1,700 -3,200			\$3,000	\$3,000
Media					
• Radio news/traffic sponsorships	\$5,000-6,000	\$3,000	\$4,000	\$5,000	\$5,000
• Univision	\$7,000-10,000/yr		\$10,000	\$10,000	\$10,000
Spanish Radio	\$5,000/yr	\$3,000	\$4,000	\$6,000	\$5,000
Print Media – Earned	\$2,500-3,000	\$2,000	\$3,000	\$3,000	\$3,000
Print Media- Paid	\$10,000/yr	\$2,000	\$5,000	\$7,000	\$5,000
Social Marketing					
Speakers Bureau	TBD	***	***	***	***
Event Participation	TBD	***	***	***	***
Partnership Development	TBD	***	\$3,500	***	***
TOTAL		\$50,000	\$51,000	\$49,000	\$50,000

*** Assumes tasks will become part of internal operations. Cost is undetermined.



Tualatin Hills Park & Recreation District Outreach and Education Campaign

Prepared for



Tualatin Hills Park
& Recreation District
Beaverton, OR

Prepared by

RILEY RESEARCH ASSOCIATES
Research for Marketing, Public Relations, and Planning



**Tualatin Hills Park & Recreation District
Outreach & Education Campaign**
JDW Project #VAJDW-08-068
January 2008

Prepared for:
Tualatin Hills Parks & Recreation District
15707 SW Walker Road
Beaverton, Oregon 97006

jd white a division of
BERGER/ABAM Engineers Inc.



Land Use Planning • Natural Resources • Public Involvement

1111 Main Street • Suite 300
Vancouver, Washington 98660
700 NE Multnomah Street • Suite 900
Portland, Oregon 97232
Phone: 360.696.1338/503.731.6041
Fax: 360.696.9317/503.731.8902

**Tualatin Hills Park & Recreation District
Outreach & Education Campaign**

January 2008

EXECUTIVE SUMMARY

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Website—Numerous recommendations resulting from a quick web audit include a website redesign and usability improvements, enlarged e-mail access, improved online registration, and a phased plan for accomplishment.

Collateral/Materials—Specific changes are recommended to simplify the Activity Guide and make it more consistent and user-friendly, and to strengthen District messaging, demonstrate the fulfillment of mission and objectives, and reinforce marketing. *Print collateral* should reinforce District outreach, with visual imagery and targeted messages disseminated in high visibility/ high traffic venues. Recommendations include developing consistent templates so that District products are easily recognizable and broadening their distribution. The District should place *bus ads* on (or in) TriMet transit vehicles in Washington County and highlight specific events and messages with *signage* at the District's most visible facilities.

Media and public relations—The report prioritizes strategies and recommends ways to *strengthen internal communication* between District employees and District management. The report suggests *sequenced media releases* to educate the community about ongoing improvements, elevate the value of the District with new and regular users, and reach out to target audiences. 10-15 second *radio news/traffic sponsorships* are also recommended to reinforce messaging and tagline. To reach the Latino community, the District should produce *public service announcements* on highly rated Spanish-language TV (Univision) programming and reinforce messaging and tagline with *radio news/traffic sponsorships* on Spanish radio. To *maximize built-in recognition*, District representatives should build on existing relationships with media reporter(s) and invite news photographers to events and activities.

Print Media—Focus groups identified *Beaverton Valley Times*, *The Oregonian*, and the *Asian Reporter* as avenues to reach target audiences, and along with earned media, placing small paid *newspaper ads* in tandem with radio and collateral campaigns to heighten and reinforce awareness and tagline messaging. Other avenues include city/NAC/CPO *newsletters*.

Social Marketing/Grassroots Efforts—District representatives should continue to attend at least one meeting annually of all District *NACs and CPOs*. For a *speakers bureau*, the District should identify and recruit potential speakers, develop a 5-7 minute turnkey presentation, and identify potential target organizations. For *event participation*, the District should continue to use a *traveling display* that provides information on facilities and services, coupled with key messages, and be present at *major community events* that attract the target audiences.

Partnership Development—The District should develop a list of potential partners, in particular with the real estate and rental communities to establish a link between new district residents and apartment inhabitants to raise awareness of and access to District services and facilities.

Through this outreach and education campaign, the District can introduce its value to new residents and simultaneously reintroduce itself to longtime fans and users. The long-term impact will not only change people's lives, but enhance the quality of life of the community as a whole.

PHASED IMPLEMENTATION—BROAD OVERVIEW

The following matrix identifies the different strategies and priorities for implementation. In some cases, strategies may be implemented over more than one or over multiple fiscal years. Notes and assumptions that accompany the matrix can be found in the full document.

Strategy	Cost	Fiscal Year			
		2007-2008 (through June 08)	2008- 2009	2009- 2010	2010- 2011
Design					
Overall look, templates, tagline usage	\$5,000	\$5,000			
Internal Communications					
Intranet	\$7,500-10,000	\$2,500	\$7,500	***	***
Staff Email Communication	TBD	***	***	***	***
E-Newsletter Design	\$2,500- 3,000	***	***	\$3,000	***
External Communications					
Website Redesign	\$17,000-22,000	\$13,000	\$9,000	***	\$5,000
Registration (Online/Phone)	\$4,000-4,500	\$4,500	***	***	***
Collateral / Materials					
Activity Guide	\$8,000-10,000	\$5,000	\$5,000	***	\$3,000
Fliers/Posters	\$3,000-4,000	\$4,000		\$5,000	\$5,000
Bus Boards	\$3,000+	\$6,000		\$7,000	\$6,000
Street Banners/Signs	\$1,700 -3,200			\$3,000	\$3,000
Media					
• Radio news/traffic sponsorships	\$5,000-6,000	\$3,000	\$4,000	\$5,000	\$5,000
• Univision	\$7,000-10,000/yr		\$10,000	\$10,000	\$10,000
Spanish Radio	\$5,000/yr	\$3,000	\$4,000	\$6,000	\$5,000
Print Media – Earned	\$2,500-3,000	\$2,000	\$3,000	\$3,000	\$3,000
Print Media- Paid	\$10,000/yr	\$2,000	\$5,000	\$7,000	\$5,000
Social Marketing					
Speakers Bureau	TBD	***	***	***	***
Event Participation	TBD	***	***	***	***
Partnership Development	TBD	***	\$3,500	***	***
TOTAL		\$50,000	\$51,000	\$49,000	\$50,000

*** Assumes tasks will become part of internal operations. Cost is undetermined.



TUALATIN HILLS PARK & RECREATION DISTRICT OUTREACH & EDUCATION CAMPAIGN

INTRODUCTION

Crucial to the success of the Tualatin Hills Park & Recreation (District) outreach and education campaign is communicating the understanding that well-maintained parks and facilities, along with high-quality recreational and educational programs for all ages, are key elements in the community's quality of life. Long-time users trumpet the value contributed to the community by District programs and facilities, but the challenge is communicating the benefits to the unaffiliated—new residents, existing residents who aren't aware of the extent of District offerings, and members of minority communities who face language and other barriers to participation. The goals of the outreach campaign have a common thread: educating the community so that the District is as important to community members as providing the best recreational and educational programs and facilities is for District Board and staff.

BACKGROUND

Formed in 1955, the District is the largest special park district in Oregon and serves more than 200,000 residents in Beaverton and eastern Washington County. Governed by a five-member board of directors, it has 160 full-time, 45 regular part-time, and 600 seasonal employees. The District provides more than 6,000 programs annually at more than 200 park sites, 35 miles of trails, eight swim centers, three recreation centers, and 1,100 acres of nature preserve. With such a wide range of services, it is not surprising that the community may not be fully aware of all of them.

The District's 2006 comprehensive plan includes Goal 7, which stipulates that the District "effectively communicate information about Park District goals, policies, programs and facilities among District residents, customers, staff, District advisory committees, partnering agencies and other groups." Washington County has seen explosive growth in the past several years which translates into many new residents who may know little or nothing of the District and its services; many of these new residents are Latino, but there is little targeted outreach to new and Latino populations.

The District retained JD White, a division of BERGER/ABAM Engineers Inc., (JDW), to research, create, and implement an education and awareness campaign that supports the District's goals. It is worth noting that the goals of this campaign are substantial and comprehensive, and achieving them will be the outcome of a long-term process to educate, influence, motivate, and measure change within the stakeholder community and target audiences.

The campaign indicates immediate, short- and long-term priority recommendations for implementation predicated on available budget for each fiscal year. It is anticipated that in current and future fiscal years, the District will allocate budget to implement the campaign in phases and revisit the campaign to confirm priorities, examine measurables, and select next-step elements for implementation. Campaign strategies must be measurable and an evaluation approach is part of the overall campaign plan.

GOALS

The goals of the District outreach and education campaign are: a) measurably increase awareness and knowledge of programs and services provided by the District; b) respond to the growth of the district and elevate outreach to target audiences, particularly new residents and minority communities; c) enhance the perceived value of District facilities and services to the level of education, police and fire and other community services.

METHODOLOGIES

During September–December 2007, JDW and Riley Research Associates carried out the following methodologies:

- Developed, conducted and analyzed a statistical survey of 406 District residents.
- Developed creative brief questions and interviewed five District board members.¹
- Received responses to a questionnaire from the District's executive staff.
- Prepared a creative brief summary.
- Met with the District board to review the survey findings and creative brief.
- Reviewed existing data, polling, research, and background information on the District.
- Conducted five focus groups with target audiences.
- Met three times with District staff.

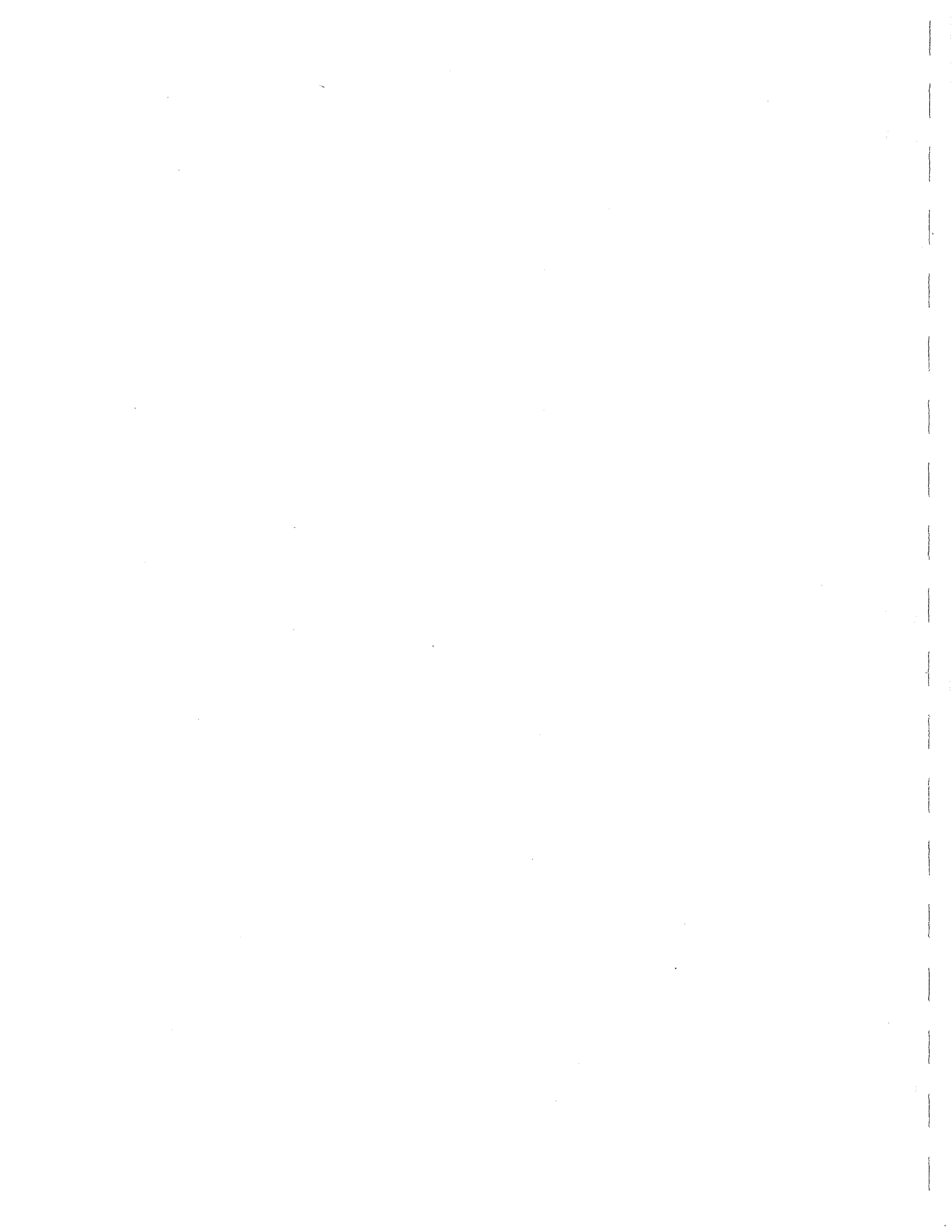
KEY SURVEY FINDINGS

In mid-October, Riley Research conducted a phone survey with 406 District residents to measure public awareness, utilization, perceptions, and support. On the whole, the findings are positive—the District has good name recognition with much of the community (67%), up from a previous survey in 2005. Similarly, about 67% agree that the District should pursue funding for capital improvements. However, some other significant findings emerged.

- 20% are neutral or don't know whether the District should pursue capital funding
- Only 7% indicate that the District is a benefit to the community as a whole. Fewer participants note the intangible contributions—a better quality of life—created by the District.

¹ See Appendix A for the creative brief.

- Participants are aware of the aquatics and recreational sports services, but much less aware of other programmatic elements and facilities.
- Most participants learn about services through the Activity Guide (40%) or District newsletters (43%). At this point, very few rely on the website for information.
- Participants rank ease of using the website and ease of registering for classes less favorably than other aspects of the District.
- For District improvements, participants would like to see more information on program/services, improved registration process, and more locations and facilities.
- Most participants note the District's individual/societal benefits (70%); fewer note its environmental contributions (28%) or economic benefits (12%).
- As the most important future needs, participants list keeping up with population/growth needs, more parks, maintaining current properties/services, and more recreation facilities.
- 58% feel that the District does a good job managing its funds, with only 4% disagree; 38%, however, are neutral or don't know whether the District does a good job managing its funds.
- 67% agree that the District should pursue funding for capital improvements, with 13% disagreeing; 20% are neutral or undecided.



KEY FOCUS GROUP FINDINGS

On December 10, 2007, JDW conducted five focus group meetings with target audiences at District offices. The groups included representatives of District staff, new users, Latino and Asian communities and seniors/long-time users. A total of 32 persons were invited and 26 attended.

Many of the up to 35 focus group questions were crafted to be triggers meant to elicit key information that would inform message development and next step recommendations. It was important to solicit feedback on:

1. Internal communication processes such as the intranet and emails from management (staff only)
2. External communication processes
3. Overall awareness levels
4. Functionality of tools such as the Activity Guide and District website
5. Messages/taglines that resonated with different audiences, and
6. Preferred method of receiving information

While numerous other insights were garnered from focus group feedback, topics 1-6 are highlighted in the following section, which is organized according to focus group.

Staff Focus Group

Pride in the District. Staff members express a great deal of pride in their roles as ambassadors of the District and speak highly of the park system, "The District represents good things," said one respondent. Others add, "I love where I work. It's fun to help families" and, "we get a lot of visitors from out of the state and country and they are amazed by what THPRD has to offer." Yet, while staff are proud of their efforts, they shared specifics about what sometimes makes their jobs difficult.

Internal communication. Members of the staff focus group think that the intranet could help speed more consistent internal communications between District management, IS Department, and staff as each group disseminates, receives, and retrieves information. As intranet procedures are established, they should be formalized so that they remain consistent through staff changes.

Part-time and new staff. Members also discussed ways to improve the orientation of new and part-time staff members receive so that they have the information they need to assist the public correctly. Staffers acknowledge that this orientation can be challenging to get everyone up to speed, especially during slower periods for the District.

Underserved groups. Staff focus group participants identify the following groups they believe are underserved by current services:

- 13-15 year olds and middle schoolers
- Low income patrons ("Many families do not think they can afford programs and they don't understand financial assistance.")
- Patrons with language barriers ("I cannot help people that do not speak English when they come in.")
- Seniors who desire services in North Beaverton

Activity Guide. Staff participants agree less on the functionality of the Activity Guide. Comments range from "I feel overwhelmed" and "New users are overwhelmed" and "I don't want to open it" to "It is well indexed" and "It is a good tool for long-term users." One respondent suggests "... publish the Activity Guide more frequently so it is more manageable," but another counters with "I have to plan for summer in December, so I don't think a more frequent Activity Guide would be good." Another issue involves waitlisted patrons, which can be a challenging process for members of the community who are trying to confirm attendance in a class.

District website. Staff points out various areas on the District website that frustrate them as well as patrons:

- When trying to find a class online, keywords do not work ("When a keyword is entered classes that do not relate are provided.")
- Facility directions ("Does not link to Google Maps." "Maps are not very detailed or friendly." "Maps don't have a lot of street information.")

- Staff emails ("Not everyone's email is given out. It depends on the department.")
- Registration for a class ("It's hard to delete classes online.")
- Information updated on the website ("District approval can take a month.")

Email. Staff participants are positive about the effectiveness and efficiency of using email for District communication. One respondent points out, however, that regular part-time, part-time coordinators, some full-time and front desk staff do not have access to email and it would be a good avenue to get quick answers to questions.

New Users Focus Group

Registration. The single New User who attended said she is frustrated by her inability and that of her family to register for certain programs. She says, "I believe it is difficult, time consuming, and competitive to get into programs so I don't even bother." She does not want to be on waiting lists but would rather have guaranteed room in classes.

Registering her grandchildren for programs has also been a challenge. She attempted to register her grandchild in the Club Splash program at Conestoga. She placed four calls to the program coordinator and her calls were not returned. She found out that there was a waiting list for Club Splash and the children that had already been enrolled in Club Splash got the opportunity to sign up for Club Splash first. She says, "Club Splash seems like a private after-school program for people that are already enrolled in it." She asks, "... if the program is already filled then why is it in the Activity Guide?" She suggests that the District expand the Club Splash program because it currently excludes children who are interested in taking part.

Although she and her husband are pleased at the District's success, they belong to a local athletic club because is easier to get into classes.

Parks and facilities. Although the respondent has been absent from the District, she has eight grandchildren and three sons who use the parks, facilities, and programs. She visits the parks in the summer and rides her bike at Greenway Park. The respondent expresses appreciation of the parks and facilities, saying that the facilities are wonderful and of high quality: "THPRD is one of the best districts in the nation."

Activity Guide. The respondent believes that the Activity Guide is helpful and organized, has adequate information, and the volume and variety are impressive. She suggests that the registration information could be more prominent.

Preferred method for receiving information. The respondent receives information from the Activity Guide and District staff.

- She suggests that District representatives visit community groups to discuss programs, planned events and programs, and present aerial and other maps.
- She also suggests reviewing the Oregon Zoo's quarterly newsletter because of its great format.

Latino Community Focus Group

Language barrier and registration. Participants acknowledge that a large percentage of the Latino community does not speak English which presents a large obstacle to reaching these patrons. In particular, registration can be daunting. "Families are fearful of going to face the registration challenge," shares one respondent. "It takes too long to get them to often completely different buildings," adds another. Many participants agree that using the phone would be very useful if the District could provide one or two key people in key locations who could translate for Latino families. Participants recommend conducting a visually-oriented outreach effort through schools (back-to-school nights, Parents Who Care events), festivals, picnics, and activities promoting a set time and location(s) when a mentor-translator would be available to help Latino families get their children registered. Another respondent suggests on-site registration at those events with Spanish-speaking District representatives, as many in the Latino community can't drive or get transportation to the District. Another respondent adds that assistance on weekends and in late evenings would be the best way for Latino families to access services.

Activity Guide. Most participants think the Activity Guide is overwhelming; one respondent states, "Figuring it out is like a puzzle." While most participants would like to see the guide translated into Spanish, others acknowledge a simpler version featuring just a few sports programs or classes might be a start. "Swimming, soccer and basketball or baseball to start with," adds one respondent. Others think a survey of Latino families to determine which sports or programs to focus on would be a good idea. The group also indicates a strong preference for more visuals and pictures and a better map. "Like Disneyland," says one respondent, "many people from all over the world can find their way around with the same easy to understand item—a map."

Phone registration. Because of the challenges and language barriers with phone-in registration, participants expressed a perception that the registration system might favor on-line and in-person registration, which respondents felt puts members of the Latino community at a disadvantage. One respondent suggested that the District consider reserving a certain number of spaces in very desirable classes for phone-in registration.

Cultural barriers. Several members of this focus group describe first-hand experiences with or have been told of instances in which members of the Latino community were not treated respectfully by District staff, either in person or on the phone. They acknowledge that sometimes this is due to a lack of awareness about cultural differences and barriers; however, participants cite "lack of patience," "rudeness," and "lack of willingness to take the time to try and understand" as recurrent experiences. (Note: the reality of this perception is irrelevant; the perception is the individual's reality.) One respondent recommends diversity or cultural training for District staff to better understand the culture and the obstacles facing many Latino families.

Preferred method for receiving information. Focus group participants agree about reaching the Latino community through Univision (Spanish television), some Spanish radio stations (El Rey was mentioned), and other mediums such as TriMet bus boards. However, the Spanish newspaper, El Hispanic, was not recommended by focus group members.

Asian Community Focus Group

Lifestyle challenges. All of the participants state that the Asian community tends to be very busy and does not have a lot of extra time to dedicate to an often lengthy District registration process or at the park. Participants note an exception—weekends, which are spent with family. One respondent thinks the District could tie weekend programming in with members of the Asian community while they spend time outside with children and grandchildren.

This busy lifestyle reinforces their frustration with the registration process—especially for tennis courts. One respondent says, “new members are discouraged because they cannot reserve tennis courts and do not know the process for reserving tennis courts.”

In addition, several focus group members say some members of their community do not know where facilities and parks are located. A language barrier was mentioned once during the focus group but was not discussed.

District website. As identified by the survey, the Asian community prefers to use the District website to find out about facilities and classes. Focus group members say, “everyone has the internet,” and that their community uses the internet frequently. All of the participants prefer the website to the Activity Guide. Two had never visited the website, but say that they would use the website to sign up for tennis online.

One participant is confused and disappointed because websites are tools and it is very difficult to use the District site: he cannot find what is offered online. Even though there is a search engine on the website, he didn’t readily find it and his perception was that using a search engine would be easier than having to go through the Activity Guide. He comments that the website looks boring and has not changed in 2-3 years and says, “it needs to be more exciting because the look always stays the same.” He thinks it “needs to be updated because youth look at it and there needs to be interesting and exciting things on it to catch their eye” and recommends putting more photos up, changing the layout, and highlighting exciting news and events.

Activity Guide. All the participants think the Activity Guide is too big, confusing, and unclear and want the “brochure to be simpler and programs easier to find.” They are all interested in the tennis program. Participants suggest sending out highlights of the Activity Guide or using the website instead of the guide.

Tennis. Tennis is very popular in the Asian community; all of the participants play tennis and two use the tennis courts two to three times per week. Participants complain that facilities are very crowded and that there is a need for additional facilities. “We are happy that Rock Creek tennis courts will be open because the District tennis courts are hard to book,” says one.

Customer service. The avid tennis players reserve tennis courts a week in advance in the morning before they go to work; they are frustrated because of the lack of availability and customer service, which they complain is very poor. They get to the facility at 7:00 a.m. to reserve a tennis court for the following week and the facility is routinely not ready for business at 7:00 a.m. because staff has not turned on lights or the cash register. Participants suggest that

staff need customer service training, and say they have complained but the situation has not improved.

Preferred method for receiving information. Focus group participants say that the newsletters and stories in the Asian Reporter would preferred for receiving information. All of the participants comment that the City of Beaverton's newsletter is clear and organized and think the District should model the guide after it. They also like to get information via the website and would like reminders through emails and fliers. Participants repeatedly mention reminders. Most participants say AARP would be a good way to reach Asian seniors since they currently sign up for the District Tai Chi through AARP.

Seniors / Long-Time Users Focus Group

Awareness. Several participants express disbelief that there isn't more awareness in the community about the amenities provided by the District. "If you live here you drive by all these parks, but don't always notice them or know they are part of the District," says one. At the other end of the spectrum, however, another respondent adds, "even people who live in the District don't have a clue if they're in the District or not."

Facilities improvements. Three participants comment that, as the District looks to expand programs and facilities, it should look to older facilities, i.e., Garden Home Recreation Center. "They keep band-aiding Garden Home, but not fixing the problems properly," explains one respondent who adds "They turn their attention to the newer facilities because that is what the public sees more. I think it is an equity issue. The District says it should level the building and start over but the community doesn't support that. The School District doesn't flatten schools." Another respondent points out that the Aloha area needs a sports/recreation/aquatic facility.

Activity Guide. Participants generally think the Activity Guide is useful. "It's easy to navigate," says one. "I like the facilities listed on the top of the page," adds another. Others like the paper it is printed on—"it doesn't look like it cost a fortune." Another likes the large print: "It's easier to read than the PCC catalog."

Website. Most participants think the District website is "boring. It has no pizzazz." Two participants would like to see a whole new look for the website in addition to more functionality. "I have a hard time finding what I need." Another respondent complains about her numerous attempts to email staff from the website, but never receiving a response. She also describes difficulty in finding staff emails. A respondent would like to be able to have more transactional capacity with class registration and filling sports team rosters. Another wants it to be easier to sign up for events: "It would be good if we could sign up for native planting, for example, on a specific date, and then get a reminder email back."

Preferred method for receiving information. Focus group participants describe current ads (such as those on CVTV) as "totally boring." Two participants aren't in favor of radio advertising. Some find the *Beaverton Valley Times* and *The Oregonian* useful. As a whole, the group recognizes the need to educate new residents about the District programs and facilities and suggests involving the real estate community. "We need to educate real estate people to get information about the District to new residents. They could drive them past the facility near their new home, and give them an Activity Guide." Another respondent adds, "The District should invite real estate people to a facility, open it up and educate them on services."

Partnerships. One respondent mentions the necessity to leverage other jurisdictions and facilities, "connecting THPRD to outside efforts, perhaps with Metro, Hillsboro, Tigard or even City of Portland, could help the District achieve its larger vision."

MESSAGING

Target Audiences

Through the creative brief, stakeholder interviews, and focus group processes, JDW and Riley Research were able to take the pulse of District residents, and even determine some psychographic aspects of the audiences—i.e., family structures, interests and hobbies, preferred recreational activities, values, concerns, and biases.

Recommendation:

Based on stakeholder interviews, the creative brief process and focus group feedback, JDW recommends the key target audiences for campaign messaging to be:

- New residents—including large yet often transient population (renters)
- Minority communities—Latino; Asian
- District residents
- Seniors—large population who vote
- Staff*

*District staff is a target audience because they are critical: they are the District's ambassadors, and to the world, they *are* the District. Developing internal communications strategies that focus on reinforcing employee pride and loyalty, increase efficiencies, and broaden the knowledge of part-time and full-time staff will be of great benefit to the District. (More specific recommendations are contained in the Internal Communications Strategies section below).

Overarching Themes

A variety of overarching message themes were exposed in the creative brief and focus group processes:

- "THPRD adds value to your lives."
- "We're a big part of your community; use us!"
- "We make a positive difference in your quality of life."
- "We provide many more benefits than you may readily recognize."
- "THPRD is trying to address the needs of its diverse customers."

Tagline Message

Thirteen taglines incorporating the overarching message themes were vetted via the focus groups and preferences are:

Staff:

- "... *that's* THPRD, *too!*"
- Building community, benefiting all
- Improving lives through sports, classes and nature
- Committed to quality and the community

New User:

- For the games we play . . . and the community we want
- Serving families, individuals, and the environment
- A walk in the park and a whole lot more

The respondent adds that the tagline needs to be creative and surprising. She says enhanced and quality are over-used words.

Latino Community:

- Connecting people through nature, classes, and sports
- Building community, benefiting all

Several participants add that "community" is a huge positive in the Latino community and would translate well in outreach messaging.

Asian Community:

- We offer something for everyone
- Committed to quality and the community
- Serving families, individuals, and the environment

Senior/Long-Time Users:

- ". . . *that's THPRD, too!*"
- A walk in the park and a whole lot more

Participants think ". . . *that's THPRD, too!*" would be inclusive and that the District could use it to showcase its portfolio of parks, facilities, classes, etc.

Consistent themes? Building community, illustrating the variety of District offerings, showing benefits to the community, and referring to the constituencies served by the District (families, individuals, environment, etc.).

Recommendation:

While no single tagline encompassed a majority of participant preferences, JDW recommends using "... *that's THPRD, too*" because it gives the District a chance to showcase the many faces, places and activities that *are* the District.

Imagine the District website, collateral materials, fliers, and radio and newspaper ads showing the serenity of Tualatin Hills Nature Park, the bustle of events and activities at Jenkins Estate, the hubbub as patrons come and go to classes at the Elsie Stuhr Senior Center, and the warmth of families enjoying Greenway, Rock Creek Landing, Roy Dancer or any of the more than 200 District parks and destinations.

Below each photo:

"Tualatin Hills Nature Park ... that's THPRD, too!"

"Roy Dancer Park ... that's THPRD, too!"

"Elsie Stuhr Center ... that's THPRD, too!"



The following are strategies and recommendations. (Please see page 39 for a matrix outlining phasing and costs of the recommendations.)

INTERNAL COMMUNICATION RECOMMENDATIONS

As mentioned above, District staff (part- and full-time), those in the field, program instructors and front office personnel are the District's face to the world. To provide accurate information to numerous target audiences, they must be up to date on programming, policy, and facility updates and they must be able to serve clients who have specific cultural needs.

The key to good external (public) communications is good internal communications. Numerous tools will improve internal communications, such as a restructured intranet system, an internal email system, and an internal electronic newsletter. Once they are in place, it will be important to stress using them to improve the District's performance.

INTRANET

Among the methods that can be used to share new, changing or updated information with staff, a restructured intranet site is critical. This method reaches full-time, part-time, and seasonal employees and can be accessed regularly. Intranet sites should be designed to ensure that most frequently needed information is readily accessible with a few click-throughs. Most important, an intranet should be able to be accessed 24 hours a day via home computers.

Recommendation:

JDW recommends an intranet site modeled on a common central desktop where staff can find the tools they need and current, updated information. The site should be well-organized and easy to navigate. The tools and information most needed should be the easiest to find and use. According to web authority Jakob Nielsen, intranets are generally much larger than external websites because they provide all working documents, resources, forms, and other information for use by staff. One of the highest use applications on an intranet site is the staff telephone directory.

The District's intranet site can be much more useful with a few changes:

- Establish **online procedures manuals**, tailored to each facility, for all staff members to access.
- Develop **online training certification** for staff (particularly part-timers) to learn all the parts of the District system. Use an incentive system to ensure completion of the program, and reward or acknowledge becoming fully certified. The training program would provide consistency in the material covered, allow training during slow times and refreshers for returning students, and could even be available from home 24/7.
- **Employee FAQs** can be maintained and updated as needed.
- Keep a library of all **commonly used forms** available as .pdfs on the intranet.

- **FAQs and their answers translated** into the most commonly requested languages should also be on the intranet as .pdfs for download and printout.
- Provide a detailed **feedback page** for comments or problems. Assign an IS representative to reply to staff enquiries and/or to forward questions to appropriate staff to respond. Commit to respond to staff request or question within a specified time.
- Create a **whiteboard area** where staff can share information, pass messages, and note problems.
- Provide a **gallery section** where people can upload images from their camera phones of repair needs, signage needs, trouble patrons, etc.
- The gallery can also **showcase employee photos** of class activities, which could be added to the external website. Employees should get credit for any photo published.
- **Add a suggestion form** to gather staff input about the intranet or process improvements. Reward using it to encourage staff to try it out.
- Encourage submission of **success stories, employee kudos, and trivia tidbits** to provoke employee participation and generate information that can be used for the main website.
- Enhance team spirit and employee morale with contests on the intranet for employees such as the District photo scavenger hunt, the District trivia contests, matching staff with their baby or high school yearbook photos, "then and now" photos of facility and local areas, etc. Use these and other methods to encourage employees to use the site.
- All staff should have an email address that is listed on the website.
- Staff email formats should include formatted signatures which include name, title, facility address, email, phone, and web information.
- Web updates should be easy to submit via an online form on the intranet to IS.
- Decisions regarding communications processes should be made and resolved according to actual customer or staff needs.

An employee intranet can get information to many people efficiently. One caution: In addition to designing a site that will meet the employee needs, the District must commit ongoing resources so that information is current and for continued maintenance and evolution. Two-thirds of intranet sites are updated at least daily. The District could benefit from adding a website content manager experienced in communications (not programming) for both the intranet and the internet (see External Communication Strategies: Electronic Media—Internet).

Recommendation:

- Phase 1—Review JDW's intranet assessment and implement recommended changes
 - Phase 2—Hire a content manager to maintain and update the site including coordinating the contributing staff. The manager should also have excellent writing and editing skills.
-

Measurables:

- Number of site visits and increased use by staff
- Number of days it takes for information to be uploaded
- Number of full- and part-time staff with online training certification
- Number of hours it takes to get a reply from IS staff regarding intranet issues
- Percentage of full- and part-time staff with email addresses
- Reduction in redundant paperwork
- Efficiency in delivering and collecting information from employees
- Greater understanding of District policies and current events, especially by field and part-time staff.

Another important metric to track is available from the intranet log files which can be examined to determine to what extent staff clicks on various pages on the intranet, to what extent they download documents, which documents they download, and similar questions.

EMAIL COMMUNICATIONS

Coupled with the intranet, emails could be sent to employees with information updates. The email could be in the form of an internal e-newsletter, or merely an email signed by management. Emails could include links to the intranet or internet where employees could learn more or contribute feedback. After implementing email tools, it will be important to do an internal message analysis to know whether the output that is being distributing is reaching the internal audience. Are memos and emails being read? Are they getting to the right people/departments in a timely manner? Are they being passed along or automatically deleted? The District could also analyze the email traffic to determine connections and networks that are developing.

Recommendation:

- Develop a staff email list for use in sending needed information and updates.
-

Measurables:

- Email list includes 100% of staff with email addresses.

E-NEWSLETTER DESIGN

If employees are not currently motivated to access the intranet site, they still must receive information. Creating and emailing an e-newsletter with topical information, policy updates, and event and other information (FAQs) can be an interim method. Additionally, an e-newsletter can help drive people to the intranet site (for staff sign ups, to download a new form, etc. time based announcements).

Recommendation:

- Develop an e-newsletter template that highlights different aspects of the district that are important for staff to be aware of.
-

Measurables:

- E-newsletter or insertable newsletter is delivered once a month.
- E-newsletter is posted on intranet the same day as it is emailed to staff.

EXTERNAL COMMUNICATION RECOMMENDATIONS

The internet is becoming the information avenue of choice—we use it to get information, provide opinions, make purchases, and interact with organizations, including registering and paying for classes.

The District website has many components in place, but can be hard to navigate. The registration process is not as user-friendly as it could be and programming and cosmetic changes would enhance it. Several recommendations resulted from a quick JDW web audit—some simple to accomplish, others requiring in-depth review and beta testing.

WEBSITE REDESIGN

Home Page

The homepage is the store window . . . it grabs attention and its active design and easy to find features pull visitors inside.

Recommendation:

- Make navigation consistent throughout the site. Add left hand navigation to the home page to be consistent with the rest of the site.
- Move events to the mission statement area.
- Feature a short teaser story and engaging photo on the home page with links to a longer feature inside the site. Change the story at least twice monthly—weekly is better.
- Establish a schedule for home page updates and follow through with scheduling.
- Use the active voice to encourage participation.
- Collect and create a gallery of images from events or classes at the District in the last year. Photos should be sized for use on the home page. Feature people—faces are visually engaging and foster identification.
- Photos can be contributed by participants or volunteers. Include a model's release for District publicity photos in class registrations—create an opting out form or checkbox.
- Delete the mission statement from the home page. If it is included, put it on the administration page.
- The photos in lower right of the home page need some descriptive text. They are not related to any content so don't work together with other elements.
- Move information about systems development charges to an administrative page.
- Move the photos of the PRIDE recipient to the home page (not in a popup) as this element demonstrates the good job the organization is doing.
- "Family Assistance Update" links to a .pdf that seems to be directed at staff, not people needing the help. To help visitors find the link, use titles such as "Reduced fees" or "Scholarships" to seem more inviting and less patronizing.

Usability

Usability is key to a successful website. The more clicks needed to get to the right information, the more frustrated visitors become.

Recommendation:

- Make the address on the menu bar and phone number text, not in the image for accessibility.
- Add key search terms to the programming or database of search engine to make it more useful.
- Add a Google map link to each location, plus a TriMet trip planning link, where applicable.
- Add a way to sign up for tennis courts online (but be sure that reservations are not monopolized by the same patrons!) to reduce staff assistance needs. This policy may need review and updating.
- Add a way to sign up for after-school care online, and be sure that reservations are shared among all who want to sign up so that everyone who needs services has a chance to participate.
- Create downloadable, online maps of hiking trails, and make them accessible and usable by cell phone while hiking.
- Give every staff member an email address, even part-timers. Provide all email addresses consistently on the site, using spam-proof coding.
- During times of high phone use, let staff handle incoming emails to the info@thprd.org address, so people can use that as a resource as needed. Be sure to mention this avenue of contact in your phone message.

Other recommendations:

- Consider a permission-based email that users can sign up to receive specific information about areas of the District's services in which they're interested.
- Identify organizations willing to provide links to the District site from their website.
- Consider creating an e-newsletter to be sent to district users. Individuals can sign up to receive it through their registrations.

Measurables:

- Number of site visits
- Number of and increase in site visits to targeted pages or downloads of information

ONLINE/PHONE REGISTRATION

While providing phone-in and walk-in registration for those who do not have Internet access, online registration should be the District's predominant registration method. Web savvy users

(whose number increases daily—see the Senior Focus Group) do not like busy phone lines. Additionally, web users can browse their selections and register 24/7 without staff assistance.

Recommendation:

- The first page should have a registration form on it. Make the class search function the major element on the page. That is what people came to do.
- Provide consistent header names. If you click on “XYZ,” then the page it takes you to should be titled “XYZ.”
- Fulfill their expectations—the heading should read “Register for Classes” followed by the Detailed Activities/Class Search input forms. Delete “My THPRD Homepage” and “Class Search” and replace with “Register for Classes.”
- Make the Online Registration page a full-fledged page, not a popup; this will allow navigation as needed.
- Delete the welcome page text. Move those hints to the help section.
- Provide a way to remove a class from the shopping cart.
- Provide a way to sign up individual family members for specific classes earlier in the process.
- Don’t show classes that are full or not open for registration in the search results—or indicate that they are full and link to a waiting list.
- Allow online account signup if possible. If residency validation is needed, determine if it can be done via online comparison of databases.
- Move search by class number to the bottom of the search form.
- “Search by Age” category only needs one patron, since classes are sought one at a time.
- Online registration link leads to a section that is more like a “My Account” portal. The section has a number of unrelated links on the left hand navigation. These functions are great in managing your account information, but are not what you are looking for when you want to sign up for a class.
- Put a program in place so that people cannot sign up for multiple sessions of the same class to avoid waiting lists.
- Advanced classes grant preference to those completing fundamental classes at the District first.
- Classes are filled on a first-come, first-served basis.
- Review site traffic records to determine *how* the majority of users search for classes online. Simplify the search tool interface.

Measurables:

- Number of and increase in online registrations

- Reduction in paper registrations

Budget Recommendation:

- Phase 1—Conduct a thorough audit of the website including programming needs, information needs, graphic standards and overall appearance and navigability. Assess what pages are currently being accessed.
- Phase 2—The district would benefit from an assigned staff person to manage both the website and the employee intranet to gather information and be responsible for making sure postings are kept current. This person should have the ability to organize information as well as write and edit copy.

The hours to manage both a website and the intranet will easily approach a full-time position.

Cost:

- Phase 1—Audit and design updates
 - Phase 2—Internet Manager position
-

COLLATERAL/MATERIALS

ACTIVITY GUIDE

The Activity Guide is more than the "bible" of the programs and facilities provided by the District. Its in-depth distribution also makes it a critical marketing tool that should be used to strengthen message and demonstrate the fulfillment of mission and objectives. However, as identified by the focus groups, the current guide is cluttered and busy with fonts, images, and formatting. Simplified consistency will make the guide easier to use. Additionally, less clutter will allow reinforcement of marketing.

Some general thoughts on collateral materials follow, and they are followed in turn by JDW's recommendations for improvements to the District's primary piece of written collateral.

Notes on Marketing:

- Use bright crisp photos of people in classes to allow peer identification.
- Use an outer folio of color printing on glossy paper to show off the facilities.
- Tell the stories of interesting and successful students/participants.
- Use feature articles to show off the District's unique offerings: weddings and events at Jenkins Estate and the trail network and nature park interpretive center.
- Highlight each age group or target audience in a feature article (toddlers, school kids, teens/young adults, adults, seniors, and minority communities).
- Avoid euphemisms that confuse.

Recommendation:

- Improve the grade and type of paper to enhance crispness of type.
- Use no more than three fonts.
- Avoid using decorative display fonts for heads and subheads.
- Use icons for sports, activities, or age groups. Icons allow people to scan a page and sort information quickly and they enhance legibility for the visually impaired and ESL audiences.
- Use white space to break up large chunks of text and lead the eye through the page.
- Do not underline type—use **bold** type instead.
- Shorten written descriptions.
- Images should be next to the relevant text.
- Highlight first 2-4 pages. Use less clutter, punchier text, and appealing images.
- Color code sections or similar activities.
- Present information in decision-making priority. Priority is determined by personal needs and resources

Class > Location > Time > Code

(how PCC sorts the info, students need specific classes and go to where they are)

Location > Class > Time > Cost

(when transportation is an issue, or a specific location)

Time > Class > Location

(when time is an issue and several classes are available)

Class > Age > Time > Location

(parent of several young children looking for swim classes)

Age > Location > Class > Time

Location, age, classes/cost—Latino low income

(parent of young child wanting a local option)

- Class registration number is needed last, so it should be last in the information presented.
- Provide an outer column for extra information, did you know factoids, historical notes, etc.

Measurables:

- Number of Activity Guides distributed
- Number of locations where Activity Guide is available

- Number of people who use Activity Guide (survey)

FLIERS / POSTERS

Given today's overwhelming external stimuli, messaging and the tagline must be reinforced. Current thinking indicates that a person has to see a message approximately 25 times before it sticks! Print collateral materials at various locations will do the reinforcing by keeping District outreach in front of the community.

The Latino community focus group was very clear about using visual imagery to educate community members. Fliers and posters with targeted messages can stimulate awareness and prompt involvement (particularly for events where a Spanish-speaking mentor-translator will be present to give information and help with registration). Materials can be disseminated in high visibility and high traffic venues such as schools (and via backpack marketing); library branches; park and recreation locations; Police Activities League events and PAL center; and prominent shopping locations (e.g., Winco). They also can be distributed at street fairs and festivals and through civic and religious organizations. These visual components would also be extremely effective as part of the TriMet advertising partnership program (see Bus Ads below).

Recommendation:

- Develop a portfolio of templates (posters, fliers, press releases) that have a consistent look and feel (color, font family, logo, design) and are easily recognizable as a District product and use these consistently throughout the District.
- Broader distribution of materials through key locations.

Measurables:

- Greater recognition of materials by the community (through surveys)

BUS ADS

In its advertising partnership program, TriMet works on joint advertising with businesses, agencies, and non-profits. To qualify, partners must represent recreational activities that have broad public appeal and are accessible by transit. Partners may choose from a variety of ad formats including exterior or interior bus and MAX advertising and bench ads. TriMet provides ad templates and free advertising space and installation. The partner covers the cost of printing the ads and provides TriMet with a like-value of media exposure (e.g., sponsorship recognition and/or complimentary ad space in the Activity Guide) as well as copy in print, radio, and TV spots to encourage people to ride TriMet to an event or venue.

An example: 100, one-design, bus and MAX channel cards (interior ads) would cost the District approximately \$2,000. The ad would have approximately 1,075,700 monthly impressions (by riders). Ads on the sides and backs of buses are also available.²

This method could be part of launching the outreach and education campaign or a specific program or facility.

² See Appendix B.

Recommendation:

- Identify three times a year when the District should have ads on or in transit vehicles.
- Cost: recommend \$8,000 annually.

Measurables:

- People report (through a survey) that they've heard about an event or venue through this method.

STREET BANNERS & SIGNAGE

While the idea of using banners across high traffic streets to promote the District came out of the creative brief process, investigation showed that placing banners at special events and across busy neighborhood collectors would not be cost effective. *Signs Now* in Beaverton provided estimates for 2-lane (\$1,617) and 4-lane (\$3,137) banners. Additionally, there is considerable bureaucracy and coordination involved in getting approval. An alternative is to invest money in specific signage (for events or message promotion) at District facilities that are along traffic corridors or are heavily used.

MEDIA & PUBLIC RELATIONS

The District's outreach and education campaign will employ both general and directed outreach strategies. The strategies are prioritized to identify those of greatest impact that should be part of an initial campaign launch. Short- and long-term strategies are recommended for subsequent fiscal year implementation (see matrix on page 39).

Additionally, to carry out an effective campaign, internal stakeholders and staff need to be informed and understand their role in delivering the District's core messages to target audiences. Therefore, recommendations to strengthen the internal communication between District employees and District management are addressed here.

ELECTRONIC MEDIA

The media are a powerful conduit for information. JDW's extensive media contacts can be leveraged to the benefit of the District to reach a broad base of District users and to reach target audiences. Some suggestions include:

PUBLIC RELATIONS / MEDIA RELEASES

A strategic sequencing of media releases to educate the community about the ongoing improvements to the District website, in-person and online registration, etc., will elevate the perceived value of the District with new and regular users and help to reach out to target audiences. JDW will assist with messaging and implementation.

Recommendation:

- JDW recommends distributing strategically timed media releases that highlight District improvements that make it easier for residents to access registration processes, website tools and resources and other upgrades.
-

Measurables:

- Media coverage of District improvements
- Stories featuring District's messages and themes

TELEVISION—UNIVISION PORTLAND

As identified in the Latino community focus group, Univision is a highly watched Spanish-language television network with a substantial viewership in the Portland metro market. In Beaverton, more than 11% of the documented total population is Latino. (This 11% could be a five-fold underestimate because undocumented immigrants often do not report.)

In the Portland metro area, nearly 75% of Latinos speak Spanish at home. Univision is a targeted, cost-effective avenue to reach the District's Latino constituency.

Recommendation:

- JDW recommends producing one or two public service announcements (PSAs) that can rotate on Univision's highly rated programming (novellas or soap operas and local news and sports programming).
-

Measurables:

- Dollars spent on ads
- Number of ads aired during drive time
- Increased use of District facilities and programs by Latino constituents

RADIO

Targeted radio news and traffic sponsorships will further reinforce messaging and tagline. Cost effective methods include news and traffic sponsorships during drive-time programming which could target a broader cross section of current District residents while also educating new residents. These 10-15 second sponsorships would repeat the tagline and drive people to the District website.

KTRO-FM 93.1 in Portland plays Latino music and is the first FM Spanish format in the market. El Rey would be another cost effective avenue to reach the District's growing Latino community. (Another media outlet, Bustos Media, based in California, operates several Spanish-speaking radio stations on the AM dial; our research indicates their coverage area changes directionally at night, making this option less advantageous.)

Recommendation:

- JDW recommends radio news/traffic sponsorships to reinforce messaging/tagline.
-

Measurables:

- Dollars spent on radio ads
- Number of ads aired during drive time
- Increased awareness of District facilities and programs (survey)

PRINT MEDIA—EARNED

JDW has experience garnering earned media through carefully selected avenues that are dedicated to reaching identified target audiences. A bonus to this strategy is the awareness level print media outlets have already demonstrated about the District. Many outlets print class schedules, facility news, and program updates readily and know that this is valuable and useful to their readers.

Recommendation:

JDW recommends maximizing built-in recognition of earned media:

- Build on existing relationships with reporter(s) and provide ongoing story ideas with information that highlights campaign/message benefits/real life stories.
- Invite news photographers to events and activities.

Measurables:

- Number of articles gained through earned media
- Number of stories written from press releases
- Number of photos published about District activities
- Increased Awareness of District facilities and programs (survey)

PRINT MEDIA—PAID (NEWSPAPERS)

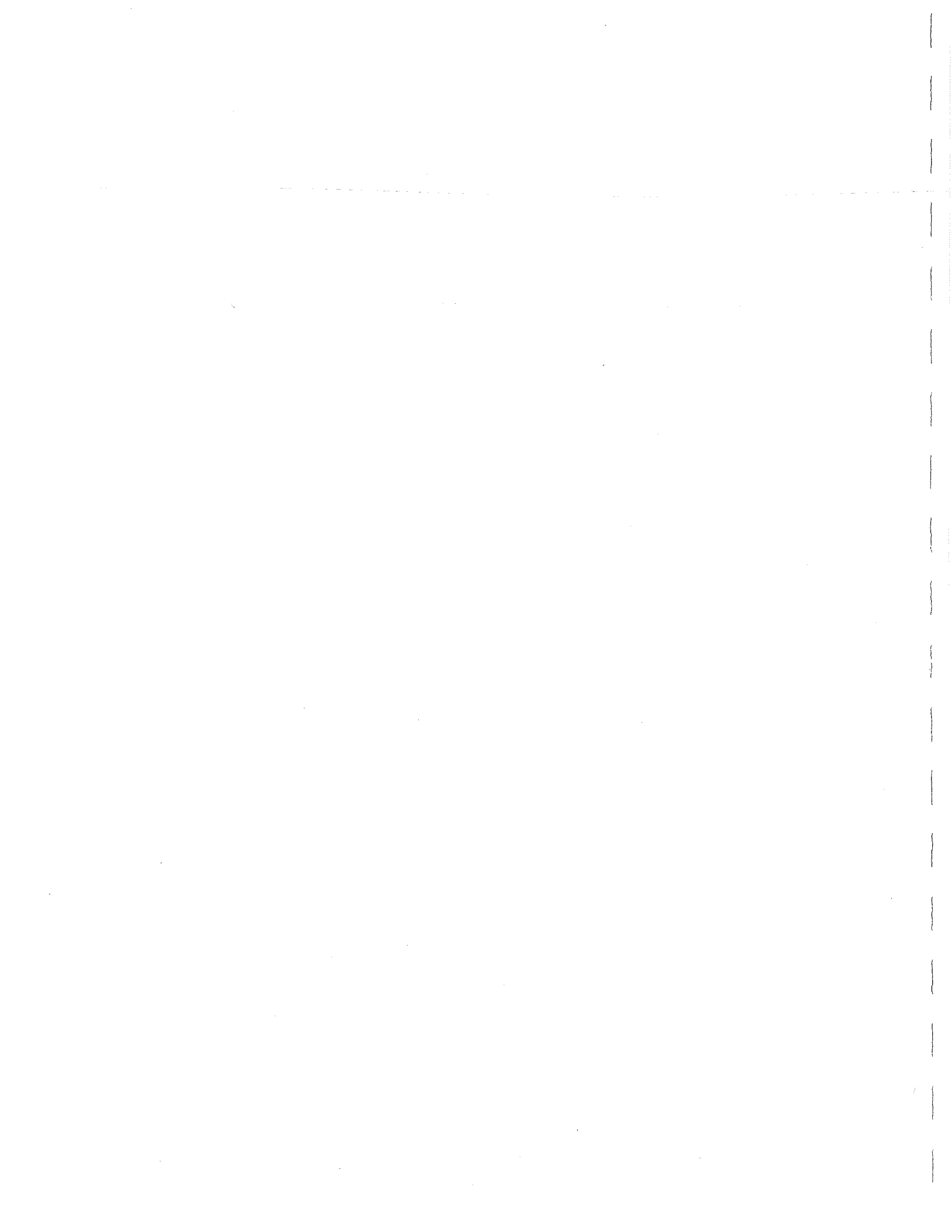
The print publications identified most prominently in focus groups include *Beaverton Valley Times* and *The Oregonian*. Additionally, the Asian community focus group identified the *Asian Reporter* as an effective outlet to reach that audience. As a reinforcement strategy, small paid newspaper ads running on schedules in tandem with radio and collateral campaigns will heighten and reinforce awareness and tagline messaging. These ads can deliver a call to action and drive readers to the District website or a survey vehicle. Other avenues for ad/PSA placement count include Your City newsletter and NAC and CPO newsletters.

Recommendation:

- JDW recommends utilizing small paid ads in print publications to reinforce campaign messaging and build awareness.

Measurables:

- Dollars spent on ads
- Circulation figures reinforcing number of readers who likely saw the ads
- Increased Awareness of District facilities and programs (survey)



SOCIAL MARKETING / GRASSROOTS EFFORTS

SPEAKERS & SPEAKERS BUREAU

Presentations to the community on District outreach efforts, programs, facilities, and services are an excellent opportunity to fold in core and audience-specific messages. It makes sense for the presenter pool to be drawn from staff and board members—and perhaps some trusted volunteers or supporters as well. Using presenters who speak Spanish or other languages would be an excellent way to reach minority audiences. These small group presentations also provide a golden opportunity to further investigate the needs of District residents and hear first-hand how District programs meet them.

Beaverton's Neighborhood Association Committees (NACs) and Washington County's Community Planning Organizations (CPOs) include individuals who are active, involved, and looking for ways to reach out and engage new residents. As they build community and connection, these influentials can educate their neighbors about the value of District facilities and services. This avenue can also be effective in building email distribution lists.

Neighborhood Association Committees

- Central Beaverton NAC; meets monthly
- Denney Whitford/Raleigh West NAC; meets monthly
- Five Oaks/Triple Creek NAC; meets monthly
- Greenway NAC; meets quarterly
- Highland NAC; meets monthly
- Neighbors Southwest NAC; meets monthly
- Sexton Mountain NAC; meets quarterly
- South Beaverton NAC; meets 2nd Thursday of each month from September to May
- Vose NAC; meets monthly
- West Beaverton NA; meets monthly
- West Slope NAC; meets monthly

Citizen Participation Organizations

- CPO 1—Cedar Hills/Cedar Mill
- CPO 3—West Slope/ Raleigh Hills/ Garden Home
- CPO 6—Reedville /Cooper Mountain/Aloha
- CPO 7—Sunset West/ Rock Creek/ Bethany

A speakers bureau can be very effective and labor-intensive. Once a turnkey presentation is created and key presenters identified (including Spanish speaking, etc.), a speakers bureau is a low-to-no cost way to reach target audiences. Establishing a speakers bureau includes:

- Identifying a stable of speakers (most likely driven by topics and a person's particular expertise) of staff, board members, and trusted volunteers/supporters.
- Identifying topics for presentation and crafting/updating speaking points.
- Developing and updating visual components (PowerPoints, handouts, video, slides, etc.).
- Training speakers to ensure consistent messaging.
- Scheduling the presentations at NACs, CPOs, social service organizations, brown bag events, school events, etc.
- Preparing and supplying handouts.

Recommendation:

- Attend at least one meeting annually at each NAC and CPO in the district
- Identify and recruit potential speakers from staff, board and supporters
- Develop a short (5-7 minute) turnkey presentation that can be easily delivered by both staff and volunteers
- Identify additional organizations who would benefit from a presentation by District representatives

Measurables:

- Number of organizations who received the presentation
- Actual number of attendees who were present at each presentation
- Number of requests for scheduling the presentation
- Email / contact database from presentation attendees

EVENT PARTICIPATION

Piggybacking on existing community events throughout the District is a natural for disseminating outreach materials and reaching a targeted audience. Reserving a booth or kiosk at some events could require funding, but sponsorship may be available. Events might include:

Sample Event Calendar

Event	Date	Time	Location
Beaverton Committee for Citizen Involvement Annual Dinner and Meeting	November 27, 2007	7 p.m.	Café Murrayhill (14500 SW Murray-Scholls Drive, Suite 103, Beaverton)
Holiday Tree Lighting	November 30, 2007	6:30 p.m.	The Round (Public Plaza)
Garden Home Holiday Happening	December 1, 2007		Garden Home Recreation Center
Holiday Teas	December 1, 2007		Jenkins Estate
I Sing Community Choir Concert	December 8, 2007	7:30 p.m.	Bethel Congregational United Church of Christ (5150 SW Watson Avenue, Beaverton)
City of Beaverton Farmers Market	Saturdays (May 12–October 27) Wednesdays (June 13–August 29)	Sat 8–1:30 Wed 10–2	SW Hall Boulevard, between Third and Fifth Streets
Flicks by the Fountain	August	8:00 p.m.	Beaverton City Park

Recommendation:

- Create a traveling display with leave-behind tri-fold brochure for use at community events that provide information on facilities and services, coupled with key messages
- Have a presence at major community events that attract members of the District’s target audiences.

Measurables:

- Number of people who attended the event and saw display
- Actual number of attendees who stopped by the display or kiosk
- Number of events where THPRD had a presence
- Email / contact database from interested parties who stopped by the display

PARTNERSHIP DEVELOPMENT

One of the District's existing and most prominent partners is the Beaverton School District. Tapping into the K-12 education community through parents' associations, before- and after-school programs, PAL, YMCA and other organizations are ways to educate young people about all the opportunities available to them via the District. In the Staff focus group, participants indicated that the middle school population is underserved, and maximizing the partnership with the school district can help target them.

In the Seniors / Long-Time User focus group, one respondent mentioned a conversation with real estate agents who have one-on-one contact with new residents. As with the Welcome Wagon, using realtors to inform and disseminate information about District opportunities is a conduit right to the targeted audience of new residents. A large share of Beaverton's residents live in apartments, and reaching new tenants is an additional challenge. Apartment managers and management firms, like realtors, could be tapped to give information to new tenants and post fliers and print collateral in common areas or on bulletin boards or include it in informational mailings.

Recommendation:

- Develop a list of potential partners and explore mutually beneficial relationships that will help spread the District's key messages and information

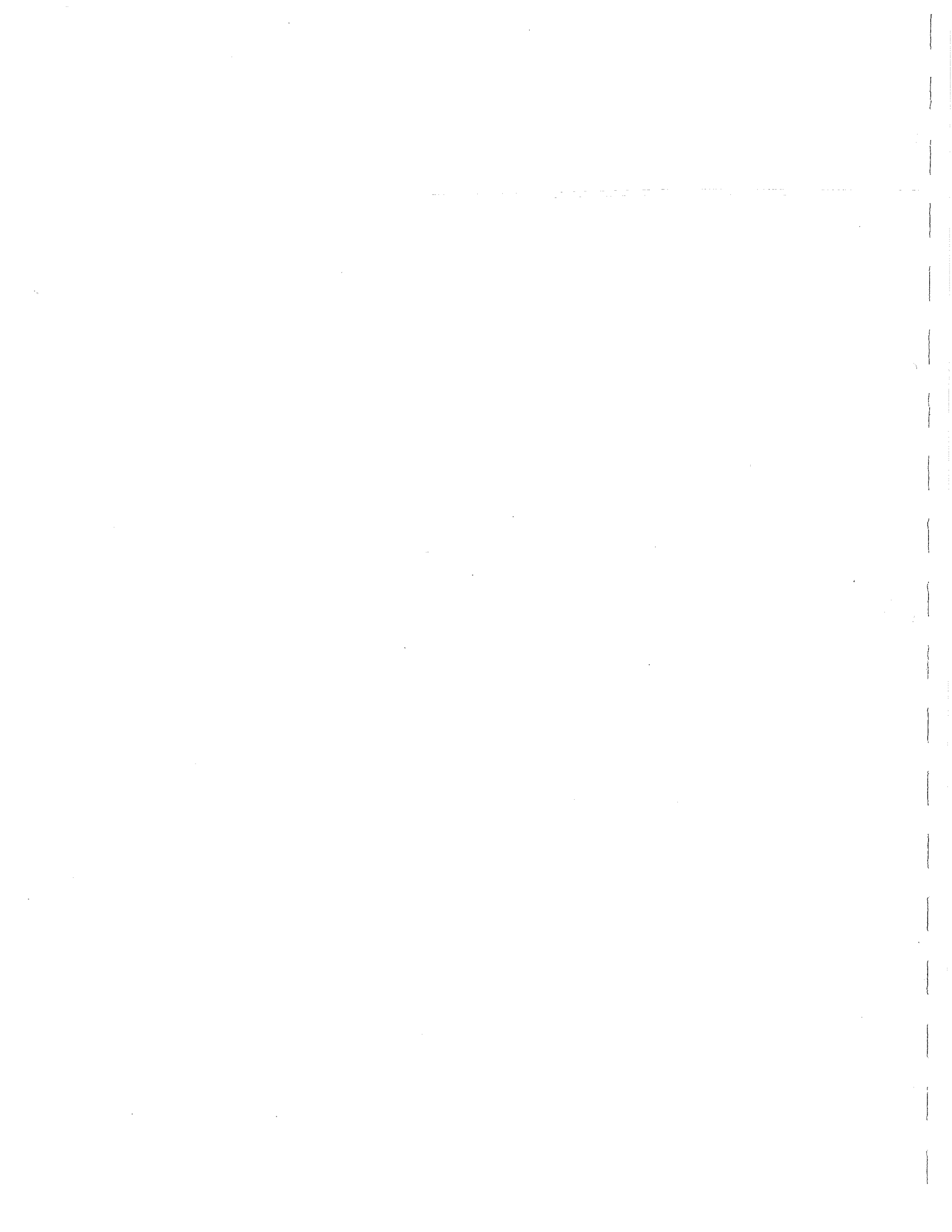
Measurables:

- Number of events attended by staff, board members, and volunteers (includes event booths and speaking engagements)
- Development of succinct presentation highlighting key District messages
- Number of community members reached at events
- Percentage of community aware of the District and its programs (survey)
- Increased use of District facilities and Programs by "new users"

CONCLUSION

This outreach and education campaign presents a clear opportunity: the District can introduce its value to the rapid influx of new residents who aren't familiar with the myriad services and facilities available to them and simultaneously reintroduce itself to longtime fans and users. By building on the solid foundation established by the District, the long-term impact will not only change people's lives for the better, but enhance the quality of life of the community as a whole.

Please see Appendix C for additional recommendations.



PHASED IMPLEMENTATION—BROAD OVERVIEW

The following matrix identifies the different strategies and priorities for implementation. In some cases, strategies may be implemented over more than one or over multiple fiscal years. Please see the assumptions that follow the matrix.

Strategy	Cost	Fiscal Year			
		2007-2008 (through June 08)	2008-2009	2009-2010	2010-2011
Design					
Overall look, templates, tagline usage	\$5,000	\$5,000			
Internal Communications¹					
Intranet	\$7,500-10,000	\$2,500	\$7,500	***	***
Staff Email Communication	TBD	***	***	***	***
E-Newsletter Design	\$2,500- 3,000	***	***	\$3,000	***
External Communications²					
Website Redesign	\$17,000-22,000	\$13,000	\$9,000	***	\$5,000
Registration (Online/Phone)	\$4,000-4,500	\$4,500	***	***	***
Collateral / Materials³					
Activity Guide	\$8,000-10,000	\$5,000	\$5,000	***	\$3,000
Fliers/Posters	\$3,000-4,000	\$4,000		\$5,000	\$5,000
Bus Boards	\$3,000+	\$6,000		\$7,000	\$6,000
Street Banners/Signs	\$1,700 -3,200			\$3,000	\$3,000
Media⁴					
• Radio news/traffic sponsorships	\$5,000-6,000	\$3,000	\$4,000	\$5,000	\$5,000
• Univision	\$7,000-10,000/yr		\$10,000	\$10,000	\$10,000
Spanish Radio	\$5,000/yr	\$3,000	\$4,000	\$6,000	\$5,000
Print Media – Earned	\$2,500-3,000	\$2,000	\$3,000	\$3,000	\$3,000
Print Media- Paid	\$10,000/yr	\$2,000	\$5,000	\$7,000	\$5,000
Social Marketing⁵					
Speakers Bureau	TBD	***	***	***	***
Event Participation	TBD	***	***	***	***
Partnership Development	TBD	***	\$3,500	***	***
TOTAL		\$50,000	\$51,000	\$49,000	\$50,000

***Assumes tasks will become part of internal operations. Cost is undetermined.

Notes on Matrix:

Budget reflects current conditions and will be revisited annually. Recommend half-yearly fiscal review for the following fiscal year's budget. Note that for budgeting purposes, the higher limit of the range is being used.

1. **Internal Communications**—intranet includes developing the site design (and flow chart) with the related internal links and determining content needs. Does not include:
 - a. Formatting and uploading of forms and other information onto intranet. Entering content into staff database.
 - b. Excludes cost of hiring one FTE to manage internet/intranet content after design is complete. \$35,000-50,000 per year plus benefits.
 - c. E-newsletter includes developing template, training staff, and overseeing e-newsletter mailings
 - d. Use existing Novell GroupWise email system or upgrade to easier to use Outlook if staff has MS Office suite.
 - e. E-newsletter to staff could be moved up to FY 2008 to keep staff informed of the campaign until the intranet is up and running.
2. **External Communications**—includes design architecture and some initial text revisions, an online customer survey which would be designed to provide initial feedback on site usage, and then performed again after changes have been made.
3. **Collateral/Materials**—includes:
 - a. Activity guide—design of template pages, creating and designing first specialized pages in front. Does not include entering content/photos or class information.
 - b. Includes design of templates for district poster/fliers, bus boards, but no content.
 - c. Year one includes design time for ads and negotiation/coordination with TriMet; afterwards, only cost is production.
 - d. Banners are production costs only; no design. Lower amount is for 2-lane banner, higher amount is for 4-lane banner. Note: could be converted to signage on District properties at a cost savings.
4. **Media**—includes:
 - a. Press Releases—development of media releases, media liaison, distribution.
 - b. Radio news/traffic sponsorships—media liaison, media buy, sponsorship copy with two review cycles
 - c. Univision— media liaison, media buy, copy draft, production oversight. Does not include identifying target audience participants to be in promo.
 - d. Spanish radio—media liaison, media buy, copy draft, production oversight
 - e. Print media (earned)—story ideation, media liaison, letters-to-the-editor (LTE) drafts (two review cycles), soapbox drafts (two review cycles). Does not include finding signers for LTEs.
 - f. Print media (paid)—media liaison, media buy, production oversight

5. **Social Marketing**—assumes a majority of these recommendations will be handled in house, using staff or volunteers, except:
 - a. Partnership Development (F/Y 2008-2009)- Exploring and developing a partnership with the real estate and rental communities that establishes a link between new district residents and apartment inhabitants to raise awareness and access to District services and facilities.



TUALATIN HILLS PARKS & RECREATION DISTRICT CREATIVE BRIEF—FINAL

The following creative brief results were developed through interviews conducted by JD White, a division of BERGER/ABAM Engineers Inc., with members of both the board and staff of Tualatin Parks and Recreation District (the District). These results provide a baseline for marrying the goals and objectives of board and staff with the results of a statistical survey of District residents conducted by Riley Research Associates. This information creates a footprint for developing and implementing an outreach and awareness campaign to provide heightened awareness, as well as education for reinvigorating and reinforcing the branding of the District.

1. Why is THPRD conducting an outreach campaign about programs and facilities?

Board and staff members expressed consistent reasons for mounting an awareness campaign:

- Measurably increase awareness and knowledge of programs and services provided by the District.
- Elevate the perceived value of District facilities and services to the level of education, police and fire.
- Respond to the growth of the district and in particular to minority (Hispanic) populations.
- Educate and build awareness for a possible bond measure.

Board and staff also seek specific information about which populations are being underserved, what programs need expansion (or downsizing), and prioritizing the District budget to best meet the needs of patrons and taxpayers.

2. What is your vision or what will define a successful outreach campaign?

Interviewees largely wanted measurable results for the bulleted objectives in question #1, namely heightened awareness that translates into greater use of facilities, deeper understanding of the value on numerous levels that the District brings to the community, and a willingness to back up that proven value with support of a possible bond measure. One board member mentioned a re-engineering of the District's public image in a way that speaks to the individual—and the many ways that District services and facilities can help a person meet his or her personal goals.

3. What is this based on? How did we get here? What facts or impressions drive the need for an outreach effort?

While there are internal perceptions about what the community thinks about the District, these perceptions have not been validated with statistical research or comparison polling after any district-wide outreach effort.

Interviewees clearly understand the value the District brings to the community, but openly admit that residents may not be getting the message. Or, the value they place on District services and facilities is not at the level of other quality of life services and amenities such as police, fire, and education. Board and staff members identified gaps in what the public knows and what the District does. For example:

- While people may know about District services, they may not use them.
- Some of the community perceives District fees as too high, but the reality is that the recent fee increase was the first in 10 years.
- Board and staff members associate the District's value with health and livability and increased property values, but these have not become the overall mindset of patrons and residents.

Given the possibility of a bond campaign, it is prudent to ground the internal perceptions with facts and map out a targeted outreach and education approach that fills the gaps by replacing misperceptions with reality-based perceptions, while communicating District goals.

4. What are the specific behaviors you want to promote? After seeing/hearing the campaign messaging, what should the target audiences think/feel/say/do?

Board and staff members expressed a sense of urgency about bringing the numerous benefits, advantages, and amenities provided by the District out in the open. A large proportion of what the District provides takes place under the radar without much visibility to the public. An example of these benefits is the maintenance of parks, school ballfields, and nature areas. In addition, early polling results indicate that several program areas—health and wellness programs and early childhood development, even senior centers—do not experience a “top of mind” status. These programs are less visible not by design but simply because the services they offer have not been marketed as have the more well known programs and services—aquatics, sports, and youth recreation.

A public education and outreach campaign will build on the statistical results of the Riley Research poll that identify which facilities and services may be flying beneath the radar of public perception and should be introduced/reintroduced to the community. Board and staff members hope to see behavioral change shown by measurably improved public support and understanding of the benefits the District provides to the community.

5. What is the key benefit of the desired change?

Interviewees cited numerous benefits of a successful outreach and education campaign. Consensus surfaced around the following benefits:

- Increased involvement in the District, i.e., attendance at meetings.
- Increased usage of facilities by non-users including members of minority communities.
- Building trust in the community by demonstrating (or reinforcing) the history of efficient and responsive use of taxpayer dollars.
- Heightened awareness of heretofore under-the-radar District programs and services.

- Feedback from members of the public about their priorities for the District and measuring that feedback against the current budget and program and facility goals.

6. Who is the outreach campaign talking to? Who are the target audiences?

There was strong interest among interviewees to reach out, not only to District users to increase their knowledge and their perception of the value of District services, but to currently-unaffiliated groups and demographics such as: minority communities, apartment dwellers, new community residents, and residents who are uninformed about the District. Board and staff members would like the outreach and education campaign to reach all District residents with special emphasis on underserved populations. The final Riley Research results will guide the identification of specific underserved target audiences, and JD White will recommend messaging, methodology, and tools to reach those audiences.

7. What are the main or core thoughts and messages you believe need to be expressed?

As part of the creative brief interviews, District board and staff members were asked if they could synthesize their objectives for a District outreach campaign in an answer to the question, "If you could get your core message across in one sentence, what would it be?" Most responses were especially intuitive and succinct:

- "THPRD has a diverse audience and we're trying to address the needs of all our customers."
- "We add value to your lives."
- "We're a big part of your community; use us!"
- "We make a positive difference in your quality of life."
- "We provide many more benefits than you may readily recognize."

8. Define media priorities—which medium(s) is preferred and which reach target audiences?

Interviewees mentioned numerous media that either have been used by the District in the past or are avenues they think would be useful for communicating campaign information. Individuals also appeared open to exploring new and creative avenues for campaign message dissemination. While there are basic print and electronic media outlets that reach a percentage of the District's primary target audiences (e.g., the Beaverton Valley Times, Washington County Weekly in the Oregonian, the District catalogue, and the District website), innovative technological tools such as permission-based emails, use of media outlet .com pages (i.e., www.kgw.com), interactive components and survey vehicles on the District website, links to partner websites, and partnerships with cellular providers for permission-based text messaging as well as media event opportunities and news and personality live shots are worthy of exploring.

It's no longer enough to put an ad in the newspaper and hope it reaches all the people you need to talk to. It is essential to select a variety of diverse, relevant media avenues that speak to specific target audiences. Message delivery will be critical, and collateral design and verbiage must be spot-on and delivered through the right media to get the attention of a public barraged with informational stimuli. Additionally, interviewees mentioned low-tech, high-visibility options such as banners across major streets and at park facilities.

9. Executional Considerations

Board and staff members largely favored a casual, warm, and comfortable outreach and education campaign of somewhat austere appearance in order to communicate a cost-effective approach. They also wanted the campaign to showcase diversity and be fun, upfront, and honest. One comment suggested incorporating recreation or nature themes. Another suggested a full-blown launch for the outreach campaign, similar to a product launch, with a theme, logo, etc.

10. Evaluation

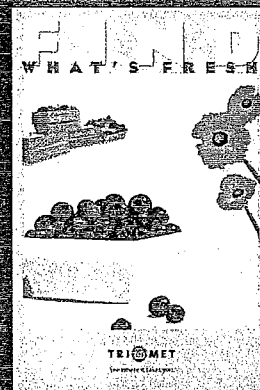
Interviewees felt strongly about the need to measure the impact of an outreach and education campaign, and several metrics were mentioned:

- Usage statistics on all program and non-program activities.
- Website clicks (link click throughs, most popular downloads, interactive survey respondents, etc.).
- Waiting list for programs.
- Tracking mechanism for first-time users.
- Follow-up polling to compare levels of participation before and after an awareness campaign.
- Additional input opportunities, such as surveys by mail or online.

11. Conclusion

A thread runs through the creative brief responses: the end user or District resident does not automatically perceive and value accurately the time, labor, energy, and financial investment that go into all District programs, services, and facilities. A lesson in perception: if one is dying of thirst in the desert, a sip of water may be priceless, but when one's basement floods, water has a negative value. The District's value depends on how much importance residents and users ascribe to it and that in turn is based on the information they have. An innovative, carefully crafted outreach and awareness campaign will elevate the District's value from "satisfied" to "essential."

FIND



TriMet Advertising Partnership Program



See where it takes you.

Plan your trip at trimet.org

FIND T H I N G S T O D O I N T H E P O R T L A N D M E T R O A R E A

TriMet's Advertising Partnership program prompts Portland area residents to FIND things to do in the region. A great way to help them FIND your event or venue is through an Advertising Partnership.

TriMet Advertising Partnerships

A TriMet Advertising Partnership is a cost-effective way to get your message seen by thousands of people each day throughout the Portland metro area. The beauty of advertising on transit is that it's not static—your message travels all over the region. Or you can take advantage of bus bench ads, which allow you to target your market to a specific neighborhood and establish your message through familiarity as the same people see it again and again.

How does the partnership work?

To qualify for a TriMet Advertising Partnership, event or venue partners must represent recreational activities that have broad public appeal and are accessible by transit. Partners may choose from a variety of ad formats including exterior or interior bus and MAX advertising, and bench ads.

It's a win-win collaboration that provides mutual benefit with minimal cost. TriMet provides ad templates, free advertising space and installation; you cover the cost of

“TriMet's partnership helped us become visible to many people who otherwise would not have known we existed. We are still getting telephone calls and comments from acquaintances on a regular basis, saying, 'I saw your bus today! It was so cool!'”

— Jane Jarrett
Architecture Foundation of Oregon

printing the ads and provide TriMet with a like-value of media exposure. This is often accomplished through event sponsorship recognition, complimentary advertising space and including copy in print, radio and TV spots to encourage people to ride TriMet to your event or venue.

Partnership in action

Partners receive the following:

- Free advertising space on transit each day
- A pre-designed advertising template to place your event or message on the bus and MAX
- Free installation of your ad
- Free exposure on a location outside your venue campaign
- Free advertising materials
- A complete ad kit covering the covers of Portland's walk-off

• Free advertising space on the TriMet MAX and bus, through your advertising on a variety of locations, for example, on the bus, MAX lines that serve your area, to give a reference to TriMet's online information from your trip, day or week.

• Free advertising space promotion on your website.

• Free advertising materials, including a complete ad kit covering the covers of Portland's walk-off.

• Free advertising space promotion on your website.

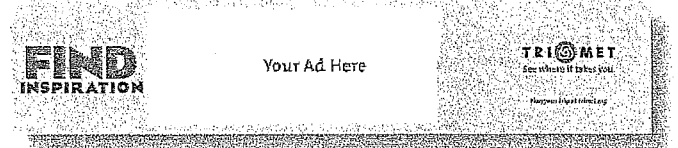
Ad types and placement

Transit ads offer a great way to get your message seen all over town. Choosing TriMet MAX trains for your ads means they will be seen by people all around the Portland metropolitan area, from Gresham to Hillsboro and everywhere in between. You can choose to have your ads on buses that run in the Central, Eastside or Westside areas of the tri-county region. Or you can target a specific neighborhood or neighborhoods for bus bench ads.

TriMet's mix of region-wide media elements will serve as the foundation for your campaign:

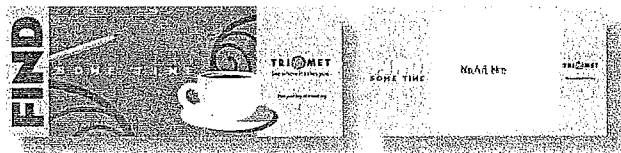
Bus side king:

144" W x 30" H

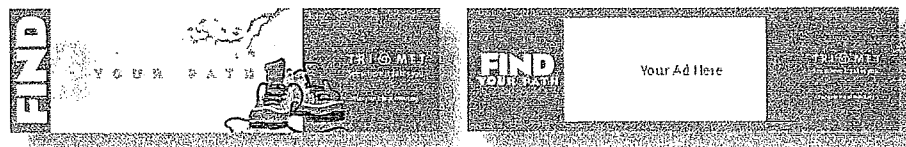


Bus or MAX interior channel card:

21" W x 11" H; MAX ad sizes: Low-floor car—21" W x 8.375" H; High-floor car—21" W x 10.75" H



Bus bench ad: 84" W x 24" H



Bus tail ad: 70" W x 21" H



Creating your ad

All partner ads feature a consistent graphic treatment based on original artwork that supports TriMet's off-peak marketing campaign theme—"FIND". TriMet will provide you with a design template, as well as detailed instructions for using the template and guidelines on how to maximize the effectiveness of your ad. Then you can place your ad copy, graphics and logo within the template as shown in the sample ads.

All ads must be reviewed by TriMet prior to printing to ensure that the ad design and content satisfy TriMet advertising guidelines. TriMet has final approval of all advertising.

Delivering big value for a small investment

TriMet has several advertising mediums for you to choose from. The chart below shows the significant value and advertising power they offer.

Media type	Quantity	Printing cost per ad	Your total cost (based on only one creative)*	Monthly impressions**	Monthly media value***
Bus side kings	10	\$109.73 ea	\$ 1,097.30	1,062,363	\$ 4,650
	15	\$ 97.71 ea	\$ 1,465.65	1,593,540	\$ 6,975
	20	\$ 92.40 ea	\$ 1,848.00	2,124,720	\$ 9,300
	30	\$ 86.63 ea	\$ 2,598.90	3,187,080	\$ 13,950
Bus taillight ads	10	\$ 80.85 ea	\$ 808.50	1,062,363	\$ 4,000
	15	\$ 75.08 ea	\$ 1,126.20	1,593,540	\$ 6,000
	20	\$ 63.53 ea	\$ 1,270.60	2,124,720	\$ 8,000
	30	\$ 57.75 ea	\$ 1,732.50	3,187,080	\$ 12,000
Interior channel cards (Bus & MAX)	50	\$ 23.10 ea	\$ 1,155.00	537,862	\$ 1,150
	100	\$ 19.64 ea	\$ 1,964.00	1,075,700	\$ 2,300
	150	\$ 17.33 ea	\$ 2,599.50	1,613,550	\$ 3,450
Bus benches	5	\$148.50 ea	\$ 742.50	763,292	\$ 875

Printing Costs

As a participant in TriMet's Partnership Advertising Program, you only pay for printing your ads. All partner ads will be printed by Lamar Advertising. Once you have signed on for the program and your ad buy determined, a representative from Lamar Advertising will contact you to discuss payment arrangements. The prices shown above are effective 11/1/07 and subject to change.

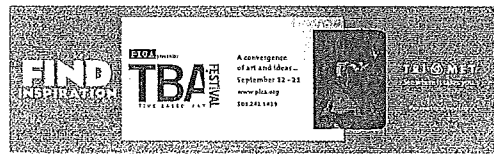
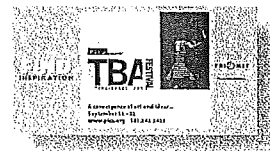
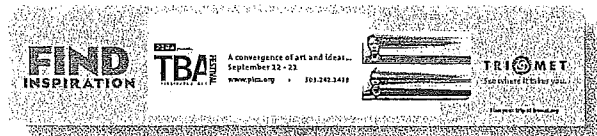
- * If more than one creative there is an additional charge of \$75/creative.
- ** Monthly impressions—Refers to the number of times your name and message is seen by adults 18 and older in the tri-county area.
- *** Monthly media value—Monthly rental rates for this advertising space. (No charge to participants in TriMet's Partnership Advertising Program.)

We hope you'll join us

Hands-down, this collaborative advertising partnership is a winner. You simply submit a proposal based on your event or venue, your desired advertising mix, and the type and value of media exposure you are able to offer TriMet in return. We will review your proposal, and after approval, TriMet will draw up a partnership agreement.

Please keep in mind there is limited advertising space available for our ad partners. For the best chance of getting your preferred advertising dates, we recommend submitting your partnership proposal at least 45 days before your desired posting date.

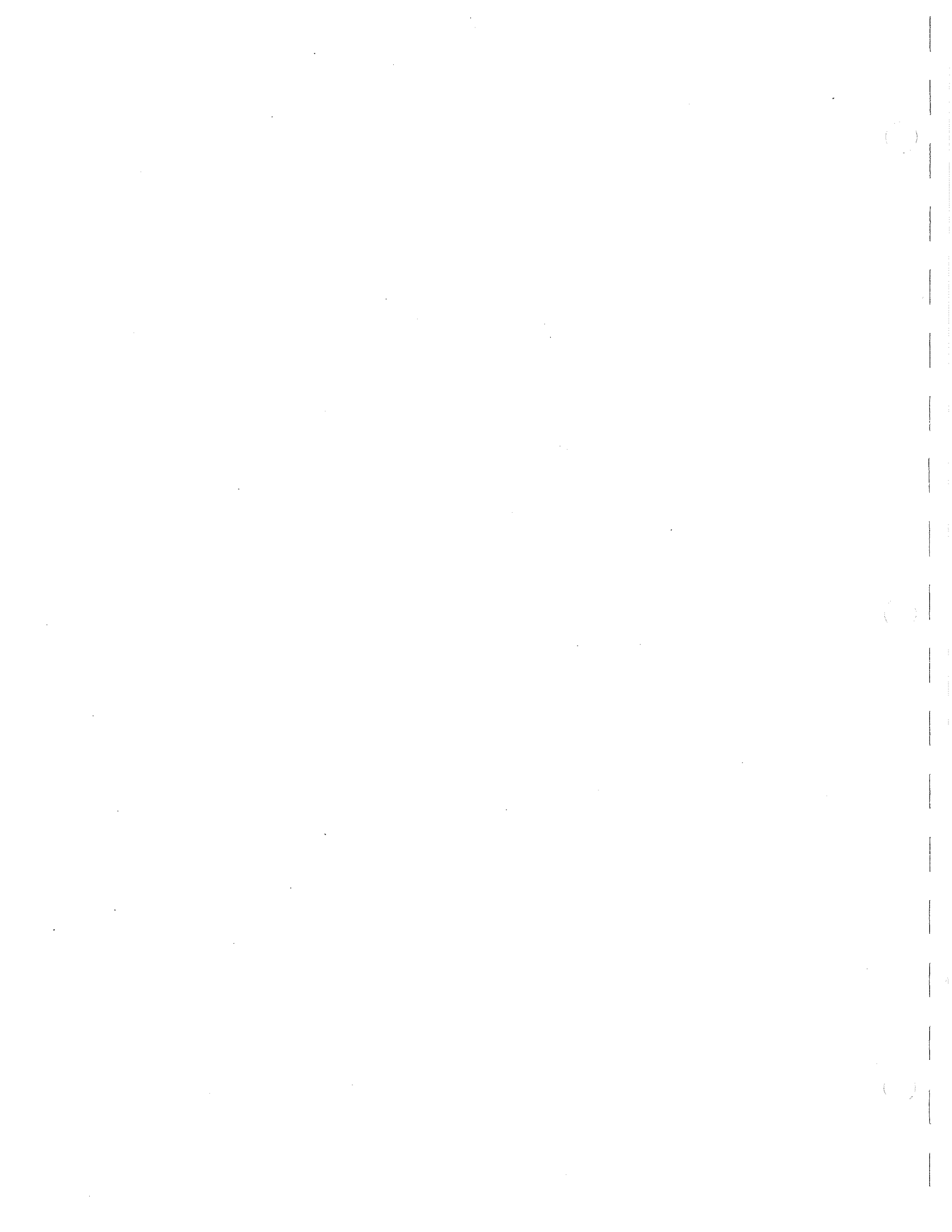
To get started, please contact Clay Thompson, Marketing Programs Coordinator, at 503-962-6438 or thompsoc@trimet.org.



PICA TBA Campaign example

APPENDIX C: ADDITIONAL RECOMMENDATIONS

- Conduct a supplemental survey 1 to 2 years after the launch of the awareness campaign to measure effectiveness.
- Conduct additional survey via backpack marketing to evaluate program offerings for underserved middle school populations.
- Consider appointing a Latino and/or Asian representative(s) to District Advisory Committees.
- Identify District mentors who could act as translators to the Latino (or other) community during registration cycles. Mentors could be present at pre-determined times at select District locations to provide hands-on assistance with registration.
- Review and evaluate District facility and program usage statistics. Particularly in light of a possible bond campaign, the public is much more likely to approve funding for specific facility improvements versus a general or generic request.
- Do a thorough review of the effectiveness of the phone registration process.
- Expand demographic and psychographic information as part of the registration process for more in-depth user profile.
- District brand identity: review logo, color palettes, fonts for web, print, and signage uses for a consistent look/message/feel between all District products.
- Provide a standard template (color, logo, type styles, images, taglines) so that all items (press release format, flier format, all communications) are recognizable as a product of the District.
- Develop internal communication protocols for the development and review of all collateral— ensure that there is senior review by Bob or designate.
- Review the effectiveness of staff meetings. Are the right people attending? Is the agenda timed with expected outcomes of each item clearly stated? Is there a portion of the meeting set aside for information sharing on project or organizational status, rumor control, or suggestions on how to improve processes?



TUALATIN HILLS PARK & RECREATION DISTRICT



Serving Beaverton and the west side since 1955.

[7C]

MEMO

DATE: January 3, 2008
TO: The Board of Directors
FROM: Doug Menke, General Manager
RE: General Manager's Report for January 14, 2008

Connecting Green

Metro Council President, David Bragdon, is convening a series of meetings starting this month to discuss a regional, multi-agency park, trails and natural areas initiative called Connecting Green. There is a lot of momentum on a number of key fronts, including the development of a unified trails priority and funding strategy, restoration of natural areas, identification of regional "special places," and building a coalition between agencies, foundations and non-profits called the Connecting Green Alliance. I have been asked to represent the Park District in these meetings and will keep the Board informed as to the discussion.

Future Funding Measure Public Outreach Program

Per the consensus of the Board of Directors at the December 10, 2007 Regular Board meeting, staff has been moving forward with the Public Outreach Program for a potential future funding measure. I will provide a verbal update regarding the outreach progress and polling process at your meeting and answer any questions the Board may have.

Board of Directors Meeting Schedule

Please note that due to an anticipated increase in public attendance for the February 4, 2008 Regular Board meeting for the release of the TPL polling results, the meeting will be held in the Manzanita Room of the Elsie Stuhr Center.

Fiscal Year 2008-09 Budget Process

As the Board is aware, the Fiscal Year 2008-09 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 2008-09 Budget are scheduled as follows:

- **Mid-Year Budget Review;** Monday, February 25, 2008, 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 21, 2008, 6:00 p.m. at the Elsie Stuhr Center, Manzanita Room, 5550 S.W. Hall Boulevard, Beaverton
- **Budget Committee Meeting;** Monday, May 19, 2008, 7:00 p.m. at the HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room, 15707 S.W. Walker Road, Beaverton
- **Adoption of Fiscal Year 2008-09 Budget at the Board of Directors Meeting;** Monday, June 23, 2008, 7:00 p.m. at the HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room, 15707 S.W. Walker Road, Beaverton

TUALATIN HILLS PARK & RECREATION DISTRICT



Serving Beaverton and the west side since 1955.

[8A]

MEMO

DATE: January 4, 2008
TO: The Board of Directors
FROM: Doug Menke, General Manager
RE: FY 2008-09 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 2007-08 Goals & Objectives, staff has identified some priority objectives and actions steps for the 2008-09 fiscal year. These priorities are intended to serve as a starting point for the development of the FY 2008-09 Park District Goals and Objectives by 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 2007-08 Goals & Objectives, and many of these are proposed to be carried over to the FY 2008-09 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, staff then identified action steps to undertake to complete the objective. 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 2008-09. 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 14, 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.



Serving Beaverton and the west side since 1955.

DRAFT

Park District 2008-09 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.	Based on results of survey and community outreach, consider a Bond Measure levy in November 2008 to fund targeted capital improvements and expansions.	1
	Continue to participate in the North Bethany Master Planning, ensuring inclusion and funding of park and trails infrastructure.	3
Provide neighborhood parks or neighborhood park facilities within other parks throughout the District at a standard between 0.9-1.0 acres per 1,000 residents; plan for all residents to be within one-half mile of neighborhood park.	Using a Land Acquisition Specialist, pursue existing land acquisition targets with intent to close acquisitions. Actively move forward to acquire targets identified for Metro Local Share funds.	2
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 a Signage Master Plan for the District to ensure a consistent look, content, and function of signage for all District Facilities.	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 this 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.	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 playing fields throughout the District, using the standards outlined in this plan and the Park District's 2005 Playing Fields Needs Assessment.	Update the 2005 Playing Fields Needs Assessment report.	1

	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.	4
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.	Continue to review the program needs noted in the Comp Plan.	2
	Work with THPF and business community to expand the Rec-mobile program.	5
Ensure that access to Park District programs, parks and facilities for people with disabilities is consistent with the American with Disabilities Act (ADA).	Complete a five-year implementation plan.	3

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.	Develop a plan to effectively communicate park and facility closures and other impacts to residents, other agencies and staff.	1
Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.	Prioritize deferred maintenance items on a five and ten year plan for funding and ultimate completion; update and reprioritize the list annually.	2
	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.	3
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.	4

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

OBJECTIVES	ACTION STEP	RANK
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.	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's Natural Resource Management Plan or statewide planning Goal 5 requirements, and as defined by natural resource staff.	1
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's Natural Resource Management Plan and Trails Master Plan. Create park inspector routes to provide baseline service levels for natural areas.	2
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 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.	3
	Include a Natural Resources Component in the Signage Master Plan.	4

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), and the Westside Trail Segments 7-11 (Scheupbach Park to Nature Park).	1
	Investigate feasibility of connecting isolated trail segments through the use of soft-surface trails.	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 for completion of Master Planning and design for the Mt. Williams site.	3
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, using funds from the 2006 Open Spaces Bond, to acquire right-of-way for the Westside Trail.	4

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

OBJECTIVES	ACTION STEP	RANK
Provide and maintain facilities in a flexible manner to continue to respond to changing needs and conditions within the District.	Establish criteria and protocols for replacing major park and recreational facilities as an alternative to making major capital improvements, considering factors such as cost of capital improvements, ongoing maintenance costs, age and condition of facility, ability of facility to meet current user demands, and other issues.	1
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).	Support the Tualatin Hills Park Foundation in creating a five to ten-year strategic plan.	2
	Work with the Tualatin Hills Park Foundation to further define the relationship between the two organizations and establish measures for continuing to cooperatively meet Park District needs.	3

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
Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities.	Expand upon the District's newly established Public Awareness Program, increasing outreach and information to new residents, minority populations and other target audiences, including staff. Communicate to them and District residents in general using tools and messages based on research. Continue to develop a process of targeting newsletters, fliers and other District information to specific user groups through electronic media.	1
Provide opportunities for all Park District departments and staff to participate in the planning and development processes.	Establish and implement protocols and procedures for communicating and coordinating among Park District staff and the general public related to the following areas: <ul style="list-style-type: none"> • Design, development and programming for new facilities. • Major renovation and expansion of existing facilities. • Access and security issues for new and existing facilities. • Ongoing maintenance and operation of facilities. 	2

Use standing Park District advisory committees, CPOs, NACs and other community groups to review and solicit guidance.	Review Advisory Committee structure to determine if there are gaps in coverage, and ensure proportional representation. Evaluate how general (passive) users, youth, and other less represented Park District user groups might be further represented in the Advisory Committee or other formats.	3
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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.	Update the Park District's Sustainability Plan.	1
Design facilities in an environmentally and cost-conscious manner.	Where feasible, 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, using the standards set forth by the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Building Rating System.	2
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.	3



TUALATIN HILLS PARK & RECREATION DISTRICT

[8B]

Serving Beaverton and the west side since 1955.

MEMO

DATE: January 4, 2008
TO: Doug Menke, General Manager
FROM: Steve Gulgren, Superintendent of Planning & Development

RE: Land Inventory Report

Summary

Staff will make a presentation to the Board of Directors regarding the current listing of existing Park District properties that are potentially available for future development.

Background

Based on the recent success of the land acquisition program, staff believes it is prudent to review the Park District's land inventory to identify existing Park District owned properties that have not yet been developed or have opportunities for future development. The presentation and discussion regarding the Land Inventory List (see attached spreadsheet and aerial maps*) is important for two main reasons:

1. The Comprehensive Plan has numerous exhibits/maps that indicate where existing facilities and parks are located and the radius of the service area based on the specific facility or park classification. However, some of the existing park sites which are depicted and classified are undeveloped or "lightly" developed and have potential opportunities for future development or capital improvements. In reviewing the Land Inventory List, most of the properties that are available for development are classified as Neighborhood Parks, although there are a couple that are classified as Community Parks. It is important to analyze where these park sites exist in relation to the areas that are identified as deficient in levels of facilities or park services in the Comprehensive Plan. This analysis will help guide the Park District in determining a priority list for future development projects that will reduce the areas of deficiencies that are identified in the Comprehensive Plan.
2. The identification of these properties along with the intended use/classification and the location in the Park District's service area is important information to analyze and consider as part of an upcoming bond measure. The distribution of these undeveloped or "lightly" developed properties is spread throughout the entire Park District. Therefore, a bond measure which would include a proposal to develop one or more of these undeveloped or underutilized properties in each quadrant of the Park District could be favorably received by Park District residents residing in those quadrants.

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

Regular Meeting of the Board of Directors January 14, 2008

Page 1 of 2

Proposal Request

Staff will make a presentation to the Board of Directors at the January 14, 2008 Regular Meeting. The presentation will identify properties on the Land Inventory List along with site aerial photographs that could be considered for future Capital Improvement Program development projects and potentially projects for a future bond measure proposal.

Benefits of Proposal

Highlighting existing Park District properties that have development opportunities in relation to the Comprehensive Plan will aid the Park District Board and staff in prioritizing and planning accordingly.

Potential Downside of Proposal

There does not appear to be any downside to this review.

Action Requested

Board of Directors review and discussion pertaining to the informational presentation of the Land Inventory Report. No formal action is requested at this time.

Tualatin Hills Park and Recreation District - Land Inventory Reporty 12/10/2007

Properties Under THPRD Ownership				Current Non Developed, With Potential					
				Current Light Development, With Potential					
Name	Tax Lot	Year Acquired	TOTAL Acres	School Acres	Nat Rsrc. Acres	Developable Acres	COMMENTS	Natural Resource Comments	
114th Avenue Wetlands	1S110DC00901	R2120446	2004	1.30		1.30		Mitigation Site	
114th Avenue Wetlands	1S110DC01310	R2120445	2004	0.65		0.65		Mitigation Site	
114th Avenue Wetlands	1S110CD01600	R2113219	2004/2007	0.67		0.67		Mitigation Site	
125 Extension	1S121DD01802		1996	0.74			0.74		
125 Extension	1S121DD01901		1996	0.91			0.91		
125 Extension	1S128AA15200		1996	0.76			0.76		
125 Extension	1S128AA01500		1996	2.56			2.56		
125 Extension	1S128AD08301		1996	0.16			0.16		
125 Extension	1S128AD08302		1996	0.09			0.09		
125 Extension	1S128AD08303		1996	0.96			0.96		
125 Extension	1S127BC08900		1996	1.53			1.53		
125 Extension	1S127BC08800		1996	0.78			0.78		
155th Avenue Park	1S129BD00100	R1254751	1999	2.38	2.38			Mitigation - Westside Trail	
160 + T.V.	1S108CD00800		1996	1.98			1.98		
A.M. Kennedy Park	1S114BA05204	R106094	1972	0.13	0.05	0.08	40% natural	developable acreage - 50%; stream buffer needs	
A.M. Kennedy Park	1S114BC00100	R105979	1972	5.06	2.02	3.04			
A.M. Kennedy Park - March Property	1S114BC00200	R106888	2007	2.28	0.44	1.84			
Adams Acres Park	1N223AC05500	R2027320	1992	0.76		0.76			
Allenbach Acres Park	1N119BC00400	R591657	1980	10.13	10.13		mostly natural	Mitigation Site - 50%?	
Allenbach Acres Park	1N119BC00401	R2099432	1980	0.10		0.10	trail		
Aloha Park Elementary School	1S107CC 06301	R0048674	1995	1.50			1.50		
Aloha Swim Center	1S213AD03100	R364769	1995	1.42			1.42		
Alohawood Park	1S107BD06900	R46596	1980	1.08	1.08			neighbors mowed some of it	
Apollo Ridge Park	1N131AC06700	R1333907	1985	2.23	2.23				
Arctic A	1S123BA00600		1996	1.12			1.12		
Arctic B	1S114CB00800		1997	1.53			1.53		
Arleda Park	1S201DB00300	R977606	1979	1.15	1.15				
Arleda Park	1S201DB00400	R1033633	1998	0.22					
Arleda Park	1S201DB01000	R1017269	1998	1.03	1.03				
Arnold Park	1S118BB03400	R2112827	1976	2.60			2.60		
Arnold Park	1S118BB00163	R971695	2007	1.72			1.72		
Aspen Crest Park	1S129BD07800	R2057647	1997	1.62	1.62				
Autumn Ridge Park	1N131AC11100	R1334345	1976	0.04			0.04		
Autumn Ridge Park	1N131BD00101	R621660	1976	4.95	1.98	2.97	natural area in middle		
Bales Wetlands	1S118CA00100	R155290	1996	3.05	3.05				
Bannister Creek (Tract B,D & H)			2006	2.00	2.00				
Barlow Square Path	1S121DA16100	R2053520	1993	0.14			0.14		
Barnes Elementary School	1S104CD05700	R0029338	1995		5				
Barrows Park-Progress Ridge- Tract C	2S105AC10200	R2129613	2007	2.15					
Barrows Park -Progress Ridge - Tract D	2S105AC10300	R2129614	2007	2.27					
Barrows Park - Progress Ridge- Tract E	2S105AD17000	R2129615	2007	3.00					
Barrows Park- Progress Ridge- Tract EE	2S105AA03000	R2129641	2007	0.31					
Barrows Park- Progress Ridge- Tract F	2S105AA02500	R2129616	2007	1.66					
Barrows Park- Progress Ridge- Tract FF	2S105AA03100	R2129642	2007	0.61					
Barrows Park- Progress Ridge- Tract G	2S105AA02600	R2129617	2007	0.14					
Barrows Park- Progress Ridge- Tract H	2S105AA02700	R2129618	2007	0.20					
Barrows Park- Progress Ridge- Tract I	2S105AA02800	R2129619	2007	3.79					
Barsotti Park	1S118AA02100	R149841	1998	0.76			0.76	All acreage okay to develop - pasture land	
Barsotti Park	1S118AA02101	R149850	1998	0.17			0.17		
Barsotti Park	1S118AA02200	R149869	1998	2.84			2.84		
Bauman Park	1S113DA09000	R100116	1978	0.76	0.76			trail potential	
Bauman Park	1S113DD03600	R102926	1978	6.88			6.88		
Beacon Hill Park	1S129AC02800	R2009530	1990	0.15	0.15				
Beacon Hill Park	1S129AC03000	R2009532	1990	3.42	3.42				
Beacon Hill Park	1S129AC08900	R2043744	1990	0.05	0.05				
Beard Road	1S129DA05100		1996	0.59			0.59		
Beaver Acres School	1S107AB 00100	R0042493	1995		3.2				
Beaverton Creek Wetlands Park	1S108DC00400	R1460449	2000	14.74	14.74				
Westside Trail Corridor	1N121BB06600	R2084981	2000	0.15			0.15		
Westside Trail Corridor	1N121BC09200	R2084982	2000	0.19			0.19		
Westside Trail Corridor	1N121BC09300	R2084983	2000	0.07			0.07		
Beaverton Swim Center	1S116AD07600	R126036	1956	1.03			1.03		
Beaverton Swim Center	1S116AD07700	R126045	1956	0.23			0.23		
Ben Graf Park	1N117CC05900	R2076843	1998	1.35	1.08	0.27	parts are mowed		
Ben Graf Park	1N119AA07100	R2066350	1998	3.07	2.46	0.61	parts are mowed		
Ben Graf Park	1N120BB06400	R2068239	1998	1.23	0.98	0.25	parts are mowed		
Ben Graf Park	1N120BB06500	R2068240	1998	1.26	1.01	0.25	parts are mowed		
Ben Graf Park	1N120BB10300	R2076840	1998	3.04	2.43	0.61	parts are mowed		
Bethany Baptist	1N1200001100	R0593307	1996	1.50			1.50		
Bethany Crest Park	1N120AC07000	R2045811	1995	2.06	2.06				
Bethany Elementary School	1N130AC 05400	R0613483	1995	3.40			3.40		
Bethany Lake Park	1N224AC01500	R666292	1980	1.04	0.31	0.73	30% developed		
Bethany Lake Park	1N224AC02300	R666372	1980	0.01	0.00	0.01	30% developed		
Bethany Lake Park	1N224DB00100	R970981	1980	7.91	2.37	5.54	30% developed		
Bethany Lake Park	1N224AC03800	R666078	1997	32.90	9.87	23.03	30% developed		
Bethany Meadows Park	1N120BA11500	R2066401	1995	0.03	0.02	0.02	50% mowed		
Bethany Meadows Park	1N120BA02100	R2053012	1996	0.02	0.01	0.01	50% mowed		
Bethany Meadows Park	1N1200000600	R593236	1998	16.10	8.05	8.05	50% mowed		

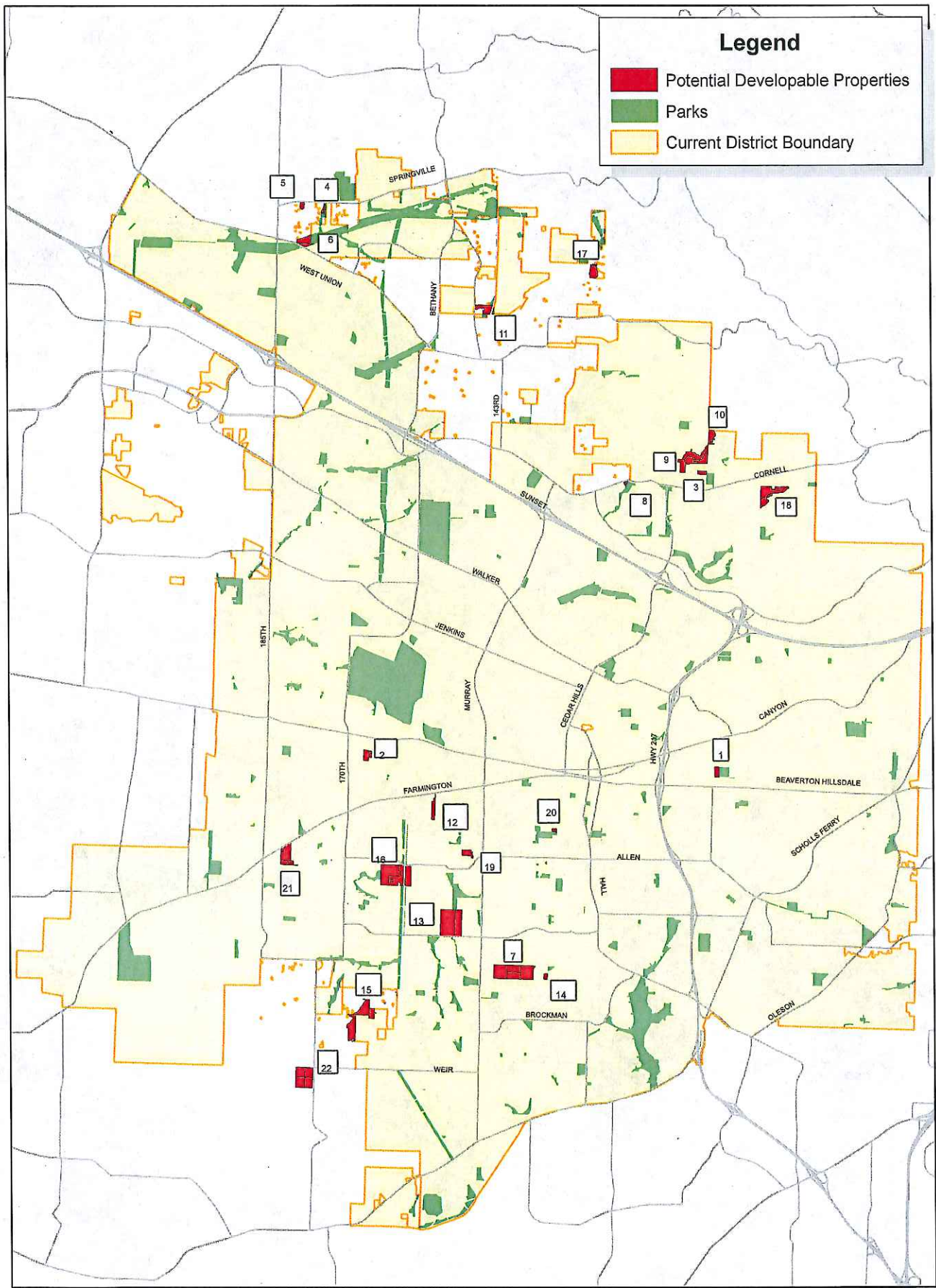
Bethany Meadows Park	1N120BC06900	R2064128	1998	0.03		0.02	0.02	50% mowed
Bethany Wetlands	1N1290000304	R2037159	1998	2.40		2.40	-	
Bluegrass Downs Park	1N131CA12200	R2039419	1987	0.64		0.64	-	
Bluegrass Downs Park	1N131DB08300	R1386440	1987	0.12		0.12	-	
Bluegrass Downs Park	1N131CA04603	R1406883	1994	0.49		0.49	-	
Bonny Slope Park	1N127AB02700	R595500	1961	2.65		0.03	2.62 10% natural	
Bronson Creek Park	1N130CD00202	R1243504	1980	5.34		2.67	2.67	
Bronson Creek Trail Corridor	1N129AA12000	R2101442	2001	0.82		0.82	-	
Brookhaven Park	1S120AB07800	R1157599	1982	3.20		3.20	-	
Brookhaven Park	1S120AB07900	R1157606	1982	0.40		0.40	-	
Brookhaven Park	1S120AD01900	R168133	1982	1.55		1.55	-	
Brookhaven Park	1S120AD02000	R168142	1982	4.65		4.65	-	
Brookhaven Park	1S120AD03300	R168277	1982	2.16		2.16	-	
Brookhaven Park	1S120AD10300	R1457523	1982	2.64		2.64	-	
Brookhaven Park	1S120AD10400	R1457532	1982	0.03		0.03	-	
Brookview Park	1S117DD08100	R149333	1973	0.33		-	0.33	
Brookview Park	1S117DD10000	R149510	1973	2.28		2.28	-	
Buckskin Mini-Park	1S128CD07100	R1020424	1984	0.35		-	0.35	
Burnsridge Park	1S119BC13200	R165181	1977	2.18		-	2.18	
Burntwood Park	1S120CA00500	R167080	1980	4.24		-	4.24	
Burntwood Park	1S120CB01800	R1197975	1980	-		-	-	
Burntwood Park	1S120BD02400	R1197788	1989	1.05		-	1.05	
Burntwood Park	1S120BD02500	R1197797	1989	0.20		-	0.20	
Burntwood Park	1S120BD02600	R1377913	1989	0.27		-	0.27	
Burntwood Park	1S120BD04200	R1352413	1989	1.71		-	1.71	
Burntwood Park	1S120BD02200	R1197760	1990	0.03		-	0.03	
Burntwood Park	1S120BD02300	R1197779	1991	0.17		-	0.17	
Burntwood West Park	1S119AD06000	R1333701	1987	1.53		-	1.53	
Burntwood West Upper Park	1S119AA04600	R2017875	1991	1.66	1.33	0.33	20% is trail/mow strip	
Burntwood West Upper Park	1S119AD11100	R2017876	1991	2.26	1.81	0.45	20% is trail/mow strip	
Burntwood West Upper Park	1S119AA08000	R2029401	1992	0.76	0.61	0.15	20% is trail/mow strip	
Burntwood West Upper Park	1S119AD12800	R2027373	1992	2.06	1.65	0.41	20% is trail/mow strip	
Burntwood West Upper Park	1S119AA10500	R2058554	1996	1.00	0.80	0.20	20% is trail/mow strip	
Burton Park	1N128CC09500	R2035977	1993	1.07		1.07	-	
Butternut Park	1S213AD06500	R365624	1976	2.50		0.75	1.75	
C.E. Mason Wetlands	1S110DB04500	R62595	1984	0.35		0.35	-	
C.E. Mason Wetlands	1S110DB04600	R62602	1984	2.00		2.00	-	
Camille Park	1S123CB00900	R207519	1981	12.18		3.05	9.14 mixed natural/developed	
Carolwood Park	1S120DC11600	R2070384	1975	0.02		0.00	0.02 10% natural	
Carolwood Park	1S120DD06100	R170558	1975	0.33		0.03	0.30 10% natural	
Carolwood Park	1S120DD08600	R170807	1975	2.76		0.28	2.48 10% natural	
Carolwood Park	1S129AA08100	R2011256	1990	0.97		0.10	0.87 10% natural	
Carolwood Park	1S129AA08200	R2011257	1990	0.05		0.01	0.05 10% natural	
Carolwood Park	1S120DD04500	R170406	1997	0.20		0.02	0.18 10% natural	
CE Mason School			1995		2.5	-	-	
Cedar Hills Park	1S110BB00100	R60025	1957	7.31		-	7.31	
Cedar Hills Park	1S110BC12000	R2004624	1957	2.89		-	2.89	
Cedar Hills Recreation Center	1S103CD00100	R15290	1992	5.03		-	5.03	
Cedar Mill Elementary School	1N135BC 01200	R0846153	1995		1.3	-	-	
Cedar Mill Park	1N135BC01300	R646162	1959	4.97		0.50	4.47 wooded area	
Cedar Mill Park - Brady Property	1N134AD00700	R637920	2007	1.63		-	1.63 Acquired for trail connection and park expansion	
Cedar Mill Woods Park	1N135BC05400	R2050000	1995	1.12		1.12	-	
Cedar Mill Woods Park	1N135BC05500	R2050001	1995	0.16		0.16	-	
Cedar Park Middle School	1S103DC 08300	R0017804	1995		8	-	-	
Cedar Park Tennis Courts	1S103DC08300	R17804	1995	0.72		-	0.72	
Center Street Park	1S110CA17600	R1273277	1997	4.42		-	4.42	
Center Street Park	1S110CA20100	R1291809	1998	0.34		-	0.34	
Center Street Park (Addition)			2005	2.50		2.50	-	
Channing Heights Mini-Park	1S121AB19500	R174037	1978	2.06		-	2.06	
Channing Heights Mini-Park	1S121AB20100	R174091	1978	0.77		-	0.77	
Chantal Village Park	1S201DB08800	R2036490	1993	15.32		15.32	-	
Chehalem Elementary School	1S117CD 09200	R0144436	1995		1.6	-	-	
College Park	1N119BA00200	R994231	1989	1.64		-	-	
College Park	1N119BA06400	R2007132	1989	0.99		-	-	
College Park - Rystadt Property	1N119BA13600	R2088786	2007	0.4		0.80	0.04 Trail connection	
College Park - Rystadt Property	1N119BA13600	R2088785	2007	0.40		-	0.40	
Commonwealth Lake Park	1S103BC07601	R10865	1968	0.01		0.00	0.01 does not include lake/stream	
Commonwealth Lake Park	1S103BC07603	R10883	1968	0.23		0.02	0.21 does not include lake/stream	
Commonwealth Lake Park	1S104AD00201	R24351	1968	6.07		0.61	5.46 does not include lake/stream	
Commonwealth Lake Park	1S104DA09701	R30950	1968	0.10		0.01	0.09 does not include lake/stream	
Commonwealth Lake Park	1S104DA09708	R30996	1968	0.21		0.02	0.19 does not include lake/stream	
Commonwealth Lake Park	1S104DA09719	R31101	1968	10.85		1.09	9.77 does not include lake/stream	
Commonwealth Lake Park	1S104DA09720	R31110	1968	3.33		0.33	3.00 does not include lake/stream	
Conestoga Middle School	1S134BB 00100	R0265037	1995		15	-	-	
Conestoga Recreation & Aquatic Center	1S128DD00200	R2059919	1996	4.90		-	4.90	
Conestoga Tennis Courts	1S134BB00100	R265037	1995	0.58		-	0.58	
Cooper Mountain School	1S119DD 00300	R0160934	1995		2	-	-	
Cooper Mt Fire	1S130DC01600		1995		3.4	-	-	
Cooper Mt. H2O Tk.	1S130CD02400		1996	9.48		-	9.48	
Cooper Park	1S119AB12300	R161997	1971	1.85		-	1.85	
Crowell Court Park	1S106CD00601	R1346742	1971	0.37		0.37	-	
Crystal Creek Park	1N130DA11800	R2054469	1996	0.07		0.07	-	
Crystal Creek Park	1N130DA12000	R2054471	1996	1.59		1.59	-	
Crystal Creek Park	1N130DA12100	R2054472	1996	3.45		3.45	-	
Crystal Creek Park	1N130DA12200	R2054473	1996	16.65		16.65	-	
David's Windsor Park	2S105BD03800	R2036742	1993	0.79		0.79	-	
David's Windsor Park	2S105BA06700	R2056248	1996	0.54		0.54	-	
David's Windsor Park	2S105BD08900	R2056249	1996	1.75		1.75	-	
David's Windsor Park	2S105BD09200	R2056252	1996	0.12		0.12	-	
Deerfield II Park	1N119BB05400	R2014222	1991	1.39		-	1.39	
Deerfield Park	1N119BC00300	R2002051	1989	4.54		-	4.54	
Deerfield Park	1N119BD03700	R2036058	1989	1.64		-	1.64	
Deline Park	1S213DA06700	R2039895	1994	0.46		0.09	0.37	
Downing Bike Path	1S127CB08101	R1272116	1982	1.41		1	0.41	
Eichler Park	1S116BD02100	R128677	1992	2.63		-	2.63	

Elizabeth Meadows Park	1S212AC08000	R2057018	1996	0.33		0.33	-	
Elizabeth Meadows Park	1S212AC11500	R2080895	1998	0.89		0.89	-	
Elmonica Elementary School	1S106AD 01101	R1263162	1995		2.1		-	
Elsie Stuhr Center	1S115CC03100	R120069	1995	3.93			3.93	
Elsie Stuhr Center	1S115CC02701	R120005	1995	0.65			0.65	
Emerald Estates Park	1N119AA01000	R2013835	1991	4.73		4.73	-	
Emerald Estates Park	1N120BB01100	R2043880	1991	3.00		3.00	-	
Emerald Estates Park	1N119AA01900	R2033091	1993	5.30		5.30	-	
Emerald Estates Park	1N119AA02000	R2033094	1994	0.03		0.03	-	
Emerald Estates Park	1N119AA03100	R2043881	1994	2.36		2.36	-	
Emerald Estates Park	1N120BB01000	R2043879	1994	0.02		0.02	-	
Errol Hassel Elementary School	1S119CB 22300	R0952393	1995		5		-	
Fanno Creek Park	1S122DC00600	R202239	1975	1.92		1.92	-	
Fanno Creek Park	1S122DB00200	R201515	1976	6.06		6.06	-	
Fanno Creek Park	1S122CD09017	R201347	1976	1.27		1.27	-	
Fanno Creek Park	1S122DD00202	R1165697	1976	0.86		0.86	-	
Fanno Creek Park	1S122CD09200	R201454	1980	7.17		7.17	-	
Fanno Creek Park	1S127AB00301	R1243229	1981	3.31		3.31	-	
Fanno Creek Trail	1S123BD02500	R2027516	1996	2.05		2.05	-	
Fanno Creek Trail at OEROW	1S124DB02301	R2014046	1991	1.07		0.21	0.86	
Fanno Creek Trail at OEROW	1S123AC03500	R205254	1996	0.77		0.15	0.62	
Fanno Creek Trail at OEROW	1S123AD03701	R1473612	1996	1.72		0.34	1.38	
Fanno Creek Trail at OEROW	1S1240002304	R2068248	1996	3.25		0.65	2.60	
Fanno Farmhouse	1S127AB01200	R1239920	1982	0.87			0.87	
Fifth Street Park	1S115CA02000	R118401	1995	0.66			0.66	
Findley Elementary School	1N121DO 01105	R0594609	1996	1.18			1.18	
Fir Grove Elementary School	1S121BA 01100	R0177196	1995		3.6		-	
Fir Grove Park	1S121AC00101	R174117	1973	4.67		2.80	1.87	
Five Oaks Middle School	1N13100 00500	R0618111	1995		2.5		-	
Five Oaks Tennis Courts	1N1310000500	R618111	1995	0.61			0.61	
Florence Pointe Park	1S125AC07800	R2040489	1997	0.43		0.43	-	Streamside area
Florence Pointe Park	1S125BD01804	R226650	1997	1.11			1.11	modified, includes mitigation site
Foegel Park	1N134DC01200	R641657	1998	1.82		0.36	1.46	mostly mowed
Foegel Park	1N134DB03200	R641862	2000	1.99		0.40	1.59	mostly mowed
Foegel Park	1N134DB03300	R641906	2000	0.74		0.15	0.59	mostly mowed
Foegel Park	1N134DC01300	R641666	2000	2.77		0.55	2.22	mostly mowed
Foegel Park	1N134DC02000	R641737	2000	0.86		0.17	0.69	mostly mowed
Foothills Park	1S103CA02600	R12051	1959	10.53		6.32	4.21	mowed area mostly at W. end
Forest Glen Park	1S133AB00400	R1202987	1995	1.28		1.28	-	
Forest Hills Park	1S103AC00100	R9742	1976	2.08		0.21	1.87	ivy infested small natural area
Garden Home Park	1S125BB03301	R2056529	1960	0.07		0.01	0.06	Small natural area at NE corner
Garden Home Park	1S125BB02700	R225508	1960	7.64		0.76	6.88	Small natural area at NE corner
Garden Home Recreation Center	1S124DB01800	R219846	1992	6.11			6.11	
Garden Home Recreation Center	1S124DB01700	R219828	1993	0.83			0.83	
Garden Home Recreation Center	1S124DB01701	R219837	1993	0.25			0.25	
Garden Home Recreation Center	1N119DC006900	R2092724	2001	0.99			0.99	
Garden Home Meadows Park	1N119AA04700	R2057074	1998	0.89		0.89	-	
Granada Park	1S119CB03801	R165519	1976	2.79		2.79	-	
Greenway Elementary School	1S127CB 00100	R0244587	1995		1.5		-	
Greenway Park	1S127DC00501	R1341257	1973	0.55		0.33	0.22	E side of park and riparian area
Greenway Park	1S1270000212	R239968	1973	60.50		36.30	24.20	E side of park and riparian area
Greenway Park	1S1270000400	R1239939	1973	14.39		8.63	5.76	E side of park and riparian area
Greenway Park	1S1270000500	R1238057	1973	11.79		7.07	4.72	E side of park and riparian area
Greenway Park	1S127DB01200	R1211236	1973	0.14		0.08	0.06	E side of park and riparian area
Griffith Park	1S115BD05600	R118081	1977	2.28			2.28	
H.M. Terpenning Recreation Complex	1N132CD00200	R626246	1976	24.74		4.95	19.79	wooded areas and riparian area
H.M. Terpenning Recreation Complex	1N132DC03400	R2032156	1976	0.39		0.08	0.31	wooded areas and riparian area
H.M. Terpenning Recreation Complex	1N132DC03500	R2032157	1976	0.03		0.01	0.02	wooded areas and riparian area
H.M. Terpenning Recreation Complex	1S105AB01200	R34723	1976	28.50		5.70	22.80	wooded areas and riparian area
H.M. Terpenning Recreation Complex	1S105AB03300	R2020417	1976	0.03		0.01	0.02	wooded areas and riparian area
H.M. Terpenning Recreation Complex	1S105BA00100	R35526	1976	11.50		2.30	9.20	wooded areas and riparian area
H.M. Terpenning Recreation Complex	1N132CD00201	R2023027	1992	24.95		4.99	19.96	wooded areas and riparian area
Harman Swim Center	1S123DB03702	R211050	1976	4.08			4.08	
Hart Meadows Park	1S120CC08400	R1019061	1982	2.67			2.67	
Hartwood Hylands Park	1S120DA03100	R169338	1973	1.81		1.81	-	
Hartwood Hylands Park	1S120DA04100	R169463	1973	0.20		0.20	-	
Hazel	1S116DB06490	R1996	1996	0.28			0.28	
Hazeldale Elementary School	1S224CA01100	R0393130	1995		1.5		-	
Hazeldale Park	1S224AB02801	R388155	1980	9.91		0.99	8.92	small natural area along E edge
Hazeldale Park	1S224BD00100	R1184621	1998	1.50		0.15	1.35	small natural area along E edge
Hideaway Park	1S124AD03590	R215305	1961	0.17		0.07	0.10	E end of park is natural
Hideaway Park	1S124AD03500	R215298	1971	2.88		1.15	1.73	E end of park is natural
Hideaway Park and Park Middle School	1S121BD03500	R0180878	1995		10		-	
Hilteon Park Tennis Courts	1S121BD03500	R180878	1995	1.29			1.29	
Hilteon Elementary School	1S128CA00100	R0250775	1995		2.5		-	
Hilteon Meadows Park	1S133BD04500	R2020031	1991	5.75		5.75	-	
Hilteon Park	1S128CA00100	R250775	1995	2.94		0.59	2.35	many sm. islands of natural area
Holland Park	1S122CA14100	R2132692	2005	0.53			0.53	

Hubert Lee Cain Park	1S119DC18400	R2045527	1994	0.31		0.31	-		
Hubert Lee Cain Park	1S119DC18500	R2045528	1994	0.11		0.11	-		
Hyland Forest Park	1S128BA00100	R249564	1975	9.64		9.64	-	Possible development	valuable Natural Area
Hyland Forest Park	1S128BA00200	R249573	1975	5.00		5.00	-		
Hyland Forest Park	1S128BB00100	R249608	1975	9.90		9.90	-		
Hyland Forest Park	1S128AB09600	R1455419	1990	0.06		0.06	-		
Hyland Forest Park	1S128BA00300	R249591	1996	4.99		4.99	-		
Jackie Husen Park	1N124AD02700	R637733	2001	3.87		3.87	0.97		
Jenkins Estate	1S223D001100	R387076	1975	19.06		13.34	5.72		
Jenkins Estate	1S2260000100	R395405	1975	46.89		32.82	14.07		
John Marty Park	1N129BB07000	R1412661	1990	0.79			0.79		
John Marty Park	1N129BB10600	R1413161	1990	4.21			4.21		
John Marty Park	1N129BC11400	R2010056	1990	2.15			2.15		
John Quiney Adams Young House	1N1340000201	R1486921	2005	0.57			0.57		
Jordan Park	1N134AA10900	R1476487	1999	6.58		6.58	-	Approved master plan	
Jordan Park	1N134AA05200	R638467	1997	7.32			-		
Jordan Park	1N134AA05600	R638493	1997	0.38		0.38	-		
Jordan Park	1N134AA06700	R638609	1997	0.39		0.39	-		
Jordan Park	1N135BB09700	R2088767	1998	3.38			-		
Jordan Park	1N135BB09600	R2088766	1998	0.58		0.58	-		
Jordan Park -HOA stairway addition	1N134AA10100	R1476469	2007	0.10			0.10		
Kaiser Ridge Park	1N120DD04900	R1464034	1987	1.12		1.12	-		
Kaiser Ridge Park -PGE surplus	1N120DD06000	R593396	2005	5.31			5.31		
Kaiser Ridge Park -PGE surplus	1N120DD05001	R2076126	2005	0.30			0.30		
Kaiser Woods Park	1N117DC05600	R2066225	2000	5.00		2.50	2.50		
Kaiser Woods Park	1N117DD18000	R2084306	2000	4.45		2.23	2.23		
Kaiser Woods Park	1N117DA20900	R2091892	2002	0.09		0.05	0.05		
Kaiser Woods Park	1N117DA21000	R2091893	2002	0.09		0.05	0.05		
Kaiser Woods Park	1N117DC05400	R2066222	2002	0.42		0.21	0.21		
Kaiser Woods Park	1N117DC12700	R2075443	2002	0.18		0.09	0.09		
Kaiser Woods Park	1N117DD14000	R2073782	2002	16.34		8.17	8.17		
Kaiser Woods Park	1N117DD14200	R2073784	2002	2.81		1.41	1.41		
Kaiser Woods Park	1N117DD14400	R2073786	2002	0.55		0.28	0.28		
Kaiser Woods Park	1N117DD18100	R2084312	2002	0.34		0.17	0.17		
Kaiser Woods Park	1N120AB06700	R2066226	2002	1.21		0.61	0.61		
Kaiser Woods Park	1N120AB06800	R2066227	2002	0.04		0.02	0.02		
Kinnaman Elementary School	1S213AB 00101	R0363216	1995		2.6		-		
Koll Center Wetlands	1S127AC00701	R1436912	1987	12.55		12.55	-		
Lawndale Park	1S118CD03700	R157813	1973	1.01			1.01		
Lennox School			1995		3.7		-		
Lily K. Johnson Park	1S117AC11400	R2054353	1995	3.29		1.79	1.50	Trail	
Little Peoples Park	1S115DA01400	R2027845	1995	2.74		1.64	1.10		
Lost Park	1N127DD01800	R600610	1976	4.12		1.24	2.88		
Lost Park	1N127DD03700	R1332588	1976	0.06		0.02	0.04		
Lowami Hart Woods Park	1S120DB00100	R167295	1998	19.27		16.27	3.00	Approved Master Plan	
Lowami Hart Woods Park	1S120DA09200	R169971	1997	9.72		9.72	-	Trails	
Madrona Heights Park	1S130AC08500	R2056575	1998	5.09		5.09	-		
Madrona Heights Park	1S130AC08600	R2056576	1998	0.63		0.63	-		
Matrix Hill Park	1S129AD00400	R2041885	1994	4.82		4.82	-		
Matrix Hill Park	1S129AD01500	R2044538	1994	0.02		0.02	-		
McKay Elementary School	1S123CC 00100	R0208055	1995		2.2		-		
McKinley Elementary School	1N131BC 07900	R0621250	1995		3.1		-		
McMillan Park	1S114BD02600	R107823	1970	1.36		0.41	0.95		
McMillan Park	1S114BD02802	R107878	1970	1.82		0.55	1.27		
McMillan Park	1S114CA01300	R108298	1971	0.24		0.07	0.17		
McMillan Park	1S114CA01200	R108270	1993	0.24		0.07	0.17		
Meadow Park Middle School	1S104BC00100	R0027116	1995		10.2		-		
Meadow Park Tennis Courts	1S104BC00100	R0027116	1995	0.69			0.69		
Meadow Wave Park (Speer Property)	1S128AB14700		2006	1.00			1.00	Field space	
Mellish Park	1S107BC05200	R981361	1978	0.05		0.02	0.04		
Mellish Park	1S107BC06400	R981487	1978	4.25		1.28	2.98		
Memorial Park	1S116DA03400	R134349	1995	1.07			1.07		
Merle Davies School	1S116AD 11100	R0126429	1995		1.04		-		
Merlo Farmington			1996	0.50			0.50		
Merlo Station High School	1S106DD 01000	R1010550	1996	0.5			0.50		
Merritt Orchard Park	1S102BB05600	R1296895	1990	1.90		1.5	0.40	new path is only non-natural area	
Metz	1S122BC00500		1996	0.50			0.50		
Mitchell Park	1N135DC01501	R650325	1960	3.80		0.76	3.04		
Mitchell Park	1N135DC10300	R2083254	1960	0.02		0.00	0.02		
Mitchell Park	1N135DC10400	R2083255	1960	1.23		0.25	0.98		
Montclair Elementary School	1S124AB 08900	R0214654	1995		5		-		
Moonshadow Park	1S125AA07400	R1373775	1984	4.38		4.38	-		
Moonshadow Park	1S125AB02200	R222137	1998	0.38		0.38	-		
Morgans Run Park	1N120BB09400	R2089029	1997	2.51			2.51		
Morgans Run Park	1N120BC11900	R2089028	1997	3.45			3.45		
Morrison Woods Park	1S130AD05800	R2067374	1996	7.29		7.29	-	potential trails	
Morrison Woods Park	1S129BC12100	R2072424	1997	3.16		3.16	-		
Morrison Woods Park	1S130DA00201	R2079750	1998	8.17			-		
Morrison Woods Park	1S130DA00202	R2080976	1998	0.02		0.02	-		
Morrison Woods Park	1S130DA00203	R2080977	1998	0.08		0.08	-		
Moshofsky Woods Park	1N131AD00500	R1371232	1997	1.39		1.39	-		
Moshofsky Woods Park	1N131AD00600	R1371241	1997	1.55		1.55	-		
Mountain View Middle School	1S118DC 00103	R0158938	1995		3.18		-		
Mountain View Tennis Courts	1S118DC00103	R158938	1995	0.70			0.70		
Mr. Williams- Phase I	1S12000 06800	R2127792	2004	14.75			14.75		
Mr. Williams- Phase II	1S12000 06900	R2127793	2005	14.75			14.75		
Murrayhill Park	1S132DA00600	R2017544	1991	0.41		0.04	0.37		
Murrayhill Park	1S132BA00200	R2001251	1990	4.66		0.47	4.19		
Murrayhill Park	1S132BD08400	R2014116	1990	1.64		0.16	1.48		
Murrayhill Park	1S132AC05200	R1463348	1991	0.11		0.01	0.10		
Murrayhill Park	1S132AC05400	R1463366	1991	0.14		0.01	0.13		
Murrayhill Park	1S132BD08600	R2014383	1991	1.77		0.18	1.59		
Murrayhill Park	1S132DB00100	R2005345	1991	1.17		0.12	1.05		
Murrayhill Park	1S132DB05200	R2005464	1991	3.33		0.33	3.00		
Murrayhill Park	1S132DC08200	R2110058	1991	1.19		0.12	1.07		

Nancy Ryles Elementary School	1S132BB 05400	R2008924	1996		0.5			
NE Park (Inger)	1N121DA10500	R594431	2001	4.31		3.00	1.31	
NE Park (Inger)	1N121DA10501	R2123804	2001	0.18			0.18	
Northridge Park	1S224DD11700	R2039004	1994	3.63		3.63	-	
Northshore Estates Park	1N224AC03500	R2025335	1992	3.16		1.58	1.58	
NW Park	1N214DD05600	R2114710	2004	1.49			1.49	
Hills Elementary School	1N129CA 09100	R0605624	1995		3.2			
ark	1S105BA01800	R2046303	1994	0.63		0.57	0.06	
Peppertree Park	1S103BB03001	R1029443	1978	6.45		6.45	-	
Peppertree Park	1S103BB03000	R981254	1989	0.34		0.34	-	
Peppertree Park	1S103BB03002	R1410805	1989	0.06		0.06	-	
Pheasant Park	1S106CC00925	R41868	1976	1.93		1.93	-	
Pheasant Park	1S107BB09900	R44865	1976	3.43		3.43	-	
Pheasant Park	1S107BB10700	R44945	1976	0.23		0.23	-	
Pheasant Park	1S107BB11700	R45043	1976	0.52		0.52	-	
Pheasant Park	1S107BB12900	R1137200	1976	1.93		1.93	-	
Pheasant Park	1S107BB00207	R43857	1998	0.77		0.77	-	
Pheasant Park	1S107BB04100	R44268	1998	0.25		0.25	-	
Pheasant Park	1S107BB04901	R44366	1998	0.82		0.82	-	
Pheasant Park	1S107BA03300	R2099171	2000	2.50		2.50	-	
Pioneer Park	1N132DD00100	R626442	1976	6.25		3.13	3.13	
Pioneer Park	1N132DD10800	R2094697	2000	1.12		0.56	0.56	
Progress Lake	2S105AB04700	R2129611	2006	13.09				
Progress Lake	2S105AC10100	R2129812	2006	6.53				
Quarry Park	1N121BC09100	R2084980	2001	1.40		1.40	-	
Raleigh Hills Elementary School	1S113CA00400	R0097914	1995		5			
Raleigh Park Elementary School	1S112CD03200	R0088764	1995		3			
Raleigh Scholls Park	1S113DB00300	R100839	1975	0.78			0.78	
Raleigh Swim Center/Park	1S112CA03500	R86748	1962	0.01			0.01	
Raleigh Swim Center/Park	1S112CA03600	R86766	1962	8.59			8.59	
Raleigh Swim Center/Park	1S112CA03501	R86757	1962	7.24			7.24	
Raleigh Swim Center/Park	1S112DB06401	R90877	1962	0.42			0.42	
Raleighwood Park	1S113AA05100	R93721	1971	0.96		0.96	-	
Raleighwood Park	1S113AB01503	R2009120	1971	1.18		1.18	-	
Raleighwood Park	1S112DD05200	R92900	1971	1.08		1.08	-	
Raleighwood Park	1S112DD05201	R92919	1971	0.58		0.58	-	
Raleighwood Park	1S113AA05000	R93632	1971	3.65		3.65	-	
Reservoir Park	1S111BA12601	R71479	1995	2.26		0.45	1.81	below tennis court
Ridgecrest Park	1S122CC00902	R198397	1973	3.31			3.31	
Ridgewood Elementary School	1S111BB03400	R0072469	1995		2.5			
Ridgewood Park	1S102CD01500	R8583	1957	1.28			1.28	
Ridgewood View Park	1S111BB01300	R72343	1977	5.25		2.63	2.63	
Rock Creek Church	1N1190002301	R0591675	1998		2			
Rock Creek Landing	1N223AB04400	R1369138	1988	2.02			2.02	
Rock Creek North Soccer Fields	1N224DD00100	R674318	1995	8.56			8.56	
Rock Creek Park	1N224CC02300	R670205	1976	6.49		3.25	3.25	
Rock Creek Park	1N2240001009	R2008610	2001	1.07			1.07	
Rock Creek Soccer Fields	1N223AD09200	R663721	1981	24.08			24.08	
Rock Creek Trail	1N120AA09900	R2094183	2000	1.48		1.11	0.37	
Rock Creek Trail	1N120AA10000	R2094185	2000	1.40		1.05	0.35	
Rock Creek Trail	1N120AA10100	R2094187	2000	0.96		0.72	0.24	
Rock Creek Trail	1N120AA10200	R2094188	2000	0.30		0.23	0.08	
Rock Creek Trail	1N120AB16200	R2094184	2000	1.81		1.36	0.45	
Rock Creek Trail	1N119AC16400	R2060376	2001	1.22		0.92	0.31	
Rock Creek Trail	1N119BA13100	R2044264	2001	0.23		0.17	0.06	
Rock Creek Trail	1N119BD06500	R2044265	2001	1.86		1.40	0.47	
Rock Creek Trail	1N119BD08200	R2050418	2001	15.76		11.82	3.94	
Rock Creek Recreation Facility								
Roger Tilbury Memorial Park	1N135DB00200	R649903	1996	2.01		1.01	1.01	
Roger Tilbury Memorial Park	1N135AD07700	R645902	2002	1.79		0.90	0.90	
Roger Tilbury Memorial Park	1N135DB00100	R649873	2002	4.59		2.29	2.29	
Roger Tilbury Memorial Park	1N135DB00102	R649891	2002	2.57		1.29	1.29	
Roger Tilbury Memorial Park	1N135DB06900	R2096580	2002	3.35		1.68	1.68	
Rosa Park	1S213DC04400	R375043	1977	3.50		2.45	1.05	
Rosa Park	1S224AB01100	R388039	1977	1.80		1.26	0.54	
Roxbury Park	1S110AA00103	R57324	1976	3.18			3.18	
Roxie's Place Park	1N131CD08000	R2072886	1997	0.29		0.29	-	
Roy Dancer Park	1S117DD00901	R148628	1999	3.07		0.31	2.76	
Salix Park	1S106BB02600	R38337	1972	3.83		3.83	-	
Satterberg Heights Park	1S129BC05800	R2038897	1994	0.09			0.09	
Satterberg Heights Park	1S129BC05900	R2038998	1994	0.11			0.11	
Satterberg Heights Park	1S129BC09500	R2053865	1996	0.15			0.15	
Schiffler Park	1S116DC01100	R136392	1995	1.53			1.53	
Schiffler Park	1S116DC02202	R136524	1995	0.46			0.46	
Schiffler Park	1S116DC05100	R136953	1995	7.23			7.23	
Schiffler Park - Coparants Property	1S116DC00400	R136391	2000	0.71			0.71	
Scholls Wetlands	1S133CC00301	R2080646	2000	3.70		3.70	-	
Schuepbach Park	1S117CA09100	R138791	1982	5.89			5.89	
Scott's Place Park	1S107BD12000	R2068524	1997	0.34		0.34	-	
Scott's Place Park	1S107BD12100	R2068525	1997	0.31		0.31	-	
Serah Lindsay Estates Park	1N119AC14900	R2056976	1996	2.54		2.54	-	
Serah Lindsay Estates Park	1N119AC15300	R2056979	1996	1.39		1.39	-	
Sexton Mountain Elementary School	1S129BA 02400	R1173740	1995	3.00	3		3.00	
Sexton Mountain Park	1S129AA04200	R255841	1990	6.33			6.33	
Sexton Mountain Wetlands (Really A S)	1S129BA 02400	R1173740	1996	4.03			4.03	
Shadow Creek Park	1S129DA02700	R2020337	1991	0.31		0.31	-	
Shadow Creek Park	1S129DD00900	R2013394	1992	1.80		1.80	-	
Shadow Creek Park	1S129DD01001	R256886	1993	1.50		1.50	-	
Shinessey Woods Park	1S129DB20700	R2108428	2002	0.47		0.47	-	
Shinessey Woods Park	1S129DB20800	R2108429	2002	1.54		1.54	-	
Shirleyview Park	1N1290002400	R2080873	1998	0.81			0.81	
Somerset Meadows Park	1N130AB00100	R611635	1976	2.81			2.81	
Somerset West Swim Center/Park	1N130BC00200	R610645	1976	6.14			6.14	
Springville Meadows Park	1N120BA09000	R2065888	1996	12.48		6.24	6.24	
Springville Meadows Park	1N117DC17101	R2117241	2003	3.73		1.87	1.87	
Springville Meadows Park	1N120AB12400	R2077031	2003	2.30		1.15	1.15	

Spruce Woods Path	1S120DC11600	R2070384	1997	0.02			0.02		
Spyglass Park	1N129BC02900	R1467549	1990	2.87		2.87	-		
Spyglass Park	1N129BC11500	R2013063	1990	11.93		11.93	-		
Spyglass Park	1N129CB14400	R2013064	1991	0.02		0.02	-		
St. Plus Church	1N134BC03600	R0638689	1995		1.03		-		
Steele Park	1S106AD22700	R2067551	1999	1.48		1.48	-		
Stoller Farms Park	1N1190003500	R2053548	1997	2.58			2.58		
Stoller Farms Park	1N1190A17500	R2085547	1997	0.07			0.07		
Stonegate Park	1N131DD00700	R2014554	1991	0.35		0.35	-		
Stonegate Park	1N131DD00800	R2014555	1991	1.75		1.75	-		
Stonemist Park	1S119DC11100	R2018327	1991	2.62		2.62	-		
Stonemist Park	1S119DC15800	R2027424	1992	1.28		1.28	-		
Summercrest Park	1S129BB10900	R1144595	1981	1.63		1.22	0.41		
Summercrest Park	1S120CC08200	R1019043	1981	1.03		0.77	0.26		
Summercrest Park	1S120CC08300	R1019052	1981	0.88		0.66	0.22		
Summercrest Park	1S129BB00100	R256056	1981	2.61		1.96	0.65		
Summercrest Park	1S119DD12400	R2035182	1983	1.40		1.05	0.35		
Summercrest Park	1S130AA00100	R257260	1983	5.04		3.78	1.26		
Summercrest West Park	1S130AB06300	R2032210	1993	0.48		0.48	-		
Summercrest West Park	1S130AB06400	R2032211	1993	2.36		2.36	-		
Sunset High School			1995		4		-		
Sunset Swim Center/Park	1N133BD09300	R633434	1960	10.04			10.04		
Sunset Swim Center/Park	1N133CA00900	R633309	1960	0.35			0.35		
Surrey West Path	1N132DC03400		1993	0.39			0.39		
Surrey West Path	1N132DC03500		1993	0.03			0.03		
SW Community Park	1S119BB00400	R163986	1997	7.25			7.25		
SW Community Park	1S119BB01203	R164119	1997	1.00			1.00		
SW Community Park	1S119BB01202	R164100	1998	1.87			1.87		
SW Community Park - May Property	1S119BB00500		2006	0.65			0.65		
Taliesen Park	1S121DB06500	R187434	1995	1.67			1.67		
Tallac Terrace Park	1S119DA04700	R1129326	1979	1.72		1.72	-		
Taylor's Creek Park	1S125BD12500	R2053656	1995	0.64		0.64	-		
Terra Linda Elementary School	1N133BB 00101	R0631007	1995		2.5		-		
Terra Linda Park	1N128CD00900	R602253	1970	4.03			4.03		
Terra Linda Park	1N128CD03700	R2019920	1992	0.25			0.25		
The Bluffs Park	1N127CB08490	R2011609	1976	3.70		2.22	1.48		
The Bluffs Park	1N127CA06600	R2053429	1980	1.55		0.93	0.62		
Thornbrook Park	1S120BB08500	R2058555	1996	2.47		1.98	0.49		
Thunderhead	1S121DD07100		1997	0.25			0.25		
Tokola Wetlands	1N1290001113	R2026958	1992	4.13		4.13	-		
Trenton Woods	1S105AB03300		1996	0.04			0.04		
Tualatin Hills Nature Park	1S1080000504	R1250096	1982	193.47		193.47	-		
Tualatin Hills Nature Park	1S1080001407	R1235390	2000	2.91		2.91	-		
Tualatin Hills Nature Park	1S1080002300	R2049807	2000	22.20		22.20	-		
Tualatin Hills Nature Park	1S1080002500	R2049855	2000	2.88		2.88	-		
TVWD Athletic Fields	1S106DD00700	R1010444	2002	2.54			2.54		
TVWD Athletic Fields	1S106DD00800	R1010532	2002	2.35			2.35		
TVWD Athletic Fields	1S106DD00900	R1010453	2002	3.45			3.45		
TVWD Grabhorn			1996	7.00			7.00		
Twin Cedars Park	1S117BC08900	R2020439	1991	0.22		0.22	-		
Twin Cedars Park	1S117BC09000	R2020440	1991	0.07		0.07	-		
Vale Park	1S120DC07800	R2001000	1989	1.66		1.66	-		
Vale Park	1S129AB03900	R2006975	1989	0.57		0.57	-		
Vale Park	1S129AB13800	R2049182	1995	1.93		1.93	-		
Vale Park	1S120DC00400	R167349	1999	3.26		3.26	-		
Vale Park	1S120DC13400	R2072793	1999	1.31		1.31	-		
Vale Park	1S129AB08500	R2037963	1999	1.57		1.57	-		
Valley Catholic School	1S117AD02000	R2035319	1995		5.5		-		
Valley Park	1S121AB00700	R172404	1996	0.23			0.23		
Valley West Park	1S121AB02900	R172809	1996	0.25			0.25		
Vendia Park	1S107AB07900	R1475638	1988	2.06		2.06	-		
Vista Brook Park	1S123AD00602	R204610	1975	1.89		0.28	1.61		
Vista Brook Park	1S123AD00801	R204674	1975	1.72		0.26	1.46		
Vista Brook Park	1S123AD00800	R204656	1994	0.49		0.07	0.42		
Yose Elementary School	1S122DB 02000	R0201695	1995		4		-		
W.L. Peck Fire Station	1S104BD07300	R2092451	1996		0.5		-		
Wake Robin Park	1S128AB12900	R2044494	1995	1.02		1.02	-		
Wanda L. Peck Memorial Park	1S104BD07400	R2092452	2001	1.84			1.84		
Waterhouse Park & Rose Garden	1N132CB15100	R1429564	1990	0.24		0.07	0.17		
Waterhouse Park & Rose Garden	1N132CC02800	R1411886	1991	0.69		0.21	0.48		
Waterhouse Park & Rose Garden	1N132CC04700	R1429760	1991	3.23		0.97	2.26		
Waterhouse Park	1N1310000101	R2014351	1991	3.16		0.32	2.84		
Waterhouse Park	1N1310000102	R2014352	1991	6.54		0.65	5.89		
Waterhouse Park	1N131DD06900	R625087	1991	0.48		0.05	0.43		
Waterhouse Park	1N131DD07000	R2014354	1991	5.23		0.52	4.71		
Waterhouse Trail	1N129BB10700	R1413170	1990	0.40		0.16	0.24		natural area is a restoration site
Waterhouse Trail	1N119DD10900	R2099567	2001	0.19		0.08	0.11		natural area is a restoration site
Waterhouse Trail	1N119DD27100	R2101398	2001	2.48		0.99	1.49		natural area is a restoration site
Waterhouse South Park	1S106AD08700	R1461885	1991	0.70		0.07	0.63		Pond and wooded area
Waterhouse South Park	1S105BB01200	R2084987	1999	4.62		0.46	4.16		Pond and wooded area
Waterhouse South Park	1S105BC02700	R2001967	1999	1.06		0.11	0.95		Pond and wooded area
Waterhouse South Park	1S105BC03000	R2084989	1999	4.89		0.49	4.40		Pond and wooded area
West Slope Park	1S112AC01500	R81654	1994	0.69			0.69		
West Sylvan Park	1S112BB00100	R83652	1995	0.98			0.98		
West Tual. View Elementary School	1S102AD 00600	R0006362	1995		1		-		
West Union Estates Park	1N119AC07500	R2011599	1991	1.99		1.99	-		
West Union Estates Park	1N119AC07600	R2011600	1991	0.16		0.16	-		
West Union Estates Park	1N119AD03700	R2013879	1991	0.41		0.41	-		
West Union Estates Park	1N119AD03800	R2013880	1991	2.01		2.01	-		
West Union Estates Park	1N120BC00200	R2014459	1991	1.56		1.56	-		
West Union Estates Park	1N119DA17400	R2063546	1997	2.21		2.21	-		
Whispering Woods Park	1S201DB03700	R294728	1977	1.66		1.66	-		
Whispering Woods Park	1S201DB03800	R294700	1977	1.84		1.84	-		



Land Inventory Report: Potential Developable Properties
Vicinity Map



Property in Question

A. M. Kennedy Park

site 1

March Property
2.28 acres



site 2
Barsotti Park
3.76 Acres



BLANTON

Barsotti Park

167TH

165TH

VINCENT



site 3

Brady Property
1.63 acres



Cedar
Mill
Park

Springville Road

Stream

College Park

site 4
Rystadt Property



site 5
Deerfield II Park
1.38 Acres



SPRINGVILLE

Deerfield II Park

181ST

CHEMEKETA



site 6
Deerfield I Park
6.16 Acres



DEERFIELD

Deerfield Park

DEERFIELD

WEST UNION

site 7
Hyland Forest Park
29.56 Acres



HARGIS

142ND

139TH

136TH

MURRAY

Hyland Forest Park

135TH

SEXTON MOUNTAIN

DAVIES

MAVERICK

SECRETARIET

CHEVY

PACKARD



John Quincy Adams Young House

site 8



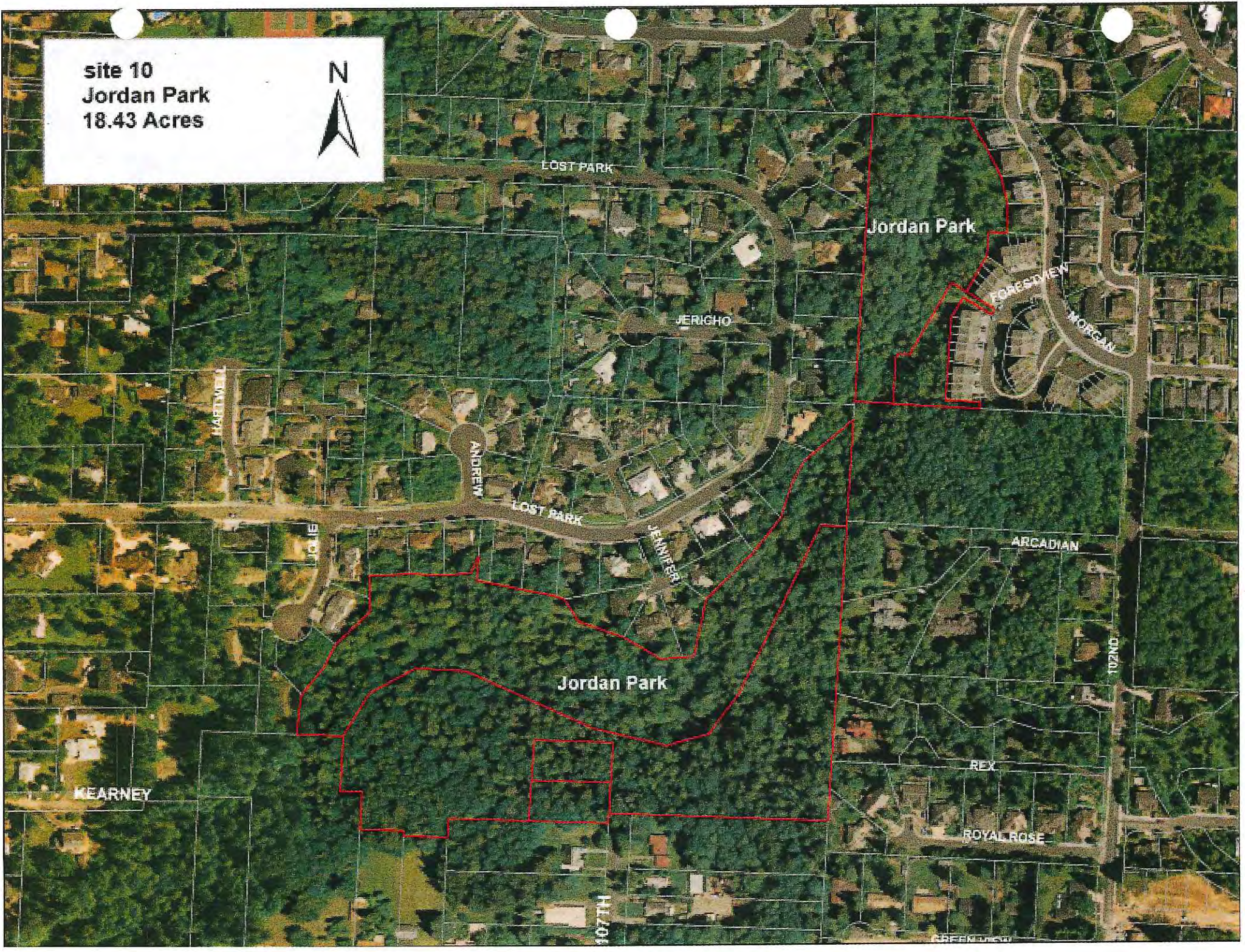
Jackie Husen Park

site 9
Jackie Husen Park
3.87 Acres



REEVES


site 10
Jordan Park
18.43 Acres

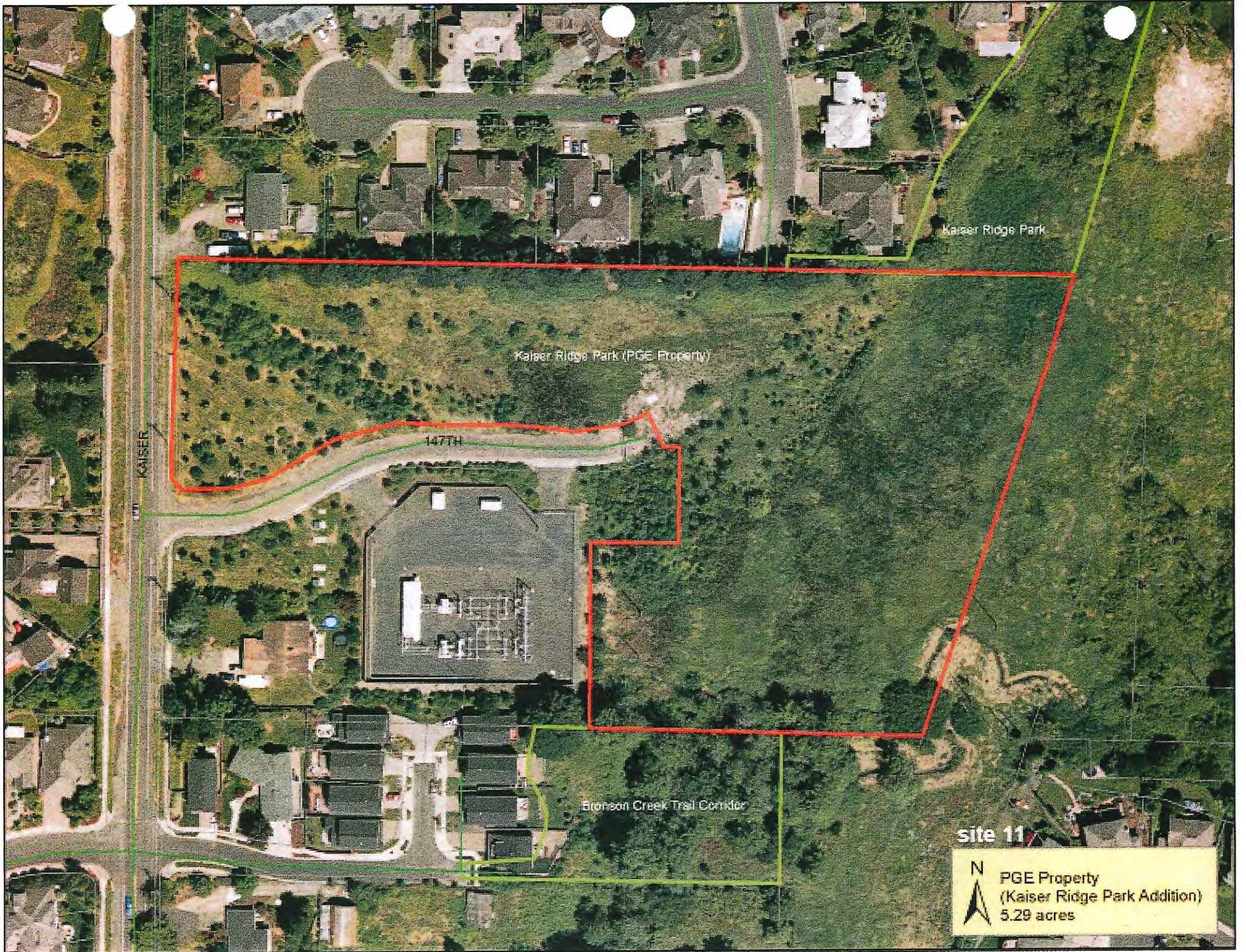


Lost Park

Jordan Park Stairway

site 10g

 Jordan Park Stairway
10 acres



Kaiser Ridge Park

Kaiser Ridge Park (PGE Property)

147TH

KAISER

Bronson Creek Trail Corridor

site 11



PGE Property
(Kaiser Ridge Park Addition)
5.29 acres

site 12
Lily K. Johnson Park
3.45 Acres



FARMINGTON

Lily K. Johnson Park

JAYLEE

JAYLEE

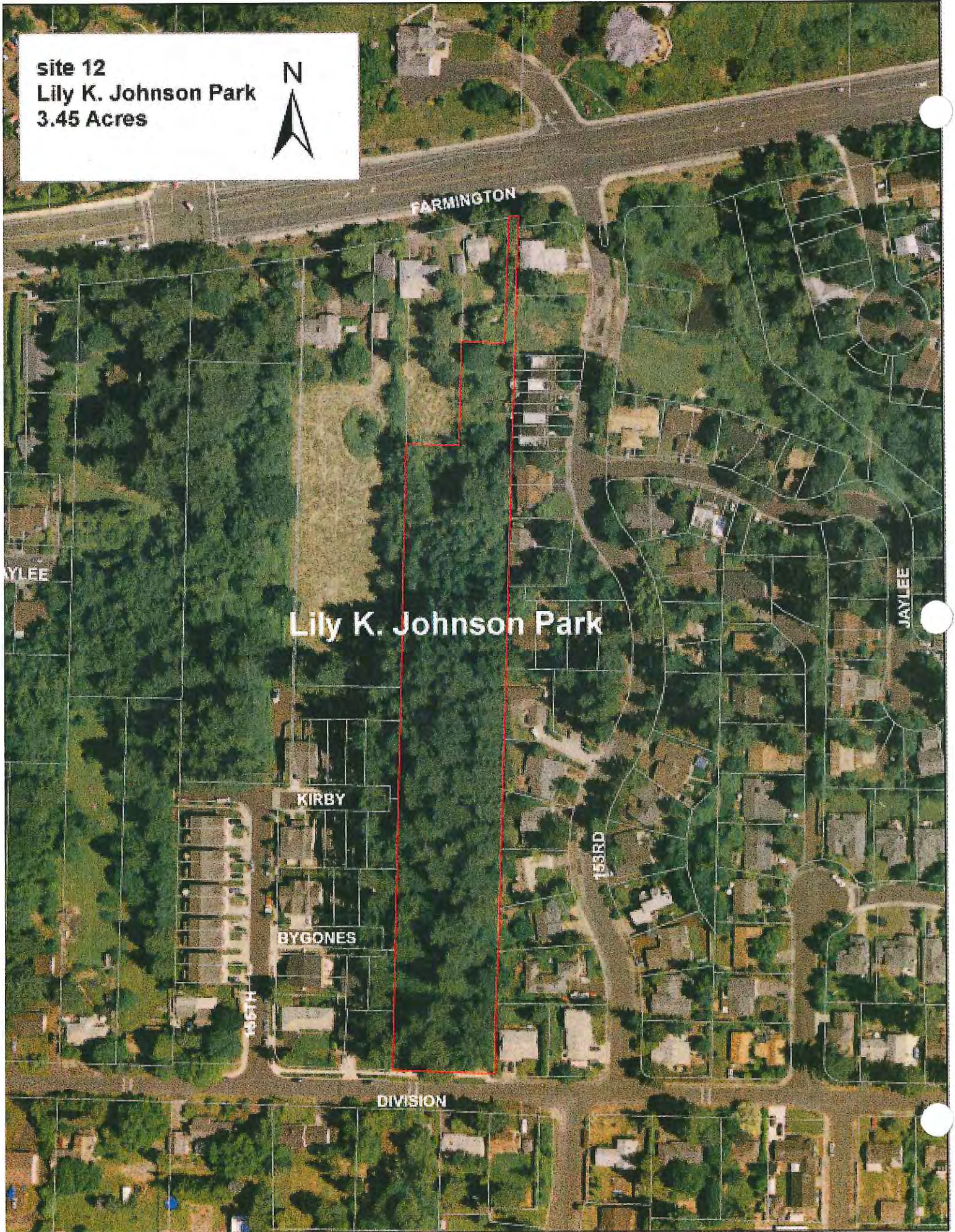
KIRBY

BYGONES

135TH

135RD

DIVISION



site 13

Lowami Hart Woods Park
27.73 Acres



Lowami Hart Woods Park

152ND

HART





BLUEBELL

Meadow Way

DAVIES

CLOVER

site 14

Meadow Way Park
Speer Property
1 acre



site 15
Morrison Woods Park
18.63 Acres



Morrison Woods Park

KOLDING

KEMMER

MARCILE

MOLEDEEN

SIENNA

CORNELIAN

NORA

165TH

166TH

DIANA



Mt. Williams

site 16
Mt. Williams
29.53 acres



site 17
NE Park Acres
4.58 Acres

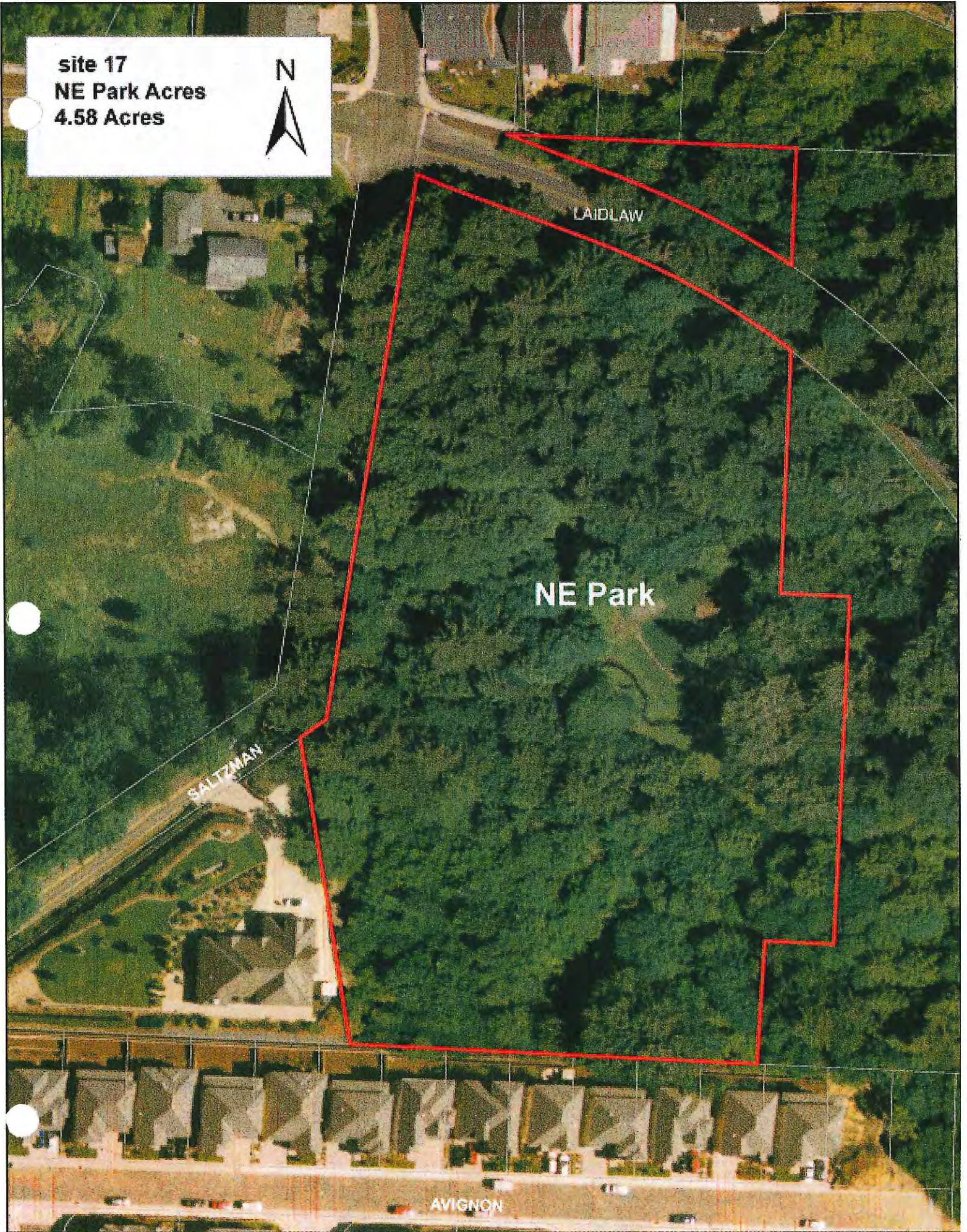


LIDLAW

NE Park

SALTMAN

AVIGNON



site 18

Roger Tilbury Memorial Park

9.16 Acres





VILLAGE

Roy Dancer Park

WHEATON

150TH

150TH

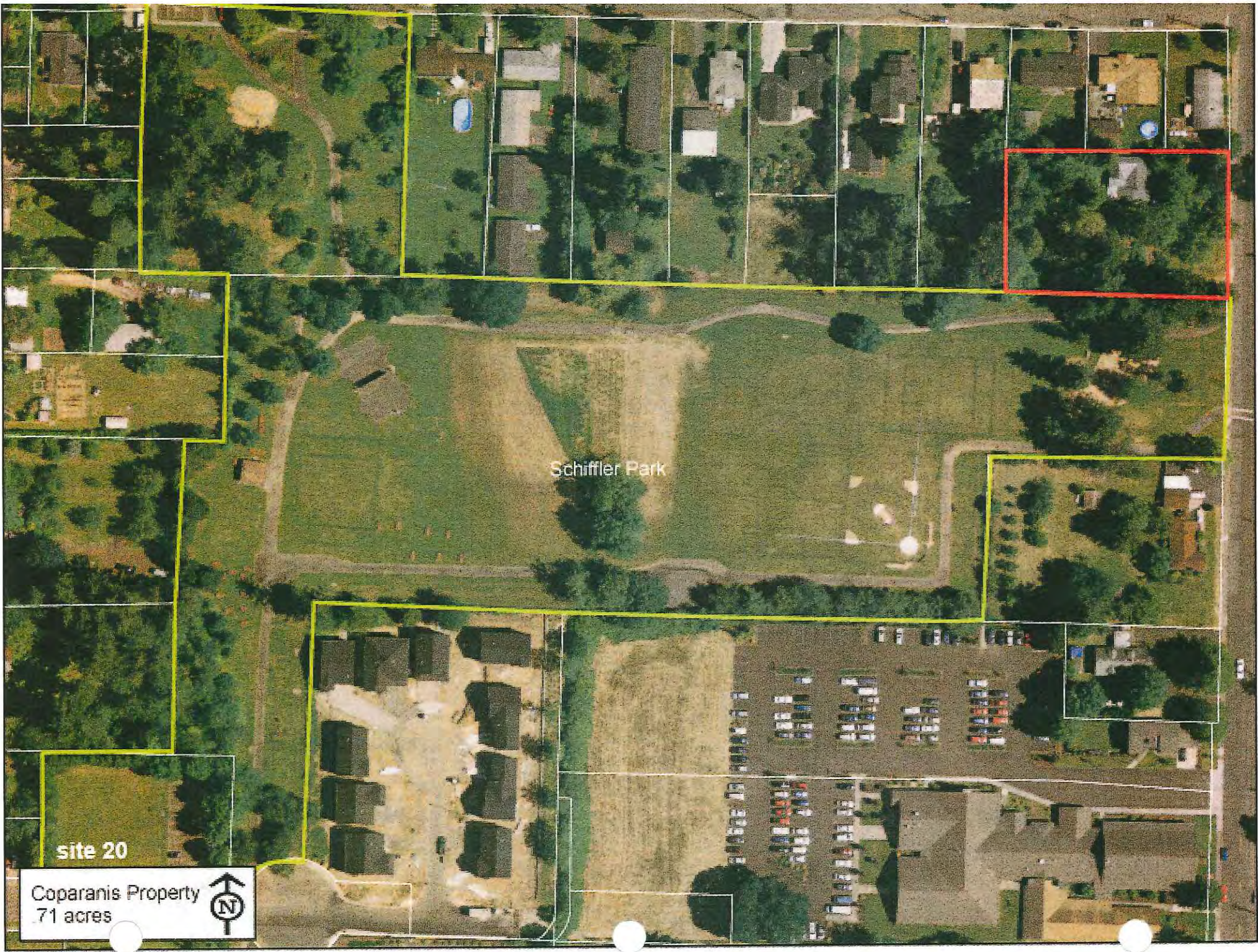
HICKORY COURT

MURRAY

site 19

Roy Dancer Park
150th & Village Residents





Schiffler Park

site 20

Coparanis Property
71 acres



site 21
Southwest Community Park
10.70 Acres



FARMINGTON

SW Community Park

112ND

118TH





Winkleman Park

site 22

Winkleman Park
19.32 acres





TUALATIN HILLS PARK & RECREATION DISTRICT

Management Report to The Board January 14, 2008

Administration

Jessica Collins, Executive Assistant

Keith Hobson, Director of Business Services

Jim McElhinny, Director of Park and Recreational Services

Bob Wayt, Director of Communications & Development

1. Staff is planning three open houses in mid-February at which members of the public will be invited to comment on the results of the bond measure polling by The Trust for Public Land (scheduled for late January). The open houses are part of an extensive public involvement process planned by staff and will be located throughout the Park District to encourage broad geographic participation. Based on Board of Directors consensus, staff is also creating a Bond Measure Task Force made up of representatives from diverse perspectives of the Park District. The group will help analyze and recommend proposed projects for consideration by the Board of Directors. The first meeting of the Task Force is planned for late January.
2. An internal and external communications plan for the Park District's January 2008 fee increases has been created and is being rolled out to a variety of target audiences. Employees have received information to help them answer questions from the public. Information for the public has been distributed to Park District facilities and is also available to patrons through the new Winter/Spring Activities Guide and on the Park District's web site. In addition, the plan entails proactive communication to local news media and handling of inquiries to help achieve greater public understanding of the rationale for the increases.
3. An employee committee composed of representatives from several departments is implementing the recommendations of the Family Assistance Program Task Force to coincide with the start of the Winter Quarter. Appropriate employees have been trained and information about the revised program guidelines and application has been communicated to the general public through Park District facilities, the new activities guide and the web site. In addition, key stakeholders, such as affiliated sports groups, are receiving targeted communication to share with their participants.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatic Program Services

1. The Aquatic Center offered Lifeguard Training and Water Safety Instructor courses during winter break. Thirty students enrolled in the Water Safety Instructor Course and ten students enrolled in Lifeguard Training. Conestoga also offered Lifeguard Training during winter break with ten students.
2. The ultraviolet unit at Beaverton Swim Center was installed over Thanksgiving week. The unit started up on December 12. We saw immediate results in reduced levels of chloramines in the water. Staff and patrons have commented about the different feel of the water, less eye irritation, and no residual chlorine smell on their skin.

3. Rentals are up and the kayaking rentals are being booked for Winter 2008. We have been working hard at securing contacts with Alder Creek Kayak & Canoe, as well as Oregon Ocean Paddling Society.
4. Aloha Swim Center staff held their annual gift card drive in lieu of a holiday toy drive to collect gift cards for teens. Staff and patrons donated to their annual canned food drive as well. Harman Swim Center staff conducted a socks and gloves drive, where guests' donations are displayed on a holiday tree in the lobby and later donated to a local shelter over the holidays.

Maintenance

Dave Chrisman, Superintendent of Maintenance Operations

1. Staff are evaluating an engineering report regarding the condition of the HVAC heat tunnel at Sunset Swim Center. The concrete tunnel surrounds the pool under the deck, supplying heated air to the natatorium. If repairs are needed, staff will address this issue in the 2008/09 budget process. The pool at Sunset Swim Center was constructed in 1962.
2. Athletic Fields Maintenance staff are participating in the RFP evaluation process for the HMT Recreation Complex Novice Skate Park. Acknowledging the maintenance perspective during the initial design phase provides opportunities for valuable input.
3. All Maintenance Coordinators recently participated in a training session to review skills, tips and shortcuts useful when developing budget spreadsheets. The training was conducted by the Park District Operations Analyst and will be helpful as we enter the 2008/09 budget process.
4. Park Maintenance staff are now focusing efforts on winterization activities, drainage and catch basin clean ups, pruning activities, and equipment repairs and overhauls. During the winter season, staff also participate in additional technical training sessions and winter storm-related service calls.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Windstorm Update. The Nature Park's Trillium Loop Trail has been reopened, returning the full trail system to pre-storm conditions. Trees and shrubs will be planted in open areas this February.
2. Oak Restoration. Arborists have been working in the Nature Park's oak habitats as part of a Metro Nature in Neighborhoods restoration grant.
3. Vern Williams Retirement. Long-time Nature Park supporter Vern Williams has retired from the Nature Park Advisory Committee. He will be missed.
4. Trails Program. Rangers have completed draft trail standards, site assessment, and trail inspection worksheets for the trails management program.

Planning and Development

Steve Gulgren, Superintendent of Planning and Development

1. PCC Rock Creek Update: Staff continues to work with the consultant team and special project attorney to respond to and clarify punch list items and issues with Kerr Contractors to move the project toward close out. Staff and the consultant team met with Kerr Contractors on December 6, 2007 to discuss several of the minor project issues. The meeting went well and several positive results were materialized. Staff will continue to work with the consultants, attorney and Kerr on the remaining issues.
2. Bethany Meadows Terrace: Staff met with DR Horton, WRG Engineers and a representative from CPO 7 to discuss CPO 7's appeal on the Bethany Meadows Terrace project. The appeal relates to some proposed set back requirements requested by the developer, DR Horton. The developer wants to work with CPO 7 and the Park District to resolve the appeal. One of the options discussed was that some additional trail length could be constructed onto the recently completed trail section. The second option discussed would be for the developer to donate funds to the Park District that could be set aside for a future trail project in this area. Staff proposed that the Rock Creek Trail (east end connector project) would be an ideal project for this donation. The developer and CPO 7 have come to an agreement and both have signed a Memorandum of Understanding (MOU) stating that DR Horton will donate to the Park District \$6,500 to be designated specifically for the Rock Creek Trail (east end connector project) in exchange for CPO 7 withdrawing their appeal, which they have agreed to do.
3. Metro Nature in Neighborhoods Capital Grant Program: Planning & Development and Natural Resources staff met with a representative from the City of Beaverton to discuss a possible partnership project to submit for a grant application for Metro's Nature in Neighborhoods Capital Grant Program. Several projects were discussed and staff will continue to pursue the potential opportunity to partner on a grant with the City of Beaverton.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities

1. The Superintendent has been working with Planning & Development staff to design the future dog park site north of Highway 26.
2. Elsie Stuhr Day/Holiday Fitness Party was held December 19. The event was well attended with over 150 people at the Center to celebrate our namesake Elsie Stuhr and their love of fitness and healthy living.
3. The Jenkins Estate held three Holiday Teas in the Main House. All three sold out with a total of 221 guests. The Holiday Boutique was open during the teas with brisk sales of holiday décor, ornaments, tea ware, and the Jenkins Estate signature teas.
4. The USTA/PNW Junior Challenger Sectional Tournament was held December 14-16. The tournament had 229 total players and brought in \$7,720 in revenue, compared to 142 total players last year and \$4,160 in revenue.

Recreation

Eric Owens, Superintendent of Recreation

1. The Rec Mobile visited the following sites over the holiday break and provided free arts and crafts, games, and reading activities to low-income children:
Willow Springs Apartments, December 27 (Beaver Acres Elementary)
Fircrest Manor Apartments, December 28 (Fir Grove Elementary)
Spencer House Apartments, January 3 (Chehalem Elementary)
Birch Point Apartments, January 4 (McKinley Elementary)
2. The Mommy/Little Man Dinner Dance was successful with 65 boys and their moms enjoying photos, dancing, dinner, and a craft project.
3. The Garden Home Holiday Happening did well in spite of the looming threat of a serious windstorm. There were over 1,900 people in attendance and the vendor evaluations were excellent. The event generated a net revenue of \$3,580 that the Advisory Committee will use to purchase new equipment and improve the Center's programs.
4. The Conestoga Recreation & Aquatic Center Snowfest was a great success. Nearly 400 people in attendance enjoyed swimming, gym games, arts and crafts and, of course, a visit with Santa!

Security Operations

Mike Janin, Superintendent of Security Operations

1. Security Operations is beginning to receive online Park Watch reports from patrons throughout the Park District. The reports are either handled directly by the Superintendent or distributed to Park Patrol or Maintenance staff for follow-up.
2. Park Patrol staff continues to receive Customer Comment cards from patrons using our facilities or in need of our assistance. The comments have been very favorable toward the security service we provide.
3. Security Operations staff has divided the Park District into four different patrol zones (following the zones selected by Natural Resources staff). We are conducting an inventory of each park in every zone to determine which park can be physically patrolled (driving or riding a bicycle into the park). We will then rotate the zones as we patrol weekly so that we have a systematic approach to patrol, covering as many parks as we can over a period of time, and documenting the parks we patrol from day to day.
4. Security Operations staff is in the process of compiling statistics in 39 areas that Park Patrol staff is directly involved in during the course of their duties. We plan to have a 2007 Annual Report available by mid-January.

Sports

Scott Brucker, Superintendent of Sports

1. PCC Rock Creek Concession Stand: Staff met with officials from Washington County to address the issues noted during the concession stand health code permit process. The plan submitted by Park District staff was accepted and bids were sent out in late December. Cost is anticipated to be under \$3,000 to complete the work and receive an operating permit.
2. Beaverton School District Field Lights: The new field light installations at Sunset and Aloha High Schools is anticipated to be complete and operational by early January. The new lights will function and be operated similarly to the system at PCC Rock Creek Recreation Facility.
3. Beaverton School District Field Use: Spring field use with BSD will be scheduled by the second week of January. Park District affiliated use and rentals will be finalized following confirmed BSD use.

Business Services

Cathy Brucker, Finance Manager

Mark Hokkanen, Risk and Contract Manager

Launa Harrison, Information Services Manager

Nancy Hartman-Noye, Human Resources Manager

1. Human Resources staff attended the Oregon Employment Office Workforce Job Fair at the Portland Community College Capital Center campus on December 13, 2007. Scott Erickson, Human Resources Coordinator, made a presentation to roughly 100 job-seekers regarding the overall scope of THPRD operations and all vacant positions currently available. Job seekers included PCC students, retirees, new high school graduates, and many other individuals looking for a new job. Staff received applications on the spot from five candidates, followed by three more applications in the week following the presentation. This presentation format allowed the opportunity to pro-actively promote the benefits of working for THPRD directly to our local community. This also solidified a relationship with the Workforce Coordinator ensuring that we will continue to attend these types of events in the future.
2. Information Services staff is working on several projects to complete the implementation of the fee increases and to automate the recommended changes to senior age, maximum household drop-in fee, and patron identification cards within the registration system.
3. The new gift card program is being well received online and at our centers. During the first month, 62 gift cards were sold for a total of \$3,565.
4. Risk Management staff is reviewing and updating the Park District's insurance coverage for the upcoming 2008 policy year. The Park District's ten-year loss ratio history for all lines of coverage is estimated at 43%, continuing its downward trend. This can be attributed to the Park District's improved general liability and property loss experience over the past few years. The ten-year loss ratio is down from 48% last year, and 54%, 68% and 86% in previous years. The insurance industry considers a 55% average loss ratio as breakeven.

This downward trend reduced the Park District's 2008 insurance rates 8.25% from 2007. However, SDAO conducted a property inventory and appraisal, which increased the Park District's overall exposure \$23 million, from \$62 million to \$75 million. Due to the increased exposures, the 2008 insurance premiums will increase about 8% (\$14,150) from the 2007 rates. Staff is working with JBL&K Risk Services (Insurance Agent of Record) to evaluate the appraisal, make necessary adjustments to minimize premium costs, and to re-evaluate our annual property escalators.

Calendar of Upcoming Meetings & Events

January						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 HOLIDAY	2	3	4	5
6	7	8	9	10	11	12
13	14 BOARD MEETING	15	16	17	18	19
20	21 HOLIDAY	22	23	24	25 <small>Nature Park honors Vera Williams, Nature Park Advisory Committee 7pm</small>	26
27	28	29	30	31		

2008

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3 Special Olympics B-Ball Tourn Athletic Center 1,000 ppl	4 BOARD MEETING	5	6	7	8 Metro Dist. Champ. Aquatic Center 500 ppl Chocolate Fantasy @ Jenkins Estate 3-9pm	9 Metro Dist. Champ. Aquatic Center 500 ppl
10	11	12	13	14	15 All American B-Ball Tourn Athletic Center 1,000 ppl	16 All American B-Ball Tourn Athletic Center 1,000 ppl
17 All American B-Ball Tourn Athletic Center 1,000 ppl	18 HOLIDAY All American B-Ball Tourn Athletic Center 1,000 ppl	19	20	21	22	23 Garden Tea @ Jenkins Estate Gate House 12:30pm
24	25 BUDGET COMMITTEE MEETING	26	27	28	29	

2008

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 BOARD MEETING	4	5	6	7	8 Jenkins Estate Winemakers Dinner 6:30pm
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Taddy & Friends Tea Party @ Jenkins Estate 11:30am	27	28	29
30	31					

2008

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 11/30/07

Description	Project Budget				Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget			
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
CARRY FORWARD PROJECTS													
Land Acquisition/Jenkins Est ROW	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	93,000	-	100,000	93,000	34,394	36,566	29,040	Budget	100,000	65,606	-	27,394
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	25,000	-	37,000	25,000	-	-	25,000	Budget	25,000	25,000	12,000	-
HMT Complex Direct Bury Electrical Service	54,700	40,000	-	54,700	40,000	8,200	25,168	14,832	Award	48,200	40,000	6,500	-
Aloha Park Field Restoration & Lights	20,000	20,000	-	20,000	20,000	-	1,552	18,448	Budget	20,000	20,000	-	-
Board/Conference Room Audio	8,000	7,000	-	8,000	7,000	1,073	-	6,927	Budget	8,000	6,927	-	73
Software Upgrades	20,000	10,000	-	20,000	10,000	6,420	-	10,000	Budget	16,420	10,000	3,580	-
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	11,400	-	14,750	11,400	9,039	-	5,711	Budget	14,750	5,711	-	5,689
Athletic Center HVAC Platforms Safety Mesh	5,000	-	-	5,000	-	-	4,000	-	Completed	4,000	4,000	1,000	(4,000)
TOTAL CARRYOVER PROJECTS	454,450	389,400	-	454,450	389,400	65,569	67,286	292,958		425,813	360,244	28,637	29,156
ATHLETIC FACILITY REPLACEMENT													
Resurface Tennis Courts (3 sites)			53,044	53,044	53,044	-	49,950	-	Complete	49,950	49,950	3,094	3,094
Bball Pad Asphalt Lift (2 sites)			8,893	8,893	8,893	-	18,522	-	Complete	18,522	18,522	(9,629)	(9,629)
Long Jump Runway (2 sites)			2,800	2,800	2,800	-	1,373	-	Complete	1,373	1,373	1,427	1,427
Basketball Court Resurfacing			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
Backstop Replacements (2 sites)			12,362	12,362	12,362	-	9,211	3,363	Award	12,574	12,574	(212)	(212)
Tennis Court Drainage			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Sunset Park Asphalt Replacement			4,000	4,000	4,000	-	6,592	-	Complete	6,592	6,592	(2,592)	(2,592)
Install Bleacher Backs & Rails			6,600	6,600	6,600	-	-	6,600	Budget	6,600	6,600	-	-
Barnes School Field Restoration & Replacement			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Aloha Park Lights			200,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
Scoreboards			8,000	8,000	8,000	-	7,973	-	Complete	7,973	7,973	27	27
TOTAL ATHLETIC FACILITY REPLACEMENT			315,699	315,699	315,699	-	93,621	229,963		323,584	323,584	(7,885)	(7,885)
ATHLETIC FACILITY IMPROVEMENT													
Progressive Release Safety Bases			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Tennis Court Asphalt Entrances			12,000	12,000	12,000	-	8,716	3,284	Budget	12,000	12,000	-	-
Chainlink Fence behind Goal Install			1,300	1,300	1,300	-	706	594	Budget	1,300	1,300	-	-
Bocce Courts Installation			8,500	8,500	8,500	-	8,228	-	Complete	8,228	8,228	272	272
TOTAL ATHLETIC FACILITY IMPROVEMENT			51,800	51,800	51,800	-	17,650	33,878		51,528	51,528	272	272
PARK AND TRAIL REPLACEMENTS													
Autumn Ridge Park Play Equipment			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
HMT Parking (Lot C)			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Asphalt Path Replacements (12 sites)			131,222	131,222	131,222	-	1,500	129,722	Budget	131,222	131,222	-	-
Foothills Park Concrete Sidewalk Repair			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Brookhaven Park Bridge/Boardwalk Repair			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Rock Creek Landing Fence Replacement			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
HMT Southside Irrigation Repair/Replacement			10,000	10,000	10,000	-	3,030	6,970	Budget	10,000	10,000	-	-
Raleigh Park Irrigation System Repair/Replacement			12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
Maxi-com Irrigation Connection			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
TOTAL PARK AND TRAIL REPLACEMENTS			326,222	326,222	326,222	-	4,530	321,692		326,222	326,222	-	-
PARK AND TRAIL IMPROVEMENTS													
Memorial Benches			8,000	8,000	8,000	-	2,540	5,460	Budget	8,000	8,000	-	-
Local Government Grant Program			175,000	175,000	175,000	-	-	175,000	Budget	175,000	175,000	-	-
Jenkins Estate Sign lighting/Farmington Road			4,000	4,000	4,000	-	2,891	1,109	Budget	4,000	4,000	-	-
New Off Leash Dog Park Const.			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Fanno Creek Trail Realignment			7,000	7,000	7,000	-	6,950	50	Budget	7,000	7,000	-	-
Center St. Park Playground			-	-	-	-	3,479	3,142	Award	6,621	6,621	(6,621)	(6,621)
Valley West Park Paving			-	-	-	-	1,912	-	Complete	1,912	1,912	(1,912)	(1,912)
TOTAL PARK AND TRAIL IMPROVEMENTS			209,000	209,000	209,000	-	17,772	199,761		217,533	217,533	(8,533)	(8,533)
CHALLENGE GRANTS													
Challenge Grants			75,000	75,000	75,000	-	13,529	61,471	Budget	75,000	75,000	-	-
TOTAL CHALLENGE GRANTS			75,000	75,000	75,000	-	13,529	61,471		75,000	75,000	-	-

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
BUILDING REPLACEMENTS													
Doors & Windows Replacements			22,500	22,500	22,500	-	-	22,500	Budget	22,500	22,500	-	-
Raleigh Pool Tank Water Pipe			22,000	22,000	22,000	-	-	22,000	Budget	22,000	22,000	-	-
Dive Stands			7,000	7,000	7,000	-	6,995	-	Complete	6,995	6,995	5	5
Aquatic Center Chlorine Scale			2,000	2,000	2,000	-	1,455	-	Complete	1,455	1,455	545	545
Aquatic Center Flow Meter			3,000	3,000	3,000	-	1,513	1,487	Award	3,000	3,000	-	-
50 meter Pool Heat Exchanger			83,400	83,400	83,400	-	115,642	3,898	Award	119,540	119,540	(36,140)	(36,140)
Raleigh Chemtrol Unit			5,100	5,100	5,100	-	4,258	-	Complete	4,258	4,258	842	842
50 Mtr Pool Circ. Pump Impellor			4,200	4,200	4,200	-	-	4,200	Award	4,200	4,200	-	-
CRA Resurface of Leisure Pool Tank			25,000	25,000	25,000	-	22,500	-	Complete	22,500	22,500	2,500	2,500
Sunset Pool Furnace			35,000	35,000	35,000	-	-	34,200	Award	34,200	34,200	800	800
Raleigh Pool Solar Heating			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Dryland Roof Seal Coat (Section C)			6,000	6,000	6,000	-	-	5,960	Award	5,960	5,960	40	40
AC Roof Flashing Ridge & Seal			23,000	23,000	23,000	-	22,737	-	Complete	22,737	22,737	263	263
Tennis Center Partial Metal Roof			18,000	18,000	18,000	-	18,538	-	Complete	18,538	18,538	(538)	(538)
Aquatic Center Security Lights/Breezeway			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
CRA Aquatic Stucco Repair			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
CRA Ext Painting/Anti Graffiti Coating			11,000	11,000	11,000	-	-	11,000	Budget	11,000	11,000	-	-
Bvtn Pool Spectator Blinds			7,500	7,500	7,500	-	6,000	-	Complete	6,000	6,000	1,500	1,500
Garden Home Stove/Oven			2,250	2,250	2,250	-	1,664	-	Complete	1,664	1,664	586	586
Roof Exhaust Fans (3 sites)			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
GHRC Window AC Units (4 rms)			7,000	7,000	7,000	-	6,300	1,981	Award	8,281	8,281	(1,281)	(1,281)
GHRC Heat Coils (4 locations)			14,000	14,000	14,000	-	2,300	11,700	Budget	14,000	14,000	-	-
GHRC Air Compressor			3,000	3,000	3,000	-	2,598	-	Complete	2,598	2,598	402	402
GHRC Supply Fan Motor(2 sites)			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
HVAC Control System (2 sites)			26,000	26,000	26,000	-	-	26,000	Budget	26,000	26,000	-	-
Stuhr Ctr HVAC Air Cooler			3,000	3,000	3,000	-	2,072	928	Award	3,000	3,000	-	-
GHRC Tile (Room 4)			21,500	21,500	21,500	-	13,722	7,778	Budget	21,500	21,500	-	-
Jenkins Main House Floor Cvrgrs			4,600	4,600	4,600	-	-	4,600	Budget	4,600	4,600	-	-
AC Daycare Room Carpet			2,800	2,800	2,800	-	1,893	-	Complete	1,893	1,893	907	907
CRA Mechanical Room Floor Seal			1,500	1,500	1,500	-	-	1,595	Award	1,595	1,595	(95)	(95)
Upgrade/Replace Sonitrol Alarm System			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
CHRC Basketball Backboard Safety Strap			2,000	2,000	2,000	-	1,947	-	Complete	1,947	1,947	53	53
AC Drinking Fountain Replacement			3,000	3,000	3,000	-	1,330	1,670	Award	3,000	3,000	-	-
Raleigh SC Winter Pool Cover			9,000	9,000	9,000	-	4,447	300	Award	4,747	4,747	4,253	4,253
CRA Boiler Repairs & Replacement			72,500	72,500	72,500	-	62,836	9,664	Award	72,500	72,500	-	-
TOTAL BUILDING REPLACEMENTS			531,350	531,350	531,350	-	300,747	255,961		556,708	556,708	(29,611)	(25,358)
BUILDING IMPROVEMENTS													
UV Sanitation System (BSC&50 Mtr)			79,430	79,430	79,430	-	74,886	4,170	Award	79,056	79,056	374	374
CHRC/Floor Sink in Kitchen			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
NP Native Plant Display Garden			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Aquatic Center Family Dressing Room Design			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
ASC Family Dressing Rm Design			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
HMT Landscape Upgrades			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
HMT/Admin Office Remodel			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
TOTAL BUILDING IMPROVEMENTS			127,430	127,430	127,430	-	74,886	52,170		127,056	127,056	374	374
ADA PROJECTS													
Stuhr Ctr Bathroom Remodel			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
HSC ADA Bus Turn Out/Ramp			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
HSC ADA Picnic Table & Pad			8,000	8,000	8,000	-	2,004	5,996	Budget	8,000	8,000	-	-
TOTAL ADA PROJECTS			73,000	73,000	73,000	-	2,004	70,996		73,000	73,000	-	-
TOTAL CAPITAL OUTLAY DIVISION	454,450	389,400	1,709,501	2,163,951	2,098,901	65,569	592,025	1,518,850		2,176,444	2,110,875	(16,746)	(11,974)

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
INFORMATION SERVICES DEPARTMENT													
System/workstn Replcmnt			70,000	70,000	70,000	-	61,619	8,381	Budget	70,000	70,000	-	-
Server Rplcmnt (4)			35,000	35,000	35,000	-	6,693	28,307	Budget	35,000	35,000	-	-
LAN/WAN Replcmnt			9,000	9,000	9,000	-	851	8,149	Budget	9,000	9,000	-	-
PDA's/Notebooks			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Misc. Application Software			20,000	20,000	20,000	-	242	19,758	Budget	20,000	20,000	-	-
New Workstations (3 sites)			7,350	7,350	7,350	-	6,848	-	Complete	6,848	6,848	502	502
Center Kiosks			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
GIS Development			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
PCC Workstation/Telephone			15,250	15,250	15,250	-	419	14,831	Budget	15,250	15,250	-	-
IP Alarm System			9,200	9,200	9,200	-	-	9,200	Budget	9,200	9,200	-	-
Jenkins Comcast Cable Modem			18,100	18,100	18,100	-	-	18,100	Budget	18,100	18,100	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			208,900	208,900	208,900	-	76,672	131,726		208,398	208,398	502	502
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	208,900	208,900	208,900	-	76,672	131,726	-	208,398	208,398	502	502
MAINTENANCE DEPARTMENT													
<u>BUILDING EQUIPMENT REPLACEMENT</u>													
Stuhr Center Buffer/Burnisher			3,500	3,500	3,500	-	3,580	-	Complete	3,580	3,580	(80)	(80)
Tennis Center Court Sweeper			9,000	9,000	9,000	-	8,774	-	Complete	8,774	8,774	226	226
TOTAL BUILDING EQUIPMENT REPLACEMENT			12,500	12,500	12,500	-	12,354	-		12,354	12,354	146	146
<u>FLEET REPLACEMENTS</u>													
Step Van			28,000	28,000	28,000	-	3,193	17,630	Award	20,823	20,823	7,177	7,177
Flatbed Truck			28,000	28,000	28,000	-	-	35,615	Award	35,615	35,615	(7,615)	(7,615)
Full Size Pickups (4)			75,000	75,000	75,000	-	7,579	64,462	Award	72,041	72,041	2,959	2,959
Fullsize Pickup & Trailer			24,000	24,000	24,000	-	7,300	15,993	Award	23,293	23,293	707	707
Dump Truck (5 Yd)			58,000	58,000	58,000	-	-	58,000	Budget	58,000	58,000	-	-
Dump Truck (2 Yd)			24,000	24,000	24,000	-	-	22,998	Award	22,998	22,998	1,002	1,002
Ty Crop Top Dresser			23,000	23,000	23,000	-	21,644	-	Complete	21,644	21,644	1,356	1,356
Tractor			28,500	28,500	28,500	-	28,195	-	Complete	28,195	28,195	305	305
Stump Grinder			29,000	29,000	29,000	-	29,910	-	Complete	29,910	29,910	(910)	(910)
Infield Rake			10,000	10,000	10,000	-	10,598	-	Complete	10,598	10,598	(598)	(598)
Light Weight Pickup Trucks (2)			28,000	28,000	28,000	-	26,215	-	Complete	26,215	26,215	1,785	1,785
Walk Behind Aerator			6,200	6,200	6,200	-	-	6,437	Award	6,437	6,437	(237)	(237)
Scan Tool Fleet			6,200	6,200	6,200	-	4,000	-	Complete	4,000	4,000	2,200	2,200
Skid Mounted Sprayer for Gator			3,500	3,500	3,500	-	3,427	-	Complete	3,427	3,427	73	73
Synthetic Groomer			2,700	2,700	2,700	-	2,700	-	Complete	2,700	2,700	-	-
TOTAL FLEET REPLACEMENTS			374,100	374,100	374,100	-	144,761	221,135		365,896	365,896	8,204	8,204
TOTAL MAINTENANCE DEPARTMENT	-	-	386,600	386,600	386,600	-	157,115	221,135		378,250	378,250	8,350	8,350
GRAND TOTAL GENERAL FUND	454,450	389,400	2,305,001	2,759,451	2,694,401	65,569	825,812	1,871,711	-	2,763,092	2,697,523	(7,894)	(3,122)

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
SDC FUND													
<u>LAND ACQUISITION</u>													
Land Acquisition (FY 06)	3,400,000	1,218,512	(1,218,512)	2,181,488	-	2,218,341	-	-	Budget	2,218,341	-	(36,853)	-
Land Acquisition (FY 07)	500,000	488,288	(488,288)	11,712	-	11,987	-	-	Budget	11,987	-	(275)	-
Land Acquisition (FY 08)	-	-	241,276	241,276	241,276	-	9,456	231,820	Budget	241,276	241,276	-	-
Brady Property Acquisition	-	-	857,152	857,152	857,152	-	857,152	-	Complete	857,152	857,152	-	-
Rystadt Property Acquisition	-	-	173,002	173,002	173,002	-	173,002	-	Complete	173,002	173,002	-	-
March Property Acquisition	-	-	935,370	935,370	935,370	-	935,370	-	Complete	935,370	935,370	-	-
TOTAL LAND ACQUISITION	3,900,000	1,706,800	500,000	4,400,000	2,206,800	2,230,328	1,974,980	231,820	-	3,501,758	1,271,430	(37,128)	-
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
Kaiser Woods Park Development - Phase 2 and 3	695,598	-	-	695,598	-	812,978	1,268	-	Complete	814,246	1,268	(118,648)	(1,268)
Beaverton Powerline Trail Segments 7-11	802,500	593,000	317,622	1,120,122	910,622	141,133	8,115	1,035,122	Budget	1,184,370	1,043,237	(64,248)	(132,615)
Synthetic Turf Field	800,000	600,000	-	800,000	600,000	200,000	-	600,000	Budget	800,000	600,000	-	-
PCC Rock Creek Recreation Complex Construction	10,140,372	1,169,200	-	10,140,372	1,169,200	8,486,599	188,893	980,307	Award	9,655,799	1,169,200	484,573	-
Lowami Hartwoods Development Phase I	100,000	42,000	-	100,000	42,000	43,141	2,570	39,430	Award	85,141	42,000	14,859	-
Novice Skate Park	150,000	135,000	40,000	190,000	175,000	29,998	1,848	173,152	Budget	204,998	175,000	(14,998)	-
Fanno Creek Trail	640,000	566,450	745,500	1,385,500	1,311,950	67,539	23,022	1,288,928	Budget	1,379,489	1,311,950	6,011	-
SW Community Park Planning/Design	200,000	200,000	-	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
Garden Home Parking Lot Improvements	225,000	188,740	12,902	237,902	201,642	40,697	141,137	86,440	Award	268,274	227,577	(30,372)	(25,935)
Old Wagon Trail Replacement Design	73,000	60,000	-	73,000	60,000	26,920	6,043	53,957	Budget	86,920	60,000	(13,920)	-
LGGP Grant Match for Novice Skate Park	-	-	40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
MTIP Grant Match for Westside Trail	-	-	40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Undesignated Projects	-	-	847,063	847,063	847,063	-	-	-	Budget	-	-	847,063	847,063
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	13,826,470	3,554,390	2,043,087	15,869,557	5,597,477	9,036,027	372,896	4,537,336	-	14,759,237	4,910,232	1,110,320	687,245
Total - SDC Fund	17,726,470	5,261,190	2,543,087	20,269,557	7,804,277	11,266,355	2,347,876	4,769,156		18,260,995	6,181,662	1,073,192	687,245

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 19, 2007
 To: Board of Directors
 From: Cathy Brucker, Finance Manager
 Re: **System Development Charge Report for October 2007**

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 three per cent (3%) handling fee for collections through October 2007.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$3,574.00 with 3% discount = \$3,466.78
Multi-Family	\$2,749.00 with 3% discount = \$2,666.53
Manufactured	\$2,521.00 with 3% discount = \$2,445.37
Non-residential	\$112.00 with 3% discount = \$108.64

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,281	Single Family Units	\$5,357,500.75	\$165,692.25	\$5,523,193.00
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,157	Multi-family Units	\$2,030,384.60	\$62,795.40	\$2,093,180.00
0	Less Multi-family credits	(\$7,957.55)	(\$229.36)	(\$8,186.91)
149	Non-residential	\$307,099.44	\$9,098.24	\$316,197.68
<u>3,602</u>		<u>\$7,694,363.59</u>	<u>\$237,577.98</u>	<u>\$7,931,941.58</u>

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
5,395	Single Family Units	\$12,180,208.52	\$376,621.48	\$12,556,830.00
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
1,707	Multi-family Units	\$3,315,037.08	\$102,826.78	\$3,417,863.86
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
0	Manufactured Housing	\$0.00	\$0.00	\$0.00
65	Non-residential	\$170,770.12	\$5,042.39	\$175,812.51
<u>6,843</u>		<u>\$14,995,143.50</u>	<u>\$463,742.02</u>	<u>\$15,458,885.52</u>

<u>Recap by Agency</u>		<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
3,602	City of Beaverton	33.91%	\$7,694,363.59	\$237,577.98	\$7,931,941.58
6,843	Washington County	66.09%	\$14,995,143.50	\$463,742.02	\$15,458,885.52
<u>10,445</u>		<u>100.00%</u>	<u>\$22,689,507.09</u>	<u>\$701,320.00</u>	<u>\$23,390,827.10</u>

<u>Recap by Dwelling</u>	<u>Mfg</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	0	2,296	1,157	149	3,602
Washington County	<u>0</u>	<u>5,095</u>	<u>1,683</u>	<u>65</u>	<u>6,843</u>
	0	7,391	2,840	214	10,445

Total Receipts to Date **\$22,689,507.09**

Total Payments to Date

Refunds	(\$1,100,859.10)
Administrative Costs	(\$18.65)
Project Costs -- Development	(\$14,589,204.62)
<u>Project Costs -- Land Acquisition</u>	<u>(\$5,567,122.96)</u>
	<u>(\$21,257,205.33)</u>
	<u>\$1,432,301.76</u>

<u>Recap by Month, FY 2007-08</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2007 (1)	\$21,917,260.69	(\$17,567,681.05)	\$1,717,249.26	\$6,066,828.90
July	\$246,119.26	(\$725,507.66)	\$22,110.41	(\$457,277.99)
August	\$190,079.77	(\$1,295,424.15)	\$23,323.07	(\$1,082,021.31)
September	\$144,281.28	(\$1,231,758.29)	\$17,366.72	(\$1,070,110.29)
October	\$191,766.09	(\$436,834.18)	\$12,750.30	(\$232,317.79)
November	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$22,689,507.09</u>	<u>(\$21,257,205.33)</u>	<u>\$1,792,799.76</u>	<u>\$3,225,101.52</u>

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

Projected SDC receipts through June 30, 2007 per the budget were \$21,239,021. Actual receipts were \$21,917,261. This fiscal year's projected total receipts per the budget are \$3,082,460.

Tualatin Hills Park and Recreation District
Systems Development Charge - Monthly Accounting, Year-to-Date FY 2007-08

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

	Unit Rate	Revenue	Collection Fee	Total
607 Single Family Units	1,891.50	1,147,194.75	35,480.25	1,182,675.00
138 Single Family Units	2,102.96	290,208.48	8,975.52	299,184.00
327 Single Family Units	2,203.84	720,655.68	22,288.32	742,944.00
15 Single Family Units	489.09	7,336.35	221.45	7,557.80
331 Single Family Units	2,327.03	770,250.47	23,818.53	794,069.00
205 Single Family Units	2,457.01	503,687.05	15,577.95	519,265.00
281 Single Family Units	2,638.40	741,390.40	22,929.60	764,320.00
304 Single Family Units	2,891.57	879,037.28	27,186.72	906,224.00
88 Single Family Units	3,466.78	305,076.64	9,435.36	314,512.00
464 Multi-family Units	1,454.03	674,669.92	20,866.08	695,536.00
0 Cathy Brucker, Finance t	1,616.99	0.00	0.00	0.00
0 Less Credits		(7,957.55)	(229.36)	(8,186.91)
110 Multi-family Units	1,694.59	186,404.90	5,765.10	192,170.00
74 Multi-family Units	1,789.65	132,434.10	4,095.90	136,530.00
245 Multi-family Units	1,889.56	462,942.20	14,317.80	477,260.00
68 Multi-family Units	2,029.24	137,988.32	4,267.68	142,256.00
196 Multi-family Units	2,224.21	435,945.16	13,482.84	449,428.00
0 Multi-family Units	2,445.37	0.00	0.00	0.00
0 Multi-family Units	2,666.53	0.00	0.00	0.00
149 Non-residential	Various	307,099.44	9,098.24	316,197.68
3,602	Total	7,694,363.59	237,577.98	7,931,941.58

Improvement Fee (1)	Reimbursement Fee (1)	Collection/ Admin Fee (1)	Total SDC Fee
1,048,032.00	27,292.50	107,350.50	1,182,675.00
265,123.05	6,904.25	27,156.70	299,184.00
658,362.68	17,144.86	67,436.46	742,944.00
6,697.37	174.41	686.02	7,557.80
703,667.30	18,324.67	72,077.03	794,069.00
460,148.68	11,983.04	47,133.28	519,265.00
677,305.11	17,638.15	69,376.74	764,320.00
803,053.88	20,912.90	82,257.22	906,224.00
278,706.01	7,258.08	28,547.90	314,512.00
545,663.32	86,768.81	63,103.87	695,536.00
0.00	0.00	0.00	0.00
(6,422.81)	(1,021.33)	(742.77)	(8,186.91)
150,761.60	23,973.40	17,435.00	192,170.00
107,110.79	17,032.25	12,386.96	136,530.00
374,420.99	59,538.66	43,300.36	477,260.00
111,602.97	17,746.58	12,906.45	142,256.00
352,585.93	56,066.59	40,775.34	449,428.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
287,455.32	0.00	28,742.36	316,197.68
6,824,274.19	387,737.82	719,929.42	7,931,941.58

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

	Unit Rate	Revenue	Collection Fee	Total
1,916 Single Family Units	1,891.50	3,624,114.00	112,086.00	3,736,200.00
(91) Less SFR Credits	1,891.50	(172,126.50)	(5,323.50)	(177,450.00)
351 Single Family Units	2,102.96	738,138.96	22,829.04	760,968.00
(91) Less SFR Credits	2,102.96	(191,369.36)	(5,918.64)	(197,288.00)
741 Single Family Units	2,203.84	1,633,036.71	50,519.29	1,683,556.00
(118) Less SFR Credits	2,203.84	(260,053.12)	(8,042.88)	(268,096.00)
714 Single Family Units	2,327.03	1,661,582.84	51,294.16	1,712,877.00
666 Single Family Units	2,457.01	1,636,368.66	50,609.34	1,686,978.00
523 Single Family Units	2,638.40	1,379,883.20	42,676.80	1,422,560.00
297 Single Family Units	2,981.57	858,796.29	26,560.71	885,357.00
187 Single Family Units	3,466.78	648,287.86	20,050.14	668,338.00
117 Multi-family Units	1,454.03	169,830.51	5,552.49	175,383.00
41 Multi-family Units	1,616.99	66,296.59	2,050.41	68,347.00
68 Multi-family Units	1,694.59	115,232.12	3,563.88	118,796.00
194 Multi-family Units	1,789.65	347,192.10	10,737.90	357,930.00
(24) Less MFR Credits	1,789.65	(47,323.24)	(1,463.61)	(48,786.85)
508 Multi-family Units	1,889.56	959,896.48	29,687.52	989,584.00
563 Multi-family Units	2,029.24	1,142,101.28	35,322.58	1,177,423.86
139 Multi-family Units	2,224.21	309,165.19	9,561.81	318,727.00
77 Multi-family Units	2,666.53	205,322.81	6,350.19	211,673.00
0 Manufactured Housing	1,483.13	0.00	0.00	0.00
0 Manufactured Housing	2,039.91	0.00	0.00	0.00
Manufactured Housing	2,445.37	0.00	0.00	0.00
65 Non-residential	Various	170,770.12	5,042.39	175,812.51
6,843	Total	14,995,143.50	463,742.02	15,458,885.52

Improvement Fee (1)	Reimbursement Fee (1)	Collection/ Admin Fee (1)	Total SDC Fee
3,310,848.00	86,220.00	339,132.00	3,736,200.00
(177,450.00)	0.00	0.00	(177,450.00)
674,334.72	17,560.80	69,072.48	760,968.00
(174,827.52)	(4,552.80)	(17,907.68)	(197,288.00)
1,491,886.08	38,851.20	152,814.72	1,683,556.00
(237,574.30)	(6,186.83)	(24,334.87)	(268,096.00)
1,517,872.54	39,527.93	155,475.53	1,712,877.00
1,494,922.04	38,930.26	153,125.70	1,686,978.00
1,260,607.02	32,828.31	129,124.67	1,422,560.00
784,562.50	20,431.32	80,363.16	885,357.00
592,250.30	15,423.34	60,664.38	668,338.00
137,591.83	21,879.20	15,911.97	175,383.00
53,619.73	8,526.36	6,200.91	68,347.00
93,198.08	14,819.92	10,778.00	118,796.00
280,803.97	44,652.13	32,473.90	357,930.00
(38,274.36)	(6,086.21)	(4,426.28)	(48,786.85)
776,350.46	123,451.60	89,871.94	989,584.00
923,714.97	146,884.81	106,819.67	1,177,423.86
250,048.34	39,761.51	28,917.11	318,727.00
166,062.01	26,406.42	19,204.45	211,673.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
159,831.15	0.00	15,981.36	175,812.51
13,340,377.56	699,329.27	1,419,174.12	15,458,885.52

Recap by Agency

	Revenue	Collection Fee	Total	Percent
City of Beaverton	7,694,363.59	237,577.98	7,931,941.58	33.91%
Washington County	14,995,143.50	463,742.02	15,458,885.52	66.09%
Total	22,689,507.09	701,320.00	23,390,827.10	

Add	Allocation of interest earned		1,792,799.76	1,446,596.66	136,759.41	209,443.61	1,792,799.76
	Grant (THPF) received for Camp Rivendale & proceeds from land sale		0.00				0.00
Less	SDC Credits for Land Donation Paid in Cash		(736,652.08)	(736,652.08)	0.00	0.00	(736,652.08)
	Refunds of SFR Fees Collected in Error		(364,207.02)	(305,148.23)	2,727.21	(61,786.00)	(364,207.02)
	Administrative Costs Paid		(18.65)	0.00	0.00	(18.65)	(18.65)
	Collection Fees paid to City and County		(701,320.01)	0.00	0.00	(701,320.01)	(701,320.01)
			0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00

Project Costs

Inger Land Acquisition	(690,517.55)	(690,517.55)	0.00	0.00	(690,517.55)
Husen Land Acquisition	(448,254.93)	(448,254.93)	0.00	0.00	(448,254.93)
Fanno Trail Matching	(120,934.58)	(120,934.58)	0.00	0.00	(120,934.58)
Stover/JQAY Acquisition	(164,160.04)	(164,160.04)	0.00	0.00	(164,160.04)
PGE Land Acquisition	(3,500.00)	(3,500.00)	0.00	0.00	(3,500.00)
Rock Creek/Bethany	(775,329.38)	(775,329.38)	0.00	0.00	(775,329.38)
Camp Rivendale	(628,794.95)	(628,794.95)	0.00	0.00	(628,794.95)
Conestoga Play Structure	(27,951.70)	(27,951.70)	0.00	0.00	(27,951.70)
Synthetic Turf Project	(315,242.42)	(315,242.42)	0.00	0.00	(315,242.42)
Stuhr Building Expansion	(148,261.65)	(148,261.65)	0.00	0.00	(148,261.65)
Bluffs Park Development	(107,645.65)	(107,645.65)	0.00	0.00	(107,645.65)
Foege Park Development	(130,871.23)	(130,871.23)	0.00	0.00	(130,871.23)
Kelvin Land Acquisition	(46,448.00)	(46,448.00)	0.00	0.00	(46,448.00)
Beaverton Pwrlin Trail	(159,390.60)	(159,390.60)	0.00	0.00	(159,390.60)
Kaiser Woods	(993,425.86)	(993,425.86)	0.00	0.00	(993,425.86)
PCC Athletic Fields MP & Construction	(9,241,221.19)	(9,241,221.19)	0.00	0.00	(9,241,221.19)
Synthetic Turf Field 2	(531,551.57)	(531,551.57)	0.00	0.00	(531,551.57)
Winkleman Land Acquisition	(27,000.00)	(27,000.00)	0.00	0.00	(27,000.00)
BSD Synth Turf Field Matching Funds	(200,000.00)	(200,000.00)	0.00	0.00	(200,000.00)
Nature Park Infrastructure	(98,362.62)	(98,362.62)	0.00	0.00	(98,362.62)
HMT Play Structure Phase II	(135,277.74)	(135,277.74)	0.00	0.00	(135,277.74)
Other Land Acquisition (thru FY07)	(625,369.85)	(625,369.85)	0.00	0.00	(625,369.85)
Novice Skate Park	(31,189.87)	(31,189.87)	0.00	0.00	(31,189.87)
CRA Backyard Master Plan	(103,987.26)	(103,987.26)	0.00	0.00	(103,987.26)
Mt. Williams Land Acquisition	(1,600,220.00)	(1,600,220.00)	0.00	0.00	(1,600,220.00)
Tennis Air Structure	(528,651.17)	(528,651.17)	0.00	0.00	(528,651.17)
Lowami Hart Woods Phase I	(45,365.73)	(45,365.73)	0.00	0.00	(45,365.73)
Garden Home Parking Lot Expansion	(126,482.86)	(126,482.86)	0.00	0.00	(126,482.86)
Aloha Park School Fields Restoration	(107,196.50)	(107,196.50)	0.00	0.00	(107,196.50)
Old Wagon Trail Rplcment Design	(32,070.09)	(32,070.09)	0.00	0.00	(32,070.09)
Land Acquisition (thru FY08)	(13,436.00)	(13,436.00)	0.00	0.00	(13,436.00)
Rystadt Property Acquisition	(173,001.85)	(173,001.85)	0.00	0.00	(173,001.85)
March Property Acquisition	(930,105.60)	(930,105.60)	0.00	0.00	(930,105.60)
Brady Property Acquisition	(845,109.14)	(845,109.14)	0.00	0.00	(845,109.14)

Total SDC Fund Cash Increase (Decrease) 3,225,101.52

413,120.52 | 1,226,553.71 | 1,585,422.49 | 3,225,101.52



Serving Beaverton and the westside since 1955.

TUALATIN HILLS PARK & RECREATION DISTRICT

Advisory Committee Meeting Minutes

December 2007

Tualatin Hills Nature Park Advisory Committee	December 13
Athletic Center Advisory Committee	No meeting <i>November minutes will be provided in February packet.</i>
Unified Fields Steering Committee	October 18 <i>December minutes will be provided in February packet.</i>
Aquatics Advisory Committee	December 1
Cedar Hills Recreation Center Advisory Committee	No meeting
Stuhr Center Advisory Committee	December 10
Jenkins Estate Advisory Committee	No meeting
Garden Home Recreation Center Advisory Committee	November 14 No meeting
Conestoga Recreation and Aquatic Center Advisory Committee	November 28 No meeting
Trails Advisory Committee	November 20 <i>December minutes will be provided in February packet.</i>



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Tualatin Hills Nature Park Advisory Committee Meeting

Date: December 13, 2007

Time: 7:00 p.m.

Location: Nature Park Interpretive Center

In Attendance

Committee Members: Rod Coles, Karl Quade, Vern Williams, Jerome Magill,
Margaret Armstrong, Jim Olson, Deborah Winer, Al
Mowbray, Kevin Hoover
Staff: Joan Andersen-Wells, Bruce Barbarasch, and Gery
Keck (Planning)
Guest: Richard Hose

I. Call to Order: Jim Olson called the meeting to order at 7:05 p.m.

II. Approval of Minutes: Minutes were approved as read.

III. New Business

A. Beaverton Creek Trail Feasibility Study—Planning Presentation Update

Gery Keck from the THPRD Planning Department gave an overview of the project with an emphasis on the portions of the trail near the Nature Park. He indicated that the section that connects the Westside Trail to the Merlo Max Station would require a feasibility study. The Advisory Committee expressed concern about this section as it is currently shown on the draft document.

The discussion included the following recommendations from the Advisory Committee:

- Continue the trail on the railroad right of way or move the trail to the northernmost edge of the Nature Park.
- Exclude the Oak Trail from the commuter route.
- Alternatively reroute the trail along Jenkins Road.
- Align pedestrian route with the Vine Maple Trail, with the assumption that the park rules would be in effect for that section of the regional trail.

B. Joan presented a list of possible projects and capital items to be considered for the 2008-2009 budget year. Some of these items may qualify for the current Challenge Grant.

Possible budget items:

Taxidermy: \$500 per specimen

Kiosk: \$20,000

Nature Garden

Old Wagon Trail: \$100,000?

New Interpretive Signs: \$2,000 each

Additional Benches: \$1,000 each

Computer Station for Staff Office: \$3,000
Displays for Lobby: \$5,000
Enlarge the Maintenance Yard by 10 feet
Fire Packs
Weed Wrenches

C. Election of officers for 2008.

Rod Coles, Chairperson
Kevin Hoover, Vice-Chairperson
Margaret Armstrong, Secretary

D. Focus Group: Jim Olson gave a brief report on a Focus Group meeting he attended.

E. Nature Park Update

1. The work in the oak restoration areas of the Ponderosa Loop Trail, Vine Maple and Old Wagon Trail has been completed for now. Trees were removed or girdled this week. Julie Reilly from the Natural Resources Department would like to present to us an update on this project here in the Nature Park at our January or February meeting.
2. Subject: November 2007 Volunteer Report
Total Hours: 395 hours
Total Volunteers: 62
Position breakdown:

Position	Hours
Administration	10.0
Advisory Committee	8.5
Intern	6.5
Invasive Plant Removal	86.5
Newt Day	89.0
Park Watch	185.0
Trail Maintenance	9.5

Comments:

- New intern started from Merlo High School supervised by Ranger Kelly.
 - New Americorp volunteer supervised by Elisa Joy Pane.
 - Historian Intern – Chelsea Vaughn volunteer supervised by Joan Andersen-Wells.
 - On November 5, a school service project was completed on Millikan Way, where 22 students worked on blackberry removal.
 - On Newt Day, we had 23 wonderful volunteers that helped out with all the activities.
3. Plants are being ordered for the Spring 2008 Native Plant Sale that will be held, Saturday, April 12, 2008.

4. Staff are now preparing for winter/spring programs, summer programs and budget for 2008/2009.

5. Only a few smaller trees went down in the windstorm we had last week at the Nature Park.

F. **Applicant for the Advisory:** Richard Hose, the applicant for the advisory committee was interviewed. Richard has an extensive background in communications and journalism and many years of volunteer experience in conservation and natural resources. He spoke of his appreciation for the Park and his desire to be more involved. The committee unanimously approved his application and referred it to the THPRD Board for approval.

IV. Financial Report

Foundation:

11/01/07	Beginning Balance:	\$21,103.14
	Revenue:	\$ 927.72
	Expenditures:	<u>\$ -495.62</u>
	Balance:	\$21,535.24

Challenge Grant: \$ 5,000.00

Old Wagon Trail \$ 2,542.25

V. Old Business

A. **Old Wagon Trail Update:** Clean Water Services, in an informal meeting in late November, indicated that we should be able to perform all mitigation and enhancement work onsite and within the Old Wagon Trail project area. A formal request for service availability, a Service Provider Letter, will be submitted after the first of the year. This will provide us with specific mitigation and enhancement requirements.

B. **Interpretive Garden Update:** Joan reported that the Proposed Scope of Work for the Tualatin Hills Nature Park Educational Display Garden has been submitted to the Planning Department. The Natural Resources Department has reviewed the draft list of plants to be included in the garden. The garden subcommittee will review and finalize the plant list.

C. **Kiosk Update:** Joan reported the Tualatin Hills Nature Park Scope of Work-Park Information Booth - Kiosk has been submitted to the Planning Department.

VI. Other

A. **Vern Williams' Recognition.** On Friday, January 25, at 7 p.m. we will host a celebration honoring Vern Williams for his many years of service as a volunteer on behalf of the Nature Park. He is one of the original members of the Nature Park Advisory Committee. He is an active member of the Beaverton Optimists and has participated in volunteer work in the Nature Park and also served on the original citizens committee that promoted the acquisition of the park. His wisdom, wit and dedication to the park are deeply appreciated. Current and former members of the Advisory

Committee will be invited to attend as well as Park District staff who have worked with Vern.

VII. Next Meeting will be held on January 10, 2008, at 7:00 p.m.

Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Margaret Armstrong
Recording Secretary



Tualatin Hills Park & Recreation District
STEERING COMMITTEE MEETING MINUTES

Unified Fields Steering Committee Meeting
Date: Thursday, October 18, 2007
Time: 6:30 p.m.
Location: Athletic Center Conference Room

In Attendance

Committee Members: Bill Kanable (Rec Soccer), Vice Chairperson; Janet Allison (Adult and Emerging Sports), Chairperson; Jim Marron (Youth Softball); John Bain (Classic Soccer, Incoming Representative); Michael Kempf (Youth Football); Michael Patterson (Classic Soccer, Outgoing Representative); Pat O'Connor (Youth Baseball); Raiyo Aspandiar (Cricket), Secretary

Staff: Scott Brucker

I. Call to Order

The meeting was called to order at 6:35 p.m.

II. Approval of Minutes

A motion to approve the minutes of the September 2007 was put forth by Michael Patterson and seconded by Pat O'Connor. This motion was passed unanimously.

III. Financial Report

Not Applicable

IV. New Business

New Athletic Center Supervisor Announcement

Scott Brucker announced that a new Athletic Center Supervisor has been selected. She is Julie Rocha, who will start on October 29th. She was selected from 51 applicants who originally applied for the job. She was running a similar operation, though a bit smaller, in Greeley, Colorado. Julie has participated in Community Outreach work as well as with various steering committees. She is also a soccer player and coach. Scott has set aside a two-hour open session on October 29, to meet Julie in the noon to 2 p.m. time slot. Julie will be part of the Unified Fields Steering Committee (UFSC). Her name is already on the UFSC roster that Scott had sent out.

Scott Brucker Promotion

Janet Allison took this opportunity to congratulate Scott Brucker, on behalf of the entire UFSC, on his promotion to the post of Superintendent of Sports, stating that this promotion was well deserved and long overdue.

Beaverton School District (BSD)/THPRD Project Communication Meetings

Scott Brucker reported that a joint BSD/THPRD Project Communication Committee has been formed to meet regularly and discuss the plans and status of all BSD projects that would

affect the fields in the school district. The first meeting of this committee is scheduled for November 13. Dick Steenbrugge, who has been recently hired by BSD to oversee all BSD Capital Funded Projects, would spearhead the committee from the BSD side.

Scott stated that the need for such a committee developed because there was insufficient communication between BSD and THPRD on the various athletic fields projects that were planned at BSD schools. Scott cited an example of this lack of communication. A portable classroom was installed at Raleigh Hills recently, and though the installation of the portable classroom itself did not cause issues, a truck drove over the fields at that school to install the classroom. This rendered some of the fields at the school unusable. BSD did not inform THPRD of this problem with the result that some THPRD Affiliated User Groups were affected with regard to their schedules to use those fields and did not have sufficient notice to make other accommodations.

Scott also explained a positive side of proper, timely communication. He cited the recently approved changes to Hiteon Elementary School fields in which BSD discussed the expansion project with Scott and THPRD staff from the very onset and used their input before the project was decided and put forth for approval.

Hence, this new Project Communication Committee would essentially fill the role of everyone being on the same page from day one of every project that each side is planning on doing and everyone sitting down and making hard decisions at the onset. BSD also wanted THPRD to be part of BSD's long-range project planning process. Scott reminded the UFSC that next year, three schools, including Kinnaman and McKinley, start construction projects. It will take three years for these construction projects to be completed and for the fields to come back on line. So, the loss of these fields needs to be factored in by the User Groups.

Jim Marron mentioned that though THPRD staff knew of the Hiteon project from the onset, his User Group was not informed of this even though they were the ones who used those fields the most. So, Jim emphasized that when a planned project would affect a field, every User Group using those fields needs to be informed as soon as it is known. Jim also stated that the Adult Baseball/Softball Committee had planned to create a position to interface with BSD on just such issues, so that there was proper and timely communication between the two parties. Scott stated that to avoid such issues in the future, THPRD staff would take the information from this new BSD/THPRD Communication Committee and share it with the UFSC so that the circle of information sharing is closed with the Sports User Groups, too.

Janet Allison commented that formation of such a BSD/THPRD committee was proposed 15 years ago by the Adult Baseball/Softball Committee, but nothing progressed at that time. So, it finally is a reality and though it was long overdue, she was happy about it. Other UFSC members also were glad at the formation of this new joint committee.

2008 Allocation Process

Scott Brucker told the UFSC that he had gotten some information back on the amount of field use required for 2008 from the User Groups. The majority of the information was from the baseball groups, some from the softball group, but little from the soccer groups, though it would be some time before they are affected by it. In order to determine the dollar amount to charge the various Sports Groups for field use, Scott urged all groups to first determine the number of hours that they need on the various fields, of varying sizes, to run their programs

successfully. This "hours needed" figure, compared with the hours available, would then drive the 2008 Allocation Process. Number of fields used or any other metric is not the appropriate way and may result in a higher fee bill.

Jim Marron and Scott had a clarification discussion on how the coordination would be done, because baseball had the greatest overlap with respect to the fields, and this would require some effort to sort out. Jim stated that the final decisions on the field usage would be put up on a web site.

Another open item was the number and schedule of tournaments that are to be held in 2008 within the THPRD by the Sports User Groups as well as how should these tournaments be billed. Scott wanted the tournament schedules to be sorted out so that the number of staff and services needed for these tournaments could be determined in advance. This will then enable Scott to bill the User Groups organizing the tournaments for services rendered. There may be instances when THPRD may not be able to cover all needed services. This would then result in someone's bill being lowered since the service was not rendered.

A discussion ensued about Tournament Fees and how these could be diminished. Michael Patterson remarked that the Tournament Fees need to be reduced based on the positive economic impact that they have on the surrounding business community. Michael, Jim and Bill Kanable emphasized that players, coaches and officials from outside the local community, who attend these tournaments, stay at the local hotels and motels and eat at the local restaurants. Hence, these local businesses need to contribute some extent to subsidizing the tournament fees.

Janet Allison stated that to get some support for the Party in the Park event, she had approached the local Chamber of Commerce for help, but they were not very enthusiastic and did not even want to endorse the events. Janet stated that getting the local businesses to contribute toward tournaments and other Park District events would be a challenge.

Scott reiterated that the Sports User Groups may not be able to enter into a Sponsorship Contract with the local businesses. However, THPRD could and THPRD has already started working with some local business by making them aware of the calendar of sports events being held at the Athletic Center. Some businesses put up a banner at the sports events for a fee.

Jim agreed with Scott that the local commercial entities would pay THPRD rather than a Sports Group. However, one way to benefit the Sports Group was to earmark the money given by the local commercial businesses for a specific item, such as field maintenance. In this way, all user groups using those fields would benefit rather than one single group.

Bill said that it was very clear that the thought processes for the business strategy of the Park District needed to change drastically. He was confident that this would happen, and had seen some signs that this was happening, but he felt that this change would occur quite slowly. Examples were stated of other communities in Oregon (ex Sherwood car show) and in other states who are very much involved with sports and other events and sponsor part of those events.

V. Old Business

PCC Rock Creek Recreation Complex Opening

Scott Brucker thanked all the UFSC Sports User Groups for making the Grand Opening of the PCC Rock Creek Recreation Complex on Saturday, September 29, a grand success.

The turf field at the complex has been opened up for use. The priority at present in the fall was to move as much of the activity on to the turf fields from the grass fields, so as to avoid damage to the grass fields during the wet season. Scott said that some groups had objected to being removed from grass and put on turf. To avoid such a push back, he will have to pull grass fields off the table to ensure that the turf fields are used instead.

Scott also reiterated the rules for use of the artificial turf field at that complex. No food, no chairs and no dogs are allowed on the field. No colored liquids, which include coffee and sports drinks are allowed on the field. No candy and no gum. Water is allowed. All Sports User Groups need to follow these requirements. There are movable bleachers placed at the center of the field. These can be moved if some sports need to use the center of the field for play. Bill Kanable stated that he preferred if the center bleachers were removed permanently and placed instead on the field perimeter instead, since there is no need for spectators in the center of the field. Bill also pointed out issues with some wheelchair access ramps, which would need to be addressed sometime in the future.

Scott also stated that the grass fields, including the baseball/softball fields and the upper practice fields adjacent to the turf field, were closed at the present time and would open up for use in March 2008.

The PCC Rock Creek Recreation Complex will be staffed throughout the year except for December and January when the use of the fields is expected to be at a very low level. The complex will only be staffed for events during December and January.

VI. Committee Time

New Committee Members

Pat O'Connor, the new Youth Baseball Representative, who replaced Todd Davis, and John Bain, the new Classic Soccer Representative, who will replace Michael Patterson, were introduced to the UFSC at the start of this meeting.

Janet Allison also requested the UFSC members to check all their personal information on the UFSC roster sent out by Scott earlier.

State of Aloha High School Turf Field

Mychal Kempt reported that one of the User Groups took exception to the condition the Aloha High School turf field was received at 10 p.m. on a Friday. The field was not cleaned up by the folks who used it on Friday evening and was not in playable shape. An email was sent out on the Monday morning following that weekend. Mychal would forward the email to Scott.

Scott Brucker suggested that in such cases, the standard field report sheet should be filled out and sent to him, so that he has a record of it, and can take necessary action.

Sunset Park Dugout Covers Installation

Janet Allison inquired about the status of the Sunset Park Dugout Installation. This installation was to be done by the Oregon Air National Guard members. Janet felt that this issue has now gone on for over six months and needed to be resolved quickly.

THPRD Board of Directors Tour of the Athletic Center Complex

Janet Allison mentioned that the Board of Directors took a tour of the Athletic Center Complex on Wednesday, September 26, to observe the amount of sports activities occurring there. Most of the Board members were present and a shuttle bus was used to transport them from the Athletic Center to the outer fields. This was an excellent tour and Janet was amazed at the amount of sports activity going on the various fields. This included baseball, softball, soccer, tennis and cricket. The Board also looked at the Children's Play Center located adjacent to a couple of the baseball/softball fields. Trails and paths and the skate park were also visited. The tour was also very educational per Janet. Bill Kanable stated that this tour was needed because some of the Board members are not out at the Athletic Center much and they do not know about the huge impact that all the Affiliated User Groups have on the various sports programs, occurring at the Complex.

Just Let the Kids Play Book

Scott Brucker distributed copies of Bob Bigelow's book entitled *Just Let the Kids Play*. Scott believed it was an incredibly thought-provoking book for parents and coaches, though he didn't agree with all that was stated in the book. Scott had more copies of the book if anyone needed them. Janet Allison mentioned that Bob Bigelow made a presentation at the Stuhr Center some time back. Janet loved the presentation, but it was not very well attended.

VII. Next Meeting will be held on Thursday, November 15, 2007, at 6:30 p.m. Athletic Center Conference Room.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,
Raiyo Aspandiar
Recording Secretary



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Aquatics Advisory Committee Meeting

Date: December 1, 2007

Time: 7:00 p.m.

Location: Dryland Training Center

In Attendance

Committee Members: Julia Kegg, Steven Sparks, Kathy Johnson, Jon Schielz, Ginny Baynes and Sheila McCarroll
 Staff: Ross Van Sickle and Sharon Hoffmeister
 Guests: Joe Lyons, Head Coach of the Tualatin Hills Dive Club

I. Call to Order

Steven Sparks called the meeting to order at 7:05 p.m.

II. Approval of Minutes

Minutes for the November 1st meeting were approved.

III. Financial Report

\$20,811.43

IV. Old Business

Board Presentation: The Committee Members reviewed the draft of the presentation for the December 10th Board Meeting. No changes were recommended.

V. New Business

Capital Lists from Centers: Each of the Center Supervisors reviewed their lists on capital improvement projects for 2008/09, listed below. The Committee members will review the list and come back to determine the items they would like to submit for budget consideration in order of priority.

CS Priority	Pool	Item Description	Justification/Need	Cost of Capital Acquisition
1	AL	Aquaclimb-climbing wall (over pool)	New activity to attract new guests.	\$13,000.00
2	AL	Sundeck	Approximately 15 x 20 with fence.	\$15,000.00
3	AL	Family changing rooms	Convert the two public restrooms into a Family Changing room.	*
1	AQ	Replace carpet in lobby/offices	Old carpet is worn and tattered.	\$4,400.00
2	AQ	Recoat the floor in the men's	Current floor is worn and has chips.	*
3	AQ	Remove the red rocks	Sanitation issues and storage.	\$28,000.00
1	BV	Re-carpet front office	Carpet is old and worn, unsightly. Install non-slip vinyl flooring in main traffic and staff locker room.	\$3,300.00
2	BV	Resurface second diving board	Board surface is worn, slippery. Safety.	\$1,100.00

3	BV	Hot Tub/Spa (8-12 person commercial hydro-pool)	We have many requests for a hot tub. This amenity is not offered anywhere else in the District.	\$30,000.00
4	BV	Large Water Slide	Amenity to draw additional users.	\$70,000.00
5	BV	Air Door/Air Curtain	To reduce draft and heat loss in lobby, front office and locker rooms. Perhaps an easier and less expensive solution than adding a second set of doors and vestibule.	\$1,500.00
1	HM	Aquatic Trends work out station	This would be an asset to our Therapy Program.	\$1,608.85
2	HM	Brochure Rack	<i>Display's a Go</i> : three sided display rack	\$1,000.00
3	HM	Marquee	Let people know what is going on at Harman.	\$3,000.00
1	RL	Install new concrete pad and shading for a viewing area	Provide a safe viewing area for parents and children.	\$14,770.00
2	RL	Install large shade umbrella on deck for guests	We need to promote healthy sun protection for our guests.	\$7,000.00
1	SS	Replace front office cabinet faces.	Cabinet material is aged and deteriorating.	\$3,500.00
2	SS	Shower wheelchair	Currently we take a plastic chair into the shower room for the guest to use to take a shower.	\$1,100.00
3	SS	Chairs (40) and tables (4)	Replacing existing tables and chairs for classes, camps & parties.	\$1,500.00
4	SS	Wading pool canopy awnings installed	Wading pool area has no shading available for guests.	\$9,500.00
5	SS	Replace wading pool storage shed.	Current shed deteriorating, roof leaking, side and floor panels warping.	\$5,500.00

*estimates pending

VI. Other

Reports from Committee members:

Joe Lyons, Head Coach from the Tualatin Hills Dive Club with a club report: The Dive Club will be hosting an Association meet next weekend with Teams from Washington, California and Utah participating. The Club won the bid on the West Nationals in the Summer of 2008; however, the weekend needed was already booked for this summer. The Club will resubmit a bid for the same event in Summer 2009. The Club currently has 23 members. The Club placed 14th at Nationals this past summer.

Ginny Baynes, Aquatic Center: Big meet this weekend. Actually, two meets -- the International Meet and the Chris Givens Memorial Swim Meet.

Ross Van Sickle, Aquatic Center Program Coordinator: The Aquatic Center is fully staffed. Many staff members returned after High School Water Polo Season.

Kathy Johnson, Tualatin Hills Water Polo Club: The Club purchased a new Colorado Clock System, which is compatible with the existing system owned by the Tualatin Hills Swim Club. The new system will be in use for the first time at the Annual Alumni Game on December 22. Athletes pay a small fee to participate in the Alumni Game, proceeds going to a scholarship fund.

Julia Kegg, Harman Swim Center: Staff finished up another group of lessons for the McKay Elementary students. The lessons will start back up in the spring.

Jon Schielz, Tualatin Hills Barracudas: Jon inquired about the possibility of hand dryers in the dressing rooms, similar to the hand dryers the Committee funded for Aloha Swim Center. Staff will look into it. Upcoming events for the Barracudas included, the Postal Swim in January, the February Fitness Challenge, and an Association Meet hosted at the Aquatic Center in April. National Long Course Championships will be held at Mt. Hood Community College's Aquatic Center in August.

Steven Sparks, Conestoga: Snow Fest is scheduled for Friday, December 14. The Conestoga Advisory Committee is reviewing the capital list submitted by staff. Currently for the pool, they are discussing replacing the dew drop water feature in the leisure pool. The possibility of refurbishing the dew drop and having it installed at the Sunset wading pool was mentioned.

Staff reminded Committee members of the inclement weather procedure. If winter weather conditions exist, please contact the Park District for status on the Centers, 503-614-4018.

- VII. Next Meeting will be held on Thursday, January 10, at the Harman Swim Center. We will begin with a facility tour and reconvene the meeting at a local restaurant, due to a lack of adequate meeting space at Harman.**

Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Sharon Hoffmeister
Recording Secretary



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Stuhr Center Advisory Committee Meeting

Date: December 10, 2007

Time: 11:30 a.m.

Location: The Reserve

In Attendance

Committee Members: Doris Regan, Harold Eves, Pat Stedman, Robert Cannon, Karl Unger, Sherry Erickson & Norm Vaillancourt
Staff: Lisa Novak, Linda Jo Enger, Emily Kent

I. Call to Order

Doris called the meeting to order at 12:05 p.m.

II. Approval of Minutes

Robert presented the minutes of the previous meeting. He made a motion to pass them as noted, seconded by Harold and approved unanimously.

III. Financial Report

Doris presented the Checking Account and Gift Shop reports.

IV. Old Business

Lisa reported that the Challenge Grant Program is in progress and she will have the information to the Committee by the January 2008 meeting. At this time, she is unsure of the available funds to the Stuhr Center.

Goals for 2007-2008 will remain on the agenda.

Linda Jo reported that the Family Assistance Program procedures have changed. From now on, the Stuhr Center Supervisor will be the contact for all Stuhr Center patrons who apply for Family Assistance.

Those who qualify for Family Assistance will be receiving a THPRD gift card for the amount of \$200 per person for the year. Families will only need to apply once a year. This change will begin in April for summer term registration. Sherry inquired about the policy for shortages in the card amount if a child was using it and there was not enough money available for the activity. She also thought that improved marketing techniques are needed and wondered what the District had in place.

Thanksgiving Dinner was held at the Elsie Stuhr Center on November 22. A total of 570 meals were served, up from last year's 515. It was extremely successful and enjoyed by the community.

The stage pad will remain on the agenda. Linda Jo and Gary are waiting to hear from Maintenance on the direction for completion, which will include laying bricks to finalize the project. A job request was sent to Maintenance in September for completion of the project.

The hot water in the restrooms is still being considered. A bid was received from Beaverton Plumbing for \$5,880 to fix the problem. The Committee looked at the possibility of making sure that there is antibacterial soap in all restrooms so that hot water is not needed to keep hands clean. An article from *The Oregonian* was presented that shows the effectiveness of cold-water versus hot water in washing hands. The article stated that the temperature of the water is irrelevant. It is the amount of time a person washed with soap that was most important. This article will be laminated and placed in all restrooms to educate the public. Linda Jo will check on the soap being used and report to the Committee. Sherry made a motion to drop the hot water in restrooms, due to the cost, from the agenda. Robert seconded the motion and it was approved unanimously.

The new Tuff Shed will be delivered on December 17. The pad for the shed has not yet been completed, but the work request has been submitted. The total cost is \$4,200.

The expansion of the Fitness Room will remain on the agenda.

Karl has not attended the Beaverton Senior Advisory Committee since the last meeting. He will attend the next one this week.

Linda Jo reported that Gary has not purchased the atomic clocks yet. A final count is needed and pricing will be looked into.

V. **New Business**

Doris presented a letter written to her and Lisa about the low temperature in the Willow Room. Doris responded by letter and apologized for the discomfort the patron felt. She also informed the patron that it would help to make sure that the classroom door was kept shut during activities to regulate the temperature. Gary May looked at the thermostat the day of the complaint and the reading was 68 degrees.

Karl brought up the subject of pool room participants paying for their monthly pool pass. It has become known that a particular patron has not been paying for a pass. Linda Jo has requested that this patron purchase a pass. The pass money goes toward repairs of the pool tables. The Committee is firm on the belief that if you don't pay, you don't play. Linda Jo will write a letter to the patron. An Advisory Committee member will serve a letter from the Committee concerning the matter. If a future problem arises, Mike Janin, Superintendent of Security Operations, will be contacted.

Emily expressed concerns about the lack of coffee volunteers. Multiple volunteers have decided to no longer serve in the room. This has created complaints from patrons who want to have coffee available at all times. Due to past problems with non-scheduled volunteers running the coffee bar, it has been decided that no one except scheduled volunteers will be allowed to serve coffee. An article will be printed in the January Sentinel explaining the need for volunteers and that no coffee will be available without a volunteer. Locking gates have been installed to help with the problem of non-scheduled volunteers helping themselves to coffee supplies.

Linda Jo asked the Committee to start thinking about what capital projects they may want to propose for the 2009 budget. This will be discussed in January.

Sherry talked about the roof leak in Ann Satterfield's office and inquired about what was being done to prevent this in the future. Roofers came out and looked at the problem and replaced tiles in the problem area. Ann's wall needs to be ripped out and replaced due to the damage and that will take place at the end of December.

Linda Jo asked about the possibility of installing a remote control fan in the coffee room to push warm air down from the ceiling. This technique has worked in other areas of the Center and may be the best solution for regulating heat in this room. Linda Jo will get a bid for the January meeting.

Harold had a question about the effect of the Gift Shop percentage raise. Linda Jo stated that the raise will begin in January and that letters were sent to the consignors. She also has asked that items currently in the shop not be raised, but all new items can come in with the higher price to cover the increase. Some consignors have been raising their prices already with the merchandise in the shop, causing a lot of bookkeeping for our volunteers.

Robert mentioned the need for an additional bookcase in the Library. Emily and Linda Jo will look into a location for the bookcase and possible pricing.

Sherry wanted to know about the possibility of getting new furniture for the Library. Sherry feels that the furniture is difficult to get up from due to the low seats. Linda Jo suggested that the Committee look into pricing and styles to purchase. The ability to arrange the furniture easily like the current furniture is a requested feature in any new purchase.

VI. Next Meeting will be held on Monday, January 14, 10:00 a.m. at the Stuhr Center.

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Emily Kent
Recording Secretary



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Garden Home Recreation Center Advisory Committee Meeting

Date: November 14, 2007

Time: 10:30 a.m.

Location: Room 9

In Attendance

Committee Members: Jan Burgess, Cammie Hering, Esta Mapes, Lynne Hessel, Judi Graeper, Chrissie Thomas
Staff: Christina Cole

- I. **Call to Order:** 10:05 a.m. Judi Graeper called the meeting to order.
- II. **Approval of Minutes:** The minutes from the September and October meetings were unanimously approved.
- III. **Financial Report:** Christina Cole reported that the Foundation Account balance is \$6,186.51.
- IV. **New Business**
 - A. Carolyn Strayer, the Center's personal trainer and fitness coordinator, reported on a recent workshop she attended and how it will benefit the Center. Some of the areas presented were: Partner Tubing, Weight Room Circuits, Yoga Strength, Step and Sweat, and Tools for Training the Torso. Carolyn reported on the increased attendance and use of our weight room and the ongoing crowding issues and asked the Committee about any expansion plans.

Christina Cole reported that she is submitting a capital request to replace the weight equipment in the weight room, which is 12-15 years old. This does not include the cardio equipment which Christina has been replacing and adding to since she arrived.
- V. **Old Business**
 - A. It was confirmed that Judi Graeper will send out an email prior to each Advisory Committee meeting, inviting agenda items. This will also act as a gentle reminder of the upcoming meeting.
 - B. Christina Cole reported that the Parking Lot Expansion completion date has been pushed back to November 30. Members of the Committee voiced their concerns about the lack of construction staff working on the project; they only see one person on a regular basis. Everyone agreed that the decision to delay the expansion was done with the guarantee it would be finished on time for the Holiday Happening. When asked, Christina reported that there was an initial delay because the Planning Department did not have the permits. Then when they failed to meet the November 1st deadline, Christina spoke to the

Planning staff and was guaranteed that the parking lot would be completed by November 30, in time for the Holiday Happening.

- C. Christina also provided an update about the Discovery Club Off-Site Program. She is putting together a letter of introduction to area schools and will follow up with a phone call and visits. The Committee reaffirmed the importance of fidelity to the program and that it not be compromised. It was further discussed that in order to retain the authenticity of the Discovery Club Off-Site programs, that supervision must remain housed at Garden Home Recreation Center under Christina Cole. Christina indicated that a full-time position is under review for the 2008-2009 budget and if approved, would begin July 1, 2008.
- D. Judi Graeper reported that Costco will not be donating to the Pancake Breakfast at the Holiday Happening. It was agreed that Cammie Hering and Lynn Hessel will be at Garden Home at 8:00 a.m. on Friday, November 30, 2007 to set up Room 4. All Committee members will be at Garden Home at 6:30 a.m. on Saturday, December 1, 2007. Fees will remain: Kids - \$3.00, Adults - \$5.00, and Families - \$20.00.
- E. Judi requested and was unanimously approved to spend an additional \$100 (\$200 total) for needed kitchen items.

VI. Other

- A. Jan Burgess graciously agreed to become Recording Secretary, effective January 2008.

VII. Next Meeting will be held on Wednesday, January 9, at 10:00 a.m. The Pancake Breakfast and Holiday Happening will be de-briefed.

Meeting adjourned at noon.

Respectfully submitted,

Cammie Hering
Recording Secretary



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Conestoga Advisory Committee Meeting

Date: November 28, 2007

Time: 7:00 p.m.

Location: Conestoga Recreation and Aquatic Center

In Attendance

Committee Members: Kim Brown, Carrie Prunty, Steven Sparks and Robert Kirkman
Staff: Sharon Hoffmeister, Brian Powers and Eric Owens
Guest: Kristi Gilchrest

I. Call to Order

The meeting was called to order at 7:08 p.m.

II. Approval of Minutes

The minutes were approved as read.

III. Financial Report

Current balance of \$23,451.65.

IV. New Business

Guest Recognition

The Committee recognized Kristi Gilchrest for many her years of service. She thanked the Committee.

Aquatics Advisory Committee Update (AAC)

Steven Sparks reported that the AAC would present to the THPRD Board of Directors on December 10, 2007. Among the items that will be discussed is the condition of the various buildings including the Aloha Swim Center. They are also discussing the role of the Advisory Committees.

Capital Outlay

Brian Powers handed out an accumulated capital list. Discussion was held about the description of the items on the capital list. The Committee members prioritized the items on the list. The prioritized list is attached to the minutes.

It was suggested that the Center look into leasing weight room equipment. Another suggestion was to combine purchases with the other Centers for quantity discounts.

V. Old Business

Procurement Update

Brian Powers reported that \$500 was spent on items to stock the Kompetitive Edge retail presence. Among the items being sold were goggles, combination locks and towels.

Events Update

Pumpkin Fest was a success with an estimated 650 patrons in attendance. Plans are actively coming together for Evening With Santa on December 14, 2007, from 6:00-8:30 p.m. Brian presented the activities that will be taking place in the rooms throughout the Center. Conestoga Advisory Committee (CAC) members volunteered to assist in different rooms and activities.

Annual Presentation Recap

Steven Sparks presented the CAC PowerPoint presentation to the Board of Directors on November 5 at the Dryland Training Center. Steven reported that the presentation went well, but there was not very much response.

The CAC discussed one of the points of the presentation was to communicate that "No one wants to waste their time, they want to serve." In addition, it was brought up that the Committee would like more information or an increased level of communication regarding the proposed bond measure. The Advisory Committees are the natural partners to the Board of Directors. Members discussed possible communication strategies to the public for the need for a bond measure. One communication strategy that was brought up was the concept that action happens when the issues are connected to the residents' lives. Eric stated he would ask for additional information to provide to the Committee.

VI. Next Meeting will be held on December 19, 2007, at Conestoga Recreation and Aquatic Center.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Brian Powers
Recording Secretary



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Trails Advisory Committee Meeting

Date: November 20, 2007

Time: 7:00 p.m.

**Location: Elsie Stuhr Center's Poplar Room
5550 SW Hall Blvd. Beaverton, OR**

In Attendance

Committee Members: Wendy Kroger, Barbara Sonniksen, Dave Brown, Lee Ascher, Joe Barcott, Tom Hjort, Elisabeth Zeller, Chris Wayland (Washington County)

Staff: Steve Gulgren – THPRD

Guests: Bruce Barbarasch (THPRD), Kevin Odonnell

Absent: Kevin Apperson, Margaret Middleton (City of Beaverton), Mel Huie (Metro)

I. Call to Order

Wendy Kroger, Chair, called the meeting to order at 7:00 p.m.

II. Approval of Minutes

After modifications to the minutes for both months (noted below), the September and October minutes were approved (7-0).

September pg.1: The Committee wanted to note that they were also very impressed with Michael Janin's high level of commitment to and desire for community involvement with security and with regular District projects (we were so impressed that it was difficult to relate everything).

September pg.2: It needs to be noted that the TAC statement was a Draft only, and not formally adopted.

October pg.2: "Teufel" and "Keith" were misspelled.

III. Financial Report

None

IV. New Business

Bruce announced that the Tualatin Hills Park and Recreation District, Portland Park and Recreation and Metro will participate in the special Park District Forum conference taking place on September 8-10, 2008. He then began to discuss the new Trails Management part of his job and how it will connect with the existing trails maintenance, as part of getting information from groups about what is needed, what is known, and what issues need to be addressed. He wants to develop formal Park Inventory forms to assist with determining what is needed for each park type or trail segment. The Committee is only too happy to work with Bruce on any park or trail project.

Steve stated that the District-wide Signage Master Plan process will begin shortly.

Steve's updates included the announcement that Keith Hobson was leaving the District, and that the Assistant General Manager position was to be split into two Director posts.

The Board has approved pursuing a Recreational Trails Program Grant for a neighborhood trail from 107th, through the Brady property and Cedar Mill Park, near the Cedar Mill Elementary School, and is requesting letters of support from supportive individuals.

The planned segments of both the Fanno Creek and Westside Trails are proceeding with the Westside segment going out to bid in spring of 2008. Hopefully, planning of the Fanno Creek segment will have progressed enough that it can be out to bid at the same time.

Chris informed us of the seasonal closure of Haag Lake, related sightings of the resident elk herd and possible off-season recreational opportunities around the lake.

We began reviewing our High Level Calendar for 2008, adding new dates and events.

Tom suggested that we should schedule walking tours of the Westside Trail and Fanno Creek segments during construction to get a feel for the construction methodology, natural constraints and remediation techniques for consideration in future trail efforts.

We also went over a draft Plan of Action for 2008. Elisabeth brought up the need, echoed by other members, for some kind of metric or other way to measure what kinds of success we have had in accomplishing items on the plan.

V. Old Business

Lee and Steve revisited the issue of District approval regarding the extent of paved paths in the Peterkort development. This was clarified by the discussion of the trails being ADA compliant.

Barb reported that the Safe Routes 2 School program is a State program but it is up to the local schools to participate, and is generally for areas where sidewalks do not exist.

VI. Other

Jazzmin has requested an updated contact list of the Committee members.

With our Officer elections coming up, now may be a good time to schedule this as an item on our High Level Calendar for annual updating.

VII. Next Meeting will be held on December 18, 2007.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Dave Brown
Recording Secretary

EAGLE SCOUT

ALOHA — Craig Brown, 16, has earned his Eagle Scout ranking, the highest award in Boy Scouting. He received this award on Oct. 21 at an Eagle Court of Honor ceremony at Aloha 2nd Ward of the Church of Jesus Christ of Latter-day Saints, where he is a member of BSA Crew 875. Crew advisor is John Kendall and Associate advisor is Gary Brown, the Scout's father.

Brown has earned 27 merit badges, although only 21 are needed for the Eagle rank. He has since earned the Bronze Palm, an additional award after Eagle rank. He has gone to various Scout camps and high adventure activities with his Scouting unit. For his Eagle project, Brown, with the help of volunteers, planted more than 320 native plants in the riparian area of the Deerfield/Allenbach Acres neighborhood along the walkway connecting the Blacktail and Reinder streets.

The volunteers included members of the Scouting unit, the church, other Scout units and neighborhood families. The Tualatin Hills Park & Recreation District donated the plants. The project was completed in February of this year.

Brown is a Second Degree Recommended Black Belt in Taekwondo and is a member of the Master's Club of Family Kicks



Left to right: Nathan Fitch, Kyle Brown, Craig Brown, Eddie Drake and Bobby Drake

Taekwondo in Aloha, owned by 5th Degree Black Belt Master Jim Null.

At the time of Brown's Eagle project he was Captain of the Varsity team in Scouts.

A junior in the 11th grade at Aloha High School, he is currently helping with the winter play "The Crucible."

He is the 13th grandson of Edward Rubens Brown to receive the Boy Scouts' highest rank award. That grandfather was an Eagle Scout from Troop 13 in California, earning his Eagle rank in 1936. All but one of his grandsons have achieved the rank of

Eagle and that grandson, Tyler Brown of Troop 875, currently a Life Scout, plans to achieve Eagle rank.

Edward Brown had traditionally presented the award to all his grandsons, but died in January of this year.

Craig Brown's older cousins, Eddie Drake, Bobby Drake and Nathan Fitch, who all hold the rank of Eagle, were in attendance at the ceremony and presented the award to him, as did his uncle Kyle who helped present the award.

The new Eagle Scout is the son of Gary and Lorena Brown of Aloha.

Nature Park has committee vacancy

Applications are now being taken for a vacancy on the Tualatin Hills Nature Park Advisory Committee.

The committee makes recommendations to park district staff about operations of both the Nature Park and the Interpretive Center at 15655 S.W. Millikan Way.

Members meet the second Thursday of each month and assist with events and fund-raisers.

Application packets are available at the Interpretive Center or www.thprd.org.

Applicants must live within park district boundaries.

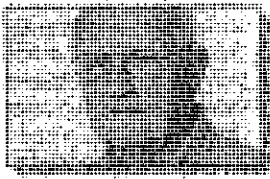
The deadline for applications is Dec. 12 at 5 p.m.

All applicants must attend the Dec. 13 advisory committee meeting to meet its members.

The meeting will begin at 7 p.m.

The Tualatin Hills Nature Park, operated by the Tualatin Hills Park and Recreation District, is a 222-acre wildlife reserve in the heart of Beaverton with trails and an interpretive center.

Education and recreation programs for children, adults and families are presented throughout the year to inspire a sense of wonder and stewardship of the natural world.



JERRY BOONE

COMMENTARY

County's case for city living comes too late

Tom Brian, the chairman of the Washington County Board of Commissioners, thinks I should live in a city.

He's going to have a tough time convincing me it is a good idea.

Where I live, within sight of Beaverton's western edge, water comes out when I turn the tap. It disappears when I pull the plug. Trash gets picked up every Monday, and the yard debris goes down the road on alternating weeks.

If I have to dial 9-1-1, the nearest Tualatin Valley Fire & Rescue rigs are parked less than a mile away. Once in a while, I see an Enhanced Sheriff's Patrol car on local streets.

The neighborhood association nags me if I let the weeds next to my lot go too long. I'd be happy to pay a non-resident fee on the rare occasion I tap the resources of the Tualatin Hills Park & Recreation District.

Things are pretty good the way they are.

I also pay between \$500 and \$1,000 a year less in taxes than if I were to live in Beaverton.

And I have Brian and the commissioners to thank for it.

But he wants to change all that.

Last week, he said county, city and special service district leaders need to talk next year to figure out how cities can serve urbanized, nonincorporated areas.

Years ago, the Board of Commissioners agreed that urban services — water, sewer, filling potholes, planning, police protection, fire response and code enforcement, for example — are best provided by cities. It even created a policy saying exactly that.

The Oregon Legislature got into the act and passed a law that — more or less — requires it.

But once established, the policy and the law were routinely ignored.

Hillsboro and Beaverton failed to deliver on promises to annex and take care of the neighborhoods between the two cities, allowing portions of Aloha to fall into neighborhoods where people live because they have to, not because they want to.

But it wasn't the lowlands that created the current interest in annexation.

It became an issue about four years ago when the commissioners were negotiating with Beaverton to annex North Bethany. It didn't happen for a host of reasons. One was the county's unwillingness to let Beaverton use the Northwest 185th Avenue right of way as a link to the site. Another was Beaverton's inability to persuade residents between the city and North Bethany to annex.

The annexation effort became so bobbled up that the Legislature stepped in and stripped cities of some of the tools they had to grab land. The Oregon Supreme Court and the Land Use Board of Appeals ruled some of the property that Beaverton captured should be de-annexed.

Meanwhile, the county ended up planning the sprawling North Bethany site, which included figuring out how to pay the staggering bills — bills no one has any idea how to cover — for its infrastructure.

Suddenly, Brian is reconsidering the county's role in creating urban communities outside cities. Maybe it is just coincidence. Maybe he's suffering from buyer's remorse. Maybe he realizes this is a situation that should have been addressed in 1986 when the county decided it didn't want to be in the business of serving urban neighborhoods.

The county has spent two decades creating this problem. It's hard to imagine solving it will take any less time.

But perhaps the biggest challenge is convincing my neighbors there is a problem and they should help pay to solve it.

That is going to be a tough sell.

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1675 S.W. Marlow Ave., Suite 325,
Portland, OR 97225*

Activities will keep kids occupied over winter break

Fun and games |
 Parents can choose from camps, classes, crafts, even sleepovers

By **JOE FITZGIBBON**
 SPECIAL TO THE OREGONIAN

With possibilities ranging from a zoo sleepover to swimming contests, there's no reason for kids to be bored during the winter break from school.

For parents, winter camps mean more than emotional survival. The best programs offer opportunities for children to meet new friends, get exercise, experience unusual adventures and return home each day exhausted and invigorated.

"Last year, Luke and Jack came in every day excited and filled with stories about their pals and what they did that day,"

said Sheree Pilat, whose sons, ages 7 and 9, have signed up for Winter Break Fun starting Dec. 21 at Cedar Hills Recreation Center.

"Instead of me dragging them around shopping, they can pick and choose from all kinds of activities and things they want to do."

Here are some of the most popular camps in the area.

Tualatin Hills Park & Recreation District

- **Cedar Hills Recreation Center** (11640 S.W. Park Way) offers a daily menu of sports, recreation and craft activities for ages 6-12. These include basketball, bowling, gym games, gymnastics, art, board games and a movie station. 7:30 a.m. to 6 p.m. Dec. 21, 26-28, 31 and Jan. 2-4. Prices range from \$10 for two hours of gymnastics to \$30 for



Dustin Johnson makes a marshmallow creature as part of an arts and crafts activity at a 2005 winter break camp at the Garden Home Recreation Center.

TUALATIN HILLS PARK & RECREATION DISTRICT

a full day of activities. Extra fee if out of district. 503-629-6340 or www.thprd.org

- Swimmers will find lessons, swimming buddies and field trips at aqua camps at **Conestoga Recreation and Aquatic Center** (9985 S.W. 125th Ave., 503-629-6313) and **Sunset Swim Center** (13707 N.W. Science Park Drive, 503-629-6315). Primarily for elementary-age students. Bring swimsuit, towel and lunch. Conestoga Center is open from 7:15 a.m. to 6 p.m., Sunset Center from 8:30 a.m. to 5:30 p.m. Dec. 21, 26-28, and Jan. 2-4. \$30 to \$32 for a day. Extra fee if out of district; www.thprd.org

- **Garden Home Recreation Center's** (7475 S.W. Oleson Road) Jamaica-crazy Tropical Winter Break Camp will give a hot Caribbean theme to three days of sports, games, music, art and cooking. Bring lunch. 7:30 a.m. to 6 p.m. Dec. 26-28 and Jan. 2-4. \$40 a day or \$100 for three-day session. Extra fee if out of district. 503-629-6341 or www.thprd.org

- Young whale watchers, elk trackers, snow hikers, birders and night owls might want to set up camp at the **Nature Park Interpretive Center** (15655 S.W. Millikan Blvd., Beaverton). All-day programs designed for kids ages 7-11. 8 a.m. to 5 p.m. Dec. 21, 27, 28, Jan. 2-4. \$48 to \$65, includes field trips. Extra fee if out of district. 503-629-6350 or www.thprd.org

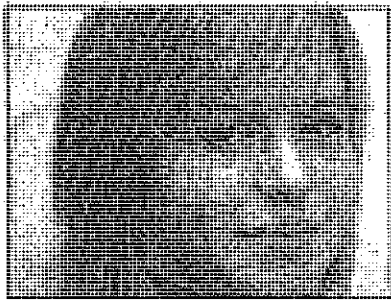
VT ■ The Times

Rec center almost too good to be true

Every Saturday, starting at noon, I spend my time working as a lifeguard and looking out over Conestoga Recreation Center's pool.

The Tualatin Hills Park and Recreation District (THPRD) is a marvelous asset to our community, offering a large variety of activities for people of all different ages. Conestoga itself is a relatively inexpensive place to bring your friends or

VIEW FROM THE CLASSROOM



KATHRYNE MAURER

family and just enjoy spending time together.

While watching out for the children playing with their friends and family in the pool may not be the most exciting job, it sure beats flipping burgers at a fast food joint. Watching kids squeal with delight as they go down the slide is just one of the perks of the job. Sometimes though, the irresponsibility of some patrons is enough to irritate even the calmest people.

The three months I've been working at Conestoga have taught me a couple things. For instance, the leisure pool, which is 3 ½-feet-deep, is probably the most dangerous. Occasionally there are problems with 12-year-old boys trying to perform cool stunts off the diving board; however, inattentive parents socializing in the leisure pool and not watching out for their 5 year olds are the greatest cause of concern.

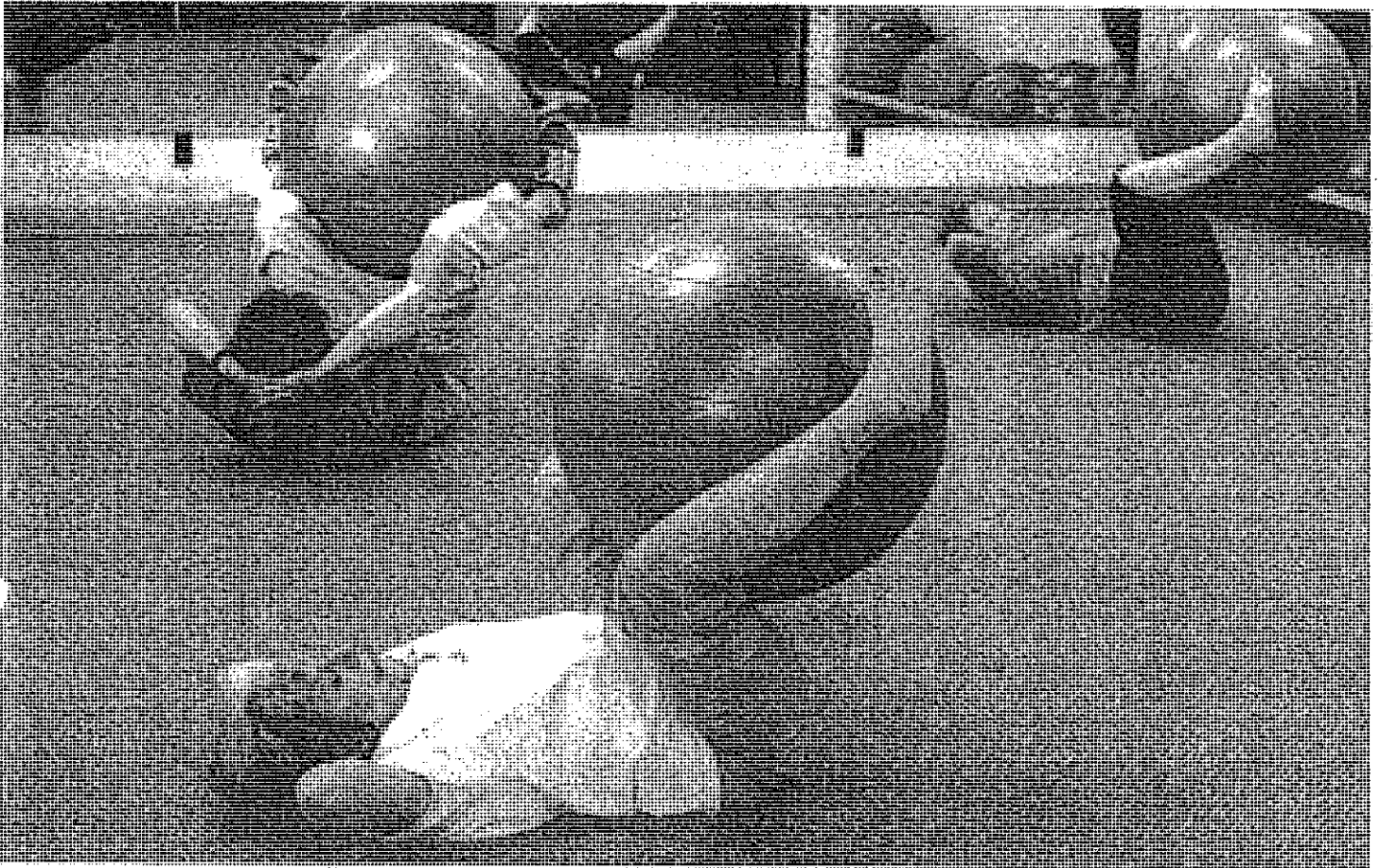
The most disconcerting and exasperating thought is that people don't appreciate what they have. With recreation centers, teens stay away from drugs and focus more on sports and activities. Swimming is open to everyone — so long as they follow the rules of course. No longer is working out with gym equipment a luxury for the rich. We have nature parks with thriving trees and wildlife. Kids have fields to run around and learn how to play all different types of sports. Want to learn how to belly dance and get into shape? THPRD is the healthy option, the alternative to staying home all day.

Perhaps this opinion is only gained from working at a recreation center, but nonetheless, it's important to appreciate and take care of what we have. In fact, most of the pool rules in place were created either to protect the safety of patrons, or to take care of the pool itself. So yes, your 10 year old will have to take the swim test to assure the lifeguards that your child doesn't drown halfway across the pool, and no, dunking on the basketball hoop will not be permitted; we'd like for it to stay on the deck instead of crushing you in the water.

Take advantage of what you have! The first step to combating obesity is to get up and move. Why not go to the pool for the afternoon, even if you're there just to play around? And please no running on the deck.

Kathryne Maurer is a junior at the School of Science and Technology.

Brain health: push-ups, not puzzles



DANA C. OLSEN/THE OREGONIAN

These participants in a Beaverton class at the Elsie Stuhr Center, including Carole Price (foreground), are exercising their brains as much as their bodies, according to several studies.

Many aging folks try brain teasers to avoid Alzheimer's, but exercise may be a better bet

By **LORI ARATANI**
LA TIMES-WASHINGTON POST

Older Americans play with video games that promise to keep their minds sharp. Some do crossword puzzles, try to master foreign languages or learn to play musical instruments — all in the hope of staving off Alzheimer's. Now, a growing body of research is offering tantalizing evidence that a brisk walk in the morning or some laps in the pool might accomplish

the same task.

"There's an avalanche of neuroscience to support that (physical) exercise is good for the brain," said John Ratey, an associate clinical professor of psychiatry at Harvard Medical School and co-author of an upcoming book on the subject.

That's hopeful news for many who worry that growing old may mean losing their minds.

A 2006 survey conducted by Harris Interactive for the MetLife

Foundation found that Alzheimer's was a bigger source of anxiety for Americans 55 and older than heart disease, stroke and diabetes.

"Losing one's mental faculties is people's biggest fear," said Shawn Brennan, who specializes in promoting senior health initiatives for Montgomery County's Department of Health and Human Services in suburban Maryland outside Washington, D.C. "Whenever we have an event focusing on improving

your memory, people just flock to it."

Dorothy Mudd, 80, of Chevy Chase, Md., has heard enough to change her habits. Her goal is to be physically and mentally fit, so six months ago she hired a personal trainer. She was sore at first, but within a few months, she says, she felt stronger — and mentally sharper.

In a six-year study of 1,740 adults

Please see **BRAIN**, Page F5

Brain:

Exercise cuts dementia rate, study suggests

Continued from Page F1

65 and older published last year in the *Annals of Internal Medicine*, researchers found those who exercised more than three times a week were less likely to develop dementia than those who didn't. A 2005 study of 3,375 adults in the same age group produced similar results. But investigators said the findings, while encouraging, don't yet prove that exercise prevents the onset of dementia.

Scientists believe aerobic exercise increases activity in the frontal regions of the brain that control "executive functions": working memory, multi-tasking and the ability to sort and screen out distractions. The findings are especially promising because these are the areas of the brain most vulnerable as people age, researchers say.

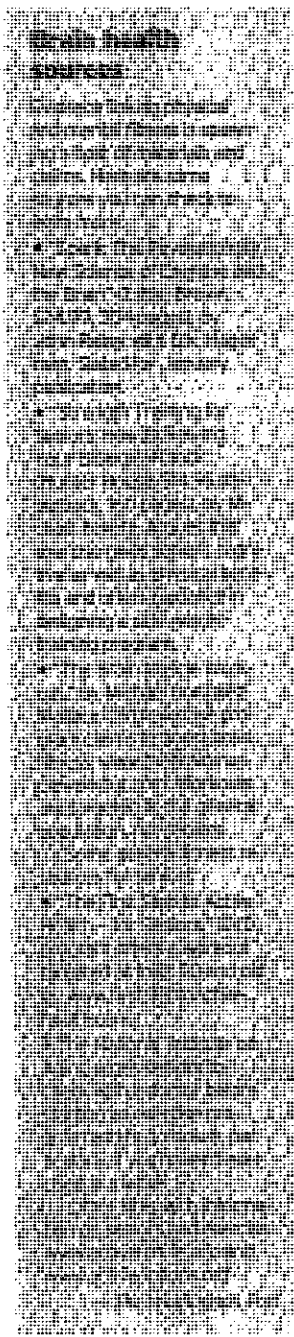
"Exercise can help turn off the death march of cells both in our bodies and our brains," Ratey said.

Designing research to test the possible effect of exercise on specific brain functions, however, can be tricky.

For one study published this year, Bradley Hatfield, a professor of kinesiology and sports psychology at the University of Maryland, and fellow researchers devised tests of mental skills: In one, they asked 120 seniors to distinguish quickly between a series of auditory tones; in another, the seniors had to sort through conflicting visual information. Hatfield and his team found that physically active participants showed "more vigorous" responses to the tests than others. Technological advances are also letting scientists monitor changes in the brain.

In a study published in 2006, a team of researchers from the University of Illinois at Urbana was among the first to use functional magnetic resonance imaging, a neuroimaging technique, to show changes in the brains of subjects they studied. Those who took part in aerobic exercise showed the largest change in brain volume, particularly in the frontal areas of the brain associated with memory, the study showed.

Arthur Kramer, a professor of



neuroscience who was part of the University of Illinois team, said the findings suggest that aerobic exercise has the potential to help roll back normal age-related declines in brain structure, though more evidence is needed.

Kramer said research demonstrates that aerobic exercise generates new neurons in the hippocampus, the area of the brain responsible for some aspects of memory. He said animal studies show a strong link between exercise and a sharper mind.

"Just a few weeks of exercise for (mice and rats) will improve their learning and memory in the tasks that are used to test

these functions," Kramer said. "We have no reason to believe that would be different for humans."

Kramer said the team's finding and those of others across the country are especially promising because they offer people an easy, low-cost path to better mental health.

But while early data look promising, scientists say more research is needed to answer such questions as how much exercise is optimum and what kind of workout is best.

"What is still not quite determined is whether it's physical fitness or physical activity," Hatfield said. "Just moving may be the key, as opposed to being someone who can run the Marine Corps Marathon."

Once that's answered, another question will remain: Will the findings be enough to get seniors off the couch?

Despite this growing body of research extolling the physical and mental benefits of exercise, government surveys show that seniors remain the least likely to exercise. In fact, the older Americans get, the less likely they are to be physically active.

According to government surveys conducted between 2002 and 2004, about 39 percent of adults ages 18 to 24 engage in regular leisure-time physical activity. That compares with 17 percent of adults 71 and older. A 2004 survey by the Centers for Disease Control and Prevention found that more than half — 58 percent — of people 65 and older reported 10 minutes or less a week of leisure-time physical activity.

Nonetheless, Kramer is optimistic that people's concern will translate into action.

Those who work with seniors say there are a variety of reasons older folks might be reluctant to start an exercise program. Some are fearful they'll get hurt, others would rather take a pill and still others are just lazy.

As the senior sports and fitness coordinator for the Rockville (Md.) Senior Center, it's Chris Klopfer's job to get people moving, whether it's pushing them to sign up for a Chair Cardio class or senior belly dancing.

"I tell some people, 'Just start out with five minutes — get through five minutes on the bike. Walk five minutes on the treadmill,'" said Klopfer, who has become a pro at coaxing reluctant seniors onto treadmills. "I don't think people realize they can start out with that little bit and still make progress."



HOOPING IT UP—

The park district's traveling activity vans keep kids entertained with sports, crafts, games and more.

Parr Lumber just donated money to the program.

SUBMITTED PHOTO

Donations keep Rec Mobile rolling

The Rec. Mobile will bring even more face-painting, kick-ball and fun to Beaverton this year thanks to a donation from Parr Lumber.

Tualatin Hills Park and Recreation District announced that Parr Lumber Company made a donation in support of the district's Rec Mobile program.

The district came up with the concept of the Rec Mobile program to provide supervised fitness and recreation programs, via fully equipped vehicles, to local children.

The vehicles are stocked with items for sporting and recreational activities, including arts and crafts tools, sports

equipment, games, as well as environmental education materials and books for elementary and middle school reading levels.

The program aims to deliver safe, supervised fun at elementary schools and low-income housing complexes across the park district. The programs are available for kids who can't afford to attend camps or other recreational events.

Parr Lumber's donation will allow the district to fully equip their second unit of the Rec Mobile program's fleet — the vehicle will be prepared and ready for area school children's Christmas break.

The Rec Mobiles are also available for community events and private parties and the Tualatin Hills Park and Recreation District hopes to expand the fleet by three more vehicles with the help of donations such as the one from Parr Lumber.

"We greatly appreciate Parr Lumber's continued partnership and support," said Kathy Christy, chairwoman of the Tualatin Hills Park Foundation board of trustees. "Combined with other gifts, Parr's donation will enable many more children to enjoy the healthy and fun activities provided by the Rec Mobile."

Park district offers three ways to play

The Tualatin Hills Park and Recreation District will accept registrations on the phone, online or in person beginning Jan. 5.

Registration for the park district's winter and spring classes and programs will be open to district residents Jan. 5 through Jan. 11.

Park district residents can phone in their registration from 8 a.m. to 6 p.m. on Jan. 5, by calling 503-439-9400. Phone registration will continue Jan. 6 from noon to 4 p.m. and Jan. 7 through 11 from 8:30 a.m. to 6

p.m.

Online registration for district residents starts Jan. 5 at 10 a.m. Users should go to www.thprd.org/activities to get started.

Walk-in registration will be available at all THPRD facilities beginning Jan. 7 at 8:30 a.m. Registration by fax, to 503-629-6302, also begins Jan. 7, as does processing of mail-in requests.

For residents living outside the park district, registration will begin Jan. 11 at 8:30 a.m.

The district recently mailed

its Winter/Spring Activities Guide to all district residents. Class registration instructions and forms are on pages 3 to 6 of the guide.

The guide is also available at any park facility or online at www.thprd.org/pdfs/brochures/ws2008THPRD.pdf.

Classes and programs are filled on a first-come, first-served basis. Many of them are in high demand so patrons are encouraged to plan accordingly.

For more information, visit www.thprd.org or call 503-645-6433.

Get out, get fit

In addition to traditional sports like basketball and swimming, Tualatin Hills Park and Recreation District offers a variety of unique activities, including:

- belly dancing
- tumbling
- speed/race walking
- badminton
- cricket
- rugby
- baton twirling
- toddler and me yoga

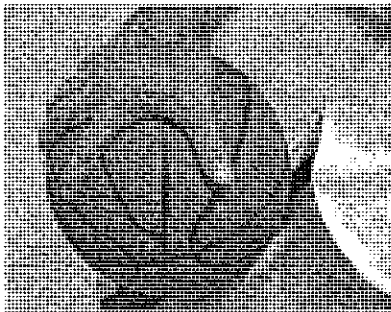
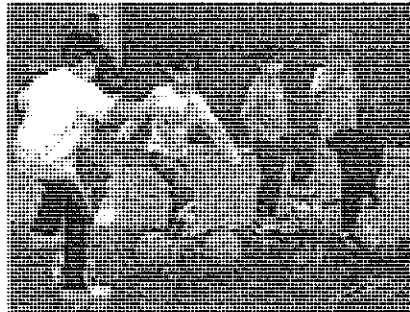
SENIOR DANCERS — At Elsie Stuhr Center, 5550 S.W. Hall Blvd., Beaverton. ■ Second and fourth Saturdays of the month, 12:30 to 4:30 p.m. 55 and older. Cost: \$6.

Tualatin Hills Park & Recreation District

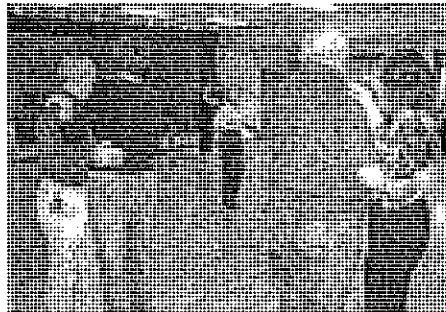
Winter/Spring phone and online registration begins Jan. 5

(for in-district residents; out-of-district registration starts Jan. 11)

**Swim Lessons
Children's Programs
Camps & Field Trips**



**Sports & Fitness
Adult Classes
Senior Programs**



Call 503/439-9400

**Administration Office
15707 SW Walker Road • Beaverton, OR 97006**

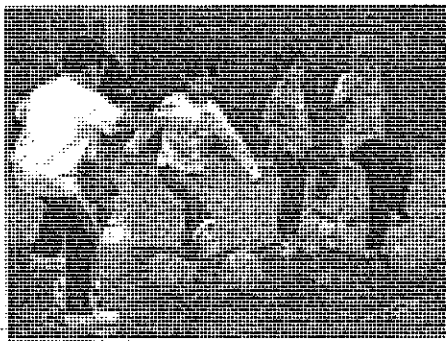
503/645-6433 • www.thprd.org

Valley Times,
December 27, 2007

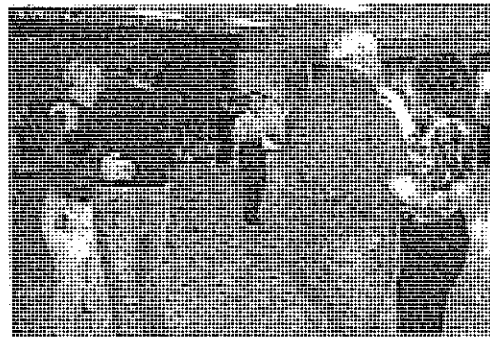
Tualatin Hills Park & Recreation District

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Swim Lessons
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