



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

**Board of Directors Regular Meeting
October 3, 2011
6:00 p.m. Executive Session; 7:00 p.m. Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

- 6:00 PM 1. Executive Session*
- A. Legal
 - B. Land
- 7:00 PM 2. Call Regular Meeting to Order
- 7:05 PM 3. Action Resulting from Executive Session
- 7:10 PM 4. Presentations
- A. [Beaverton School District Superintendent Jerome Colonna](#)
 - B. [Stuhr Center Advisory Committee](#)
- 7:25 PM 5. Audience Time**
- 7:30 PM 6. Board Time
- 7:35 PM 7. Consent Agenda***
- A. [Approve: Minutes of September 12, 2011 Regular Meeting](#)
 - B. [Approve: Monthly Bills](#)
 - C. [Approve: Monthly Financial Statement](#)
 - D. [Approve: Resolution Appointing Trails Advisory Committee Member](#)
 - E. [Approve: Service District Initiated Annexation Resolution](#)
 - F. [Approve: Intergovernmental Agreement with Metro to Accept Regional Transportation Options Grant for Trail Signage](#)
 - G. [Approve: Resolution Adopting the Supplemental Budget for Personnel and Professional Services Costs for the Fiscal Year Commencing July 1, 2011](#)
 - H. [Approve: Resolution Adopting Fee Study Adjustments](#)
 - I. [Approve: Resolution Adopting Lowami Hart Woods Master Plan](#)
 - J. [Approve: Resolution Authorizing Execution of Oregon Coalition Brownfields Cleanup Fund Grant Contract](#)
- 7:40 PM 8. Unfinished Business
- A. [Information: General Manager's Report](#)
- 7:45 PM 9. New Business
- A. [Approve: Recommended Goal Outcomes for Fiscal Year 2012-13 Planning and Budgeting](#)
 - B. [Review: Comprehensive Plan Update](#)
 - C. [Update: Greenhouse Gas Inventory](#)
- 9:00 PM 10. Adjourn

Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park & Recreation District. *Public Comment:** If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, also with a 3-minute time limit, please wait until it is before the Board. Note: Agenda items may not be considered in the order listed. *****Consent Agenda:** If you wish to speak on an agenda item on the Consent Agenda, you may be heard under Audience Time. Consent Agenda items will be approved without discussion unless there is a request to discuss a particular Consent Agenda item. The issue separately discussed will be voted on separately. In compliance with the Americans with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



MEMO

DATE: September 27, 2011
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the October 3, 2011 Board of Directors Meeting**

Agenda Item #4 – Presentations

A. Beaverton School District Superintendent Jerome Colonna

Attached please find a memo from myself reporting that former Beaverton School District Superintendent, Jerome Colonna, will be in attendance at your meeting to be recognized for his career in public service to our community as Beaverton School District's Superintendent.

B. Stuhr Center Advisory Committee

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

Agenda Item #7 – Consent Agenda

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

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

A. Approve: Minutes of September 12, 2011 Regular Meeting

B. Approve: Monthly Bills

C. Approve: Monthly Financial Statement

D. Approve: Resolution Appointing Trails Advisory Committee Member

E. Approve: Service District Initiated Annexation Resolution

F. Approve: Intergovernmental Agreement with Metro to Accept Regional Transportation Options Grant for Trail Signage

G. Approve: Resolution Adopting the Supplemental Budget for Personnel and Professional Services Costs for the Fiscal Year Commencing July 1, 2011

H. Approve: Resolution Adopting Fee Study Adjustments

I. Approve: Resolution Adopting Lowami Hart Woods Master Plan

J. Approve: Resolution Authorizing Execution of Oregon Coalition Brownfields Cleanup Fund Grant Contract

Agenda Item #8 – Unfinished Business

A. General Manager's Report

Attached please find the General Manager's Report for the October Regular Board meeting.

Agenda Item #9 – New Business

A. Recommended Goal Outcomes for Fiscal Year 2012-13 Planning and Budgeting

Attached please find a memo from Keith Hobson, Director of Business & Facilities, regarding a priority list of performance measures with associated goal outcomes that has been compiled for

consideration by the Board of Directors for use in the Fiscal Year 2012-13 planning and budget process. Ann Mackiernan, Operations Analysis Manager, will be at your meeting to provide an overview of the performance measures and to answer any questions the Board may have.

Action Requested: Board of Directors adoption of the goal outcomes for the established priority performance measurements for use in the Fiscal Year 2012-13 planning and budget process.

B. Comprehensive Plan Update

Attached please find a memo from Keith Hobson, Director of Business & Facilities, reporting that an update to the 2006 Comprehensive Plan for THPRD is proposed for completion by June 30, 2012. Elements to be updated in the plan include THPRD demographics, park standards including a GIS analysis and a future needs assessment. Ann Mackiernan, Operations Analysis Manager, will be at your meeting to provide an overview of the memo and to answer any questions the Board may have.

Action Requested: No Board of Directors action is requested. The Comprehensive Plan update process is presented for Board information and review only.

C. Greenhouse Gas Inventory

Attached please find a memo from Keith Hobson, Director of Business & Facilities, reporting that in spring 2011, THPRD engaged the consulting firm The Good Company to assist in the development of its baseline greenhouse gas inventory. Ann Mackiernan, Operations Analysis Manager, will be at your meeting to provide an overview of the memo as well as the report and to answer any questions the Board may have.

Action Requested: No Board of Directors action is requested. The THPRD Greenhouse Gas Inventory is presented for Board information and review only.

Other Packet Enclosures

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



[4A]

MEMO

DATE: September 26, 2011
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **Beaverton School District Superintendent Jerome Colonna**

Former Beaverton School District Superintendent, Jerome Colonna, will be in attendance at your meeting to be recognized for his career in public service to our community as Beaverton School District's Superintendent for the past 9 years. Under his leadership, the Beaverton School District has been a great partner with the Tualatin Hills Park & Recreation District.



[4B]

MEMO

DATE: September 20, 2011
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park & Recreation

RE: **Stuhr Center Advisory Committee**

The Stuhr Center Advisory Committee will be in attendance at the October 3, 2011 Board of Directors meeting to make their annual presentation to the Board. Doris Regan, Committee Chair, will highlight the activities pertaining to the Committee during the past year as well as their goals for the coming year.

Attached please find the current Stuhr Center Advisory Committee roster.



Tualatin Hills Park & Recreation District STUHR ADVISORY COMMITTEE ROSTER

Last Updated: 11/23/10

<i>Committee Member</i>	<i>Member Since</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Doris Regan Chair	February 2010	1170 SW Lynnvale Drive, Portland 97225	503/646-9873	N/A	February 2012
Edith Frahm	February 2010	8615 SW Rebecca Lane, Beaverton 97008	503/643-3156	N/A	February 2013
Robert Cannon	February 2010	2370 SW Sandalwood, Beaverton 97005	503/646-3361	N/A	February 2013
Norman Vaillancourt	February 2010	11650 SW Auklet Loop, Beaverton 97007	503/579-4554	N/A	February 2013
David Magee	February 2010	15950 NW Foxborough Circle, Beaverton 97006	503/645-8134	magee04@comcast.net	February 2013
Harold Eves	February 2010	7805 SW Matheny Drive, Beaverton 97008	503/307-1814	N/A	February 2013
Diane Jarvis	February 2010	7535 SW Hall Boulevard, Apt 41, Beaverton 97008	971/227-3534	jarvis7856@comcast.net	February 2013
<i>Ex-Officio Member</i>	<i>Representing</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term Expires</i>
Lisa Novak	Staff THPRD	15707 SW Walker Road, Beaverton 97006	503/645-6433	lnovak@thprd.org	N/A



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, September 12, 2011. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

Present:

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

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

President, Bob Scott, 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.

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

President, Bob Scott, noted that representatives of the news media and designated staff may attend the Executive Session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during the Executive Session. No final action or final decision may be made in Executive Session. At the end of 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, Bob Scott, called the Regular Meeting to order at 7:10 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Results of Riley Research Survey on THPRD Public Awareness

Bob Wayt, Director of Communications & Outreach, introduced Mike Riley of Riley Research Associates, to provide an overview of the results from a recently conducted, statistically-valid telephone poll of about 400 residents within THPRD's boundaries to test public attitudes of a wide variety of topics related to the Park District.

Mike provided a detailed overview of the survey results via a PowerPoint presentation, a copy of which was entered into the record, noting that improvement was shown in most areas as compared to an initial survey conducted in 2007. In addition, Mike provided some

recommendations for the District's consideration in order to increase public awareness in key areas, and offered to answer any questions the Board may have.

Bob Scott referenced the results pertaining specifically to public awareness of the District's tagline of "Connecting People, Parks & Nature" and asked whether there is an approximate amount of time necessary before people will begin to recognize relatively new taglines.

- ✓ Mike replied that people generally think of organizations in a functional way and not as taglines. This is why he mentioned the potential for some type of branding campaign, as it does not necessarily take years to accomplish tagline awareness if it is done in a visible and concerted way, but it has been done somewhat casually up until this point.
- ✓ Bob Wayt noted that staff is currently working with a consultant on a branding campaign and the results of this survey will be key in driving those activities.

President, Bob Scott, thanked Mike on behalf of the Board of Directors for the informative presentation.

Agenda Item #5 – Audience Time

Joe Rayhawk, 15248 NW Germantown Road, Portland, is before the Board of Directors this evening regarding the downward trend in land acquisition prices. He recently attended a Washington County Board of Commissioners public hearing regarding the development of the North Bethany area and Hal Bergsma, Director of Planning, had testified that the area's developers were asking to be paid the same prices for land as they had paid prior to the real estate market crash of 2008 and that the District anticipates spending approximately 40% less than the developers' request. Joe believes that District staff is underestimating that number, noting that he assumes it was developed from the fact that nationally housing prices have dropped 40% over the last few years. However, the cost of building new houses consists of fixed and variable price components. As the price the developers can get for the homes drop, the amount of money available for the variable priced components shrinks much more rapidly. He believes the residual value of raw land for use in new home construction is close to zero. He entered two documents into the record: *Residual Value of Land After the 2008 Crash* and *Land Development Economics and Finance in North Bethany – A Whitepaper from ECONorthwest, February 2008*.

Agenda Item #6 – Board Time

Bill Kanable described a sporting event that occurred over the past weekend during hot weather and thanked District staff for the extra efforts in accommodating the participants.

Joe Blowers inquired as to the current status of the Fanno Creek Trail construction project and whether a potential grand opening date has been discussed.

- ✓ Steve Gulgren, Superintendent of Planning & Development, replied that a grand opening date has not yet been set; however, the contractor has finished clearing the site and the project is moving forward well.

President, Bob Scott, complimented staff on the two park dedication events that took place during the month of August.

Agenda Item #7 – Consent Agenda

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of August 8, 2011 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) HMT Administration Building Seismic Upgrades Project. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Bond Program

Hal Bergsma, Director of Planning, provided a detailed overview of the memo included within the Board of Directors information packet regarding recent Bond Program activities, including the Roy Dancer Park bond project, upcoming meetings related to the Bond Program, the most recent Parks Bond Citizen Oversight Committee meeting, and a proposal to expand Bond Program temporary administrative support services. Hal offered to answer any questions the Board may have.

Larry Pelatt asked whether staff had explored using a project management company instead of hiring new staff for additional Bond Program administrative support.

- ✓ Hal replied that the District does use a firm currently for outside project management for several construction projects and have explored that idea for these services as well, but it is not a substantial cost difference and staff would feel more comfortable to have these positions as employees.

Bob Scott requested that when the budget adjustment is brought back to the October Regular Board meeting for approval that it is clearly stated that these new positions are temporary.

Bill Kanable moved the Board of Directors approve to initiate the process to hire/contract for additional Bond Program administrative support as described pending a budget adjustment to be brought to the Board for approval at the October meeting. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Lowami Hart Woods Master Plan

Hal Bergsma, Director of Planning, provided an overview of the memo included within the Board of Directors information packet, noting that at the August 8, 2011 Regular Board meeting, staff presented a master plan for Lowami Hart Woods Park for consideration by the Board of Directors. After receiving public testimony, the Board deliberated on various elements of the proposed master plan and decisions were made regarding each plan element. The Board approved most of the proposed staff recommendations with a few exceptions: 1) a Board majority directed that the paved trail shall be 8' rather than 6' wide; 2) the Board directed staff to revisit the parking area design to minimize site impacts as much as possible, with 8-10 parking spaces provided; and 3) the Board wanted a rule drafted that directs patrons to walk bicycles within the site. Hal noted that staff will be returning to the Board at a later date regarding item 3. The action requested this evening is Board indication of the preferred parking area design option followed by adoption of a resolution approving the master plan for Lowami Hart Woods, including the summary findings and August 3 staff memo as the basis for the decision.

Hal introduced Matt Kilmartin, Park Planner, and Paul Agrimis, with Vigil-Agrimis, Inc., the project consultant, to present an overview of the parking area design options.

Matt and Paul provided a detailed overview of the three proposed parking area designs for the Lowami Hart Woods Master Plan via a PowerPoint presentation of the materials included within the Board of Directors information packet, noting that the staff recommended design option is Option 1A, and offered to answer any questions the Board may have.

Larry Pelatt asked how much of a footprint reduction is Option 1A as compared to the parking area design presented at the August 8, 2011 Regular Board meeting.

- ✓ Paul replied it is a 26% reduction.

President, Bob Scott, asked Hal to describe a conversation he had with City of Hillsboro staff regarding the parking lot for one of their natural areas, Noble Woods Park.

- ✓ Hal described his recent visit to this site, noting that at noon on a weekday the approximately 20-space parking lot was almost full. Staff contacted City of Hillsboro staff to find out more about the site and determined that while it was somewhat similar to Lowami Hart Woods, there were some differences as well, including Noble Wood's location near a large employment area that includes Intel. The City of Hillsboro's general advice was not to skimp on parking spaces. On the other hand, the District could always expand the parking lot at Lowami Hart Woods at a later date if the size is found to be inadequate.

Bob expressed agreement that Noble Wood's location may drive a lot of its use.

John Griffiths referenced an area in downtown Portland that has diagonal parking spaces directly off of the street into the curb and asked whether this might be a possibility for Lowami Hart Woods.

- ✓ Hal and Paul both agreed that this type of design would not be allowed by the City of Beaverton.
- ✓ Larry agreed, adding that the costs to improve the street in order to facilitate that type of parking would be prohibitive as well.

Bill Kanable noted that if the Board wishes to further reduce the parking area footprint, then Option 3 should be considered. He pondered how important a turn out is versus the goal to reduce the footprint of the parking area. An ambulance could still gain access to the site via Option 3, but a fire truck would have to pull over alongside Hart Road.

- ✓ Joe Blowers noted that if the site were on fire, the fire truck would not park in the parking lot anyway. He questioned under what circumstance a fire truck would need access to the parking lot.

Larry described Tualatin Valley Fire & Rescue's standard practice of when an ambulance is sent on a call, a fire truck is dispatched as well.

- ✓ Joe commented that since Option 3 meets City of Beaverton code, apparently the code does not require the parking lot to be accessible to a fire truck.

Matt stated that Tualatin Valley Fire & Rescue has told staff that because the site will not have a built structure, such as a picnic shelter or permanent restroom, they would not require fire truck access to the parking lot. However, the City requires emergency vehicle access for smaller vehicles, such as an ambulance. If a fire truck was called to the site, Tualatin Valley Fire & Rescue would know that it is not an accessible site.

- ✓ Joe stated that another question is whether the parking lot needs bus access, as Option 3 would not accommodate that either.

Bob asked whether there are any TriMet bus stops nearby and whether it would be allowable for a school bus to stop there to unload students.

- ✓ Matt described the nearby TriMet bus stops, noting that the City has informed staff that if the District has school buses use those stops, they would like the District to modify the right-of-way for a pull-out behind the bike lane.
- ✓ Larry noted that the District may also want to first check with the Beaverton School District relative to their policies regarding passenger loading and unloading.

Bill asked Kristin Atman, Interpretive Programs Supervisor, for her opinion regarding whether the site needs school bus access.

- ✓ Kristin replied that the programs that staff is anticipating operating at Lowami Hart Woods would be camps with a maximum of 16 students. The District transports students via 15-passenger vans. She does not know whether the School District has smaller buses in order to transport students, but based on past experience, it is usually the standard 40-foot school bus. She agrees that staff would need to check with the School District about whether it would be acceptable to pull up alongside the street in order to drop students off.

John Griffiths referenced the public testimony during the August 8, 2011 Regular Board meeting from teachers that stated that the site would be used by the School District.

- ✓ Bob noted that they also had testified that the School District does not have funding to use buses for field trips anymore.

Bill asked whether the Park District would pick up students from Beaverton School District sites for field trips.

- ✓ Kristin replied that the Park District does not currently offer that service to the schools. Typical class sizes are between 20 and 32 students, which would require at least two to three vans. A single bus would be easier to transport a group of that size.

Larry encouraged the Board not to be shortsighted on this issue, noting that although at this point the School District may not have funding for buses; such funding could become available in the future. He referenced past public testimony regarding the lack of parking at other parks in the District and encouraged the Board to heed City of Hillsboro's advice not to skimp on the parking for this site.

- ✓ Bob agreed, noting that he had been contemplating Option 3 in order to further reduce the footprint; however, to accommodate the potential use, he would like to consider Option 1 as well. He does not want to see the District get involved in street improvements or complicate matters for the School District.

Larry expressed support for Option 1, noting that it is a 26% reduction over the original design presented. While he does not believe the design is overly long-sighted, at least it is not exceptionally shortsighted, such as Option 3.

Joe noted that Option 3 appeals to him in terms of saving as many trees as possible and that it may be easier to expand in the future compared to Option 1. He described where additional parking spaces could be added for Option 3, noting that Option 1 appears to be more difficult to expand. He asked whether there is room for a bus pullout with Option 3 or would that shift the entire design north.

- ✓ Matt confirmed that it would shift the design north, noting that there is a requirement to have a particular width of landscape screening between the road and parking lot.

Joe commented that in that case, by the time the entire footprint of Option 3 is moved north to accommodate the landscape buffer, more trees would be lost.

John asked whether Option 1 could be moved adjacent to the street.

- ✓ Larry and Bill replied that the turning radius then becomes affected for anything larger than a van.

Doug Menke, General Manager, asked Paul whether Option 1 is as tight to the road as it could be.

- ✓ Paul replied that Option 1 could be squeezed closer to the road, although not as close as Option 3, if the desire is still to accommodate larger vehicles. It could be moved closer by about half the distance of what is shown on Option 1 versus Option 3.

Joe asked whether a few more trees could be saved by doing that.

- ✓ Paul confirmed that it appears that three trees to the southeast of the storm water pond could potentially be saved.

Joe replied that this change would make him much more supportive of Option 1.

President, Bob Scott, asked whether there was any public testimony this evening regarding the parking options.

- ✓ Hearing none, he asked whether there was any additional Board discussion regarding the parking lot options, noting that what he is hearing the Board say is that they are supportive of Option 1, but with it moved a little closer to the road specifically to save the three trees referenced.

Hal asked for confirmation that Bob is referring to Option 1A.

- ✓ Bob confirmed this.

Hal asked for confirmation that the Board is acceptable to the number and type of parking spaces proposed in Option 1A.

- ✓ The Board confirmed this.

Doug reiterated that the primary objective for this proposal will be to save the three trees.

- ✓ Bob confirmed this.
- ✓ Larry expressed agreement as well.

Bill Kanable moved the Board of Directors approve Option 1A with the caveat to shift the parking as close to the street as reasonable and save as many trees as possible. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

President, Bob Scott, noted that he would entertain a motion regarding adoption of the Lowami Hart Woods Master Plan.

Bill requested that the Board reconsider the trail width for the master plan, but leave the designation as a community trail. He would like the Board to consider reducing the trail width from 8' to 6'.

- ✓ Larry mentioned that as a point of order, this discussion should take place once a motion has been made to adopt the Lowami Hart Woods Master Plan.

Bill Kanable moved the Board of Directors approve Resolution 2011-22 approving the new master plan for Lowami Hart Woods as well as summary findings and the August 3 staff memo as the basis of the Board's decision. Larry Pelatt seconded the motion.

President, Bob Scott, opened the floor for Board discussion.

Bill reiterated that he would like the Board to reconsider the trail width for the Lowami Hart Woods Master Plan and return it back to the original staff recommendation of 6'-wide. Bill acknowledged that he had voted in support of the 8'-wide trail at the August 8, 2011 Regular Board meeting, and noted that he still believes it is the right decision in the long-term; however,

there has been so much emotional distress since that ruling that he wants to heal and put an end to this process. In doing so, he wants no further issues taken up regarding the master plan from this point forward and if the neighborhood is willing to accept those terms, he is willing to support a 6'-wide trail. As a result, he asks that there be no more arguing regarding the other elements of the master plan, including the educational programming of the site and the parking lot, and that everyone move forward from this point. He reiterated his support for a 6'-wide trail paved with asphalt with a 1' shoulder on each side, noting that it does not mean that in the future the Board could not reexamine the 8' width when it becomes necessary as this Board cannot tie future Board's hands as such. He is making this request in the existing environment that a 6'-wide trail brings better partnership between the District and the surrounding neighborhood. He does not believe that the cost savings of installing an 8'-wide trail now versus expanding it at a later date is significant enough, although ideally he would prefer that it be saved by doing it now. He acknowledged that this is a difficult request to make in that there has been so much effort put into this particular issue; however, in the end, he wants to find a way to end the ongoing discourse and bring peace to the issue.

Joe stated that the trail can always be expanded to 8'-wide in the future if the need is displayed, so he would like to start small with a 6'-wide trail. He acknowledges that it will be more expensive to widen the trail at a later date, but he believes that it is worth the potential in order to see if the 6'-wide trail is adequate. He commented that the District might be surprised to learn that a 6'-wide trail works at this location and would like to try it for a while with the hope that perhaps it could be kept at 6'-wide.

Larry stated that he believes the Board made the right decision with the 8' width. He noted that the trail will eventually provide a great access point and an 8'-wide trail will be safer than at 6'. In addition, he will never support throwing money away when it could be spent right the first time. The original staff recommendation before bowing to neighborhood pressure was 8' wide. The District does this type of work on a regular basis and is good at it and it became even more apparent when the Board reviewed the pictures showing use of a trail at 8' versus 6'. Although he understands and appreciates the thought process of the neighborhood, the Board needs to move above that and focus on the needs of the 220,000 residents the District serves and provide access for all. He will not support a reduction in trail width to 6' and feels that the Board should stand by how it initially voted on this issue.

Bob stated that he has not changed his original thought process that a 6'-wide trail is perfect for Lowami Hart Woods. He likes having a minimal impact at this site, although he acknowledges that the area is not as pristine as the District would like it to be. He believes what the District is doing will eventually help make this park a better site and believes that 6' is the right width for this trail. He likes that the shoulders will be covered as it gives the District the future opportunity to expand, but right now he is supportive of a 6'-wide trail.

John referenced the Soap Box article he submitted to the *Beaverton Valley Times* on this topic, noting that he had tried to clearly state why the Board chose an 8'-wide trail and that the choice was made during an open and public process. He stated that if the trail is built too narrow, people will eventually widen it in order to get around one another. As has been found at the Tualatin Hills Nature Park, in order to protect the flora and fauna, a wider trail makes sense, although it seems counterintuitive. The same number of trees will be removed for the 6'-wide trail with 1' shoulders as for an 8'-wide trail. Although he can understand the desire by other Board members to ease the discontent of the neighborhood and put a stop to a potential fight at the City level, he also asks whether this is sure to happen if the Board accepts a 6'-wide trail. Secondly, although he may be able to support a 6'-wide trail in the interim, at some point this trail will become a community trail and the traffic will increase. He does not want anything in the

master plan that would prohibit the trail from being expanded to 8'-wide in the future, such as once the community trail is further developed, because that is when the trail traffic will really start increasing. If the area remains as an island for years, he can accept the 6' width, but once the community trail starts taking shape, the District should not have to fight again to be able to expand the trail to 8'-wide and this should be inherent in the master plan.

- ✓ Joe noted that he would phrase the master plan language as that the trail should be expanded to 8'-wide if and when the need presents itself, whether that is when the community trail is built or through demonstrated use over time.

John noted that the community trail standard today is between 8' and 10'-wide. The Board would be making an exception here from that standard. He does not believe that the expansion should be tied to whether or not the need is there; otherwise the Board will be facing these types of debates on every standard and for every trail.

- ✓ Bill replied that the Board is not considering removing the designation as a community trail. The staff recommendation was not to remove the designation as a community trail, only to have it as 6'-wide for a period of time. Everything else would be built out as normal for a community trail.

John questioned what is defined as the period of time.

- ✓ Bill replied that decision would be left for another Board at another time based on what the outcome is and whether the District ever enables the other trail connections.

John asked for confirmation that there would be nothing included within the master plan that would limit the District from expanding the trail to 8'-wide in the future.

- ✓ Bill confirmed this.

Joe noted that his personal view is that there are times when a community trail plan should bow to a natural area. In other words, in terms of hierarchy, does the community trail designation always rise above the need for a natural area to remain natural? His response is no. Perhaps on a case-by-case basis or more systematically there are times when a community trail plan is not what drives the decision. Perhaps there are times when a natural area is so significant that changes have to be made to the trail standards. He thinks this is a broader discussion that the Board needs to have.

Bill noted that in its current state, the trail under discussion is an isolated segment, and any expansion will be up to the Board at a future time. However, at this particular time, it is a closed system. Since the Board does not have any information beyond that point, the discussion of 6' versus 8' is insignificant, but so emotional at this point that he wants it to end and for everyone to move on and come back together toward working on improving the site and seeing the District as a partner rather than as an enemy.

John described how he sees the District's mission as going beyond that of just providing parks and trails, but he also sees the District playing a role in addressing the area's transportation needs and choices through its trails plan. When he says that he can live with this trail as 6'-wide, it is in the terms of the segment remaining as an island. He does not want to hamper a future Board from expanding the trail in the future.

Larry asked for someone to explain the logic behind clearing an 8'-wide swath through the property, completing all of the construction, tree removal and wildlife displacement required for constructing an 8' trail, but then violating the District's own standards by only paving 6' of it. He noted that this standard was not developed by whimsy, but that there is scientific evidence that goes into making such standards.

- ✓ Bill replied that it is not being driven by logic. He wants to heal the rift that is going to continue otherwise and does not believe it is worth fighting over 2' of asphalt. He wants the bitterness to end tonight so that the District and community can move forward

together. Although he believes that once this is all said and done, the Board is going to look back and be disappointed that an 8' trail was not constructed, he is willing to put that aside in order to get some healing out of this situation right now. Otherwise, this topic is going to continue to be a focus drawing away personnel resources and possibly other resources at a time when there are more important topics to focus on. That is why he brought the topic forth this evening in all humility to ask that it be readdressed.

Larry responded that he understands Bill's sentiments and agrees that the Board is going to regret not installing the 8'-wide trail, at the very least from a financial perspective, and if nothing else that the Board did not follow its own standards. He is concerned that from this point forward when the District attempts to construct a project according to its standards, those standards will be questioned and he does not think that is a worthy sacrifice. He does not have the same sense that changing the trail width this evening will heal the situation and he is not convinced that the rift is as significant as described. He believes that if the trail width is changed, the Board is painting itself into a corner and, in the future, when this Board or a future Board determines that it is time to expand the trail, the same issues and same public fighting will occur. It happened with the 2001 master plan, it happened with this master plan, and it will happen again in the future.

Hal asked for clarification that the Board would be voting this evening on the staff recommendation of a trail width of 6', but with wider spots in a few locations of up to 10' wide.

✓ Bill confirmed this.

Hal noted that if the Board wishes to proceed with this amendment, the findings included for the resolution would need to be amended.

✓ Bill suggested that this be presented as a Consent Agenda item for the October Regular Board meeting so that it can be written exactly as intended.

Larry asked whether there is a particular need to have it approved this evening.

✓ Hal replied that it could be approved in October as well.

Larry agreed that he would rather see it on the Consent Agenda in October.

Bill Kanable moved the Board of Directors amend the Lowami Hart Woods Natural Area Master Plan to reflect the return to staff's original recommendation for the trail work as presented to the Board at the August meeting, which will include a 6' trail with segments that have turnout capabilities as reflected in the staff recommendation. Joe Blowers seconded the motion. Roll call proceeded as follows:

John Griffiths	No
Larry Pelatt	No
Joe Blowers	Yes
Bill Kanable	Yes
Bob Scott	Yes

The motion was APPROVED by MAJORITY vote.

President, Bob Scott, noted that the resolution approving the Lowami Hart Woods Master Plan will be brought back for consideration for approval by the Board at the October Regular Board meeting.

C. Park District Sites Reclassification Project

Hal Bergsma, Director of Planning, provided an overview of the memo included within the Board of Directors information packet, noting that staff is seeking Board approval of the proposed reclassifications and name changes to various District sites and facilities as reflected in the site names list accompanying the memo as an attachment. Previous presentations have been made to the Board on this subject at the February 8, 2010 and February 7, 2011 Regular Board meetings. Hal described the public outreach that has occurred for this project, noting that the

comments received were taken into consideration and are reflected within the staff recommendation. In addition, it came to staff's attention today that Kaiser Woods Park, which is proposed to be changed to Kaiser Woods Natural Area, has sections that are also active use and staff would like the administrative ability to reexamine portions of that site to determine what should be labeled as a park versus a natural area. Hal noted that the action requested this evening is Board approval of the Park District Sites Reclassification Project and name changes to various District sites and facilities, pursuant to Board Policy 8.05, Naming of District Property, and offered to answer any questions the Board may have.

Larry Pelatt asked for clarification regarding the proposed name change for Kaiser Ridge Park to Hansen Ridge Park and how that pertains to Kaiser Woods Park.

- ✓ Doug Menke, General Manager, noted that Kaiser Woods Park is actually some distance from Kaiser Ridge Park, which that master plan is being presented for Board consideration this evening. He noted that the fact that both sites start with the same word provides some confusion at times.

Joe Blowers noted that he does not see Mount Williams on the list and was under the impression that it needed a designation attached to it.

- ✓ Steve replied that Mount Williams is not listed as the name is not proposed to be changed from its existing name of Mount Williams Park.

Joe Blowers moved the Board of Directors approve the Park District Sites Reclassification Project and name changes to various District sites and facilities, pursuant to Board Policy 8.05, Naming of District Property. Bill Kanable seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

D. General Manager's Report

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

- Park Dedications
- Board of Directors Meeting Schedule

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

- ✓ Hearing none, President, Bob Scott, requested the staff report for the next agenda item.

Agenda Item #9 – New Business

A. Kaiser Ridge Park Master Plan

Hal Bergsma, Director of Planning, introduced Steve Gulgren, Superintendent of Planning & Development, Brad Hauschild, Park Planner, and Jim Walsh, Project Manager with JD Walsh & Associates, the project consultant, to present an overview of the proposed Kaiser Ridge Park Master Plan.

Steve provided an overview of the memo included within the Board of Directors information packet, noting that the proposed Kaiser Ridge Park Master Plan includes new play equipment, a bridge, hard surface pathways, turf areas, benches and picnic tables, and on-street parking improvements.

Brad provided an overview of the public process in the development of the master plan, noting that two neighborhood meetings were held. In addition, the master plan was presented to the Parks and Natural Resources Advisory Committees. Overall, meeting attendees supported the preferred master plan and staff has not received any additional correspondence or comments regarding the preferred master plan since the second neighborhood meeting was held.

Jim provided a detailed overview of the various elements included within the proposed master plan via a PowerPoint presentation of the informational materials included within the Board of Directors information packet and offered to answer any questions the Board may have.

Larry Pelatt asked what will happen to NW 147th Avenue when Washington County abandons it.

- ✓ Brad replied that staff has been told by the County that the right-of-way would revert back to Portland General Electric (PGE). The District has requested to PGE to use the west half of the road as a potential parking area for the site. Eventually this site will be utilized as a trailhead for the Westside Trail. The remaining east side of the right-of-way would be restricted to PGE use as well as for access by District maintenance vehicles and emergency vehicles. The District would maintain the west half while PGE would maintain the east half.

Bill noted that in terms of the future trailhead, the District would not need to plan for a lot of parking as most use would be coming from the adjacent neighborhoods.

- ✓ Steve replied that there would be 11 to 12 spaces along the road.

Bill Kanable moved the Board of Directors approve the (park formerly known as) Kaiser Ridge Park Master Plan. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Fee Market Survey Update Findings & Recommendations

Ann Mackiernan, Operations Analysis Manager, provided a detailed overview of the memo included within the Board of Directors information packet, noting that staff has completed an update of the market survey of user fees first compiled for the 2006 Fee Study and is requesting Board review and concurrence of these findings and recommendations. With Board concurrence of the recommendations, those that require Board action to implement will be brought back via a resolution at the October 3, 2011 Board of Directors meeting. The remaining recommendations would proceed as scheduled with many adjustments occurring January 2012.

Ann provided an overview of the proposed recommendations as follows:

1. Proceed with the original recommendations of the 2007 fee adjustments as approved by the Board:
 - Effective January 1, 2012 commence the fourth and final year fee increases for drop-in programs and passes.
 - Effective January 1, 2012 commence the fourth year fee increases for registration programs at the Elsie Stuhr Center.
 - Continue to increase fees for classes not yet recovering full costs.
 - Continue to increase class fees for inflation.

- Proceed with plans to decrease the senior discount rate from 40% to 25% at the Elsie Stuhr Center at a reduction rate of 5% per year beginning January 2013.
2. Bring a resolution to the October 3, 2011 Regular Board meeting making adjustments that were not in the original 2007 fee adjustments as approved by the Board:
- Increase pass fees to align with the higher average number of visits and phase the increase in over a three-year period beginning January 2013 and ending January 2015.
 - Implement a 25% discount on youth pass fees beginning January 2013.
 - Decrease the out-of-District premium surcharge rate on drop-in fees from 200% to 100% effective January 2012.

Ann offered to answer any questions the Board may have.

Joe Blowers asked for clarification regarding the \$280 annual assessment fee for out-of-District users versus the out-of-District surcharge for drop-in fees.

- ✓ Ann replied that out-of-District users have a choice to either pay the out-of-District assessment fee upfront and pay in-District rates thereafter, or pay the out-of-District drop-in fees.

Joe asked why the District would change this since out-of-District users have two different options to choose from.

- ✓ Ann replied that although the District is not here to serve out-of-District patrons primarily, it is a revenue source that the District does not want to lose. The balancing point is the consideration between keeping in-District patrons happy, but at the same time the District needs to look at the financial sustainability as well.

Joe asked how big a revenue source out-of-District patrons are.

- ✓ Ann replied about 12%.
- ✓ Doug Menke, General Manager, noted that the District provides several mitigating methods for in-District residents in terms of program capacity. For example, for popular drop-in programs, there will be an in-District line and an out-of-District line. But the majority of drop-in programs have capacity, so there is potential revenue that may not be realized because it is price prohibitive.

Joe commented that he does not want to make any changes that might discourage out-of-District patrons from taking advantage of the District's Voluntary Annexation Program. He realizes that while the District may be losing revenue, he also does not want it to be too attractive for out-of-District residents to choose to remain out-of-District and still use drop-in programs.

- ✓ Bill Kanable noted that the out-of-District fees are still less than most athletic clubs.
- ✓ Larry Pelatt disagreed, noting that some athletic clubs have specials that are close to the same price if not less. He noted that the District doesn't need to be the most inexpensive option, but should remain competitive. He is of the mind that "if it isn't broken, don't fix it."

Bill asked if there is a way to determine whether those paying the out-of-District assessment or fees are primarily from within the District's ultimate service area or are from areas outside of the boundary and therefore would not have the option to annex.

- ✓ Ann replied that additional research would need to be done to determine this.

Larry asked whether certain centers have more out-of-District users than others.

- ✓ Ann replied that this would need additional research as well.
- ✓ Doug replied that this particular aspect of the recommendations could be left alone for now; however, the other recommendations need to be discussed in order to meet the production deadlines for the upcoming activities guide.

The Board expressed concurrence with the market survey findings and recommendations.

C. Recommended Goal Outcomes for Fiscal Year 2012-13 Planning & Budgeting
President, Bob Scott, requested that this agenda item be postponed to the October Regular Board Meeting.

Agenda Item #10 - Adjourn

There being no further business, the meeting was adjourned at 9:25 p.m.

Bob Scott, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins

Tualatin Hills
Park & Rec.

Accounts Payable
Over \$1,000.00

August 31, 2011
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
256379	08/16/11	Oregonian Publishing Company	1,881.78
256596	08/26/11	Red Tricycle	1,317.50
256616	08/26/11	VillageProfile.com	2,500.00
256633	08/30/11	Community Newspapers, Inc.	2,672.01
		Advertising	\$ 8,371.29
255943	08/05/11	MacKay & Sposito, Inc.	2,462.50
255993	08/05/11	Ross Recreation Equipment	267,667.00
256151	08/09/11	AYM Corporation	13,699.00
256252	08/15/11	Peterson Structural Engineers, Inc.	3,627.00
256254	08/15/11	Pinnell Busch, Inc.	1,779.71
256268	08/15/11	Ross Recreation Equipment	5,680.00
256272	08/15/11	Seabold Construction Co., Inc.	105,053.79
256275	08/15/11	Skyward Construction	232,108.75
256438	08/23/11	ARC	4,127.99
256455	08/23/11	MacKay & Sposito, Inc.	7,746.01
256634	08/30/11	Earth Engineers, Inc.	3,833.85
256641	08/30/11	Roger J. Kemp/Wee Peoples	15,000.00
		Capital Outlay-Bond-Facility Expansion & Improvements	\$ 662,785.60
255977	08/05/11	PBS Engineering & Environmental	2,400.00
256074	08/05/11	Integra Realty Resources	3,500.00
256196	08/11/11	Lawyers Title of Oregon, LLC	5,170.00
		Capital Outlay-Bond-Land Acquisition	\$ 11,070.00
256234	08/15/11	MQ Franco Reforestation	1,407.00
256237	08/15/11	NorthWest Youth Corps	2,400.00
		Capital Outlay-Bond-Natural Resources Projects	\$ 3,807.00
256055	08/05/11	David Evans & Associates, Inc.	21,131.17
256186	08/11/11	City of Beaverton	5,250.00
		Capital Outlay-Bond-New/Redeveloped Community Parks	\$ 26,381.17
256182	08/11/11	City of Beaverton	5,516.27
256326	08/15/11	GreenWorks, PC	12,187.47
256530	08/26/11	Architectural Cost Consultants	3,135.00
256562	08/26/11	GreenWorks, PC	6,058.50
		Capital Outlay-Bond-New/Redeveloped Neighborhood Parks	\$ 26,897.24
256293	08/15/11	All Season's Deck and Fence	19,412.00
256641	08/30/11	Roger J. Kemp/Wee Peoples	41,768.00
		Capital Outlay-Bond-Replacements & Improvements	\$ 61,180.00
255916	08/02/11	Washington County	2,899.00
255943	08/05/11	MacKay & Sposito, Inc.	6,619.06
256019	08/05/11	Vac-X	17,288.00
256155	08/09/11	David Evans & Associates, Inc.	4,929.70
256208	08/11/11	Washington County	2,703.00
256282	08/15/11	Vigil-Agrimis, Inc.	10,454.75
256283	08/15/11	Walker Macy	14,773.42
256284	08/15/11	Washington County	2,537.72
256572	08/26/11	MacKay & Sposito, Inc.	19,047.95
256617	08/26/11	Walker Macy	17,778.76
256639	08/30/11	Hawk Enterprises	1,824.40
		Capital Outlay-Bond-Trails/Linear Parks	\$ 100,855.76

Tualatin Hills
Park & Rec.

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August 31, 2011
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
256530	08/26/11	Architectural Cost Consultants Capital Outlay-Bond-Youth Athletic Field Development	2,952.00 \$ 2,952.00
256287	08/15/11	3J Consulting, Inc.	9,333.89
256670	08/31/11	City of Beaverton Capital Outlay-Bridge & Boardwalk Repair	3,980.20 \$ 13,314.09
255955	08/05/11	Minority Abatement Contractors, Inc.	26,975.00
256297	08/15/11	ARC	1,014.73
256463	08/23/11	PBS Engineering & Environmental Capital Outlay-Building Improvements	4,050.00 \$ 32,039.73
256266	08/15/11	Rose's Equipment & Supply, Inc.	6,116.00
256313	08/15/11	Engineered Control Products	1,595.00
256468	08/23/11	RMS Pump, Inc.	4,090.00
256470	08/23/11	Safer Floors NW, LLC	4,200.00
256525	08/26/11	AAM, Inc. Capital Outlay-Building Replacements	3,750.00 \$ 19,751.00
256394	08/18/11	Aronson Security Group	1,816.00
256421	08/18/11	Robert Gray Partners, Inc.	230,493.78
256441	08/23/11	City of Beaverton	51,612.88
256442	08/23/11	City of Beaverton	62,025.74
256536	08/26/11	Brian C Jackson, Architect, LLC Capital Outlay-Maintenance Facility Renovation Costs	6,960.00 \$ 352,908.40
256287	08/15/11	3J Consulting, Inc.	1,686.45
256539	08/26/11	Cedar Landscape, Inc. Capital Outlay-Matrix Hill Park Renovation	7,100.00 \$ 8,786.45
255944	08/05/11	MacKay & Sposito, Inc.	2,415.00
256456	08/23/11	MacKay & Sposito, Inc. Capital Outlay-Off Leash Dog Park Construction	3,339.12 \$ 5,754.12
256334	08/15/11	JHC Commercial, LLC	1,030.00
256384	08/16/11	Progress Ridge TS, LLC Capital Outlay-Park & Trail Improvements	18,000.00 \$ 19,030.00
256611	08/26/11	Todd Hess Building Co. Capital Outlay-Remodel HMT Administration Reception Area	5,354.20 \$ 5,354.20
256050	08/05/11	Coast Pavement Services, Inc. Capital Outlay-Ridgewood View Park Improvement	10,427.00 \$ 10,427.00
255954	08/05/11	Metro	30,000.00
255973	08/05/11	Pacific Habitat Services, Inc.	1,077.00
256029	08/05/11	Alta Planning & Design, Inc.	3,735.83
256183	08/11/11	City of Beaverton	1,017.00
256255	08/15/11	Pinnell Busch, Inc.	1,417.71
256383	08/16/11	Progress Ridge TS, LLC Capital Outlay-SDC-Park Development/Improvements	14,126.11 \$ 51,373.65
256436	08/23/11	American Plastic Lumber, Inc. Capital Outlay-Signage Master Plan	2,521.08 \$ 2,521.08
256461	08/23/11	ORPA	3,900.00
256636	08/30/11	Embassy Suites - Centennial Olympic Park	3,438.50
256651	08/30/11	NRPA Conferences	2,416.00 \$ 9,754.50

Tualatin Hills
Park & Rec.

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August 31, 2011
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
256461	08/23/11	ORPA	1,860.00
			\$ 1,860.00
256096	08/05/11	PGE	29,236.24
256157	08/09/11	Fred Shearer & Sons	4,441.20
256494	08/25/11	PGE	6,288.42
		Electricity	\$ 39,965.86
255881	08/01/11	Kaiser Foundation Health Plan	184,218.20
255883	08/01/11	Oregon Dental Service	26,667.27
255885	08/01/11	UNUM Life Insurance-LTC	1,348.80
256225	08/15/11	Standard Insurance Company	209,728.91
256683	08/31/11	Kaiser Foundation Health Plan	184,247.74
256686	08/31/11	Oregon Dental Service	26,781.83
256687	08/31/11	Standard Insurance Company	12,465.66
256692	08/31/11	UNUM Life Insurance-LTC	1,325.69
		Employee Benefits	\$ 646,784.10
255882	08/01/11	Manley Services	8,911.66
255884	08/01/11	THPRD - Employee Association	6,520.83
256219	08/15/11	Aetna / ING Life Insurance	6,987.48
256223	08/15/11	Manley Services	7,382.43
256226	08/15/11	Standard Insurance Company	29,253.86
256227	08/15/11	Standard Insurance Company	3,839.83
256679	08/31/11	Aetna / ING Life Insurance	6,987.48
256684	08/31/11	Manley Services	8,310.93
256688	08/31/11	Standard Insurance Company	29,718.21
256689	08/31/11	Standard Insurance Company	3,839.83
256691	08/31/11	THPRD - Employee Association	6,480.48
		Employee Deductions	\$ 118,233.02
256576	08/26/11	Northside Trucks & Equipment	13,431.00
		Fleet Capital Replacement	\$ 13,431.00
255946	08/05/11	Marc Nelson Oil Products, Inc.	2,155.59
256230	08/15/11	Marc Nelson Oil Products, Inc.	2,041.84
256429	08/18/11	Tualatin Valley Water District	20,359.77
256581	08/26/11	OR Dept of Administrative Services	1,299.77
		Gas & Oil (Vehicles)	\$ 25,856.97
256095	08/05/11	NW Natural	15,156.86
256364	08/15/11	NW Natural	4,933.07
256493	08/25/11	NW Natural	12,995.18
		Heat	\$ 33,085.11
255963	08/05/11	Obsidian Technologies	2,990.83
256328	08/15/11	Hewlett-Packard Company	3,308.47
256538	08/26/11	CDW Government, Inc.	6,960.80
		Information Technology Replacement	\$ 13,260.10
255960	08/05/11	NSAOUA	4,026.50
255981	08/05/11	Portland Community Media	1,200.00
256257	08/15/11	Portland Community Media	1,200.00
256279	08/15/11	THBOA	3,243.20
256294	08/15/11	American Red Cross/OTC	2,600.55
256577	08/26/11	NSAOUA	4,065.50
		Instructional Services	\$ 16,335.75

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
256337	08/15/11	Knorr Systems, Inc. Maintenance Equipment Capital Replacement	4,890.05 \$ 4,890.05
255908	08/02/11	Schulz-Clearwater Sanitation, Inc.	5,805.00
255995	08/05/11	Schulz-Clearwater Sanitation, Inc.	2,646.00
256022	08/05/11	Western Equipment Distributors, Inc.	3,426.99
256037	08/05/11	Beaverton Auto Parts	2,545.07
256044	08/05/11	Cantel Sweeping	4,165.00
256082	08/05/11	Les Schwab Central Billing Department	1,674.55
256152	08/09/11	Cantel Sweeping	4,585.00
256253	08/15/11	Peterson Structural Engineers, Inc.	2,837.00
256563	08/26/11	Guaranteed Pest Control	1,626.00
256574	08/26/11	Mather & Sons Pump Service, Inc.	1,656.00
256601	08/26/11	Schulz-Clearwater Sanitation, Inc.	6,226.48
256618	08/26/11	Western Equipment Distributors, Inc. Maintenance Services	2,161.67 \$ 39,354.76
255941	08/04/11	Woodco	2,847.00
255972	08/05/11	OVS Total Solutions	2,152.10
256013	08/05/11	United Pipe & Supply Co., Inc.	12,165.61
256014	08/05/11	Univar USA, Inc.	7,883.48
256023	08/05/11	Xeripave, LLC	1,157.40
256027	08/05/11	Airgas Nor Pac, Inc.	4,459.01
256040	08/05/11	Best Buy In Town, Inc.	1,379.76
256051	08/05/11	Coastwide Laboratories	9,542.08
256210	08/11/11	Whitefish Skate Ramp Co.	1,498.00
256291	08/15/11	Airgas Nor Pac, Inc.	2,362.85
256310	08/15/11	Coastwide Laboratories	2,400.35
256372	08/16/11	Coastwide Laboratories	1,351.39
256377	08/16/11	Lonnie Endicott Excavating	3,550.00
256396	08/18/11	Barkdusters, Inc.	6,210.00
256408	08/18/11	Home Depot Credit Services	6,232.84
256420	08/18/11	OVS Total Solutions	7,298.25
256465	08/23/11	Pioneer Manufacturing Co.	1,690.50
256547	08/26/11	E-Poly Star, Inc. Maintenance Supplies	2,070.00 \$ 76,250.62
256621	08/30/11	Aloha Youth Football/Cheerleading Misc. Other Services	2,777.00 \$ 2,777.00
256206	08/11/11	THP Foundation	3,375.09
256661	08/30/11	THP Foundation Miscellaneous	2,302.77 \$ 5,677.86
255965	08/05/11	OfficeMax - A Boise Company	5,104.46
256084	08/05/11	Lithtex, Inc.	1,290.00
256160	08/09/11	Lazerquick	1,695.00
256580	08/26/11	OfficeMax - A Boise Company	2,632.08
256597	08/26/11	Ricoh Americas Corp. Office Supplies	3,223.99 \$ 13,945.53
256388	08/16/11	United States Postal Service Postage	3,000.00 \$ 3,000.00
256060	08/05/11	ePrint	11,874.14
256274	08/15/11	Signature Graphics	16,757.00
256341	08/15/11	Lazerquick	6,331.00
256569	08/26/11	Lazerquick Printing & Publication	1,244.70 \$ 36,206.84

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
256259	08/15/11	Providence Health & Services	1,650.00
256300	08/15/11	Beery, Elsnor & Hammond, LLP	8,790.83
256516	08/25/11	Navigator Group Consulting, LLC	7,028.95
256529	08/26/11	Angelo Planning Group, Inc.	1,327.50
		Professional Services	\$ 18,797.28
255898	08/02/11	Michael Allen Harrison	1,200.00
255950	08/05/11	Med-Tech Resource, Inc.	1,472.57
255957	08/05/11	New System Laundry, LLC	1,104.93
255985	08/05/11	Purchase Advantage Card	1,058.51
255989	08/05/11	Righteous Clothing, LLC	2,838.44
256011	08/05/11	U.G. Cash & Carry	2,263.22
256039	08/05/11	Beaverton School District #48	2,716.80
256042	08/05/11	BSN Sports	4,802.99
256056	08/05/11	Discount School Supply	1,402.86
256064	08/05/11	Food Services of America	2,903.09
256065	08/05/11	Fred Meyer Customer Charges	2,118.63
256073	08/05/11	Insight Public Sector	2,567.94
256193	08/11/11	Evergreen Aviation Museum	1,160.00
256236	08/15/11	Northwest Techrep, Inc.	2,142.32
256257	08/15/11	Portland Community Media	1,200.00
256263	08/15/11	Righteous Clothing, LLC	1,435.20
256321	08/15/11	Flying M Ranch	1,050.00
256328	08/15/11	Hewlett-Packard Company	3,939.08
256329	08/15/11	City of Hillsboro	2,257.50
256339	08/15/11	Kore Group	2,672.70
256391	08/17/11	HSBC Business Solutions	5,279.93
256449	08/23/11	Funtime Enterprises	1,605.00
256520	08/25/11	River Drifters Whitewater, Inc.	2,800.00
256553	08/26/11	Food Services of America	1,418.65
256568	08/26/11	Kore Group	1,104.00
256592	08/26/11	Portland Rent All - East	1,569.50
256598	08/26/11	Righteous Clothing, LLC	2,142.97
256645	08/30/11	Metro	1,212.60
256654	08/30/11	Righteous Clothing, LLC	1,144.75
		Program Supplies	\$ 60,584.18
256368	08/15/11	Waste Management of Oregon	6,170.84
		Refuse Services	\$ 6,170.84
255966	08/05/11	Oregon Dept of Administrative Services	1,740.46
256597	08/26/11	Ricoh Americas Corp.	2,396.00
256619	08/26/11	Williams Scotsman, Inc.	1,284.66
256624	08/30/11	Beaverton School District #48	1,132.80
		Rental Equipment	\$ 6,553.92
256556	08/26/11	Fred Shearer & Sons	8,224.00
		Rental Facility	\$ 8,224.00
256271	08/15/11	SDAO	94,635.80
		SDAO/WBF	\$ 94,635.80

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
255887	08/02/11	ASCAP	1,985.42
255959	08/05/11	Northwest Techrep, Inc.	2,810.07
255963	08/05/11	Obsidian Technologies	33,857.40
256025	08/05/11	A&E Imaging	1,183.48
256057	08/05/11	Edwards Enterprises	1,440.00
256233	08/15/11	Metro Mountain Climbing	1,125.00
256248	08/15/11	Pacific Talent, Inc.	8,395.00
256250	08/15/11	Party Outfitters, Inc.	4,079.00
256278	08/15/11	Stew Dodge	6,350.00
256309	08/15/11	Case Painting	1,800.00
256335	08/15/11	KGW	3,000.00
256379	08/16/11	Oregonian Publishing Company	2,707.59
256409	08/18/11	Joe Horazdovsky	3,737.50
256416	08/18/11	NW Tree Specialists	1,920.00
256431	08/18/11	Urban Forest Pro, LLC	1,100.00
256522	08/25/11	Starplex Corporation	1,048.50
256571	08/26/11	Ellison Advertising, LLC	2,090.59
256604	08/26/11	Spectrum Acoustics	2,000.00
256637	08/30/11	ePrint	5,144.63
		Technical Services	\$ 85,774.18
256033	08/05/11	Audubon Society of Portland	1,000.00
256360	08/15/11	AT&T Mobility	1,996.38
256363	08/15/11	Nextel Communications	2,890.07
256492	08/25/11	Integra Telecom	4,823.24
256632	08/30/11	Comcast Institutional Networks	66,885.86
		Telecommunications	\$ 77,595.55
256076	08/05/11	J.L.E. Fleet Refinishing, LLC	1,718.76
		Vehicle/Equipment Services	\$ 1,718.76
256098	08/05/11	Tualatin Valley Water District	32,747.11
256361	08/15/11	City of Beaverton	14,961.75
256366	08/15/11	Tualatin Valley Water District	2,051.78
256490	08/25/11	Clean Water Services	1,957.25
256495	08/25/11	Tualatin Valley Water District	11,438.34
		Water & Sewer	\$ 63,156.23
		Report Total:	<u><u>\$2,949,439.59</u></u>

Tualatin Hills Park & Recreation District

General Fund Financial Summary
August, 2011

	<i>Current Month</i>	<i>Year to Date</i>	<i>Prorated Budget</i>	<i>% YTD to Prorated Budget</i>	<i>Full Fiscal Year Budget</i>
Program Resources:					
Aquatic Centers	\$ 358,294	\$ 498,511	\$ 244,269	204.1%	\$ 2,326,372
Tennis Center	88,907	102,649	41,675	246.3%	868,224
Recreation Centers & Programs	596,183	942,258	667,629	141.1%	4,945,402
Sports Programs & Field Rentals	94,185	136,829	74,560	183.5%	1,164,993
Natural Resources	32,001	52,409	21,340	245.6%	251,054
Total Program Resources	1,169,570	1,732,656	1,049,472	165.1%	9,556,045
Other Resources:					
Property Taxes	-	-	-	0.0%	24,222,230
Interest Income	3,876	8,188	12,800	64.0%	100,000
Facility Rentals/Sponsorships	19,309	38,021	76,167	49.9%	461,620
Grants	602	156,088	156,088	100.0%	985,025
Miscellaneous Income	63,635	113,129	157,327	71.9%	702,351
Total Other Resources	87,422	315,426	402,382	78.4%	26,471,226
Total Resources	\$ 1,256,992	\$ 2,048,082	\$ 1,451,854	141.1%	\$ 36,027,271
Program Related Expenditures:					
Parks & Recreation Administration	77,021	139,603	102,558	136.1%	707,294
Aquatic Centers	361,412	697,532	772,920	90.2%	3,481,621
Tennis Center	80,855	155,864	172,699	90.3%	928,490
Recreation Centers	561,941	1,066,678	1,250,834	85.3%	4,905,231
Programs & Special Activities	258,739	466,838	432,069	108.0%	1,778,062
Athletic Center & Sports Programs	150,661	295,662	301,748	98.0%	1,695,214
Natural Resources & Trails	138,615	273,899	265,130	103.3%	1,506,421
Total Program Related Expenditures	1,629,244	3,096,076	3,297,958	93.9%	15,002,333
General Government Expenditures:					
Board of Directors	9,444	43,453	183,574	23.7%	2,110,050
Administration	139,927	321,619	326,228	98.6%	1,753,916
Business & Facilities	1,330,729	2,687,775	3,025,894	88.8%	16,534,939
Planning	105,751	211,633	206,987	102.2%	1,361,757
Capital Outlay	433,915	449,242	279,899	160.5%	5,183,307
Total Other Expenditures:	2,019,766	3,713,722	4,022,582	92.3%	26,943,969
Total Expenditures	\$ 3,649,010	\$ 6,809,798	\$ 7,320,540	93.0%	\$ 41,946,302
Revenues over (under) Expenditures	\$ (2,392,018)	\$ (4,761,716)	\$ (5,868,686)	81.1%	\$ (5,919,031)
Beginning Cash on Hand		5,894,219	4,300,241	137.1%	5,919,031
Ending Cash on Hand		\$ 1,132,503	\$ (1,568,445)	-72.2%	\$ -

Note: Beginning Cash will be revised when closing of FY 10/11 has been completed

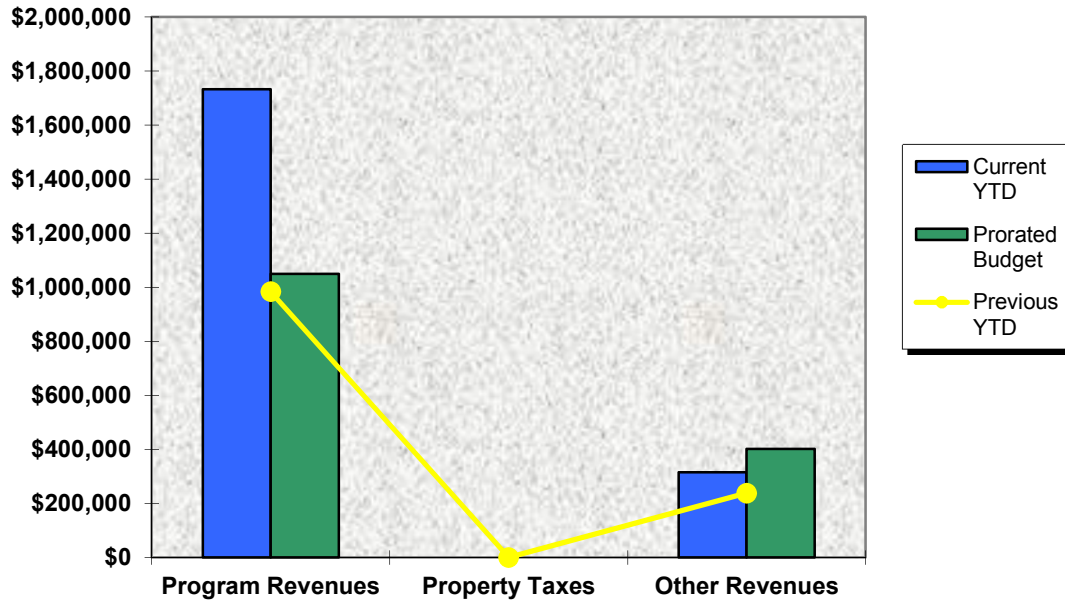
% YTD to Prorated Budget affected by earlier registration than in previous year

Tualatin Hills Park and Recreation District

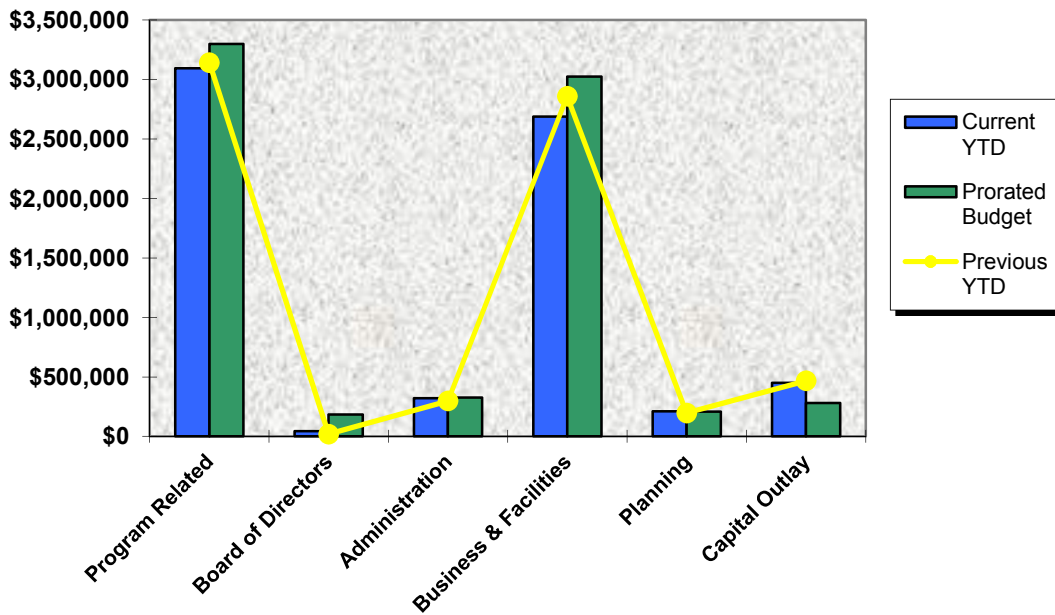
General Fund Financial Summary

August, 2011

General Fund Resources



General Fund Expenditures





[7D]

MEMO

DATE: September 21, 2011
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Resolution Appointing Trails Advisory Committee Member**

Introduction

The Trails Advisory Committee requests Board of Directors approval of one new Committee member appointment.

Background

At their September 20, 2011 meeting, the Trails Advisory Committee recommended that the Board of Directors approve and appoint Robert Vanderbeck to the Committee via the attached resolution.

Please note that the respective applicant's application and Trails Advisory Committee current roster are attached.

Action Requested

Board of Directors approval of Resolution No. 2011-23 to appoint Robert Vanderbeck to the Trails Advisory Committee.

Resolution 2011-23
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPOINTING
ADVISORY COMMITTEE MEMBER**

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

WHEREAS, the committee members shall be appointed by the Board for two or three-year terms as noted below; and

WHEREAS, the committee members have demonstrated their interest and knowledge in the Committee's area of responsibility; and

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS FOLLOWS:

The Board of Directors approves the appointment of the following to the Trails Advisory Committee:

Robert Vanderbeck (2-year term)

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 3rd day of October 2011.

Bob Scott, Board President

Larry Pelatt, Board Secretary

ATTEST:

Jessica Collins
Recording Secretary



TUALATIN HILLS PARK & RECREATION DISTRICT

ADVISORY COMMITTEE APPLICATION

Name: Robert Vanderbeck		Date: 8/24/11	
Address: [REDACTED]	City: [REDACTED]	Zip: [REDACTED]	
Phone # (H) [REDACTED]	(WK) [REDACTED]	(CELL) [REDACTED]	
Email:			

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

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

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

I am an avid walker, hiker, bicyclist and I want to have a say in how the trails in THPRD are built, maintained and used. I plan to continue using them for years to come.

2. How long have you lived in the community? Currently 10 yrs & previously 10 yrs, 18 years ago.

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

What:

When:

Where:

Number of Years: _____

***CONTINUES ON NEXT PAGE**

TUALATIN HILLS PARK & RECREATION DISTRICT

ADVISORY COMMITTEE APPLICATION

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

City of Beaverton Cert Team-Attended training and test meetings 2004-2009. Still a member, less active than in the past.

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

I've done Cycle Oregon 3 times, Portland to Coast Walk, Portland Century Bike Ride, Bloomsday Walk, and have volunteered for the Portland Marathon and the Mt Hood Jazz Festival.

I've also volunteered and done many jobs for The Railway Preservation Association, from repairing a steam locomotive to security at the public events.

6. Term of Office preferred:

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



Tualatin Hills Park & Recreation District TRAILS ADVISORY COMMITTEE ROSTER

Last Updated: September 2011

<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>
Wendy Kroger Chair	Southeast Quadrant	May 2005	[REDACTED]	[REDACTED]		[REDACTED]	February 2013
Joseph Barcott Secretary	At-Large	April 2006	[REDACTED]	[REDACTED]		[REDACTED]	February 2013
Kevin Apperson	At-Large	July 2006	[REDACTED]	[REDACTED]		[REDACTED]	February 2012
John Gruher	At-Large	December 2010	[REDACTED]	[REDACTED]		[REDACTED]	February 2013
Susan Hanson	At-Large	October 2009	[REDACTED]	[REDACTED]		[REDACTED]	February 2012
Tom Hjort	Southwest Quadrant	February 2005	[REDACTED]	[REDACTED]		[REDACTED]	February 2012
Mary O'Donnell	At-Large	October 2009	[REDACTED]	[REDACTED]		[REDACTED]	February 2012
Jim Parsons	At- Large	September 2010	[REDACTED]	[REDACTED]		[REDACTED]	September 2012
Barbara Sonniksen	Northwest Quadrant	February 2005	[REDACTED]	[REDACTED]		[REDACTED]	February 2012
Robert Vanderbeck	At-Large	October 2011	[REDACTED]	[REDACTED]		[REDACTED]	October 2013
Rotating Staff	Beaverton Bicycle Advisory Committee		Engineering Div/ Public Works Dept P.O. Box 4755 Beaverton, OR 97076-4755	503/526-2424	503/350-4052	mmiddleton@ci.beaverton.or.us	
<i>Ex-Officio Member</i>	<i>Representing</i>		<i>Address</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>	<i>Term Expires</i>
Steve Gulgren	THPRD		5500 SW Arctic Drive, Suite 2 Beaverton, OR 97005	503/629-6305 ex 2940	503/629-6307	sgulgren@thprd.org	n/a
Margaret Middleton	City of Beaverton		Engineering Div/ Public Works Dept P.O. Box 4755 Beaverton, OR 97076-4755	503/526-2424	503/350-4052	mmiddleton@ci.beaverton.or.us	n/a
Mel Huie / Robert Spurlock	Metro		600 NE Grand Avenue Portland, OR 97232-2736	503/797-1731	503/797-1588	mel.huie@oregonmetro.gov robert.spurlock@oregonmetro.gov	n/a
Joy Chang	Washington County		155 N First Avenue Hillsboro, OR 97124	503/846-3873	503-846-4412	Joy_Chang@co.washington.or.us	n/a
Kevin Sutherland	Beaverton School District		16550 SW Merlo Road Beaverton, OR 97006	503/591-1911		Kevin_Sutherland@beaverton.k12.or.us	n/a



[7E]

MEMO

DATE: September 22, 2011
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Service District Initiated Annexation Resolution**

Introduction

Staff is seeking Board of Director approval for the Service District Initiated Annexation Resolution. With Board approval, staff will work with the project consultant to submit the annexation application packet to Washington County for processing.

Background

In 2005, THPRD began a Service District Initiated Annexation (SDIA) program. This program is also referred to as the Voluntary Annexation Program (VAP), since it is a “willing” annexation program offered to all property owners in THPRD’s ultimate service boundary whose property is not currently within the District, providing them with the opportunity to voluntarily annex. THPRD has offered the program for the last six years. During the first six years that the SDIA program has been available, 268 properties have been annexed into the District.

Year	# of Properties Annexed
2005	128
2006	23
2007	47
2008	23
2009	22
2010	25
Total	268

This is the seventh consecutive year that the District has offered the SDIA program. For the 2011 SDIA program, approximately 5,256 invitations were mailed to owners of properties that are in THPRD’s ultimate service boundary, but are not currently within the District.

The application period closed on September 7, 2011 and the last day to withdraw a previously submitted application expired on September 21, 2011. The SDIA program was advertised in the local Citizen Participation Organizations’ newsletters and was highlighted in local newspapers. The main component of the SDIA program is the offer by the District to pay for all of the annexation fees, mapping services, etc., assessed by Washington County and other agencies.

Due to the complexity of the process, staff again hired a consultant to aid in the preparation of the documents and applications necessary to process annexations under the SDIA program with Washington County. The consultant has started preparing the necessary documents and applications to submit with the Board of Directors approved resolution to Washington County.

Proposal Request

At the end of the withdrawal period on September 21, 2011, 13 annexation applications had been returned to the District from property owners who “willingly” requested annexation of their properties into the District (see attached Exhibits A & B). These 13 property owners account for an additional 1.72 acres that will be added to the District.

Staff is seeking Board of Director approval of the Service District Initiated Annexation Resolution No. 2011-24 authorizing the annexation of 13 new properties into the District. With Board approval, staff will work with the project consultant to submit the annexation application packet to Washington County for processing.

Park District legal counsel Beery Elsner & Hammond, LLP has previously reviewed and approved the standard resolution document used and submitted for signatures.

Benefits of Proposal

The most important benefit regarding this proposal is the addition of 13 new properties and 1.72 acres of residential property to the District.

Potential Downside of Proposal

There is no apparent downside to this proposal.

Action Requested

Board of Directors approval of the Service District Initiated Annexation Resolution No. 2011-24 authorizing the annexation of 13 new properties into the District.

Service District Initiated Annexation (Voluntary Annexation Program)

Draft Schedule / Some dates are tentative, other dates are firm

July 2011	Mailing: Public outreach letters and forms to invite “willing” participants to apply to the Service District Initiated Annexation Program (Voluntary Annexation Program)
September 7, 2011	Closing date for accepting applications to Service District Initiated Annexation Program (Voluntary Annexation Program)
September 21, 2011	Final date for patrons to withdraw their application from the process
October 3, 2011	Board of Directors approval and signature of resolution to proceed with the Annexation process
October 2011	Annexation application submitted to Washington County
Dec. 2011 or Jan. 2012	1 st Public Hearing
Jan. 2012 or Feb. 2012	2 nd Public Hearing (Approval by Washington County Commissioners constitutes applicants being technically considered in-District)
March 2012	Information sent to Metro and others for final processing and mapping
March 31, 2012	Effective date

RESOLUTION NO. 2011-24

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TUALATIN HILLS PARK & RECREATION DISTRICT
APPROVING PETITIONS FOR ANNEXATION TO THE DISTRICT**

WHEREAS, ORS 198.850(3) authorizes initiation of annexation to the District by Resolution of the Board of Directors; and

WHEREAS, the District Board directed staff to review the District boundaries and determine whether property owners wish to voluntarily sign annexation petitions requesting annexation of their property to the District; and

WHEREAS, the owners of 13 properties responded favorably and have signed petitions for annexation of their properties to the District, which petitions are on file in the District Administrative Offices; and

WHEREAS, ORS 198.850(1) provides that such annexations must be approved by the District Board and then forwarded to Washington County for processing; and

WHEREAS, the District Board finds that the proposed annexations comply with the District Comprehensive Plan, the Washington County Comprehensive Plan, and intergovernmental service and cooperation agreements as required by ORS 198.850(3); and

WHEREAS, some of the properties described in the petitions for annexation are within the jurisdictional boundaries of the City of Beaverton, and the City of Beaverton City Council has consented to annexation of properties within the city limits to the District. A copy of the Beaverton Council Resolution is attached hereto as Exhibit C.

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

Section 1. The proposed annexation of the properties listed on the attached Exhibit A and depicted on the attached Exhibit B is hereby approved.

Section 2. The District staff is hereby authorized and directed to submit this Resolution together with Exhibits A, B & C and the signed petitions for annexation from affected property owners to Washington County for processing in accordance with ORS 198.850(2).

Section 3. The proposed annexation is supported by signed petitions from all of the owners of all land in the territory proposed to be annexed as required by ORS 198.855, and therefore an election is not required prior to annexation of the affected properties to the District. The District Board requests that the Washington County Board of Commissioners approved the annexation following a public hearing and declare the affected property annexed to the District.

RESOLUTION NO. 2011-24

Section 4. This Resolution shall be effective immediately upon its adoption by the Board.

Adopted by the Board of Directors this 3rd day of October 2011.

TUALATIN HILLS PARK & RECREATION
DISTRICT

Bob Scott, Board President

Larry Pelatt, Board Secretary

Adoption and date attested by:

Jessica Collins, Recording Secretary

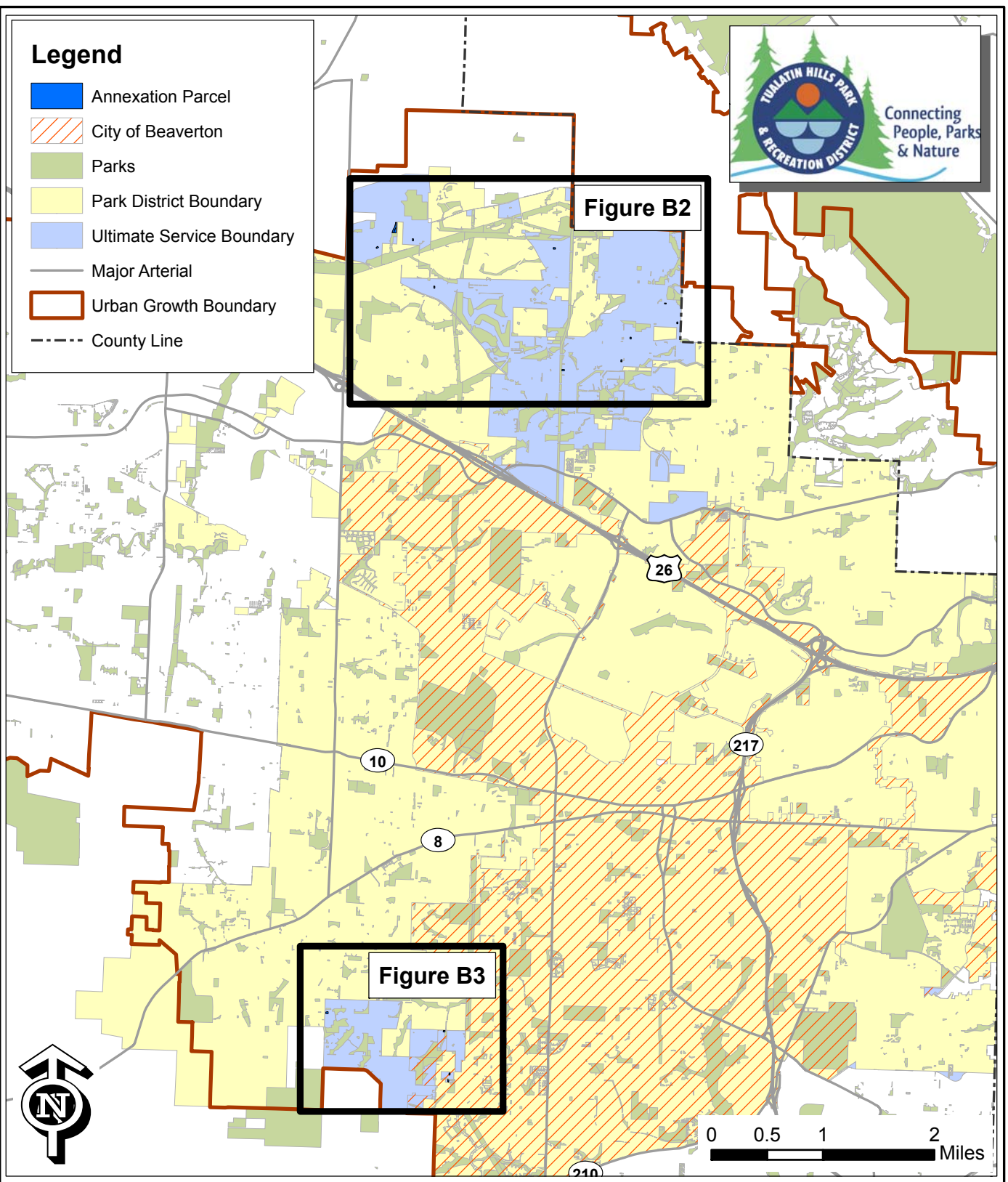
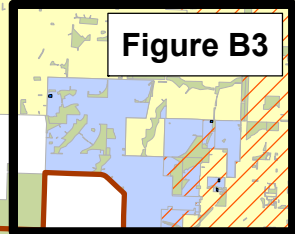
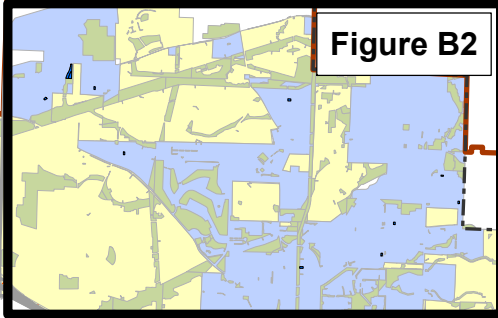


2011 Tualatin Hills Park and Recreation District Voluntary Annexation

	Owner	Taxlot ID	Tax Parcel #	Legal	Assessed Value	Acres	Site Address	City	State	Zip
1	Ray Delapaz	1N119AB09100	R2072828	Herman Park, Lot 10	\$ 171,770	0.11	17239 NW Ivybridge Street	Portland	OR	97229
2	Tualatin Hills Park & Recreation District	1N119BA13500	R2088785	Rystadt Village, Lot 3	\$ -	0.40	17650 NW Concordia Ct.	Portland	OR	97229
3	Tualatin Hills Park & Recreation District	1N119BA13600	R2088786	Rystadt Village, Tract 'A'	\$ -	0.84	None	Portland	OR	97229
4	Michael J. & Jill E. Sather	1N119BC08200	R2005093	Deerfield, Lot 73	\$ 175,140	0.14	5542 NW Deerfield Way	Portland	OR	97229
5	Chetan Hiremath & Rajeshwari Patil	1N119DA01800	R2046674	Stoller Farms, Lot 91	\$ 247,730	0.12	16948 NW Countryridge Drive	Portland	OR	97229
6	Robert E. & Nancy H. Thompson	1N120AA00500	R2067020	Wismer Ridge, Lot 5	\$ 304,640	0.18	5553 NW 148th Ave	Portland	OR	97229
7	Zachary J. & Kimberly A. Kenney	1N121DA02300	R2122177	Bauer Highlands No. 3, Lot 207	\$ 310,670	0.07	4677 NW Corazon Terrace	Portland	OR	97229
8	Chunshik Kim	1N121DC01500	R2137130	Findley Meadows, Lot 12	\$ 363,320	0.12	13374 NW Hogan Street	Portland	OR	97229
9	Lori M. Tasker (Baker)	1N121DD21100	R2104559	Bauer Highlands, Lot 114	\$ 282,250	0.11	12509 NW Forest Spring Lane	Portland	OR	97229
10	Gurdev Dave Singh & Jasmine Anthony	1N128BA08300	R2138189	Thompson Glen, Lot 6	\$ 345,850	0.11	13538 NW Kollenborn Lane	Portland	OR	97229
11	Richard Marvin Dodele	1N129AD03700	R2050222	Bosa, Lot 35	\$ 253,500	0.17	3401 NW Banff Drive	Portland	OR	97229
12	Scott A. & Angela D. Wright	1S129BC12300	R2078896	Deer Creek, Lot 1	\$ 227,430	0.12	8520 SW 165th Ave	Beaverton	OR	97007
13	Rohini Ramana Reddy Telukutla & Kalpana Devi Kalaiselvam	1S129CB07700	R2138523	Stewart Heights, Lot 4	\$ 274,270	0.12	16441 SW Gold View Way	Beaverton	OR	97007
14	Leonard E. Vanasse	1S129CB09300	R2138545	Stewart Heights, Lot 20	\$ 280,780	0.12	16319 SW Gemstone Ct.	Beaverton	OR	97007
15	Sherry Lynn & Lawrence Patrick Cady	1S130BB02000	R258036	Fallatin No. 2, Lot 54	\$ 243,460	0.23	8223 SW 184th Ave.	Beaverton	OR	97007
					\$ 3,480,810	2.96				

Legend

- Annexation Parcel
- City of Beaverton
- Parks
- Park District Boundary
- Ultimate Service Boundary
- Major Arterial
- Urban Growth Boundary
- County Line

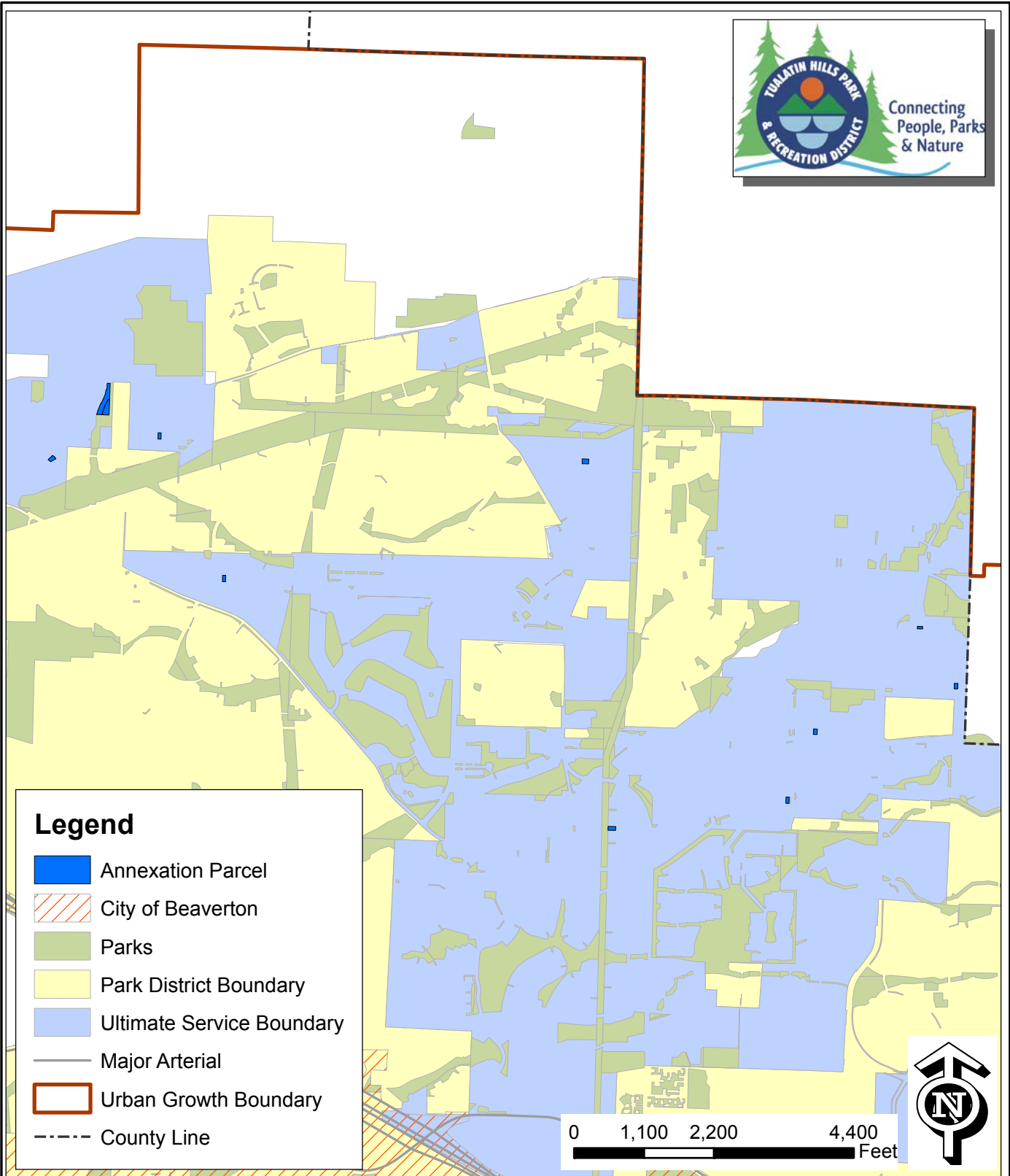


PREPARED BY:
 ED MURPHY & ASSOCIATES
 9875 SW MURDOCK STREET
 TIGARD, OREGON 97224
 PHONE: 503.624.4625
 FAX: 503.968.1674

**Figure B1: Voluntary Annexation Program
 Tualatin Hills Park and Recreation District
 Annexation
 Washington County, Oregon**

Source:
 Metro Data Resource Center's RLIS Lite , May 2011.

Date:
 09/25/2011
 Scale:
 1 in. = 1.25 mi.
 Project #:
 N0006
 Drawn By: CEB



Legend

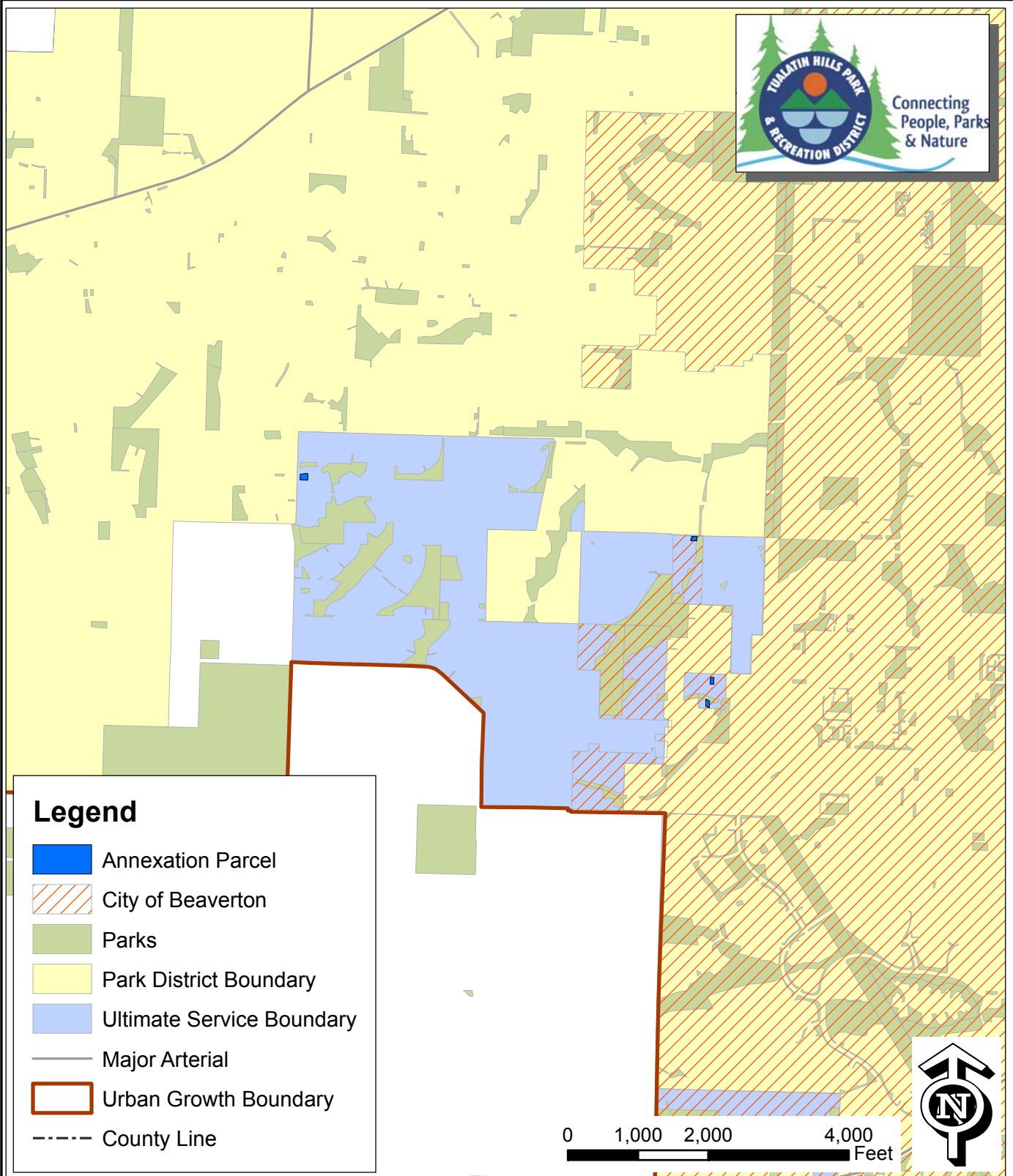
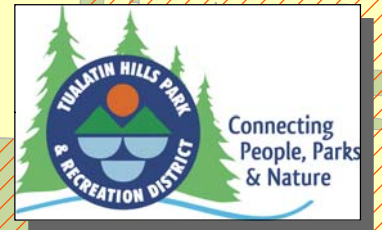
- Annexation Parcel
- City of Beaverton
- Parks
- Park District Boundary
- Ultimate Service Boundary
- Major Arterial
- Urban Growth Boundary
- County Line

PREPARED BY:
 ED MURPHY & ASSOCIATES
 9875 SW MURDOCK STREET
 TIGARD, OREGON 97224
 PHONE: 503.624.4625
 FAX: 503.968.1674

**Figure B2: Voluntary Annexation Program
 Tualatin Hills Park and Recreation District
 Annexation
 Washington County, Oregon**

Source:
 Metro Data Resource Center's RLIS Lite , May 2011.

Date: 09/25/2011
 Scale: 1 in. = 2,200 ft.
 Project #: N0006
 Drawn By: CEB



Legend

- Annexation Parcel
- City of Beaverton
- Parks
- Park District Boundary
- Ultimate Service Boundary
- Major Arterial
- Urban Growth Boundary
- County Line

PREPARED BY:
 ED MURPHY & ASSOCIATES
 9875 SW MURDOCK STREET
 TIGARD, OREGON 97224
 PHONE: 503.624.4625
 FAX: 503.968.1674

**Figure B3: Voluntary Annexation Program
 Tualatin Hills Park and Recreation District
 Annexation
 Washington County, Oregon**

Source:
 Metro Data Resource Center's RLIS Lite, May 2011.

Date:
 09/25/2011

Scale:
 1 in. = 2,000 ft.

Project #:
 N0006

Drawn By: CEB

Exhibit C

RESOLUTION NO. 3842

**A RESOLUTION APPROVING PETITIONS FOR ANNEXATION OF
TERRITORY WITHIN THE CITY OF BEAVERTON TO THE
TUALATIN HILLS PARK AND RECREATION DISTRICT**

WHEREAS, the Tualatin Hills Park and Recreation District (District) has adopted a voluntary program for annexation to the District; and

WHEREAS, the owners of four parcels within the City of Beaverton have requested annexation of their property to the District; and

WHEREAS, the District is the primary parks and recreation provider for the City; and

WHEREAS, Goal 5.8.1 of the City's acknowledged Comprehensive Plan states that the City shall: "Cooperate with THPRD in implementation of its 20-Year Comprehensive Master Plan and Trails Master Plan in order to ensure adequate parks and recreation facilities and programs for current and future City residents."

WHEREAS, ORS 198.720(1) requires cities to submit a resolution approving a petition for annexation to a district for property within their corporate limits; and

WHEREAS, the City wishes to encourage property owners within the City to annex their property to the District; and

WHEREAS, the City desires to be supportive of the District; therefore,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
BEAVERTON, OREGON**

Council supports the annexation of any properties within the City to the Tualatin Hills Park and Recreation District when requested by the property owner(s).

Adopted by the Council this 14th day of November, 2005.

Approved by the Mayor this 15th day of NOVEMBER, 2005.

Ayes: 5

Nays: 0

ATTEST:



SUE NELSON, City Recorder

APPROVED:



ROB DRAKE, Mayor



[7F]

MEMO

DATE: September 26, 2011
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park & Recreation

RE: **Intergovernmental Agreement with Metro to Accept Regional Travel Options Grant for Trail Signage**

Introduction

The Regional Travel Options (RTO) Program carries out strategies to increase use of travel options, reduce pollution and improve mobility. Regional travel options include all of the alternatives to driving alone: carpooling, vanpooling, riding transit, bicycling, walking and telecommuting. The program is administered through Metro.

Background

The Federal Congestion Mitigation and Air Quality (CMAQ) Program provides funds for RTO travel options grants. The primary purpose of the CMAQ program is to provide funding for transportation projects and programs that reduce transportation related emissions to meet and maintain national air quality standards.

Staff applied for and were awarded a \$60,000 RTO grant which proposed a new trail wayfinding and signage program that will increase the number of signs where Park District residents walk, roll, bicycle or combine with public transit instead of taking single occupancy vehicles. The wayfinding program will consist of permanent directional signs, map signs, and web-based maps with community destinations along all of THPRD's major paved trails. Signs will include the Intertwine logo in addition to THPRD logo. It will be supplemented by an outreach campaign that will include in-person community outreach, commuting classes, and a THPRD website update.

The Trails Advisory Committee will be asked to provide comment on the design of the signage.

Proposal Request

Staff is requesting that the Board of Directors approve the attached Intergovernmental Agreement with Metro so that staff can receive the funds and implement the project.

The IGA has been reviewed and approved by our legal counsel.

Benefits of Proposal

The grant will provide funds to improve the usability of our trail system, the health of our patrons, and reduce traffic. It will pay for fabrication and installation of the wayfinding signs.

Potential Downside of Proposal

There is no apparent downside to accepting the grant.

Maintenance Impact

The wayfinding program will produce at least 100 new signs which will need to be maintained by Maintenance staff. Sign lifespan is approximately 10 years.

Action Requested

Board of Directors approval and signature of the Regional Travel Options grant Intergovernmental Agreement with Metro.

Grant Agreement

Metro Grant Agreement No. 930730

THIS AGREEMENT is between **Metro**, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, and **Tualatin Hills Park & Recreation District (THPRD)**, referred to herein as "Grantee" located at 5500 SW Arctic Drive, #2, Beaverton, OR 97005.

A. Recitals

1. Metro is the recipient of Federal Transit Administration (FTA) Congestion Mitigation and Air Quality (CMAQ) funds, and wishes to enter into this Agreement with the Grantee, utilizing these federal funds.
2. Metro considers the Grantee to be a **subrecipient** of federal funds. Funding for this project is obtained from an Agreement between Metro and the FTA, utilizing Congestion Mitigation and Air Quality (CMAQ) funds, CFDA No. 20.507.
3. The Regional Travel Options Program, hereinafter referred to as the "RTO Program" is a program of Metro designed to assist local governments and non-profit organizations in managing demand on the transportation system and increasing use of travel options.
4. The Metro RTO Subcommittee of TPAC selected Tualatin Hills Park & Recreation District (THPRD) to receive partial funding through a competitive process to carry out a new trail wayfinding and signage program that will increase the number of City of Beaverton and eastern Washington County residents that walk, roll, bicycle or combine with public transit instead of taking single occupancy vehicles. The wayfinding program will be supplemented by an outreach campaign that will include in-person community outreach, commuting classes, printed maps and a website.

B. Effective Date and Duration

The beginning date of this Agreement is the date of the last signature on this document, and shall remain in effect until and including June 30, 2013, unless terminated or extended as provided in this Agreement. Costs incurred on or after July 1, 2011, which are deemed allowable costs for this project, will be reimbursed once all parties have signed this Agreement and Metro has been presented with the appropriate invoice and documentation.

C. Scope of Work

Grantee shall provide all services and materials specified in the attached "Exhibit A – Scope of Work," which is incorporated into this Agreement by reference. Grantee in accordance with the Scope of Work shall provide all services and materials, in a competent and professional manner. To the extent that the Scope of Work contains additional Agreement provisions or waives any provision in the body of this Agreement, the Scope of Work shall control.

D. Compensation

The total Agreement amount is **SIXTY-SIX THOUSAND EIGHT HUNDRED SIXTY-SEVEN AND 27/100TH'S DOLLARS (\$66,867.27)** which is comprised of the maximum amount of FTA funds to be dispersed to the Grantee not to exceed **SIXTY THOUSAND AND NO/100TH'S DOLLARS (\$60,000.00)** and federal required local match provided by Grantee of **SIX THOUSAND EIGHT HUNDRED SIXTY-SEVEN AND 27/100TH'S DOLLARS (\$6,867.27.00)**.

Grant Agreement

E. Subcontracts and Assignment – Successors and Assigns

1. Grantee **shall not** enter into any subcontracts for any of the Services required by this Agreement, or assign or transfer any of its interest in this Agreement, without Metro's prior written consent. In addition to any other provisions Metro may require, Grantee shall include in any permitted subcontract under this Agreement a requirement that the subcontractor be bound by Sections E, G, I and O of this Agreement as if the subcontractor were the contractor. Metro's consent to any subcontract shall not relieve Grantee of any of its duties or obligations under this Agreement. Payment under the terms of this Agreement will be made to the Grantee and subcontractors have no right to payment directly from the Metro.

2. Grantee agrees to include adequate provisions in their agreements with their subcontractors to ensure compliance with those Federal laws, regulations, and directives as directed by the FTA Master Agreement Section 2(e).

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, and their respective successors and permitted assigns, if any.

F. Records Maintenance – Access

Grantee shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Grantee shall maintain any other records pertinent to this Agreement in such a manner as to clearly document Grantee's performance. Grantee acknowledges and agrees that Metro, the FTA, the Comptroller General of the United States and/or their duly authorized representatives shall have access to such fiscal records and other books, documents, timesheets, papers, plans and writings of Grantee that are pertinent to this Agreement to perform examinations and audits and make excerpts and transcripts. Grantee shall retain and keep accessible all such fiscal records, books, documents, timesheets, papers, plans, and writings **for a minimum of six (6) years**, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

G. Liability and Indemnity

Grantee is an independent contractor and assumes full responsibility for its performance and assumes full responsibility for all liability for bodily injury or physical damage to persons or property arising out of or related to this Agreement, Grantee shall indemnify, defend and hold harmless Metro, its elected officials, officers, employees and agents, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, whether before the commencement of litigation at trial or on appeal, arising out of or in any way connected with its performance of this Agreement. Grantee is solely responsible for paying Grantee's subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and Metro. Grantee is solely responsible for the acts and omissions of its' agents, employees, subcontractors, and/or representatives and for all claims.

H. Termination

Metro may terminate this Agreement upon giving Grantee seven (7) days' written notice. In the event of termination, Grantee shall be entitled to payment for goods received prior to the date of

Grant Agreement

termination. Metro shall not be liable for any indirect or consequential, or any other damages whatsoever. Termination by Metro shall not waive any claim or remedies it may have against Grantee.

I. Insurance and Indemnification

Grantee shall purchase and maintain at the Grantee's expense, the following types of insurance, covering the Grantee, its employees, and agents:

- (a) The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy will include coverage for bodily injury, property damage, personal injury, contractual liability, premises and products/completed operations. Grantee's coverage will be primary as respects Metro;
- (b) Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$1,000,000 per occurrence;
- (c) Workers' Compensation insurance meeting Oregon statutory requirements including Employer's Liability with limits not less than \$500,000 per accident or disease; and
- (d) If required by the Scope of Work, Professional Liability Insurance, with limits of not less than \$1,000,000 per occurrence, covering personal injury and property damage arising from errors, omissions or malpractice.

Metro, its elected officials, departments, employees, and agents shall be named as **ADDITIONAL INSUREDS** on Commercial General Liability and Automobile policies.

Grantee shall provide to Metro thirty (30) days notice of any material change or policy cancellation.

Grantee shall provide Metro with a Certificate of Insurance complying with this article upon return of the Grantee signed Agreement to Metro.

Grantee shall indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Agreement, or with any patent infringement or copyright claims arising out of the use of Grantee's designs or other materials by Metro and for any claims or disputes involving subcontractors.

J. State and Federal Law Constraints

Both parties shall comply with the public contracting provisions of ORS chapters 279A, 279B and 279C and the recycling provisions of ORS 279B.025 to the extent those provisions apply to this Agreement. All such provisions required to be included in this Agreement are incorporated herein by reference. Grantee shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations including those of the Americans with Disabilities Act.

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K. Attorney's Fees

In the event of any litigation concerning this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and court costs, including fees and costs on appeal to any appellate courts.

L. Quality of Goods

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. Grantee guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by Metro, whichever is later. All guarantees and warranties of goods furnished to Grantee or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of Metro.

In addition to any express warranties provided by the Grantee, all implied warranties covered by ORS Chapter 72 shall apply to any goods provided under this Agreement, and are hereby expressly not disclaimed.

M. Safety

If services of any nature are to be performed in connection with the provision of goods pursuant to this Agreement, Grantee shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits. All applicable Material Safety Data (MSD) sheets shall accompany the goods.

N. Right to Withhold Payments

Metro shall have the right to withhold from payments due Grantee such sums as necessary, in Metro's sole opinion, to protect Metro against any loss, damage or claim which may result from Grantee's performance or failure to perform under this Agreement or the failure of Grantee to make proper payment to any suppliers or subcontractors.

O. Compliance

1. This Agreement is subject to a financial assistance Agreement between Metro and the Federal Transit Administration (FTA). Grantee shall comply with all applicable federal laws, regulations, executive orders, rules, policies, procedures and directives, whether or not expressly set forth in this Agreement, including but not limited to the following, which are incorporated into and made a part hereof: (1) the terms and conditions applicable to a "recipient" set forth in the October 1, 2010 FTA Master Agreement [FTA MA 17] between Metro and the FTA; (2) 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; (3) 2 CFR 225, Cost Principles for State, Local, and Indian Tribal Governments; and (4) FTA Circular 5010.1D.

2. Grantee shall also comply with federal, state, and local laws, statutes, and ordinances relative to, but is not limited to, non-discrimination, safety and health, environmental protection, waste reduction and recycling, fire protection, permits, fees and similar subjects.

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P. Integration of Contract Documents

All of the provisions of any bidding documents including, but not limited to, the Advertisement for Bids, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Agreement are hereby expressly incorporated by reference. Otherwise, this Agreement represents the entire and integrated Agreement between Metro and Grantee and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Metro and Grantee. The law of the state of Oregon shall govern the construction and interpretation of this Agreement.

Q. Assignment

This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstance, be assigned or transferred by either party.

R. Ownership of Documents

All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by Grantee pursuant to this Agreement are the property of Metro, and it is agreed by the parties that such documents are works made for hire. Grantee hereby conveys, transfers, and grants to Metro all rights of reproduction and the copyright to all such documents.

S. Project Information

Grantee shall share all project information and fully cooperate with Metro, informing Metro of all aspects of the project including actual or potential problems or defects. Grantee shall abstain from releasing any information or project news without the prior and specific written approval of Metro.

T. Independent Contractor Status

Grantee shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Grantee be considered an employee of Metro. Grantee shall provide all tools or equipment necessary to carry out this Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Grantee is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Grantee shall identify and certify tax status and identification number through execution of IRS form W-9 prior to submitting any request for payment to Metro.

U. Situs

The situs of this Agreement is Portland, Oregon. Any litigation over this Agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the state of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

Grant Agreement

V. No Waiver of Claims

The failure to enforce any provision of this Agreement shall not constitute a waiver by Metro of that or any other provision.

W. Modification

Notwithstanding and succeeding any and all prior Agreement(s) or practice(s), this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing(s), signed by both parties.

GRANTEE, BY EXECUTION OF THIS AGREEMENT TO AGREE, HEREBY ACKNOWLEDGES THAT GRANTEE HAS READ THIS AGREEMENT TO AGREE, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Tualatin Hills Parks & Recreation District

Metro

By _____

By _____

Written _____

Written _____

Title _____

Title _____

Date _____

Date _____

Exhibit A – Scope of Work

Project description

The Tualatin Hills Park & Recreation District (THPRD) proposes a new trail wayfinding and signage program that will increase the number of City of Beaverton and eastern Washington County residents that walk, roll, bicycle or combine with public transit instead of taking single occupancy vehicles. The wayfinding program will be supplemented by an outreach campaign that will include in-person community outreach, commuting classes, printed maps and a website.

The goals for the project are to:

1. Increase the number of short trips by walking and biking.
2. Increase awareness of how easy it is to use an existing trail system.
3. Decrease drive alone trips.
4. Promote active transportation combinations which include pedestrian and mass transit options.

Success will be measured with the following objectives:

- Installation of at least 100 directional signs and map panels.
- Creation of electronic map that include trails, bike lanes, transit routes, community destinations, employment centers, and other public access areas.
-
- Presentations to 5 community groups and/or events.
- Direct mail pieces to 112,000 homes and businesses through our “activity guide.”
- Increase in non-motorized trail usage overall, but especially during peak commute times, by 10% over current usage, which we estimate to reduce driving by 5,000 miles annually.
- Offer three bike/ped commuting classes for citizens and businesses.
- Update THPRD website to include new maps, commuting information, and links to mass transit or alternative commuting options.

Many people have heard the statistic that 40 percent of single occupancy vehicle trips are less than 2 miles, but with an attractive and easy way to get from one place to another, many people will explore other options. Off-street trails are a popular and safe way to get people moving in a healthy and economical fashion without the use of personal automobiles.

THPRD owns and manages approximately 60 miles of trails located throughout a 50 square mile area covering greater Beaverton (see attached map). These trails include major regional trails like the Fanno Creek and Westside Trails that connect residents to community destinations, transit, and employment centers. Many of these trails have existed in segments which provided local connections, but did not historically provide useful commute options. With the passage of our 2008 bond measure, many of these trails will be linked together to form a practical and attractive network that has the potential to get people to many useful locations. Our trails make connections to employment and shopping hubs in the vicinity of Washington Square, Highway 26/Cornell Rd. and the Murray/Tualatin Valley Highway areas. Connections to destinations further afield can be made via existing trail connections for Westside MAX, WES Commuter Rail, and TriMet buses.

To make the best use of a functional trail system, potential users need to be aware of its extent and utility. The District has a trail map as well as a signage master plan, but has not had the funding to install trailhead signage or a map system to inform patrons of possible destinations, distances, and connections, when they arrive at a trail. We believe that raising awareness of the trail system and the ease of using it will increase the use of non-motorized trips to transit and other destinations.

Grant Agreement

We intend to install a system of permanent trail maps, directional signs, and distance markers that will allow people to make connections throughout their community whether they are on foot, bicycle, or wheelchair. Examples of our sign templates are attached. Our trails connect to transit and employment centers and our permanent signage will help people understand this. Thousands of people will be exposed to the program as a result of encountering the wayfinding system when they approach a park property. The signs will be at all major trail entrances and intersections and will be designed simply enough to be self explanatory.

We will also upgrade our existing paper trail map with more information about shopping, transit centers, commute options, and new routes to get them moving. Our current map is extremely popular with patrons. We propose printing 50,000 new full color, fold-out maps measuring approximately 18 x 24 inches. Printed information will be available in a dozen of our recreation, sports, or nature centers as well as libraries, shops, and other gathering spots.

Project information will be made available via our website (www.thprd.org) which receives tens of thousands of hits per month. Our current trail website which features detailed maps generates approximately 1,000 unique hits per month. Adding new commuting information including downloadable maps, links to the TriMet trip planner, bicycle resources, and maps to other areas beyond Washington County would likely generate more hits and provide an increased audience for alternative transportation options.

Upon release, the program will be promoted in the District's electronic newsletter which goes out to 8,700 people and has a consistently high open rate averaging 42 percent. In addition to press releases, the new wayfinding system would be further promoted through partners like the Westside Transportation Alliance, City of Beaverton, Washington County, Washington County Bicycle Transportation Coalition, and TriMet. All of our project promotions will be branded with the Drive Less/Save More logo and web links as needed. In addition, signage and maps will be branded with The Intertwine logo when appropriate. The forthcoming Regional Trail Signage Plan and/or consultation with The Intertwine Alliance will inform when the use of The Intertwine branding is suitable.

Within our service area we will do an initial project push in our seasonal activity guide during summer 2011, which is direct mailed to 112,000 homes. While print and electronic media are important, we feel strongly that in-person connections and support are an essential part of the program. Park Rangers interact daily with patrons along trails and will further promote the program and opportunities for additional learning. They will make targeted presentations to at least five community group gatherings such as neighborhood associations, as well as distributing information at the numerous community concerts the park district sponsors each summer.

We intend to partner with trained staff from the Bicycle Transportation Alliance to provide three free or low cost commuting classes available to both businesses and the general public. Further information will be distributed specifically to employees in the area via the Westside Transportation Alliance who promotes alternative transportation to employees.

The potential audience for the project is quite large. More than 200,000 people live in our service area. Thanks to electronic trail counters, we know that busy sections of our trail system currently see as many as 500 users passing a single point in a day. With trails spread out over a 50 square mile area, we estimate that total usership in a given day approaches or exceeds 2,000 users. We expect this number to increase as people begin to understand the utility of the trail system.

EVALUATION

Grant Agreement

Signage will be evaluated by an outside consultant to determine if the signs are easily understood by patrons. Maintenance and modifications will be made as needed to improve the system in future years.

Effectiveness of the program will be done by installed electronic trail counters and measuring the difference in usage over the course of the project to determine if the numbers of users are increasing or decreasing. This will be complimented by in-person counts and intercept interviews to determine how and if the program is effective. THPRD will apply methods to collect trail count data that is compatible with regional and national efforts to the extent possible.

STAFFING

Staff name	Title	Role	Experience (years)	% Time
Bruce Barbarasch	Superintendent of Natural Resources & Trails Management	Project manager, sign placement, presentations	15	5
Greg Creager	Park Ranger	Field locating signs, presentations	3	5
Brad Hauschild	Park Planner	Sign design, permitting,	5	5
Scott Hinderman	Park Ranger	GIS mapping, field locating signs, presentations	10	5
Sue LeBlanc	Graphic Designer	Map and promotional material design.	15	5
Allan Wells	Maintenance	Sign installation via work crews	20	10

Note: Contractor shall notify Metro in writing of any staffing change(s) within ten (10) business days of such change. Agreement to any staff changes shall be at Metro's discretion. Metro shall notify Contractor in writing of acceptance of staff changes.

WORKPLAN

Task 1 Signage Analysis and Implementation of THPRD Signage Master Plan.

THPRD will perform a final analysis to determine the criteria for locating wayfinding/direction signage and map panels/kiosks along the trail network. Examples of locations include, but are not limited to, intersections, trailheads, transit stations, and community facilities. Additional criteria will be developed for identifying appropriate destinations (i.e., shopping, employment, recreation opportunities, etc.) to be included on signage and maps. Stakeholders will be consulted such as TriMet, Metro, The Intertwine, City of Tigard, Friends of Fanno Creek, and Westside Transportation Alliance (WTA). In addition, THPRD will work with partners to review sign plans and design with non-English and Spanish speakers. (July 2011-September 2011)

Grant Agreement

Deliverables: Policy or method for identifying location criteria for new signs; GIS layer of sign locations; policy identifying criteria for signage destinations; final signage designs; materials and cost information for producing signs, likely through a vendor (following federal and other guidelines included in or referred to in this IGA).

Task 2 Fabricate and Install Signs.

THPRD will hire vendor to fabricate signs (following federal and other guidelines included in or referred to in this IGA). THPRD will install signs at locations using the criteria established in Task 1. THPRD expects an average cost of \$250 per sign (includes materials and labor). (October 2011-March 2012)

Deliverables: Fabrication and installation of at least 100 directional signs and map panels (or equivalent wayfinding), electronic map of trails, bike routes, bike amenities, and community destinations.

Task 3 Outreach and Education.

THPRD will get the word out to potential and existing trail users through print, media, and in-person resources. Internet, e-mail, and Twitter will be used as appropriate. THPRD will work with outreach partners such as Metro RTO, WTA and the Intertwine. (February 2012-September 2012)

Deliverables: Update of website to include electronic versions of new map panels, commuting information, and links to mass transit or alternative commuting options. The website design will consider segments of who will be interested in what information and when (bite-size pieces rather than general information; community mailings (to approximately 112,000 homes and businesses through the "activity guide"); and implementing distribution plan and marketing campaign with project partners, presentations to 5 community groups, visits to community events and 3 trainings (document location, date, number of participants).

Task 4 Monitoring and Evaluation.

THPRD will measure the effectiveness of the wayfinding and directional signage program, as well as signage and map readability and helpfulness through the use of trail counters, surveys, and observations. Surveys will ask questions relative to the usefulness of the signs, impacts on modal choice, and frequency of trail use. THPRD will ask for RTO input on survey method. (March 2012-May 2013)

Deliverables: Survey data and analysis; trail user data through electronic trail counters; and observation reports of in-person trail counts.

Task 5 Final Report.

THPRD will prepare a final report summarizing the progress of the wayfinding and directional signage program and its implementation and evaluation. Included will be trail counts over time with noted information to help determine the effectiveness of the program. (June 2013)

Grant Agreement

Deliverables: Final Report including final outcomes and lessons learned.

Budget, Timeline, Payments & Reporting Schedule

Task	Completion Date	Metro Grant Funds	Local Match 10.27%	Approx. Grantee Overmatch	Total
Task 1- Signage Analysis	9/30/2011	\$0.00	0.00	\$7,500.00	\$7,500.00
Task 2- Fabricate and	3/31/2011	\$57,000	\$6,523.90	\$1,132.73	\$64,656.63
Task 3 - Outreach	9/30/2012	\$1,000	\$114.46	\$1,000.00	\$2,114.46
Task 4 - Monitoring & Evaluation	5/31/2013	\$2,000	\$228.91	\$1,000.00	\$3,228.91
Task 5 - Final Report	6/30/2013	\$0.00	\$0.00	\$750.00	\$750.00
Totals		\$60,000.00	\$6,867.27	\$11,382.73	\$78,250.00

Note: Metro acknowledges the above schedule is an approximation by task for project budgeting purposes only. Any significant changes to the above schedule must be made in writing and approved in writing by the Metro project manager.

The remainder of this page is intentionally left blank

Exhibit B – Federal Clauses Contracts 25,000 to 100,000

The Grantee agrees to comply with all applicable Federal Clauses as outlined in the **October 1, 2010 FTA Master Agreement [FTA MA 17]** including, but not limited to, the following:

- A. Federal Laws, Regulations, and Directives. The Recipient agrees that Federal laws and regulations control Project award and implementation. The Recipient also agrees that Federal directives, as defined in this Master Agreement, provide Federal guidance applicable to the Project, except to the extent that FTA determines otherwise in writing. Thus, FTA strongly encourages adherence to applicable Federal directives. The Recipient understands and agrees that unless the recipient requests FTA approval in writing, the Recipient may incur a violation of Federal laws or regulations, its Grant Agreement or Cooperative Agreement, or this Master Agreement if it implements an alternative procedure or course of action not approved by FTA.

The Recipient understands and agrees that Federal laws, regulations, and directives applicable to the Project and to the Recipient on the date on which the FTA Authorized Official awards Federal assistance for the Project may be modified from time to time. In particular, new Federal laws, regulations, and directives may become effective after the date on which the Recipient executes the Grant Agreement or Cooperative Agreement for the Project, and might apply to that Grant Agreement or Cooperative Agreement. The Recipient agrees that the most recent of such Federal laws, regulations, and directives will apply to the administration of the Project at any particular time, except to the extent that FTA determines otherwise in writing.

FTA's written determination may take the form of a Special Condition, Special Requirement, Special Provision, or Condition of Award within the Grant Agreement or Cooperative Agreement for the Project, a change to an FTA directive, or a letter to the Recipient signed by the Federal Transit Administrator or his or her duly authorized designee, the text of which modifies or conditions a specific provision of the Grant Agreement or Cooperative Agreement for the Project or this Master Agreement. To accommodate changing Federal requirements, the Recipient agrees to include in each agreement with each subrecipient, each lease, each third party contract, and other similar document implementing the Project notice that Federal laws, regulations, and directives may change and that the changed provisions will apply to the Project, except to the extent that FTA determines otherwise in writing. All standards or limits in the Grant Agreement or Cooperative Agreement for the Project, and in this Master Agreement are minimum requirements, unless modified by FTA. *[FTA Master Agreement §2.c (1)]*

- B. No Federal Government Obligations to Third Parties. In connection with the Project, the Recipient agrees that, absent the Federal Government's express written consent, the Federal Government shall not be subject to any obligations or liabilities to any subrecipient, lessee, third party contractor, or other participant at any tier of the Project, or other person or entity that is not a party to the Grant Agreement or Cooperative Agreement for the Project. Notwithstanding that the Federal Government may have concurred in or approved any solicitation, subagreement, lease, third party contract, or arrangement at any tier, the Federal Government has no obligations or liabilities to any entity other than the Recipient, including any subrecipient, lessee, third party contractor, or other participant at any tier of the Project. *[FTA Master Agreement §2.f]*
- C. Debarment and Suspension. The Recipient agrees to comply with applicable provisions of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR Part 1200, which adopt and supplement the provisions of U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR Part 180. To the extent required by these U.S. DOT regulations and U.S. OMB guidance, the Recipient agrees to review the "Excluded Parties Listing System" at <http://epls.gov/> and to include a similar term or condition in each lower tiered covered transaction, assuring that, to the extent required by the U.S. DOT regulations and U.S. OMB guidance, each subrecipient, lessee, third party contractor, and other

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participant at a lower tier of the Project, will review the “Excluded Parties Listing System” at <http://epls.gov/>, and will include a similar term or condition in each of its lower tier covered transactions. *[FTA Master Agreement §3.b]*

D. Lobbying Restrictions. The Recipient agrees that:

(1) In compliance with 31 U.S.C. § 1352(a), it will not use Federal assistance to pay the costs of influencing any officer or employee of a Federal agency, Member of Congress, officer of Congress or employee of a member of Congress, in connection with making or extending the Grant Agreement or Cooperative Agreement;

(2) In addition, it will comply with other applicable Federal laws and regulations prohibiting the use of Federal assistance for activities designed to influence Congress or a State legislature with respect to legislation or appropriations, except through proper, official channels; and

(3) It will comply, and will assure the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the Project with U.S. DOT regulations, “New Restrictions on Lobbying,” 49 C.F.R. Part 20, modified as necessary by 31 U.S.C. § 1352. *[FTA Master Agreement §3.d]*

E. False or Fraudulent Statements or Claims. The Recipient acknowledges and agrees that:

(1) Civil Fraud. The Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 *et seq.*, and U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 C.F.R. Part 31, apply to the Recipient’s activities in connection with the Project. By executing the Grant Agreement or Cooperative Agreement for the Project, the Recipient certifies or affirms the truthfulness and accuracy of each statement it has made, it makes, or it may make in connection with the Project. In addition to other penalties that may apply, the Recipient also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, certification, assurance, or representation to the Federal Government, the Federal Government reserves the right to impose on the Recipient the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, to the extent the Federal Government deems appropriate.

(2) Criminal Fraud. If the Recipient makes a false, fictitious, or fraudulent claim, statement, submission, certification, assurance, or representation to the Federal Government or includes a false, fictitious, or fraudulent statement or representation in any agreement with the Federal Government in connection with a Project authorized under 49 U.S.C. chapter 53 or any other Federal law, the Federal Government reserves the right to impose on the Recipient the penalties of 49 U.S.C. § 5323(l), 18 U.S.C. § 1001, or other applicable Federal law to the extent the Federal Government deems appropriate. *[FTA Master Agreement §3.f]*

F. Access to Records of Recipients and Subrecipients. The Recipient agrees to permit, and require its subrecipients to permit, the U.S. Secretary of Transportation, the Comptroller General of the United States, and, to the extent appropriate, the State, or their authorized representatives, upon their request to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Recipient and its subrecipients pertaining to the Project, as required by 49 U.S.C. § 5325(g). *[FTA Master Agreement §8.e]*

G. Right of the Federal Government to Terminate. Upon written notice, the Recipient agrees that the Federal Government may suspend or terminate all or any part of the Federal assistance to be provided for the Project if the Recipient has violated the terms of the Grant Agreement or Cooperative Agreement for the Project including this Master Agreement, or if the Federal Government determines

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that the purposes of the laws authorizing the Project would not be adequately served by the continuation of Federal assistance for the Project. The Recipient understands and agrees that any failure to make reasonable progress on the Project or any violation of the Grant Agreement or Cooperative Agreement for the Project, or this Master Agreement that endangers substantial performance of the Project shall provide sufficient grounds for the Federal Government to terminate the Grant Agreement or Cooperative Agreement for the Project. In general, termination of Federal assistance for the Project will not invalidate obligations properly incurred by the Recipient before the termination date to the extent those obligations cannot be canceled. If, however, the Federal Government determines that the Recipient has willfully misused Federal assistance by failing to make adequate progress, by failing to make reasonable and appropriate use of Project property, or by failing to comply with the terms of the Grant Agreement or Cooperative Agreement for the Project including this Master Agreement, the Federal Government reserves the right to require the Recipient to refund the entire amount of Federal assistance provided for the Project or any lesser amount as the Federal Government may determine. Expiration of any Project time period established for the Project does not, by itself, constitute an expiration or termination of the Grant Agreement or Cooperative Agreement for the Project. *[FTA Master Agreement §11]*

- H. Civil Rights. The Recipient agrees to comply with all applicable civil rights laws and regulations, in accordance with applicable Federal directives, except to the extent that the Federal Government determines otherwise in writing. These include, but are not limited to, the following:
- a. Nondiscrimination in Federal Public Transportation Programs. The Recipient agrees to comply, and assures the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the Project, with the provisions of 49 U.S.C. § 5332, which prohibit discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity.
 - b. Nondiscrimination – Title VI of the Civil Rights Act. The Recipient agrees to comply, and assures the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the Project, with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000d et seq., and with U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act,” 49 C.F.R. Part 21. Except to the extent FTA determines otherwise in writing, the Recipient agrees to follow all applicable provisions of FTA Circular 4702.1A, “Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients,” May 13, 2007, and any other applicable Federal directives that may be issued.
 - c. Equal Employment Opportunity. The Recipient agrees to comply, and assures the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the Project, with all equal employment opportunity (EEO) provisions of 49 U.S.C. § 5332, with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and implementing Federal regulations and any later amendments thereto. Except to the extent FTA determines otherwise in writing, the Recipient also agrees to follow all applicable Federal EEO directives that may be issued. Accordingly:
 - (1) General. The Recipient agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age, or national origin. The Recipient agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, disability, age, or national origin. Such action shall include, but not be limited to, employment, upgrading, demotions or transfers, recruitment or recruitment advertising, layoffs or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

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(2) Equal Employment Opportunity Requirements for Construction Activities. For activities determined by the U.S. Department of Labor (U.S. DOL) to qualify as “construction,” the Recipient agrees to comply and assures the compliance of each subrecipient, lessee, third party contractor, or other participant, at any tier of the Project, with all applicable equal employment opportunity requirements of U.S. DOL regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 et seq., which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order No. 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note, and also with any Federal laws and regulations in accordance with applicable Federal directives affecting construction undertaken as part of the Project.

d. Disadvantaged Business Enterprise. To the extent authorized by Federal law, the Recipient agrees to facilitate participation by Disadvantaged Business Enterprises (DBEs) in the Project and assures that each subrecipient, lessee, third party contractor, or other participant at any tier of the Project will facilitate participation by DBEs in the Project to the extent applicable. Therefore:

(1) The Recipient agrees and assures that it shall comply with section 1101(b) of SAFETEA-LU, 23 U.S.C. § 101 note, and U.S. DOT regulations, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs,” 49 C.F.R. Part 26.

(2) The Recipient agrees and assures that it shall not discriminate on the basis of race, color, sex, or national origin in the award and performance of any subagreement, lease, third party contract, or other arrangement supported with Federal assistance derived from U.S. DOT in the administration of its DBE program and shall comply with the requirements of 49 C.F.R. Part 26. The Recipient agrees to take all necessary and reasonable steps as set forth in 49 C.F.R. Part 26 to ensure nondiscrimination in the award and administration of all subagreements, leases, third party contract, and other arrangements supported with Federal assistance derived from U.S. DOT. As required by 49 C.F.R. Part 26, the Recipient’s DBE program approved by U.S. DOT, if any, is incorporated by reference and made part of the Grant Agreement or Cooperative Agreement for the Project. The Recipient agrees that it has a legal obligation to implement its approved DBE program, and that its failure to carry out that DBE program shall be treated as a violation of the Grant Agreement or Cooperative Agreement for the Project and this Master Agreement. Upon notification by U.S. DOT to the Recipient of the Recipient’s failure to implement its approved DBE program, U.S. DOT may impose the sanctions as set forth in 49 C.F.R. Part 26 and may, in appropriate cases, refer the matter to the appropriate Federal authorities for enforcement under 18 U.S.C. § 1001, or the Program Fraud Civil Remedies Act, 31 U.S.C. §§ 3801 et seq., or both.

e. Nondiscrimination on the Basis of Sex. The Recipient agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 *et seq.*, and with implementing U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 C.F.R. Part 25, that prohibit discrimination on the basis of sex.

f. Nondiscrimination on the Basis of Age. The Recipient agrees to comply with all applicable requirements of:

(1) The Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 et seq., and with implementing U.S. Health and Human Services regulations, “Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance,” 45 C.F.R. Part 90, which prohibit discrimination against individuals on the basis of age in the administration of programs or activities receiving Federal financial assistance.

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(2) The Age Discrimination in Employment Act (ADEA) 29 U.S.C. §§ 621 through 634 and with implementing U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. Part 1625, which prohibits discrimination against individuals on the basis of age.

g. Access for Individuals with Disabilities. The Recipient agrees to comply with 49 U.S.C. § 5301(d), which states the Federal policy that elderly individuals and individuals with disabilities have the same right as other individuals to use public transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for elderly individuals and individuals with disabilities. The Recipient also agrees to comply with all applicable provisions of section 504 of the Rehabilitation Act of 1973, as amended, with 29 U.S.C. § 794, which prohibits discrimination on the basis of disability in the administration of programs or activities receiving Federal financial assistance with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. §§ 12101 et seq., which requires that accessible facilities and services be made available to individuals with disabilities; with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. §§ 4151 et seq., which requires that buildings and public accommodations be accessible to individuals with disabilities; and with other laws and amendments thereto pertaining to access for individuals with disabilities that may be applicable. In addition, the Recipient agrees to comply with applicable implementing Federal regulations any later amendments thereto, and agrees to follow applicable Federal directives except to the extent FTA approves otherwise in writing. Among those regulations and directives are:

- (1) U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37;
- (2) U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27;
- (3) Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB)/U.S. DOT regulations, "Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 C.F.R. Part 1192 and 49 C.F.R. Part 38;
- (4) U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35;
- (5) U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. Part 36;
- (6) U.S. General Services Administration (U.S. GSA) regulations, "Accommodations for the Physically Handicapped," 41 C.F.R. Subpart 101-19;
- (7) U.S. EEOC, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630;
- (8) U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 C.F.R. Part 64, Subpart F;
- (9) U.S. ATBCB regulations, "Electronic and Information Technology Accessibility Standards," 36 C.F.R. Part 1194;

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(10) FTA regulations, “Transportation for Elderly and Handicapped Persons,” 49 C.F.R. Part 609; and

(11) Federal civil rights and nondiscrimination directives implementing the foregoing Federal laws and regulations, except to the extent the Federal Government determines otherwise in writing.

h. Drug or Alcohol Abuse-Confidentiality and Other Civil Rights Protections. To the extent applicable, the Recipient agrees to comply with the confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 et seq., the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 et seq., and the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 290dd through 290dd-2, and any amendments thereto.

i. Access to Services for Persons with Limited English Proficiency. The Recipient agrees to facilitate compliance with the policies of Executive Order No. 13166, “Improving Access to Services for Persons with Limited English Proficiency,” 42 U.S.C. § 2000d-1 note, and follow applicable provisions of U.S. DOT Notice, “DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons,” 70 Fed. Reg. 74087, December 14, 2005, except to the extent that FTA determines otherwise in writing.

j. Environmental Justice. The Recipient agrees to facilitate compliance with the policies of Executive Order No. 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” 42 U.S.C. § 4321 note, and DOT Order 5620.3, “Department of Transportation Actions To Address Environment Justice in Minority Populations and Low-Income Populations,” 62 Fed. Reg. 18377et seq., April 15, 1997, except to the extent that the Federal Government determines otherwise in writing.

k. Other Nondiscrimination Laws. The Recipient agrees to comply with all applicable provisions of other Federal laws and regulations, and follow applicable Federal directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines otherwise in writing. *[FTA Master Agreement §12]*

l. Fly America. The Recipient agrees that the Federal Government will not participate in the costs of international air transportation of any individuals involved in or property acquired for the Project unless that air transportation is provided by U.S.-flag air carriers to the extent such service is available, in compliance with section 5 of the International Air Transportation Fair Competitive Practices Act of 1974, as amended, 49 U.S.C. § 40118, and U.S. GSA regulations, “Use of United States Flag Air Carriers,” 41 C.F.R. §§ 301-10.131 through 301-10.143. *[FTA Master Agreement §14(c)]*

J. Federal Standards. The Recipient agrees to comply with applicable third party procurement requirements of 49 U.S.C. chapter 53 and Federal laws in effect now or subsequently enacted; with applicable U.S. DOT third party procurement regulations at 49 C.F.R. § 18.36 or 49 C.F.R. §§ 19.40 through 19.48, and with other applicable Federal regulations pertaining to third party procurements and later amendments thereto. The Recipient also agrees to follow the provisions of FTA Circular 4220.1F, “Third Party Contracting Guidance,” except to the extent FTA determines otherwise in writing. The Recipient agrees that it may not use FTA assistance to support its third party procurements unless its compliance with Federal laws and regulations is satisfactory. Although the FTA “Best Practices Procurement Manual” provides additional third party contracting information, the Recipient understands and agrees that the FTA “Best Practices Procurement Manual” is focused on Recipient understands and agrees that the FTA “Best Practices Procurement Manual” may omit

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certain Federal requirements applicable to specific third party contracts. *[FTA Master Agreement §15(a)]*

- K. Access to Third Party Contract Records. The Recipient agrees to require, and assures that its subrecipients require, their third party contractors and third party subcontractors at each tier to provide to the U.S. Secretary of Transportation and the Comptroller General of the United States or their duly authorized representatives, access to all third party contract records as required by 49 U.S.C. § 5325(g). The Recipient further agrees to require, and assures that its subrecipients require, their third party contractors and third party subcontractors, at each tier, to provide sufficient access to third party procurement records as needed for compliance with Federal laws and regulations or to assure proper Project management as determined by FTA. *[FTA Master Agreement §15(t)]*
- L. Patent Rights.
- a. General. If any invention, improvement, or discovery of the Recipient or of any subrecipient, lessee, third party contractor, or other participant at any tier of the Project is conceived or first actually reduced to practice in the course of or under the Project, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Recipient agrees to notify FTA immediately and provide a detailed report in a format satisfactory to FTA.
- b. Federal Rights. The Recipient agrees that its rights and responsibilities, and those of each subrecipient, lessee, third party contractor, or any other participant at any tier of the Project, pertaining to that invention, improvement, or discovery will be determined in accordance with applicable Federal laws and regulations, including any waiver thereof. Absent a determination in writing to the contrary by the Federal Government, the Recipient agrees to transmit to FTA those rights due the Federal Government in any invention, improvement, or discovery resulting from that subagreement, third party contract, third party subcontract, or arrangement, as specified in 35 U.S.C. §§ 200 et seq., and U.S. Department of Commerce regulations, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” 37 C.F.R. Part 401, irrespective of the status of the Recipient, subrecipient, lessee, third party contractor or other participant in the Project (i.e., a large business, small business, State government, State instrumentality, local government, Indian tribe, nonprofit organization, institution of higher education or individual.). *[FTA Master Agreement §17(a-b)]*
- M. Rights in Data and Copyrights.
- a. Definition. The term “subject data,” as used in this Section 18 of this Master Agreement means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Grant Agreement or Cooperative Agreement for the Project. Examples include, but are not limited to: computer software, standards, specifications, engineering drawings and associated lists, process sheets, manuals, technical reports, catalog item identifications, and related information. “Subject data,” do not include financial reports, cost analyses, or other similar information used for Project administration.
- b. General. The following restrictions apply to all subject data first produced in the performance of the Grant Agreement or Cooperative Agreement for the Project:
- (1) Except for its own internal use, the Recipient may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Recipient authorize others to do so, without the prior written consent of the Federal Government, unless the Federal Government has previously released or approved the release of such data to the public.

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(2) The restrictions on publication of Paragraph 18.b (1) of this Master Agreement, however, do not apply to a Grant Agreement or Cooperative Agreement with an institution of higher learning.

c. Federal Rights in Data and Copyrights. The Recipient agrees to provide to the Federal Government a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes the subject data described in this Subsection 18.c of this Master Agreement. As used herein, “for Federal Government purposes,” means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not provide or otherwise extend to other parties the Federal Government's license to:

(1) Any subject data developed under the Grant Agreement or Cooperative Agreement for the Project, or under a subagreement, lease, third party contract or other arrangement at any tier of the Project, supported with Federal assistance derived from the Grant Agreement or Cooperative Agreement for the Project, whether or not a copyright has been obtained; and

(2) Any rights of copyright to which a Recipient, subrecipient, lessee, third party contractor, or other participant at any tier of the Project purchases ownership with Federal assistance.

d. Special Federal Rights in Data for Research, Development, Demonstration, and Special Studies Projects. In general, FTA's purpose in providing Federal assistance for a research, development, demonstration, or special studies Project is to increase transportation knowledge, rather than limit the benefits of the Project to Project participants. Therefore, when the Project is completed, the Recipient agrees to provide a Project report that FTA may publish or make available on the Internet. In addition, the Recipient agrees to provide other reports pertaining to the Project that FTA may request. The Recipient agrees to identify clearly and specific confidential, privileged, or proprietary information it submits to FTA. In addition, except to the extent FTA determines otherwise in writing, The Recipient of Federal assistance to support a research, development, demonstration, or a special studies Project agrees that, in addition to the rights in data and copyrights that it must provide to the Federal Government as set forth in Subsection 18.c of this Master Agreement, FTA may make available to any FTA recipient, subrecipient, third party contractor, third party subcontractor or other participant at any tier of the Project, either FTA's license in the copyright to the subject data or a copy of the subject data. If the Project is not completed for any reason whatsoever, all data developed under the Project shall become subject data as defined in Subsection 18.a of this Master Agreement and shall be delivered as the Federal Government may direct. This Subsection 18.d, however, does not apply to adaptations of automatic data processing equipment or programs for the Recipient's use when the costs thereof are financed with Federal assistance through an FTA capital program.

e. Hold Harmless. Except as prohibited or otherwise limited by State law or except to the extent that FTA determines otherwise in writing, upon request by the Federal Government, the Recipient agrees to indemnify, save, and hold harmless the Federal Government and its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Recipient of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Project. The Recipient shall not be required to indemnify the Federal Government for any such liability caused by the wrongful acts of Federal employees or agents.

f. Restrictions on Access to Patent Rights. Nothing in Section 18 of this Master Agreement pertaining to rights in data shall either imply a license to the Federal Government under any patent or

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be construed to affect the scope of any license or other right otherwise granted to the Federal Government under any patent.

g. Data Developed Without Federal Funding or Support. In connection with the Project, the Recipient may find it necessary to provide data to FTA developed without any Federal funding or support by the Federal Government. The requirements of Subsections 18.b, 18.c, and 18.d of this Master Agreement do not apply to data developed without Federal funding or support by the Federal Government, even though that data may have been used in connection with the Project. Nevertheless, the Recipient understands and agrees that the Federal Government will not be able to protect data from unauthorized disclosure unless that data is clearly marked “Proprietary” or “Confidential.”

h. Requirements to Release Data. To the extent required by U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,” at 49 C.F.R. § 19.36(d), or other applicable Federal laws or regulations, the Recipient understands and agrees that the data and information it submits to the Federal Government may be required to be released in accordance with the Freedom of Information Act (or another Federal law or regulation providing access to such records). *[FTA Master Agreement §18]*

N. Air Quality. Except to the extent the Federal Government determines otherwise in writing, the Recipient agrees to comply with all applicable Federal laws and regulations and follow applicable Federal directives implementing the Clean Air Act, as amended, 42 U.S.C. §§ 7401 through 7671q. Specifically:

(1) The Recipient agrees to comply with the applicable requirements of subsection 176(c) of the Clean Air Act, 42 U.S.C. § 7506(c); with U.S. EPA regulations, “Determining Conformity of Federal Actions to State or Federal Implementation Plans”, 40 C.F.R. Part 93, Subpart A; and with any other applicable Federal conformity regulations that may be promulgated at a later date. To support the requisite air quality conformity finding for the Project, the Recipient agrees to implement each air quality mitigation or control measure incorporated in the applicable documents accompanying the approval of the Project. The Recipient further agrees that any Project identified in an applicable State Implementation Plan (SIP) as a Transportation Control Measure will be wholly consistent with the design concept and scope of the Project described in the SIP.

(2) U.S. EPA also imposes requirements implementing the Clean Air Act, as amended, that may apply to public transportation operators, particularly operators of large public transportation bus fleets. Accordingly, to the extent they apply to the Project, the Recipient agrees to comply with U.S. EPA regulations, “Control of Air Pollution from Mobile Sources,” 40 C.F.R. Part 85; U.S. EPA regulations, “Control of Air Pollution from New and In-Use Motor Vehicles and New and In-Use Motor Vehicle Engines,” 40 C.F.R. Part 86; and U.S. EPA regulations “Fuel Economy of Motor Vehicles,” 40 C.F.R. Part 600 and any revisions thereto.

(3) The Recipient agrees to comply with the notice of violating facility provisions of section 306 of the Clean Air Act, as amended, 42 U.S.C. § 7414, and facilitate compliance with Executive Order No. 11738, “Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans,” 42 U.S.C. § 7606 note. *[FTA Master Agreement §25(b)]*

O. Clean Water. Except to the extent the Federal Government determines otherwise in writing, the Recipient agrees to comply with all applicable Federal laws and regulations and follow applicable Federal directives implementing the Clean Water Act, as amended, 33 U.S.C. §§ 1251 through 1377. Specifically:

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(1) The Recipient agrees to protect underground sources of drinking water as provided by the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. §§ 300f through 300j-6.

(2) The Recipient agrees to comply with the notice of violating facility provisions of section 508 of the Clean Water Act, as amended, 33 U.S.C. § 1368, and facilitate compliance with Executive Order No. 11738, "Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans," 42 U.S.C. § 7606 note. *[FTA Master Agreement §25(c)]*

P. Energy Conservation.

The Recipient agrees to comply with applicable mandatory energy standards and policies of State energy conservation plans under the Energy Policy and Conservation Act, as amended, 42 U.S.C. §§ 6321 *et seq.*, except to the extent that the Federal Government determines otherwise in writing. As applicable, the Recipient agrees to perform an energy assessment for any building constructed, reconstructed, or modified with FTA assistance, in compliance with FTA regulations, "Requirements for Energy Assessments," 49 C.F.R. Part 622, Subpart C. *[FTA Master Agreement §26]*

Exhibit B, Attachment A Debarment Certification

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTION

This Agreement is a covered transaction for purposes of 49 CFR Part 29. As such, the Grantee is required to verify that none of the Grantee, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Grantee is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by **Metro**. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to **Metro**, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Date _____

Signature _____

Company Name _____

Title _____



[7G]

MEMO

DATE: September 20, 2011
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Resolution Adopting the Supplemental Budget for Personnel and Professional Services Costs for the Fiscal Year Commencing July 1, 2011**

Introduction

Staff is requesting Board of Directors approval of Resolution No. 2011-25 to adopt the Supplemental Budget for personnel and professional services costs, for the fiscal year commencing July 1, 2011. This resolution is based on a request for additional support services as presented and approved at the September 12, 2011 Board meeting.

Background

At the September 12, 2011 Board meeting, information was provided to substantiate the need for expanded Bond Program administrative support. The Board was requested to consider added administrative support appropriation to provide funding for:

- Contract outreach assistance to support ongoing bond communication efforts;
- A full-time temporary Bond Accountant position, offset by reduction of the part-time Accounting Clerk position; and
- A full-time temporary Planner.

Funding for the administrative support request would be provided by the savings realized from the general obligation bond issuance costs. The actual issuance cost generated a budgetary savings of over \$1.4 million within the Bond Issuance Costs line item.

Furthermore, the Board was requested to consider the additional time necessary for land acquisition staff. This will not result in an extra charge to the Bond Program, since the Bond Land Acquisition Specialist time is charged to projects, but the General Fund appropriation increase will need to be recognized. All personnel costs are appropriated within the General Fund, and then offset through a transfer from the Bond Capital Project Fund.

The Board of Directors approved the initiation of the process to hire and/or contract for additional bond program administrative support as described, pending a supplemental budget adjustment to be brought for approval at the October meeting.

Proposal Request

As defined in Oregon Budget Law, a supplemental budget adjustment must be approved, by resolution of the Board of Directors, to increase appropriations within the current budget year. Approval of this resolution will allow the addition of needed administrative support services to accelerate bond projects, alleviate staff over-allocation, increase work efficiencies and increase bond program cash flow. In addition, public information on the Bond Program will be enhanced and further disseminated.

The resolution has been reviewed by legal counsel.

Benefits of Proposal

Approval of the resolution will allow staff to hire the requested personnel, and increase public communication and awareness of the Bond Program.

Potential Downside of Proposal

This proposal will result in higher administration costs, but because of the savings realized in issuance costs, there will be no impact to actual project budgets.

Action Requested

Board of Directors approval of Resolution No. 2011-25 to adopt the Supplemental Budget for personnel and professional services costs, for the fiscal year commencing July 1, 2011.

RESOLUTION NO. 2011-25

**RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET
FOR PERSONNEL AND PROFESSIONAL SERVICES COSTS
FOR THE FISCAL YEAR
COMMENCING JULY 1, 2011**

WHEREAS, the Tualatin Hills Park & Recreation District ("District") has secured funding from the sale of General Obligation Bonds, Series 2011; and

WHEREAS, significant savings in bond issuance costs resulted from the September 1, 2011 sale of said bonds; and

WHEREAS, the District did not anticipate the savings in bond issuance costs at the time of preparation of the 2011-2012 fiscal year budget; and

WHEREAS, the Board of Directors recognizes the need for new appropriation authority in the General Fund for administrative support services associated with said Bond Capital Project Fund; and

WHEREAS, the new appropriations contained herein change the General Fund by less than ten percent from its original appropriation at the time of budget adoption; and

WHEREAS, the District published notice of this proposed Resolution in *The Oregonian* newspaper on September 26, 2011 as required in ORS 294.480(3) and ORS 294.311(25).

NOW, THEREFORE, it is hereby resolved as follows:

Section 1. The Board of Directors hereby authorizes the following General Fund appropriations and:

General Fund			
Resource	Transfers In		\$194,554
Appropriation			
	Administration		
	Professional Services		\$12,500
	Business & Facilities		
	Full-time Salaries		\$26,118
	Part-time Salaries		(10,608)
	Payroll Taxes & Benefits		11,821
	Planning		
	Full-time Salaries		\$38,843
	Part-time Salaries		\$87,930
	Payroll Taxes & Benefits		27,950

Section 2. This resolution takes effect immediately upon adoption.

Approved and adopted on October 3, 2011 by the Board of Directors of the Tualatin Hills Park & Recreation District.

Bob Scott, President

Larry Pelatt, Secretary

ATTEST:

Jessica Collins, Recording Secretary



[7H]

MEMO

DATE: September 20, 2011
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Resolution Adopting Fee Study Adjustments**

Introduction

Based on Board of Directors direction provided at their September 12, 2011 meeting, staff has prepared a resolution to adopt two of the three recommendations made from the 2011 Fee Study market survey update. Staff is requesting the Board of Directors approve the attached resolution adopting the 2011 fee market study and adjusting the frequent user pass fees and youth frequent user pass discount effective January 1, 2013.

Background

In 2006 THPRD conducted a market study of user fees charged by area park and recreation providers. This market survey was updated in the summer of 2011 and the findings were presented to the Board of Directors at the September 2011 Board meeting. Three adjustments to user fees requiring Board of Directors action to approve were recommended for consideration at that meeting:

- Consider increasing pass fees to align with the higher average number of visits (\$90.00 in total) and phase the increase in over a three year period beginning January 2013 and ending January 2015
- Consider implementing a 25% discount on youth pass fees beginning January 2013
- Consider decreasing the out-of-district (OD) premium surcharge rate on drop-in fees from 200% to 100% effective January 2012

Due to further analysis requested on the third recommendation, decreasing the OD premium surcharge rate on drop-in fees has been removed from the resolution and will be reviewed again at a future Board meeting.

Proposal Request

Staff requests Board of Directors approval of Resolution No. 2011-26: A Resolution Adopting a 2011 Fee Market Study and Adjusting Certain User Fees. The adjustments proposed in this resolution increase frequent user pass fee rates over three years beginning January 1, 2013, and discount youth passes by an amount equal to twenty-five percent (25%) beginning January 1, 2013 to align these fees with those of other area park and recreation providers.

The attached resolution was drafted by the district's legal counsel.

Benefits of Proposal

Board adoption of the pass fee recommendations will align youth discounts and pass fee rates and visitations counts with those of other agencies in the market area while increasing overall pass revenue.

Potential Downside of Proposal

Increasing pass fees to effectively cover more visits could result in decreased participation and revenue. However, the THPRD Family Assistance program is available for patrons facing affordability issues. Implementing a discount on youth passes could result in lost revenue from the rate decrease, but since youth pass sales only account for eight percent of total pass sales and the discount would be applied to the adult pass rates after the year four increase, the revenue effect should not be material.

Action Requested

Board of Directors approval of Resolution No. 2011-26: A Resolution Adopting a 2011 Fee Market Study and Adjusting Certain User Fees.

**RESOLUTION No. 2011-26
TUALATIN HILLS PARK & RECREATION DISTRICT**

**A RESOLUTION ADOPTING A 2011 FEE MARKET STUDY
AND ADJUSTING CERTAIN USER FEES**

WHEREAS, in 2006, Tualatin Hills Park & Recreation District (“District”) conducted a market study of user fees charged by area park and recreation providers;

WHEREAS, the market study included recommendations for scheduled adjustments to certain District user fees;

WHEREAS, the market study and scheduled fee adjustments were adopted by the Board of Directors in 2007;

WHEREAS, the 2006 market study included a provision that requires it to be updated every five years;

WHEREAS, in 2011, the District again conducted a market survey of user fees charged by area park and recreation providers, the results of which are described in the memorandum entitled Fee Market Survey Update Findings & Recommendations, dated August 22, 2011, and attached as Exhibit A to this Resolution;

WHEREAS, as described in the 2011 market survey, there is a need to increase certain District fees and to implement a youth-discount in order to bring District fees in line with similar fees charged by other area park and recreation providers;

WHEREAS, the Board finds the remaining recommendations in the 2006 market survey should continue to be implemented as approved by the Board in 2007; now therefore,

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS FOLLOWS:

Section 1. The Board adopts the findings in Exhibit A, Fee Market Survey Update Findings and Recommendation, dated August 22, 2011.

Section 2. Pass fees will be increased by an amount designed to cover the average number of regional visits for each type of pass. The amount shall be calculated as a base amount times the average number of regional visits for the pass type. The increase shall be phased in over a three-year period beginning January 1, 2013.

Section 3. The District Youth Passes shall be discounted by an amount equal to twenty-five percent (25%) beginning January 2013.

Section 4. This resolution takes effect immediately upon adoption.

BOARD OF DIRECTORS APPROVAL:

October 3, 2011

Bob Scott
President / Director

Larry Pelatt
Secretary / Director

Adoption and date attested by:

Jessica Collins
Recording Secretary

**MEMO**

DATE: August 22, 2011
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Fee Market Survey Update Findings & Recommendations**

Summary

Staff has completed an update of the market survey of user fees first compiled for the 2006 Fee Study. Staff is requesting Board of Directors review and concurrence of the findings and recommendations of the 2011 market survey. With Board concurrence of the recommendations, those that require Board action to implement will be brought back through resolution at the October 3, 2011 Board of Directors meeting. The remaining recommendations that implement the approved 2007 fee adjustments would proceed as scheduled with many adjustments occurring January 2012.

Background

In 2006 THPRD conducted an extensive fee study. One component of the study was a comprehensive market survey of program user fees charged by area park & recreation agencies. The 2006 Fee Study findings, including the market survey results, were adopted by the Board of Directors in June 2007. One provision of the 2006 Fee Study called for a market survey update every five years after adoption. The 2011 update, which is attached, satisfies that provision.

Proposal Request

The 2011 market survey of program user fees has resulted in the following findings:

- Current THPRD drop-in fee rates and pass fees still lag behind the average market rates by 25% to 37% despite three years of THPRD rate increases. Further pass fee analysis showed that the number of visits that the pass fee effectively covered for other park & recreation agencies was higher than that of THPRD.
- THPRD does not offer a discount on youth passes, ages 0-18, while all other agencies surveyed do offer a discount for this age group.
- The majority of registration classes and program fees are within +/-10% of the average market fee.
- The average age for senior discounts is 56 years with an average discount rate of 20% for all agencies surveyed.
- 93.4% of all THPRD classes are now recovering all direct costs and a portion of overhead costs. The Elsie Stuhr Center remains on the low end of the recovery scale at 67.7%.
- The THPRD out-of-district (OD) premium surcharge for drop-in fees at 200% of the in-district rate is the highest OD premium charged for all agencies surveyed.

Based on the market survey findings described above, staff is proposing the following recommendations:

- I.) Proceed with original recommendations of the 2007 fee adjustments as approved by the Board:
 - Effective January 1, 2012 commence the fourth and final year fee increases for drop-in programs and passes
 - Effective January 1, 2012 commence the fourth year fee increases for registration programs at the Elsie Stuhr Center
 - Continue to increase fees for classes not yet recovering full costs
 - Continue to increase class fees for inflation
 - Proceed with plans to decrease the senior discount rate from 40% to 25% at the Elsie Stuhr Center at a reduction rate of 5% per year beginning January 2013

- II.) Bring a resolution to October 3, 2011 Board meeting making adjustments that were not in the original 2007 fee adjustments as approved by the Board:
 - Increase pass fees to align with the higher average number of visits and phase the increase in over a three year period beginning January 2013 and ending January 2015
 - Implement a 25% discount on youth pass fees beginning January 2013
 - Decrease the out-of-district premium surcharge rate on drop-in fees from 200% to 100% effective January 2012

Benefits of Proposal

Board agreement with the recommendations that do not require Board of Directors action will ensure that THPRD user fees do not fall further behind the average market fees charged by other area park & recreation agencies, along with making sure that programs are recovering full costs.

Board adoption of the pass fee recommendations that do require Board of Directors action will align pass fee rates and visitations counts with those of other agencies in the market area while increasing pass revenue. Adoption of the decrease in the OD premium surcharge from 200% to 100% will better align the THPRD premium rate with those of other agencies in the market area and may increase OD patron participation in drop-in programs.

Potential Downside of Proposal

Implementation of the fourth year of user fees adjustments as adopted with the original 2007 fee adjustments could potentially have a negative impact on patron participation and revenue. Increasing pass fees to effectively cover more visits could also result in decreased participation and revenue. However, the THPRD Family Assistance program is available for patrons facing affordability issues. Implementing a discount on youth passes could result in lost revenue from the rate decrease, but since youth pass sales only account for eight percent of total pass sales and the discount would be applied to the adult pass rate after the year four increase, the revenue effect should not be material. Decreasing the OD premium surcharge may also decrease total OD revenue. It is possible however that this decrease could be offset by increased OD patron participation.

Action Requested

Board of Directors review and concurrence with the market survey findings and recommendations. Direct staff to bring a resolution to the October 3, 2011 Board of Directors meeting making fee adjustments requiring Board approval.



[71]

MEMO

DATE: September 19, 2011
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Lowami Hart Woods Natural Area Master Plan**

Introduction

On September 12, 2011, the Board of Directors reviewed the alternative parking area concepts presented by staff and the consultant, and provided direction for incorporation into the Master Plan. The Board then reconsidered a decision made at the August 8 meeting regarding the width of paved trails, and decided by a 3-2 vote to change their previous direction to staff. The Board's decisions are reflected in the revised Master Plan included with this memo. Staff was directed to return to the Board at their October 3, 2011 meeting with a resolution to adopt a final master plan and findings.

Background

Since the September 12, 2011 Board meeting, staff and the project consultant, Vigil-Agrimis, Inc. (VAI), have updated the Master Plan to reflect the Board's direction. VAI has refined the preferred parking area option 1A to move the parking lot closer to Hart Road and to save additional trees as directed by the Board. The final parking area concept has been included in the master plan narrative and graphics.

The refined parking area concept included in the Master Plan reflects Board direction received at the September 12 meeting. This design concept reduces the total footprint of the parking lot and plaza area to 9,378 square feet, for a total reduction of six percent from the Parking Area Option 1A presented on September 12 and 31 percent from the original Parking Area Concept presented on August 8. This design option reduces the estimated tree impacts to 12 trees, a reduction of three trees compared to Option 1A on September 12, and a reduction of 17 trees compared to the original August 8 Parking Area Concept estimate. All other design considerations as noted in staff's September 12, 2011 memo remain the same.

The Master Plan has been updated to reflect the Board's September 12, 2011 decision regarding the width of the Wahoo Trail, as recommended and described in staff's August 3, 2011 memo. The Wahoo Trail will retain its community trail classification, but will have a six-foot wide asphalt surface with no visible shoulders. This reduced trail width constitutes a variance to the District's standard for a community trail as identified in the District's 2006 Trails Plan. The trail width will be reconsidered for widening to meet the District's standards for a community trail at such time that the need is warranted as determined by the District, including but not necessarily limited to such time that the trail is extended to the north and/or south of Lowami Hart Woods. The gravel base for the trail will be eight-feet wide to accommodate future widening of the trail, and the gravel base extending beyond the edges of the trail surfacing will be covered with a shallow layer of soil to maintain the natural area aesthetic and promote temporary establishment of forest vegetation along the trail.

Subsequently, the Snowberry Trail and Fir Loop Trail have also been updated in the Master Plan to reflect a six-foot paved width with no visible shoulders. These trails will be constructed to match the design of the Wahoo Trail, and may be reconsidered for widening at a later date in conjunction with the Wahoo Trail.

Staff has also updated the resolution for adoption of the Master Plan along with the summary findings that describe the Board's decisions on the various plan elements and to explain the Board's reasons for those decisions. The proposed resolution would also have the Board adopt the August 3, 2011 staff memo and its exhibits as well as the September 12, 2011 staff memo and its attachments as the basis for their decisions.

Proposal Request

Staff is seeking Board of Directors adoption of Resolution 2011-22 (attached) which includes a new Lowami Hart Woods Natural Area Master Plan as shown in Exhibit A, summary findings describing and explaining the Board's decision (Exhibit B) and the August 3, 2011 and September 12, 2011 staff memos, including exhibits, as the basis for the Board's decision (Exhibits C and D, respectively).

Benefits of Proposal

As described in the August 3, 2011 staff memo, THPRD staff's proposed Master Plan complies with all relevant District goals, objectives and action statements of the District's Comprehensive Plan, Trails Plan and Natural Resources Management Plan. In addition, the proposed Master Plan complies with the relevant goals, objectives and actions/policies of the City of Beaverton's Comprehensive Plan and Metro's Regional Framework Plan, as well as the jurisdictional regulations of the City of Beaverton and Clean Water Services.

Implementation of the proposed Master Plan will benefit the public by providing improved access to a valuable natural area for recreational and educational uses and will benefit the natural resources of Lowami Hart Woods by focusing visitor use to a few trails, eliminating rogue trails and invasive plant species, and restoring impacted areas with native plant species. By establishing designated, functional trails with appropriate access, connectivity, and educational opportunities, human impacts to the natural area within Lowami Hart Woods will be minimized and greater appreciation and stewardship of the natural environment will be allowed.

Approval of the Parking Area Concept provides the best combination of site access, safety and value while reducing the parking area footprint and minimizing site impacts to the greatest extent feasible.

The proposed Master Plan reflects Board decisions that have received positive feedback from individuals in the community who have previously opposed specific elements of the Master Plan. This positive support may result in the project avoiding appeals during the City's land use review process.

Potential Downside of Proposal

The proposed Master Plan may still be unacceptable to some individuals and groups in the community and may be opposed during the City's land use review process, with potential for appeals.

Maintenance Impact

Some maintenance currently occurs on-site related to upkeep and clearing of existing dirt trails, three existing bridges, and removal of trash left in the park. With implementation of the

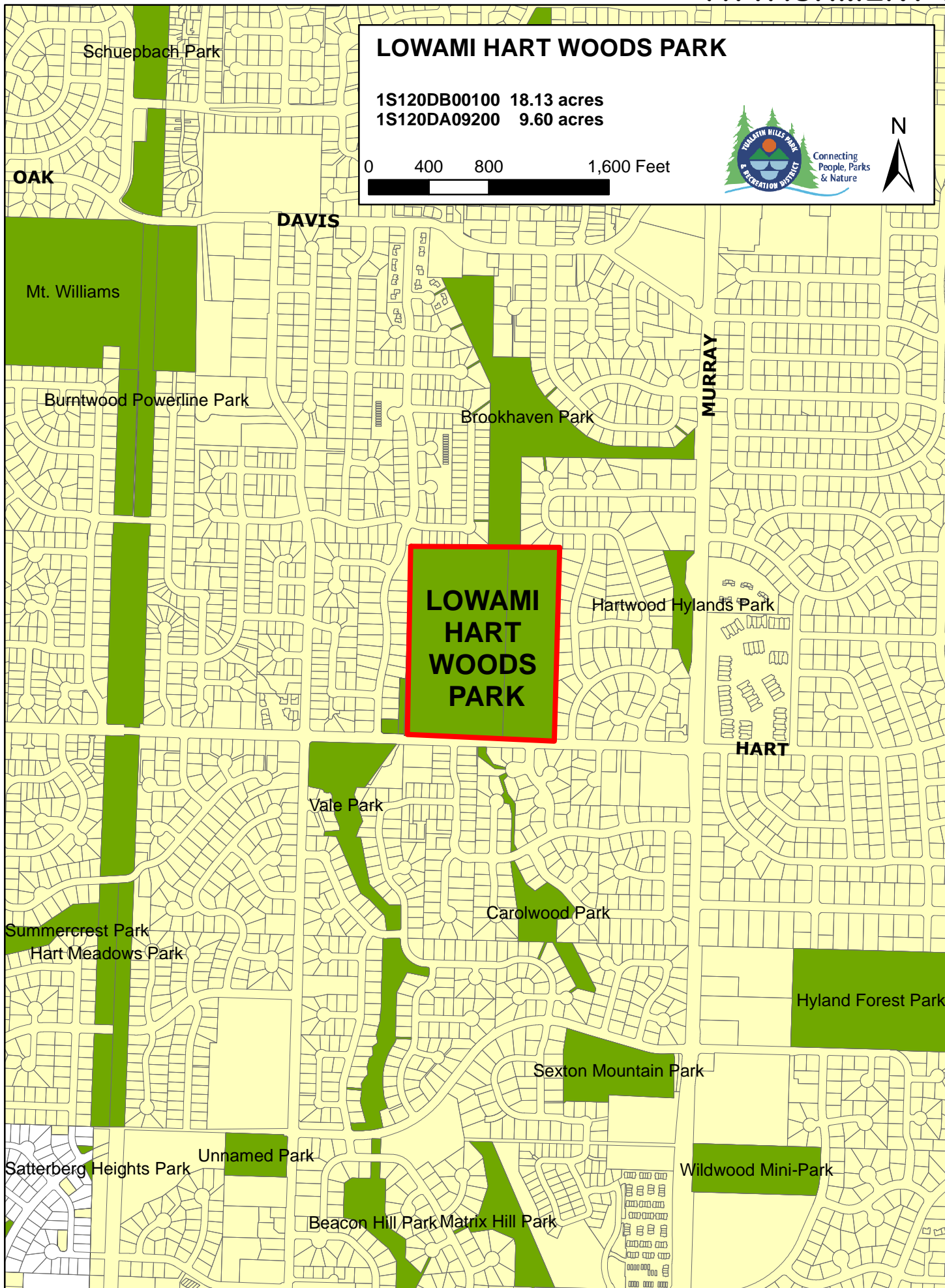
proposed Master Plan, the overall maintenance responsibilities will increase resulting from park improvements, including routine and periodic maintenance of the parking lot area and associated amenities, the hard and soft surface trails, the site center gathering area, and the Fir Loop viewing area.

Action Requested

Board of Directors adoption of Resolution 2011-22 approving a new Master Plan for Lowami Hart Woods Natural Area as well as summary findings and the August 3, 2011 and September 12, 2011 staff memos as the basis for their decision.

List of memo attachments:

1. Vicinity Map
2. Site Aerial Photo
3. Proposed adopting resolution including exhibits



LOWAMI HART WOODS PARK

1S120DB00100 18.13 acres
1S120DA09200 9.60 acres

0 400 800 1,600 Feet

TUALATIN HILLS PARK & RECREATION DISTRICT
Connecting People, Parks & Nature



RESOLUTION NO. 2011-22

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
APPROVING A MASTER PLAN FOR LOWAMI HART WOODS NATURAL AREA
AND ADOPTING FINDINGS AS A BASIS FOR THE MASTER PLAN APPROVAL**

WHEREAS, on August 8, 2011, the Board of Directors of the Tualatin Hills Park & Recreation District considered staff recommended elements of a master plan for Lowami Hart Woods Natural Area and received oral testimony regarding a master plan for the site; and

WHEREAS, on September 12, 2011, the Board further considered alternative design concepts provided by staff and the project consultant for the parking area and reconsidered the width of paved trails; and

WHEREAS, after receiving testimony offered, the Board deliberated on the staff recommended plan elements and came to a conclusion by vote or consensus on each; and

WHEREAS, Exhibit A to this resolution is a master plan that accurately reflects the Board's final preferences on each plan element; and

WHEREAS, Exhibit B to this resolution contains a summary of the findings that are the basis for the Board's decision to approve Exhibit A; and

WHEREAS, Exhibit C to this resolution is the staff memo that was provided to the Board for the August 8, 2011 meeting that sets forth the evidence, information and analysis upon which the staff recommendation was based; and

WHEREAS, Exhibit D to this resolution is the staff memo that was provided to the Board for the September 12 meeting that presents information on the alternative parking area design concepts.

LET IT HEREBY BE RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK & RECREATION DISTRICT IN BEAVERTON, OREGON, that:

1. The Master Plan for Lowami Hart Woods Natural Area shown in Exhibit A is hereby approved.
2. Exhibits B, C and D are hereby adopted as findings supporting the approval of the Lowami Hart Woods Natural Area Master Plan.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 3rd day of October, 2011.

Bob Scott, President

Larry Pelatt, Secretary

ATTEST:

Jessica Collins, Recording Secretary

Lowami Hart Woods Natural Area

Master Plan



October 3, 2011

▪ **Introduction**

Tualatin Hills Park and Recreation District (THPRD) will be making improvements to the Lowami Hart Woods Natural Area pursuant to the voter-approved 2008 Bond Measure. Improvements include trail realignment and resurfacing, accessible trail development, natural area restoration, providing picnic and educational facilities, and on-site vehicle parking. THPRD received public input during design development that questioned the 2001 Master Plan. The District therefore reconsidered that Master Plan with further public outreach. This document describes the new Master Plan for Lowami Hart Woods Natural Area that resulted from that process.

▪ **Background**

Lowami Hart Woods) is approximately 28 acres, comprised of two tax lots; one of which used to be a Camp Fire Girls property and was used for outdoor youth activities. This Camp Fire property was acquired by THPRD in 1996 in a partnership with Metro and the City of Beaverton, largely with Metro Local Share funding. The adjacent property was subsequently acquired in 1997. Total cost of land acquisition for both properties was \$2.6 million. Both properties were, and still are, zoned for residential development, and are also listed as a significant tree grove in the City of Beaverton.

GreenWorks, P.C. was the District's consultant who completed an extensive public outreach and master planning process for Lowami Hart Woods in 2001. THPRD staff requested Board of Directors approval of the proposed Master Plan at the August 1, 2001 Board meeting. Based on Board and public input received during the meeting, the Board directed staff to return with a revised Master Plan for consideration the following month. At the September 12, 2001 Board meeting, THPRD staff requested Board of Directors approval of the revised Master Plan, at which time the Board provided direction regarding the preparation of a final Master Plan for the park. However, the final revisions were never reconfirmed with the Board. In particular, the level and intensity of educational programming was never clearly decided.

Vigil-Agrimis, Inc. (VAI) is the District's consultant who led design for the bond-funded Lowami Hart Woods Park project that began in 2009. The design effort began assuming that the 2001 Master Plan would be used as the basis for detailed design. Based on public input received, the District expanded the master planning process to conduct further community outreach, which included hosting three neighborhood meetings in November 2010, May 2011 and June 2011. The District also worked closely with its Trails, Natural Resources and Parks Advisory Committees and with the Friends of Beaverton's Johnson Creek to collect input on key planning issues. District staff and VAI worked closely as the design team. Figure 1 shows the newly proposed Master Plan.

As described in the August 3, 2011 staff memo on the Lowami Hart Woods Master Plan, the design team strived to meet the goals, objectives, guidelines and standards established by the District and its regional partners that apply to the Lowami Hart Woods Natural Area. Lowami Hart Woods is within the permitting jurisdiction of the City of Beaverton and Clean Water Services (CWS), so the requirements, guidelines and standards of these regulatory agencies have played a vital role in the development of the proposed Master Plan, as have those of other agencies including the Department of State Lands, the U.S. Army Corps of Engineers, and the Oregon Department of Fish & Wildlife.

The design team developed a new Master Plan that achieves a balance between resource protection and limited site development to allow a reasonable level of public access. The Master Plan addresses public interests and provides adequate detail for subsequent implementation.

▪ **Site Description**

THPRD has designated Lowami Hart Woods as a natural area. Beaverton's Johnson Creek bisects the site diagonally from southwest to northeast. Johnson Creek, its riparian corridor, associated wetlands, and a high quality surrounding mixed forest ecosystem, all contribute to this 28-acre site having one of the highest rankings for indicator species among THPRD parks in the 2002 Natural Resources Management Plan.

The Johnson Creek watershed and the surrounding area are urban areas. Increased stormwater runoff and water quality degradation are impacts of this urbanization. THPRD and CWS have coordinated on stream restoration efforts in Lowami Hart Woods.

The second growth forest within the park is in good condition generally with a well-developed vegetative structure of canopy trees, tall shrubs, low shrubs and groundcovers. Diversity of native plants is moderate. A population of western wahoo plant species occurs at Lowami Hart Woods. Invasive species such as Armenian blackberry, English ivy, and reed canarygrass are established at the park however, and the District is engaged with control programs.

The main north-south trail proposed through Lowami Hart Woods is classified in THPRD's 2006 Trails Plan as a community trail. Consistent with THPRD's 1998 Trails Master Plan, the 2001 Lowami Hart Woods Master Plan included a portion of the South Johnson Creek Community Trail (SJCCT) through the park, identified on the 2001 Master Plan as the Wahoo Trail. Consistent with THPRD's 2006 Trails Plan, the new Master Plan also includes a portion of segment 5 of the South Johnson Creek Community Trail. The SJCCT, which is planned to run between Tualatin Valley Highway and Scholls Ferry Road, links neighborhoods within the southern part of Beaverton and passes near Chehalem and Sexton Mountain Elementary Schools. The SJCCT also links to designated on-street trails that provide connections to the Westside Regional Trail, the Fanno Creek Regional Trail and other planned community trails in south Beaverton.

Numerous rogue trails are found throughout the park. Rogue trails are illegal trails created by park users without permission. These trails contribute to erosion and degradation of water quality in Johnson Creek. The rogue trails also fragment habitat areas and provide corridors for dispersal of non-native vegetation.

A portion of the Johnson Creek floodplain within the park was previously impacted by clearing vegetation and creation of a fire circle as a gathering area for the Camp Fire Girls' Camp Lowami. This area, known as the Site Center, offers a unique and vital opportunity for environmental education at Lowami Hart Woods, due to its proximity to the creek and riparian corridor. Views of the forest and riparian environments are unparalleled from this location within Lowami Hart Woods, allowing high quality environmental education opportunities.



▪ **Site Planning Process**

The District held seven meetings to gather input contributing to the completion of the new Master Plan. A record of each of these meetings is in the project file.

Public Open House, November 17, 2010

This meeting was held at the Conestoga Recreation and Aquatic Center to present the project to neighbors. Twenty people attended.

Friends of Beaverton's Johnson Creek, January 19, 2011

THPRD staff met with two members of Friends of Beaverton's Johnson Creek (FBJC) to learn their concerns about the project. As a result of the meeting, a list of key planning issues was drafted and agreed to.

Trails (TAC) and Natural Resources (NRAC) Advisory Committees, April 11, 2011

District staff called a joint meeting of these two committees at the Elsie Stuhr Center to update members and to solicit their input about the project. Twenty-three people attended including two members of FBJC and one visitor.

At the conclusion of the meeting the NRAC made a Motion of Record to support educational programming that enhances and sustains the park resources, and the TAC made a Motion of Record addressing the alignment of the proposed trails and their design.

Public Open House, May 11, 2011

This meeting was held at the Beaverton Seventh Day Adventist Church to present a project update to neighbors and to receive public comments. Approximately eighty people attended. Comments and questions received were directed to five topical areas: trail alignment, site programming/environmental education, parking, main trail, and loop trail.

Public Open House, June 29, 2011

This meeting was held at the Beaverton Seventh Day Adventist Church to present the revised design concepts and solicit public input on them. Approximately eighty-five people attended. Comments and questions received were directed to six topical areas: trail alignment, site programming/environmental education, site center, parking, main trail, and loop trail.

THPRD Board of Directors, August 8, 2011

The THPRD Board of Directors devoted a large portion of its August 8, 2011 meeting to the Lowami Hart Woods Master Plan. The Board received oral testimony from 30 people as well as receiving numerous written comments prior to the meeting. The Board then discussed and acted on several staff recommendations. Their decisions are reflected in this Master Plan and recorded in the minutes of the meeting. The Board asked that alternative parking lot concepts be developed for consideration at the next September 12, 2011 Board meeting.

THPRD Board of Directors, September 12, 2011

The THPRD Board of Directors reviewed the alternative parking area concepts and provided direction for incorporation into the Master Plan. Those attending the meeting were given an opportunity to comment on the alternative parking area concepts but no testimony was offered. At the request of a Board member, the Board then reconsidered a decision made at their August 8 meeting, regarding the width of paved trails, and decided by a 3-2 vote to change their direction to staff. Their decisions are reflected in this Master Plan and recorded in the minutes of the meeting. The Board asked that the final Resolution be developed for approval at the next October 3, 2011 Board meeting.

▪ **Master Plan Description**

The Master Plan presented to the THPRD Board of Directors on August 8, 2011 and September 12, 2011 was shaped by the design team after considering extensive public input. The Board has made a final decision about the Master Plan as reflected in this document by adoption of the resolution to which this Master Plan is an exhibit. The following describes the elements of the Master Plan as graphically portrayed by this document. Figure 1 is the Master Plan.

Wahoo Trail (main trail)

Considerable design effort was directed toward minimizing impacts to the natural resources and improving trail performance. Compared to the 2001 Master Plan the new design:

- 1) Eliminates all wetland impacts;
- 2) Substantially reduces the amount of vegetated corridor buffer impact;
- 3) Eliminates the need for a new bridge crossing over South Johnson Creek;
- 4) Reduces the overall portion of the trail with grades over five percent;
- 5) Reduces the length of the trail alignment lowering construction cost; and,
- 6) Significantly reduces the number of estimated trees to be removed.

This trail will be six feet wide and paved with impervious asphalt, with no visible shoulders. The gravel base for the trail will be installed at eight feet wide to accommodate future widening of the trail surface, with soil placed over the gravel base shoulders for natural aesthetics and temporary establishment of forest vegetation along the edge of trail surface. The trail will have a few well-placed wider spots of up to ten feet wide to accommodate opportunities for trail users to stop, rest, and observe their surroundings or pass other trail users without conflict.

The trail will not be vehicle rated. The existing bridge over Johnson Creek will remain. One of the two existing foot bridges over the Johnson Creek tributary that flows from the southeast will remain, and the other bridge will be upgraded over the tributary to accommodate trail use.

Slopes will range from two percent to 8.3 percent, with approximately fifty percent of the trail grade greater than five percent. Steep topography and significant natural resources preclude achieving the goal of universal access along the entirety of the main Wahoo Trail.

Snowberry Trail (southeast trail connection to the parking area)

This trail originates at the parking area and connects to the Site Center. As with the Wahoo Trail, this trail connection will be six feet wide with no visible shoulders and paved with impervious asphalt. The trail will not be vehicle rated. Figures 1 and 2 show how the Snowberry Trail connection meets the parking area.

Slopes will range from two to eight percent. This trail follows an existing trail for the most part with minimal tree impacts, only departing from the existing trail route to maintain accessibility.

Madrone Loop Trail

The Master Plan includes the Madrone loop trail, a soft surface nature trail serving as a secondary trail that introduces patrons to a variety of unique natural features within the northern portion of the park. This trail will provide visitors with a nature-based recreational experience. This nature trail will be three-feet wide with soft trail surfacing as appropriate for site conditions.

Specific site conditions that will determine the surfacing include slope and soil wetness. Wood chip surfacing with gravel base will be used where trail grades are less than five percent slope and drainage issues are minimal. Gravel surfacing will be used where trail grades exceed five percent slope and where drainage issues exist. The loop trail will not be fully accessible for visitors with mobility difficulties or requiring the use of mobility assistive devices.

Fir Loop Trail

The Master Plan includes an ADA (Americans with Disabilities Act) loop trail. This trail is a new alignment, originating and ending at the parking area plaza, and includes a forest viewing area north of the parking area. Trail grades will range from two to five percent. As with the Wahoo Trail, this trail will be six feet wide and paved with impervious asphalt, with no visible shoulders. The trail will not be vehicle rated. Figure 1 shows the Fir Loop Trail.

Rogue Trails

Numerous rogue trails exist within Lowami Hart Woods. Many of these trails traverse significant natural resources and have introduced various levels of impact to the natural area. These trails will be decommissioned by restoring their routes with native plantings.

Universal accessibility / ADA compliance

The Master Plan considers the appropriate application of the Architectural & Transportation Barriers Compliance Board's (Access Board) 1991 ADA Accessibility Guidelines for Buildings and Facilities (ADAAG), and the Access Board's supplemental 2009 Accessibility Guidelines for Outdoor Developed Areas Draft Report, which provides specific guidelines to address such unique outdoor developed areas as recreational trails and related facilities.

Site Center / Environmental Education Programming

The Site Center will provide a small gravel surfaced area for educational programs. Informal log seating will be provided for up to 20 people. Logs will be anchored to prevent their movement in the event the site is flooded. Riparian revegetation will be performed around the Site Center to improve floodplain functions. Figure 3 shows the Site Center.

The District's Comprehensive Plan defines the goal of environmental education as "*connecting people with nature*". For this reason, THPRD has expanded its environmental education program outside of the Tualatin Hills Nature Park and Cooper Mountain Nature Park to other parks throughout the District in order to provide varied and accessible opportunities for patrons. THPRD can effectively connect local patrons of all ages to nature at Lowami Hart Woods by offering a variety of high quality educational programming in an organized, cooperative and responsible manner.

The Master Plan proposes environmental education activities at Lowami Hart Woods at a much smaller scale than are offered at the Tualatin Hills Nature Park. To minimize impacts to the environment and improve the quality of the education, group sizes are to be kept small and child-to-adult ratios are to be effectively maintained. Group sizes can be controlled by implementing pre-registration for all programs offered through the District's Activities Guide and child-to-adult ratios for all programs will be kept below 10 to 1.

Programming offered by THPRD responds directly to patron demand, so forecasting the frequency of programming at Lowami Hart Woods is difficult. THPRD staff conducts outdoor environmental education programs year-round, with the peak season being during the summer months. The duration of group visits vary depending on the program, but typically range from one to four hours for guided programs, and up to half-day nature camps, for groups of typically 16 youth or less per camp led by trained instructors. Throughout all programs, THPRD environmental education staff make every effort to care for, conserve, and reduce impacts to our natural areas and resources while implementing educational programs.

THPRD will implement a two-year environmental education pilot program at Lowami Hart Woods once the site improvements are completed. This pilot program will be revisited after two years of implementation with additional public outreach to review, identify and evaluate

programming impacts to the site, and to determine the future of environmental education programming at Lowami Hart Woods.

In support of proposed educational programming at Lowami Hart Woods, the Master Plan provides two locations for gathering groups on-site; the parking lot entry plaza and the site center. The parking lot entry plaza will provide a gateway into and out of the park for the majority of patrons arriving by vehicle. Opportunities to gather, stage and learn will be provided in and around the plaza. However, noise generated from nearby Hart Road and the adjacent urban neighborhood contributes to a diminished forest experience and is counterproductive to a quality educational environment. For that reason, the site center will be the primary gathering area for programmed environmental education group presentations, activities and orientations.

Parking

The Master Plan locates the parking lot within the southeast portion of the park, generally across from SW Dunsmuir Lane. Parking is included to provide adequate access via auto to the park and to accommodate environmental education activities within the park. Construction of a parking lot at this location will have less environmental impact than if the parking lot had been constructed where located in the 2001 Master Plan, at the existing gravel surfaced parking area. The new Master Plan location protects the legacy Oregon white oak at the existing parking area. The access at Dunsmuir will provide for right in, right out, and left out vehicle turning movements. Figure 2 shows the parking and plaza area.

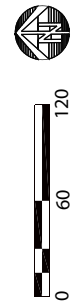
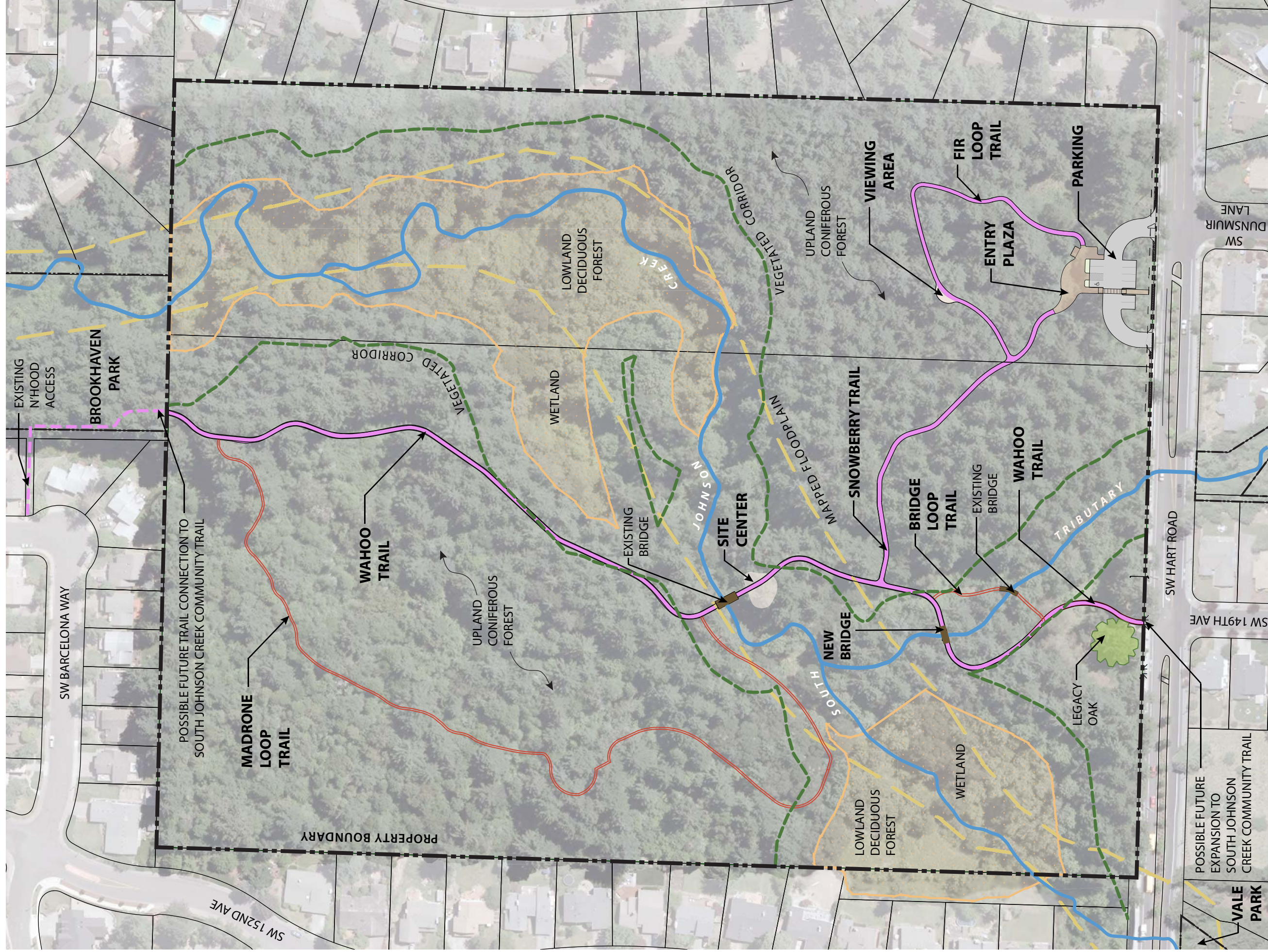
The design indicates eight regular (9.0 feet by 18.0 feet) parking spaces, with a ninth space being disabled-accessible only. The regular parking spaces will accommodate 15-passenger van parking for the proposed environmental education programming on-site. Temporary school bus loading/unloading will be possible within the parking lot to periodically transfer school groups to the site. Busses will not wait on-site, so bus parking in the parking lot is not needed.

The parking lot surface will be porous asphalt or concrete paving if feasible as determined by a geotechnical study of soil drainage conditions at the site. If porous paving is determined to be infeasible, impervious asphalt paving will be used. If use of porous paving is not feasible, storm water treatment planters will collect runoff from the parking lot and plaza areas, providing a native garden element consistent with the natural setting of Lowami Hart Woods Park.

Entry Plaza

There will be an entry plaza adjacent to the parking lot as shown in Figures 1 and 2. Bicycle parking for a minimum of six bicycles will be provided at the plaza. Three picnic tables and an information kiosk will also be provided. Two screened portable restrooms, including a handicap-accessible restroom, will be located at the plaza. As with the parking lot, if feasible, porous paving will be used for the plaza hardscaping.





Lowami Hart Woods Natural Area

Master Plan



FIGURE 2



Lowami Hart Woods Natural Area Parking Area Concept

October 2011

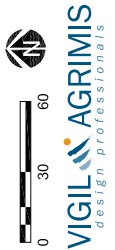


FIGURE 3

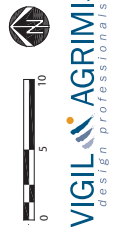
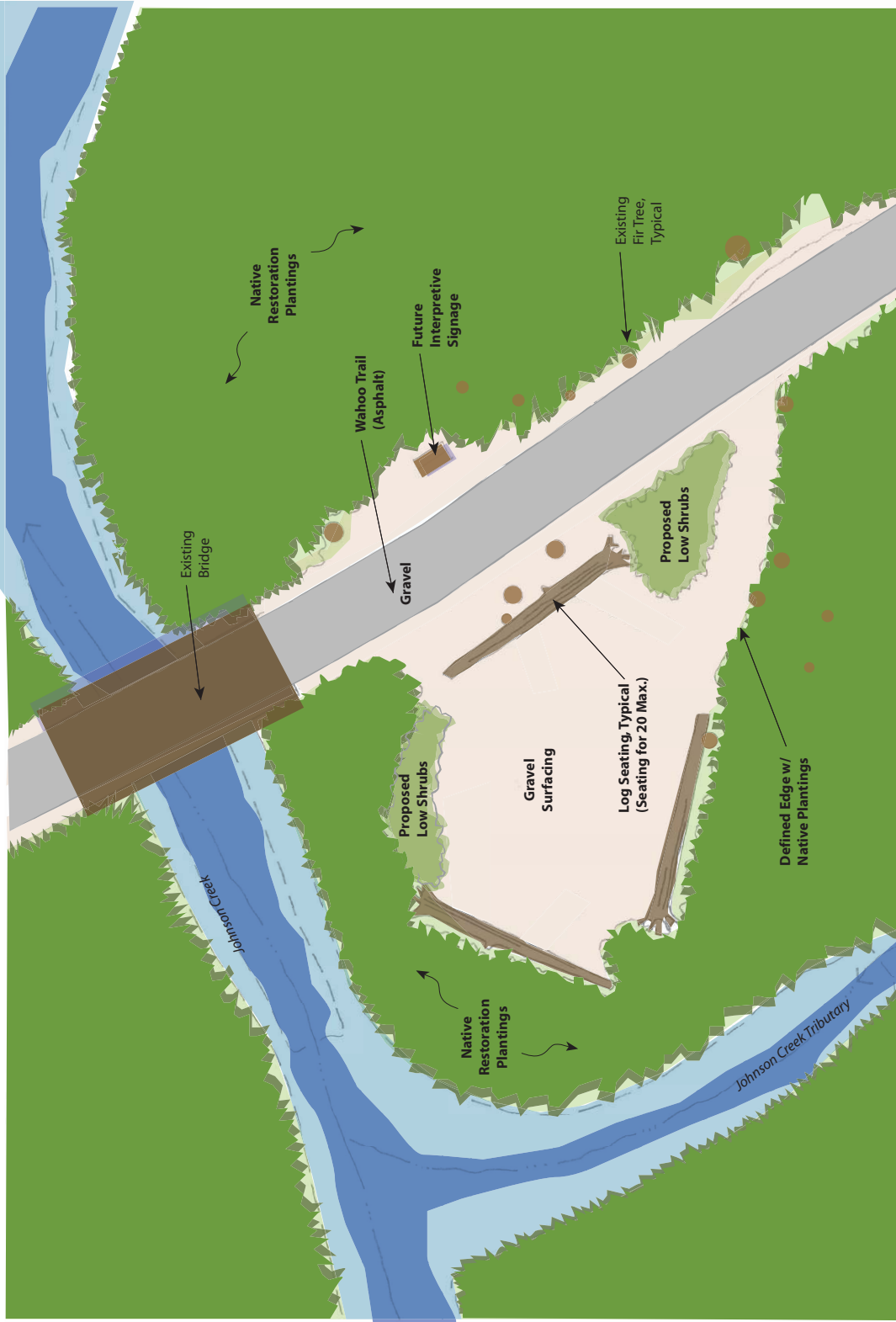


Lowami Hart Woods Natural Area

Site Center Concept

Informal Gathering Area

October 2011



Findings - Summary

On August 8, 2011 and September 12, 2011, the Board of Directors of the Tualatin Hills Park & Recreation District held public meetings at which consideration was given to a new Master Plan for Lowami Hart Woods (LHW). Numerous letters and emails were received by the Board regarding this matter in advance of the August 8 meeting and 30 people spoke at the meeting. Prior to the August 8 meeting, a lengthy staff memo dated August 3, 2011 with exhibits was provided to the Board with their meeting packet. An additional Exhibit 14 was provided at the meeting containing written comments received after the packet was distributed. After receiving oral testimony, the Board deliberated on various elements of the staff recommended Master Plan at issue. After deliberation, a decision was made regarding each plan element except the design of the parking area. The Board directed staff to return at their September 12 meeting with alternative concepts for the design of the parking area to reduce development impacts.

At their September 12 meeting, the THPRD Board of Directors reviewed the alternative parking area concepts and provided direction for incorporation into the Master Plan. Those attending the meeting were given an opportunity to comment on the alternative parking area concepts but no testimony was offered. At the request of a Board member, the Board then reconsidered a decision made at their August 8 meeting, regarding the width of paved trails, and decided by a 3-2 vote to change their direction to staff. Their decisions are reflected in the Master Plan and recorded in the minutes of the meeting. The Board asked that the final Resolution be developed for approval at the next October 3, 2011 Board meeting.

Each final decision and the basis for each decision is described in the summary of findings below and the August 3, 2011 and the September 2, 2011 staff reports from Director of Planning Hal Bergsma to General Manager Doug Menke regarding the "Lowami Hart Woods Park Master Plan". (Note: at their September 12, 2011 meeting, the Board approved changing the classification of a number of parks, including Lowami Hart Woods, to "natural area".) Except where otherwise noted below, the decisions rely on the evidence, information and analysis in the August 3, 2011 and September 2, 2011 staff memos, including the exhibits.

FINDINGS:

Main trail classification

The Board concurs with the staff recommendation that the main north-south trail through LHW shall retain its community trail classification consistent with the THPRD 2006 Trails Plan. The Board finds that the main trail, as a segment of the planned South Johnson Creek Community Trail (SJCCT), meets the descriptions of a community trail on pages 21 and 24 of the 2006 THPRD Trails Plan as well as *Goal 4: Community Linkages* of the Trails Plan on page 11 in that the SJCCT will, when completed, link neighborhoods, parks, greenspaces and schools while

providing a travel experience that differs from that available to those who travel on the Westside Regional Trail to the west.

Main trail design

Trail alignment: The Board concurs with the staff recommended alignment, finding that the alignment is superior to the alignment shown in the 2001 Master Plan because it avoids wetland impacts, minimizes vegetated corridor impacts, reduces tree impacts, reduces trail grades over 5%, reduces trail length and therefore construction costs, and eliminates the need for an additional bridge crossing of South Johnson Creek.

Trail width: A Board majority concludes that the trail width shall be as recommended by staff, six feet wide with no visible shoulders, with a few wide spots for people to pass those who are moving at a slower pace or want to stop to rest or to observe their surroundings. The Board finds such a width is appropriate given the trail's natural setting and its lack of existing connectivity, acknowledging that the trail could be widened to eight feet in the future if it is extended as long as the trail base is built eight feet wide as staff recommends. The Board finds this is a reasonable exception to the Trails Plan standards for a community trail that is likely to eliminate a major point of contention with the neighborhood.

Trail surface: The Board concurs with the staff recommendation that the trail be paved with standard asphalt, finding that other surfaces will either be too unstable and prone to erosion (gravel, wood chips and earthen soft-surfacing) requiring more frequent regular maintenance or infeasible due to site conditions such as high levels of vegetative debris and impervious soils (porous asphalt and concrete). The Board finds that concerns about petrochemical pollution from an asphalt surface are not supported by evidence, noting there is no evidence of pollution problems from asphalt trails in the Tualatin Hills Nature Park. Further, given the small percentage of the site that would be impervious as a result of using standard asphalt on the trail, the Board finds that impacts from runoff would be miniscule.

Trail slope: The Board concurs with the staff recommendation regarding slope of the trail, finding that site conditions do not make it possible to design the trail so it would completely comply with Americans with Disabilities Act (ADA) guidelines.

Trail use: The Board concurs with the staff recommendation regarding use of the main trail except that the Board concludes that a rule should be adopted directing that bicycles are to be walked through the site, finding that the relatively short length and narrow width of the trail and relatively steep slopes in some segments of the trail are not conducive to bicycle riding. The Board finds that users should be allowed to walk dogs on leash through the area since dog walking has been occurring on the site since it was acquired by the District.

Madrone loop trail design

The Board concurs with the staff recommendation regarding the design of the Madrone loop trail, finding that a combination of gravel and wood chips are the most appropriate surface materials for this trail, with the use of each material determined by slope and soil wetness conditions along the trail. The Board further concludes that staff should adjust the trail alignment

slightly from its present route where it is determined through design development that doing so would reduce adverse impacts and/or increase public safety.

Trail use/limitations

Bicycles: The Board concludes that a rule should be adopted directing that bicycles are to be walked on all trails in Lowami Hart Woods, finding that it is inappropriate due to the character of the site including relatively steep trail segments where bicycle speeds might be excessive and the relatively short length and narrow width of trails that will also be used by pedestrians, including children and those with disabilities. The Board concludes that signage should be posted at trail entry points in LHW directing bicyclists to walk, rather than ride, their bikes. Additional consideration of this topic by the Board may be given at any time, and in particular when additional segments of the SJCCT are completed.

Dogs: The Board concurs with the staff recommendation to allow dogs to be walked on leash in Lowami Hart Woods, finding that is the practice in all other natural areas in the District except the Tualatin Hills Nature Park and the Cooper Mountain Nature Park, and also finding that dog walking has been allowed in LHW since the District acquired the site.

Rogue trails: The Board concurs with the staff recommendation that all rogue trails in LHW (those not shown on the Master Plan) shall be decommissioned and restored with native plantings, finding that doing so and focusing all trail use on trails planned for improvement will reduce negative impacts to streams within the site resulting from soil erosion as well as negative impacts to wildlife habitat and natural vegetation resulting from unlimited human access within the site.

Universal accessibility/ADA compliance: The Board concurs with the staff recommendation that site “accessibility” be provided as identified in the staff proposed Master Plan. This decision is based on a finding that site conditions dictate the level of accessibility that can be achieved along various trail segments within LHW.

Site programming for environmental education

The Board concurs with the staff recommendation regarding how to program environmental education activities within the site, finding that consistent with District Goals and Objectives, it is appropriate for District staff to use this site for environmental education as other sites throughout the District are being used, including smaller natural areas such as Hyland Forest Park, with the understanding that limitations will be imposed on group sizes as described in the staff memo and a public review of the consequences of environmental education activities in the park will be conducted two years after they begin. The Board further finds that there is no evidence that environmental education activities managed by District staff in other District natural areas have adversely affected those natural areas.

Site center and other locations for environmental education

The Board concurs with the staff recommendation to conduct programmed environmental education activities at the parking area entry plaza, the site center and along trails, with gathering locations at the entry plaza and the site center, finding that the entry plaza would best serve as a gateway location for environmental education and that the site center would best function as the primary location for group environmental education activities due to its proximity to the creek and riparian corridor, the quality of the surrounding mixed forest ecosystem, and the virtual lack of noise pollution from Hart Road and the surrounding urban neighborhood resulting from a dynamic combination of creek and forest sounds, vegetative buffer, and topographic separation. The Board concludes that it would be appropriate for smaller groups to use paved trails for environmental education, placing interpretive elements and seating at a few slightly wider locations along trails (up to 10 feet in width) where people could talk quietly, observe their surroundings, reflect and rest based on the finding that such locations are needed to allow for individuals and small groups to enjoy the site without impeding the travel of others who may be passing by on a trail.

Site center design

The Board concurs with the staff recommendation to have an informal design layout at the site center with perimeter log seating for up to 20 people and soft gravel surfacing along with interpretive signage in a small area, with the remainder of the area previously impacted by past activities to be restored by planting with native vegetation. The Board finds that this is consistent with the design of a similar gathering area used for environmental education at the Tualatin Hills Nature Park (shown in Exhibit 35 to the staff memo) which functions well for that purpose. The Board further finds that there is no evidence that damage to the limited proposed improvements from flooding of the site center would be significant as long as the log seating is adequately anchored.

Parking lot location

The Board concurs with the staff recommendation that the parking lot for LHW should be located in the southeast portion of the site, generally across from SW Dunsmuir Lane, rather than in the location further to the west called for by the 2001 Master Plan, finding that relative to the 2001 Master Plan location, construction of the parking lot in the staff recommended location would result in reduced loss of trees with less potential for wind throw by the trees that remain while avoiding impacts to the large oak tree at the 2001 Master Plan location. The Board also finds that due to the relatively level topography of the staff recommended location, site grading to construct the parking area would be minimized and there would be no need for retaining walls.

Parking lot size

The Board finds that a reasonable amount of on-site parking is needed for LHW to accommodate people who choose to access the site by automobile, including groups who access the site for programmed environmental education activities, but that a balance should be

achieved between site access and site impacts. The Board concludes that to minimize the footprint of the parking lot it should be limited to nine parking stalls, one of which is assigned for those with physical disabilities.

Parking area paving

The Board concurs with the staff recommendation to use porous paving for the parking lot and the entry plaza, if feasible, depending on the findings of a geotechnical engineering study to determine whether sub-soils provide adequate percolation of storm water from porous paving, with the understanding that if porous paving is deemed feasible, staff can choose among various porous paving products to determine the best product for this project, and if use of a porous product is not deemed feasible, standard paving products (asphalt and/or concrete) would be used in combination with water quality planters. The Board finds that it is the District's recent practice to use porous paving where feasible for parking areas (e.g. porous asphalt at Garden Home Recreation Center and Jackie Husen Park, porous concrete at Aloha Swim Center, and porous pavers at PCC Rock Creek Recreation Facility), with the type of porous paving used based on the District's previous experience with such paving, and that the staff recommended approach for the LHW parking lot is consistent with recent practice.

EXHIBITS C & D

For distribution purposes, Exhibits C and D to Resolution No. 2011-22 are not included within this printed packet. Please note that [Exhibit C](#) was agenda item 8A from the August 8, 2011, Board of Directors meeting, and [Exhibit D](#) was agenda item 8B from the September 12, 2011 Board of Directors meeting. The staff reports, including comments distributed at the meeting, total over 200 pages.

Both exhibits are available online at <http://www.thprd.org/about/directors.cfm> under Board Meeting Agendas & Minutes. A printed copy will be available to view at the Board of Directors meeting on October 3, 2011.



[7J]

MEMO

DATE: September 22, 2011
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Resolution Authorizing Execution of Oregon Coalition Brownfields Cleanup Fund Grant Contract**

Introduction

Board of Directors authorization is needed to execute a contract with the Oregon Business Development Department to receive grant funds for clean-up of property recently acquired by THPRD next to Eichler Park.

Background

The Oregon Business Development Department offers grants for projects on properties impacted by the existence of hazardous substances and for which clean-up of the contaminants is necessary before development or redevelopment can occur. On June 6, 2011, the Board of Directors approved a resolution authorizing the General Manager to apply for this grant to reduce the cost of clean-up of a property recently acquired by the District next to Eichler Park pursuant to a prospective purchaser agreement with the State Department of Environmental Quality (DEQ). As noted in the General Manager's report to the Board for the August 8, 2011 meeting, on July 22 staff received notice that THPRD has been awarded a \$126,272 Oregon Coalition Brownfields Cleanup Fund grant for the clean-up. The proposed grant contract was sent to staff on September 8. Subsequently, staff determined that under the terms of the grant contract the Board must approve a resolution authorizing its execution.

Proposal Request

Staff is seeking approval of a resolution authorizing execution of the subject grant contract, subject to its approval as to form by the District's attorneys. Staff has drafted Resolution No. 2011-27 for Board approval (attached).

Benefits of Proposal

The benefit of this proposal is that by contracting for the grant funds, the District will be able to reduce the expense of cleaning up the Eichler Park expansion property to the SDC fund, allowing for expenditure of SDC revenues for other purposes.

Potential Downside of Proposal

There is no downside to this proposal. Under the terms of the District's agreement with DEQ, money will need to be spent on the clean-up. Use of grant funds reduces the cost to the District.

Maintenance Impact

The clean-up project will have no maintenance impact.

Action Requested

Board of Directors approval and signature of Resolution No. 2011-27 to authorize executing a contract with the Oregon Business Development Department for an Oregon Coalition Brownfields Cleanup Fund grant for clean-up of a property recently acquired by THPRD next to Eichler Park pursuant to a prospective purchaser agreement with the State Department of Environmental Quality (DEQ).

RESOLUTION NO. 2011-27

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
AUTHORIZING EXECUTION OF A CONTRACT WITH THE OREGON BUSINESS DEVELOPMENT
DEPARTMENT TO RECEIVE AN OREGON COALITION BROWNFIELDS CLEANUP FUND GRANT
FOR REMOVAL OF CONTAMINATED SOIL FROM A PROPERTY RECENTLY ADDED TO
EICHLER PARK ON FARMINGTON ROAD IN BEAVERTON, OREGON**

WHEREAS, the Tualatin Hills Park & Recreation District (THPRD) has recently entered into an agreement with the Oregon Department of Environmental Quality (DEQ) to clean-up a brownfield site on a property next to Eichler Park in Beaverton after its recent acquisition by THPRD; and

WHEREAS, the State of Oregon Business Development Department has awarded the THPRD a grant for clean-up and redevelopment of the subject brownfield site; and

WHEREAS, to receive the subject grant THPRD must enter into a contract with the Oregon Business Development Department; and

WHEREAS, under the terms of the grant contract the Board of Directors must approve a resolution authorizing its execution.

**LET IT HEREBY BE RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS
PARK & RECREATION DISTRICT IN BEAVERTON, OREGON, that:**

Subject to its approval as to form by the District's attorneys, the General Manager or his designee is authorized to execute and the THPRD staff is authorized to deliver the subject grant contract to the Oregon Business Development Department for assistance in funding cleanup of a property recently acquired for addition to Eichler Park. It is understood that in signing the grant contract THPRD is subject to the performance, observance and discharge of its duties pursuant to the contract's covenants, agreements and obligations.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 3rd day of October, 2011.

Bob Scott, President

Larry Pelatt, Secretary

ATTEST:

Jessica Collins, Recording Secretary



[8A]

MEMO

DATE: September 26, 2011
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: General Manager's Report for October 3, 2011

Fanno Creek Trail Project Update

Construction of the last link of the Fanno Creek Trail within the District, south of Allen Boulevard between Highway 217 and Scholls Ferry Road, is on schedule. Site mobilization began in early August and the corridor was cleared by the end of August and at the Beaverton School District property in early September. Grading and site prep work in the corridor occurred during the month of September. The last week of September saw the trail being paved. Installation of the boardwalks will take place during the month of October, as will storm water improvements at the BSD property. Natural area enhancement and mitigation plantings will take place over the winter. The trail is anticipated to be open to the public by the end of November.

Westside Trail Project Funding

The segment of the Westside Trail between the Tualatin Hills Nature Park and Scheupbach Park was finished and opened to the public over two years ago, but project accounting was just completed. There is good news to report in that because the project was completed under budget, the District has received money back from funds committed as the match against the federal grant. Almost \$236,000 has been returned to the District and deposited back into the Systems Development Charge Fund.

Bond Issuance Update

As the Board is aware, the General Obligation Bond Sale occurred September 1 and the recent economic activity greatly benefitted the municipal bond market, resulting in numerous bids with very aggressive rates. As a result, District taxpayers will benefit from far lower property tax rates than anticipated; a tremendous savings on borrowing costs and a debt term no longer than originally stated in the election materials.

Some important facts to point out are:

- The bid will achieve the desired levy rate of 30 cents per thousand for the combined tax levies (the original projection used in the election material was 37 cents per thousand).
- The District sold a par amount of \$40,060,000 generating a net premium of \$1,435,000 totaling to \$41,495,000 available for projects - no additional interest cost will result from the net premium received.
- The cost of issuance was fully offset by the premium received, as it was on the original issue as well. This means that the 1.5% budgeted for issuance costs can be used for other items related to the bond capital program.
- The True Interest Cost (TIC) on the issue is 3.2518% - lower than the original issue in April 2009 when the TIC came in at 4.1916%.

- Due to changes in the municipal bond market since the November 2008 election, taxpayers will save almost \$17 million in interest expense on the bonds, from the forecasted amount at the time of the election.
- Because of the District's sound financial position, the rating agencies affirmed our Aa1 and AA ratings, resulting in the excellent results achieved with this final issue.

All in all this was a very successful outcome. As the Board will see attached in the newspaper articles section of their packets, this good news was reported on by the media as well.

Board of Directors Meeting Schedule

Please note the following upcoming Board of Directors meetings:

- November Regular Board Meeting – Monday, November 7, 2011
- December Regular Board Meeting – Monday, December 5, 2011



[9A]

MEMO

DATE: September 13, 2011
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Recommended Goal Outcomes for Fiscal Year 2012-13 Planning and Budgeting**

Summary

A priority list of performance measures with associated goal outcomes has been compiled for consideration by the Board of Directors for use in the Fiscal Year 2012-13 planning and budget process. Staff is requesting Board of Directors adoption of the goal outcomes for the priority measures to use in the planning and budget process for 2012-13.

Background

On December 7, 2009, the Board of Directors approved an initial list of priority performance measures for use in the planning and budget process for Fiscal Year 2011-12. On August 9, 2010 the Board of Directors adopted goal outcomes for these priority measures. Staff used these goal outcomes in the budget development process by creating business plans to address goal outcomes. Those business plans that most cost-effectively addressed goal outcomes were funded in the 2011-12 adopted budget.

Proposal Request

The attached list of priority performance measures has been updated to include an additional four priority goals to the original list. These four goals are shown highlighted in blue. This list of performance measures, identifies by measure, the outcome for the last two fiscal years along with the adopted goal outcome for the current fiscal year. The preliminary outcomes for fiscal year 2010-11 are shown on the summary for trend analysis. These calculations will be finalized once the District financial statements have been completed and audited.

Also new this year, the proposed list of priority performance measures has been stratified between primary and secondary measures. The intent in this is to identify performance measures that are more directly related to the core functions of the District as primary with supporting measures as secondary. The breakdown in the attached listing represents a staff recommendation, and we are requesting Board approval of this breakdown as part of the overall approval of the priority measures and goal outcomes.

Since the current fiscal year 2011-12 is the first budget plan to include funding for business plans specific to priority performance measures, the impact on outcomes from the implementation of these plans will first be assessed next year at the end of fiscal year 2011-12.

The attached list of priority performance measures also includes the staff recommendation for goal outcomes for the 2012-13 budget year. With Board adoption of the proposed list of priority performance measures and goal outcomes, staff will use them in the fiscal year 2012-13

planning and budgeting process. Staff will once again convene cross-departmental teams to develop business plans designed to achieve these outcomes. Business plans will feed into the budget process as priority funding items.

Benefits of Proposal

Board adoption of the priority performance measures and their goal outcomes will ensure that the District places a planning and budgeting priority on all eight Master Plan Goals, and will also engage all District departments. Use of performance measures will gauge effectiveness in goal achievement while allowing flexibility in the approach taken to achieve the goal. By adopting specific goal outcomes early in the Fiscal Year 2012-13 planning process, it will allow the cross-departmental teams sufficient time to develop meaningful business plans for budget funding consideration.

Potential Downside of Proposal

By selecting the priority performance measure list and goal outcomes, the Board of Directors will be limiting possible new budget funding to only those goal objectives that have been chosen for that fiscal year of budgeting.

Action Requested

Board of Directors adoption of the goal outcomes for the established priority performance measurements for use in the Fiscal Year 2012-13 planning and budget process.



2012- 2013 THPRD Goal Outcomes

Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	Preliminary 2010-11 (Current Service Level)	2011-12 Goal Outcome (Target)	Basis of Measurement	2012-13 Goal Outcome (Target)	Ultimate Goal Outcome (Target)
Goal 1. Quality, Accessible Parks						
Primary Measures:						
1.B.) Provide Neighborhood parks or park facilities throughout the district	0.91	0.92	increase	# Acres/1,000 pop. (0.8 - 1.0 acres/1,000)	increase	0.8- 1.0 acres/1,000
	71.75%*	71.75%*	increase	% District coverage (within 0.5 miles)	increase	100%
1.C.) Provide community parks or park facilities throughout the district	2.55	2.55	maintain	# Acres/1,000 pop. (2.0 acres/1,000)	maintain	2.0 acres/1,000
	Not Available	Not Available		% District coverage (within 2.0 miles)		100%
* Needs to be verified through GIS mapping and updated per the park recalssification project						
Goal 2. Recreational Programs and Facilities						
Primary Measures:						
2.A.) Provide a variety of programs to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities: provide programs that meet the needs of people of all incomes	420.16	428.22	maintain	Program Registrants / 1,000 pop. Demographic % served as compared to total polulation	maintain	
2.F.) provide playing fields throughout the District	62%	68%	increase	% Field hours used of hours allocated	increase	100%
Secondary Measures:						
2 A.) Recreation programming to address the needs of all user groups and all income levels (including the tracking of demographics).	3,938	4,819	maintain	# Family Assistance patrons served	maintain	
	6,690	7,982	maintain	# Rec Mobile patrons served	maintain	
	325	410	maintain	# Free swim lesson patrons	maintain	
	3,595	3,391	maintain	# Therapeutic Rec patrons	maintain	
	1,737	1,691	maintain	# Specialized Rec patrons	maintain	
	1.21	TBD	maintain	Inclusion specialists FTE	maintain	
2 A.2.) Conduct lifecycle analysis of programs & activities	159.6%	163.0%	maintain	Aggregate registration as % of aggregate class minimums	maintain	100%
2.A.3.) Adopt program standards & performance measures to track financial performance of each program as it compares to the budget goals						
2 A.6.) Increase on-line registrations	24,067	30,189	N/A	# on-line registrations completed	increase	
Goal 3. Maintenance and Operations						
Primary Measures:						
Secondary Measures:						
3.C.4.) Prioritize deferred maintenance on a five-year and ten-year plan of funding with annual updates				Replacement balance (includes deferred replacement backlog plus projected future replacements:		
	\$18,251,088	\$18,158,288	decrease	5-year balance	decrease	zero deferred
	\$32,976,777	\$32,883,977	decrease	10-year balance	decrease	zero deferred
3.D.) Organize maintenance activities by a combination of function and geographic region	\$1.80	\$1.81	decrease	Cost/mile traveled	decrease	
	425	406	decrease	Vehicle miles traveled/developed acre	decrease	
	\$763.30	\$735.15	decrease	Transportation costs/developed acre	decrease	
3.A.10.) Automate all irrigation and lighting within 5-10 year	81%	81%	increase	% Number of irrigation systems automated (of irrigation systems desired to be automated)	increase	100%
				% Number of desired lighted sites automated:		
	58%	58%	increase	Athletic Fields (of fields desired to light)	increase	100%
	100%	100%	maintain	Parking Lots (of parking lots desired to light)	maintain	100%
	92%	92%	increase	Pathways (of pathways desired to light)	increase	100%

Goal 4. Natural Areas						
Primary Measures:						
4.A.7.) Regularly maintain & monitor condition of natural areas	Not Available	Not Available		% non-native cover by acre		<10% non-native cover
4.C.) Use Park district facilities and programs to increase the public's understanding of natural resources, processes and habitats	42,444	45,083	increase	#NR education contact hours- Children	increase	
	4,880	6,167	increase	#NR education contact hours- Adults	increase	
Goal 5. System of Connected Trails						
Completed						
Primary Measures:						
5.A.) Close gaps in regional trail system by completing missing segments	21.49	21.60	increase	# Total continuous trail miles (regional & community)	increase	
				# of Trail Segments Completed:		
	13 of 42 complete 11 of 54 complete	13 of 42 complete 11 of 54 complete	increase increase	Regional Community	increase increase	
5.E.) Implement a trails operation plan, and a trails renovation maintenance plan	Not Available	Not Available		Trail quality standards rating system		
Goal 6. Efficient Service Delivery						
Primary Measures:						
6.A.) Provide & maintain facilities in a flexible manner to continue to respond to changing needs & conditions within the district	\$7.20	\$7.11	decrease	Cost/Square foot building maintained	decrease	
	\$18.26	\$17.51	decrease	Cost/Square foot pool maintained	decrease	
6.F.) Continue to establish, adjust and assess user fees for Park District facilities and programs in an equitable and cost-effective manner	90%	94%	increase	% Classes with fee at cost recovery targets	97%	100%
6.G.1.) Provide professional development and training for staff. Including participation in professional organizations.	1,680	1,629	maintain	#Total training contact hours	maintain	
Secondary Measures:						
6.B.) Continue to pursue partnerships in land acquisition, facility development programming, marketing, maintenance and other activities	364	364	increase	Total # acres co-owned/maintained properties	increase	
6.H.) Continue to encourage and recognize the importance of volunteers and other community groups in meeting district needs	63,000	64,000	increase	# Volunteer hours per year	increase	
Goal 7. Effective Information & Communication						
Primary Measures:						
7.B.) Regularly communicate with and provide opportunities for the general public to learn about and comment on district activities	N/A	89%	increase	Population (patron) awareness	increase	
	N/A	8.75 out of 10	maintain	Population (patron) satisfaction	maintain	
Secondary Measures:						
7.B.5.) Update the Park District website to provide information and feedback opportunities on plans & policies, using project specific websites when needed	49,000	50,700	maintain	# Website hits/month	maintain	
7.G.) Regularly communicate with public through media: continue to implement the district media communication strategy to publicize Park District information	1,120	TBD	maintain	Total # newspaper column inches (including THPRD related articles)	maintain	
	380,000	TBD	maintain	Print communication- # household contacts per year with THPRD information	maintain	
	Not Available	Not Available	maintain	Total # district electronic/website mentions	maintain	

Goal 8. Environmental and Financial Sustainability						
Primary Measures:						
8.A.) Design facilities in an environmentally and cost-conscious manner				Utility units consumed/year/Building & Pool square foot:		
	56.2	56.3	decrease	Water (Gallons)	decrease	
	69,006.5	46,797.3	decrease	Utility units consumed/year/developed acre:		
				Water (Gallons)	decrease	
	38,043.5	31,343.9	decrease	Utility units consumed/year/#athletic fields & courts maintained:		
	Not Available	14,888	decrease	Water (Gallons)	decrease	
Secondary Measures:						
8.A.) Design facilities in an environmentally and cost-conscious manner				Utility units consumed/year/Building & Pool square foot:		
	1.15	1.14	decrease	Gas (Therms)	decrease	
	13.56	13.33	decrease	Electric (kWh)	decrease	
				Utility units consumed/year/developed acre:		
	100.3	93.4	decrease	Electric (kWh)	decrease	
				Utility units consumed/year/#athletic fields & courts maintained:		
	902.37	913.03	decrease	Electric (kWh)	decrease	
2.0	2.0	increase	Acres of permeable parking surface	increase		
8.B.) Consider environmental impacts of maintenance and operational activities and standards: continue and expand use of hybrid vehicles	11.4%	14.3%	increase	% miles traveled by alternate fuel vehicles on road	increase	



[9B]

MEMO

DATE: September 20, 2011
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Comprehensive Plan Update

Introduction

An update to the 2006 Comprehensive Plan for THPRD is proposed for completion by June 30, 2012. Elements to be updated in the plan include THPRD demographics, park standards including a GIS analysis and a future needs assessment. The development of a new plan structure is also being proposed with the Comprehensive Plan serving as an umbrella document providing general policy direction for functional plans which will contain the actual implementation details per service area. The underlying functional plans, will be updated or developed in subsequent years and will include: the Parks Functional Plan, the Trails Functional Plan, the Natural Resources Functional Plan, the Athletic Fields Functional Plan and the Program Functional Plan.

Background

In 2006, THPRD completed a thorough update of its 20-year Comprehensive Plan. An implementation provision of the 2006 Comprehensive Plan calls for periodic updates, at least every 5-10 years, as conditions change.

Since the adoption of the 2006 Comprehensive Plan, there have been changes in the underlying data that drove the development of that plan:

- With the completion of the 2010 Census, demographic projections can start at a more accurate baseline for projections of future district service area needs.
- In light of the recently approved District Reclassification Project, population and proximity measures need to be updated to reflect the implementation of site naming conventions called for in the 2006 plan that have reduced the amount of park acreage.
- Many of the objectives or action steps of the 2006 Comprehensive Plan have been completed.

Proposal Request

The Comprehensive Plan update will include revisions to the following 2006 plan components:

- THPRD Demographics
- Population Per Park Acreage Standards and Park Proximity/Access Standards
- Future Needs Analysis (and Current Condition Assessment)

This update will be performed primarily in-house by THPRD staff with the Operations Analysis staff managing the project. Certain segments of analysis will be contracted out:

- The Portland State University Population Research Center will once again be contracted to provide the base demographic data.

- Research on proximity or population standards may be contracted out or assigned to a research internship.
- Geographic Information System (GIS) analysis of park acreage, especially given the reclassification project, may be contracted out or assigned to a research internship.

Current conditions will be examined with a review of accomplishments since the adoption of the 2006 plan. Future conditions and needs will also be analyzed by examining preferred and alternate approaches to achieve them. All calculations and Long-term Financial Plan scenarios will be performed by THPRD staff.

Public outreach, which will also be managed in-house by THPRD staff, is expected to include the solicitation of input from the Park District Advisory Committees on policies and standards as they are being evaluated. The draft report of the Comprehensive Plan update will be presented to not only the Advisory Committees, but also to the local Citizen Participation Committees (CPOs) and Neighborhood Association Committees (NACs) for review and feedback. As functional plans are created or updated, technical advisory committees will be formed to guide the development of these plans. A public web page will also be established for patron access with the opportunity for input and comments.

The update of the Comprehensive Plan and supporting Functional Plans is proposed to be completed in the following sequence:

- Fiscal Year 2011/12 – Update the umbrella Comprehensive Plan document, including demographics, standards such as population/park acreage and proximity/access standards, and identification of future needs. Conduct outreach and solicit feedback from THPRD Advisory Committees, local CPOs and NACs. Budgeted funds available for this update are \$45,000.
- Fiscal Year 2012/13 – Update the Natural Resources Management Plan and rename it the Natural Resources Functional Plan and develop a Programs Functional Plan. Budget to be determined.
- Fiscal Year 2013/14 – Update the Athletic Fields Master Plan and rename it the Athletic Fields Functional Plan and develop a Parks Functional Plan. Budget to be determined.
- Fiscal Year 2014/15 – Update the Trails Master Plan and rename it the Trails Functional Plan. Budget to be determined.

Benefits of Proposal

Updating the 2006 Comprehensive Plan in fiscal year 2011/12 will begin the update process early enough to allow sufficient time for work on the proposed functional plans. Functional Plans will house specific operational actions necessary to achieve the goals and objectives established in the governing Comprehensive Plan.

The development of a new plan structure with the Comprehensive Plan as a guiding document will allow this document to remain relevant despite operational changes. These operational changes can be updated more frequently in the newly created functional plans.

Potential Downside of Proposal

There is no apparent downside to the report, other than the cost of staff time to complete the update and develop subsequent functional plans.

Action Requested

No Board of Directors action is requested. The Comprehensive Plan update process is presented for Board information and review only.



[9C]

MEMO

DATE: September 20, 2011
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Greenhouse Gas Inventory

Introduction

In spring 2011, THPRD engaged the consulting firm The Good Company to assist in the development of its baseline greenhouse gas inventory. This inventory quantifies the amount of carbon dioxide equivalents generated and emitted by THPRD in one year. Final audited financial information for fiscal year 2010 was analyzed as the base year.

Background

Reducing emissions of greenhouse gases (GHGs) has become a priority for a number of public agencies and supports the THPRD Comprehensive Plan sustainability goal:

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

However, in order to reduce GHG emissions, it is first necessary to understand the areas of business that are generating them.

The Good Company from Eugene, Oregon, is a sustainability consulting firm whose mission is to make sustainability work. They have developed a methodology for calculating the GHG emissions produced by an agency through the categorization of expenditures using standards developed by the Carnegie Mellon University. These standards, known as Economic Input-Output Life Cycle Analysis (EIO-LCA) standards, group like expenditures and assign an average carbon dioxide equivalent (CO₂e) generation load to that category. All operating and capital expenditures are then linked to an EIO-LCA category. Over 20,000 lines of THPRD expenditures were categorized by staff using the EIO-LCA standards to calculate emission numbers.

Seven Good Company webinars were attended by staff to learn the theories and latest concepts concerning GHG, and to learn the use of their proprietary modeling tool which will allow staff to complete future inventories in-house.

GHG emission sources are considered either direct or indirect. To distinguish between the two, three "scopes" are defined for traditional GHG accounting and reporting purposes per The World Resources Institute Greenhouse Gas Protocol. Scope 1 sources are direct sources that originate from equipment and facilities owned or operated by THPRD. Scope 2 and Scope 3 are indirect emission sources. Scope 2 sources are from THPRD-purchased electricity heat or steam, while Scope 3 sources are all other activities of THPRD but occur from sources owned or controlled by another company or entity.

Scope 1 and Scope 2 are more accurate emission measurements because of the direct control THPRD has over their use. Scope 3, while not required reporting, is worth estimating as it is usually a significant source of emissions. As such, emission calculations requiring parameter assumptions and estimates are shown in a GHG inventory as rounded rather than exact numbers. For THPRD, the Scope 3 categories requiring estimation are commuting and supply chain.

Once the total GHG emissions are determined for a baseline period, it is then possible to develop a Climate Action Plan (CAP) specific to THPRD activities. The CAP identifies the areas with the largest emission production and targets these areas for further analysis to see where process or product-use changes can be made to decrease emission production in the future. Calculation of the baseline GHG inventory is merely one of the first steps in the implementation of the THPRD sustainability program. It will provide a beginning point against which to measure success in doing our part to reduce CO₂e emissions. Staff intends to make a presentation on the larger sustainability program at a future Board meeting.

Attached is a copy of the THPRD Greenhouse Gas Inventory report. This report details the GHG emissions by scope and category for the fiscal year 2009/10.

Action Requested

No Board of Directors action is requested. The THPRD Greenhouse Gas Inventory is presented for Board information and review only.

**Tualatin Hills Park & Recreation District
Inventory of Greenhouse Gases
Local Government Operations For Fiscal Year 2010
Report Date: July, 2011**



Connecting
People, Parks
& Nature

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INVENTORY OF GREENHOUSE GASES

FISCAL YEAR 2010

INTRODUCTION AND POLICY CONTEXT

The Intergovernmental Panel on Climate Change (IPCC), the United Nations body that regularly convenes climate scientists, has identified human activity as the primary cause of the climate change that has occurred over the past few decades and quickened in recent years. Consensus statements from the IPCC suggest that human-caused emissions of greenhouse gases (GHGs) must be reduced significantly – perhaps more than 50% globally, and by 80% in wealthier nations that are the largest emitters – by mid-century in order to avoid the worst potential climate impacts on human economies.

Many individual corporations, government agencies, universities, non-profits, and even individuals have proactively sought to take on this challenge. Emissions of GHGs from government operations are significant, so they have a direct impact through emissions reductions. They also have a role in educating policy makers and citizens. By measuring emissions of GHGs from the Tualatin

Hills Park & Recreation District (THPRD), this inventory is an important step in taking action, managing risk and leading the way forward.

There has recently been much regulatory action regarding GHG emissions, as well as energy- and transportation-related legislation and policy related to climate action. Action is taking place at the international, national, regional, state, and local levels as shown in the table below.

In 2005, THPRD made a commitment to address the problem of climate change by starting an in-house Sustainable Practices Program of documenting existing sustainable practices, investigating the use of recycled products and starting a recycling program for staff waste generation. In 2008, THPRD moved to a more comprehensive sustainability program to develop sustainable purchasing policies, build a sustainable purchasing calculator, and establish purchasing and operational baseline emission data to determine steps to reduce those emissions.

Table 1: Overview of Policy Activity Related to Greenhouse Gas Emissions Management

Scale	Recent Activity
International	The world’s leaders met in Copenhagen in December 2009 to negotiate the next international climate agreement to follow the Kyoto Protocol, which is set to expire in 2012. While the Copenhagen Summit did not result in any legally binding emissions reductions targets, the Copenhagen Accord – which was drafted by the United States, China, Brazil, India, and South Africa – calls for nations to take actions to keep increases in global temperatures below 2 degrees Celsius. In December 2010, world leaders met again in Cancun, Mexico and developed plans to create a “Green Climate Fund” and a “Climate Technology Center” to help developing countries reduce emissions and adapt to climate change. Plans for how to raise money for these funds will be discussed in South Africa in November 2011.
Federal	In 2007, the Supreme Court unanimously ruled that the US Environmental Protection Agency (EPA) has the authority to regulate greenhouse gas emissions under the Clean Air Act. The EPA has issued mandatory reporting guidelines for large emitters. Other energy and economic stimulus legislation recently passed by the federal government supports renewable energy development and other climate-related initiatives.
Regional	The three regional initiatives – Western Climate Initiative (WCI), Midwest Greenhouse Gas Accord (MGGA), and Regional Greenhouse Gas Initiative (RGGI) – continue to move forward and prepare for implementation (in the event that the federal government does not enact climate legislation) or pre-emption (if federal law takes over). RGGI is already underway as of 2008.

Table 1: Overview of Policy Activity Related to Greenhouse Gas Emissions Management (continued)

Scale	Recent Activity
State	In Oregon, recent legislation includes climate and energy bills targeting fuels, solar power opportunities, and GHG emissions from land use and transportation. A number of statewide efforts are facilitating the widespread deployment of electric vehicles. Dozens of states are taking these and similar actions.
Local	At the local level, over 1,000 cities in all 50 states have signed the US Mayors Climate Protection Agreement, including 16 in Oregon. A comprehensive GHG inventory is a critical step toward fulfilling a signatory’s commitments. Most communities are still at early stages, so we hope THPRD’s work here will provide encouragement, momentum, and a good example to communities elsewhere. Additionally, efforts in the Portland Metro region, including discussions of a Metro GHG inventory and policy options to encourage the reduction of GHG emissions, will further drive efforts to reduce emissions in the Metro area.

CURRENT RELATED REGULATORY REQUIREMENTS OF TUALATIN HILLS PARK & RECREATION DISTRICT

Mandatory Reporting in Oregon

The Oregon Department of Environmental Quality (DEQ) began requiring GHG reporting for a wide range of entities, beginning in 2010 for the 2009 calendar year. The threshold for reporting is currently set at 2,500 MT CO₂e (metric tons of carbon dioxide equivalent) annually. In general, the sources and entities required to report are holders of Title V air pollution permits or Air Contaminant Discharge Permits (ACDP), with at least one discrete permitted source emitting above the threshold.

For more information on Oregon’s rules, visit DEQ’s GHG reporting page:

www.deq.state.or.us/eq/climate/reporting.htm

As currently articulated, rules will not require reporting from many organizations that have aggregate emissions from multiple sources (building energy, fleet fuel, etc.) that together exceed the reporting threshold. Municipal governments and other facilities organizations likely fall into this category of non-reporters. As a result, only a few Oregon municipalities will have regulatory reporting burdens, but many are likely to have total emissions from local government operations that well exceed 2,500 MT CO₂e annually.

In 2010, THPRD’s owned, direct emissions (Scope 1 as defined by the World Resources Institute in The Greenhouse Gas Reporting Protocol) totaled 3,538

MT CO₂e (this includes fleet emissions, natural gas consumption, and refrigerant emissions), but no single source of stationary fuels exceeded the 2,500 MT CO₂e threshold. Additionally, THPRD does not hold a Title V air pollution permit or an Air Contamination Discharge Permit. Therefore, THPRD has no current state level reporting requirements and is unlikely to have state regulated reporting requirements.

Mandatory Reporting at the Federal Level

The U.S. Environmental Protection Agency (EPA) has also issued mandatory reporting guidelines, finalized in September 2009:

www.epa.gov/climatechange/emissions/ghgrulemaking.html

The threshold is 25,000 MT CO₂e per year. Therefore, THPRD will not be required to report under the EPA guidelines.

It is possible that federal climate legislation will require participation by some large entities in policy mechanisms to reduce emissions, such as carbon trading. Given the structure of previously proposed legislation, very few Oregon entities – and probably no government agencies – will have such responsibilities.

BOUNDARIES

In many GHG inventory protocols, emissions sources and activities are classified as producing either direct or indirect GHG emissions. Direct emissions are those that stem from sources owned or controlled by a particular organization. Indirect

emissions occur because of the organization's actions, but the direct source of emissions is controlled by a separate entity.

To distinguish direct from indirect emissions sources, three "scopes" are defined for traditional GHG accounting and reporting purposes (WRI, The Greenhouse Gas Protocol, p. 25).

Scope 1 – Direct sources of GHG emissions that originate from equipment and facilities owned or operated by THPRD.

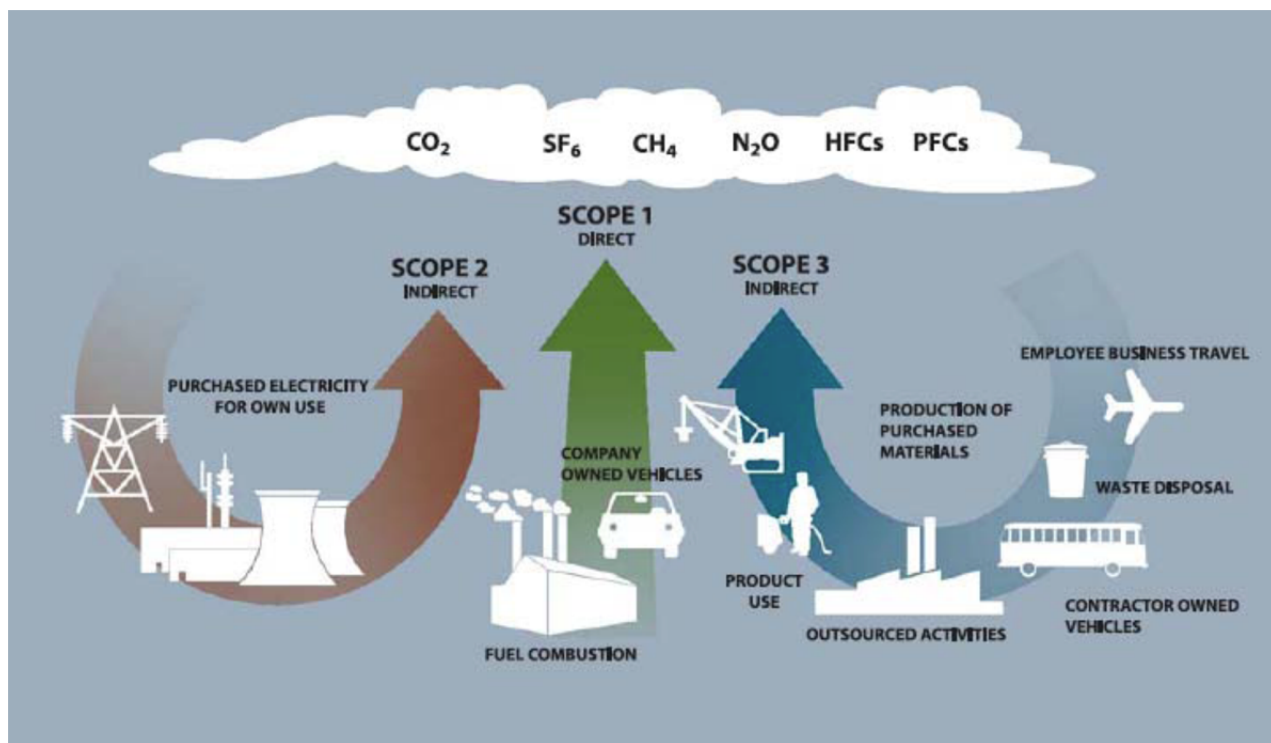
Scope 2 – Indirect GHG emissions from purchased electricity heat or steam.

Scope 3 – All other indirect sources of GHG emissions that may result from the activities of

THPRD but occur from sources owned or controlled by another company or entity, such as: business air travel; embodied emissions in material goods purchased by the institution; emissions from landfilled solid waste; and the commuting habits of employees.

Scope 1 (direct) and Scope 2 (indirect) emissions must be reported for most protocols and registries. Scope 3 emissions are indirect and usually considered optional when reporting emissions, but serve to clarify an organization's entire carbon footprint and illuminate the potential regulatory and financial risks an institution may face due to its carbon footprint. Figure 1 illustrates the three scopes of emissions.

Figure 1: Greenhouse Gases and Accounting and Reporting Scopes



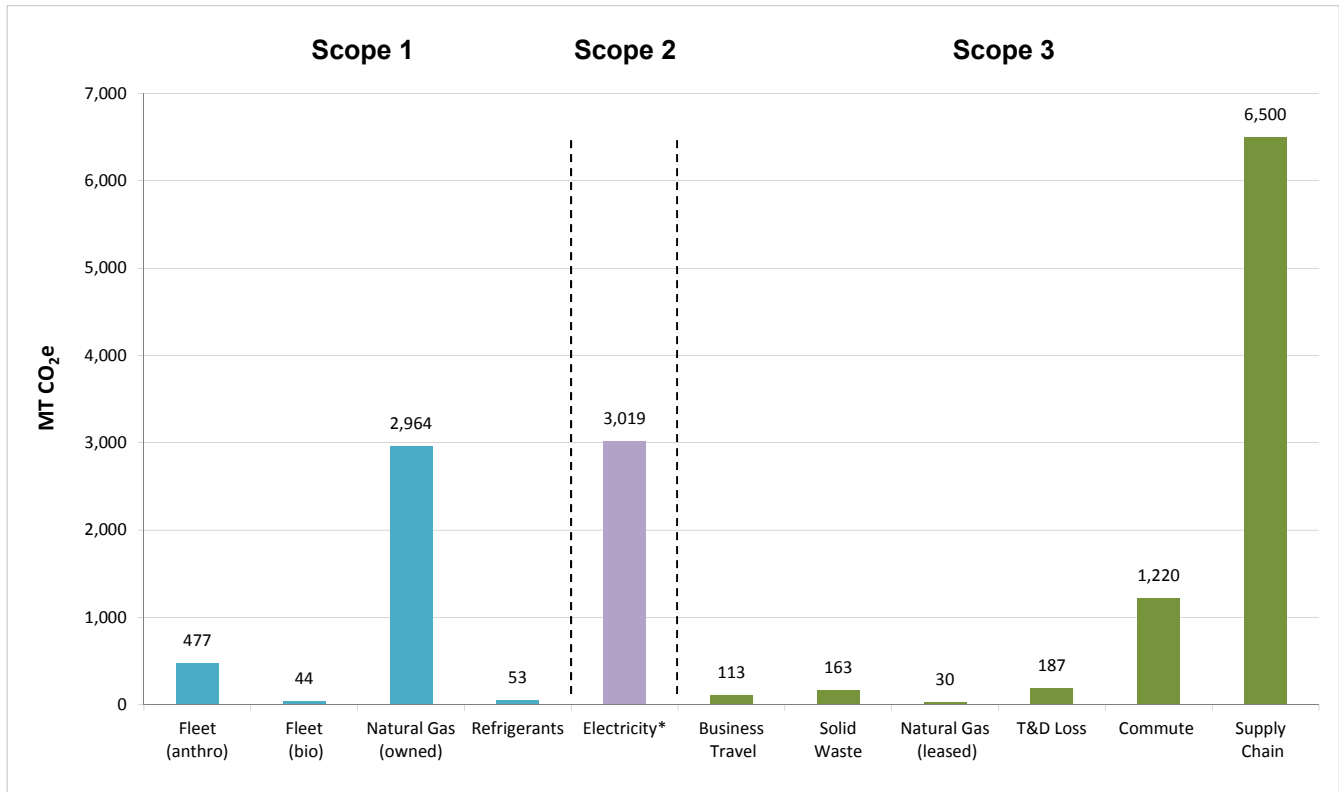
Source: WRI/WBCSD Greenhouse Gas Protocol, Corporate Accounting and Reporting Standard (Revised Edition), Chapter 4.

OVERVIEW OF RESULTS

THPRD’s emissions from vehicle fuel and building energy consumption account for 6,557 metric tons of carbon dioxide equivalent (MT CO₂e), shown below in Figure 2 and described in Table 2 as Scope 1 and Scope 2 emissions. In addition, this inventory identified 8,213 MT CO₂e of other emissions from

mission-critical activities related to THPRD operations, but outside of its direct control (Scope 3). While THPRD may not have direct control over these additional emissions sources, it can influence them. By calculating them here, THPRD is able to explore these areas for emissions reduction opportunities.

Figure 2: THPRD’s Greenhouse Gas Emissions from Local Government Operations (2010)



*Scope 2 emissions were calculated using the regional eGRID, Subregion 21, Northwest. For calculations using PGE and U.S. national eGRID values, see Figure 3 below.

(The inventory was carried out according to high-consensus protocols and tools, and in accordance with the guidelines of the Oregon Department of Environmental Quality. See Methods below for more details.)

Scopes 1 and 2 yield 6,557 MT CO₂e. For sense of scale, this is equivalent to:¹

- Annual emissions from 1,286 passenger vehicles
- Annual emissions from the energy consumed by 569 homes (US average)

Scope 3 emissions yield 8,213 MT CO₂e. For sense of scale, this is equivalent to:¹

- Annual emissions from 1,610 passenger vehicles
- Annual emissions from the energy consumed by 712 homes (US average)

¹ Source: <http://www.epa.gov/cleanenergy/energy-resources/calculator.html>

Table 2: Description of THPRD’s Operational Greenhouse Gas Emissions Categories

WRI Scope	Emissions Category	MT CO ₂ e	Description
Scope 1 (Direct Emissions)	Fleet (Anthropogenic)	477	<p>This category represents the anthropogenic or human caused greenhouse gas emissions from the fossil-based portion of our fleet fuel consumption, including gasoline, diesel, and CNG. The biogenic emissions from our use of biofuels are captured below.</p> <p>THPRD owns and operates the following types of vehicles:</p> <ul style="list-style-type: none"> • 96 owned fleet vehicles <ul style="list-style-type: none"> ○ 95 are powered by a blend of 90% unleaded gasoline mixed with 10% ethanol, per the Oregon rule that states all gasoline sold in the state will be an E10 blend ○ One is powered by compressed natural gas (CNG) • 265 owned other gasoline powered equipment • Three owned fleet vehicles powered by biodiesel (B20, B5, B2) • 23 owned other biodiesel (B20, B5, B2) powered equipment
	Fleet (Biogenic)	44	<p>This category represents the tailpipe biogenic emissions that come from the combustion of the ethanol and biodiesel portions of the fuels used by our fleet. Greenhouse gas protocols require these emissions to be reported, although separately from fossil-based emissions sources as shown above.</p>
	Stationary Natural Gas	2,964	<p>THPRD uses natural gas for space and water heating at 14 owned facility sites (including six indoor swimming pools) and one leased facility site.</p>
	Other Fuels	N/A	<p>THPRD has 12 generators located at various facilities, 11 powered by gasoline and one powered by natural gas. The generators consume a relatively minimal amount of fuel. Data on fuel consumed by the generators was not differentiated from other fuel sources; therefore, the emissions from the fuel consumed by the generators were captured in the fleet and natural gas emissions above.</p>
	Refrigerants	53	<p>The HVAC systems at THPRD’s facilities use HCFC-22 (commonly known as R-22) refrigerant. Though preferable to prior refrigerants including CFCs, the manufacture of R-22 contributes significant greenhouse gases to the atmosphere, and it still contains chlorine, which contributes to atmospheric ozone depletion.²</p>
Scope 2 (Indirect Emissions)	Electricity	3,019	<p>THPRD calculated the electricity consumption from 22 buildings. Additionally, THPRD uses electricity for a range of other activities such as ball field lighting, parking lot lighting, and lighting in some THPRD parks. This electricity consumption totaled 7,709.4 MWh for 2010.</p> <p>The GHG emissions shown here were calculated using the emissions factor for the regional eGRID, Subregion 21, Northwest Power Pool (NWPP). For a complete discussion of how this emissions factor compares to both our utility specific emissions factor from Portland General Electric and the national emissions factor for the United States, see the sensitivity analysis section below.</p>

² Source: <http://www.epa.gov/Ozone/title6/phaseout/22phaseout.html>

Table 2: Description of THPRD’s Operational Greenhouse Gas Emissions Categories (continued)

WRI Scope	Emissions Category	MT CO ₂ e	Description
Scope 3 (Indirect Emissions)	Business Travel	113	Business travel encompasses employees’ use of airlines and personal vehicles for travel associated with training, conferences, and meetings. Rental cars, light rail, buses and taxi use for out of town business travel was assumed to be de minimis and not included in this emission inventory.
	Solid Waste	163	Six franchised waste haulers collect residential and commercial waste within THPRD limits. Emissions for this section consist of waste from THPRD facilities and park operations. Waste includes dry (e.g., construction debris) and wet (e.g., solid waste). The regional landfill (Arlington) where THPRD waste is disposed of currently both captures and flares the methane produced by the waste and uses a portion of the methane to produce electricity. For the purposes of this inventory, in order to be conservative, we assumed all methane generated from solid waste sent to Arlington was captured and flared.
	Natural Gas (Leased)	30	THPRD has one leased building housing both office and warehouse space. Per the Climate Registry, fuel consumed in leased spaces where the natural gas is not individually metered is considered a Scope 3 emissions source.
	T&D Losses	187	Transmission and distribution (T&D) losses from electricity occur as electricity travels from the point of generation to the point of consumption. They are correlated with electricity consumption but are typically omitted in GHG inventories. This figure assumes slightly more than 6% T&D losses for the US grid.
	Commute	~1,220	In fiscal year 2010, THPRD employed 1,215 people. Based on survey data, the majority of employees drive alone (between 71%-79%) as their method of commuting. The average one-way commute distance was 9.4 miles. Of the employees who use alternative modes, approximately 12%-20% use light rail or ride the bus, 6% carpool, 1% bike, and 1% walk. See the sensitivity analysis section for commuting below.
	Embodied Emissions in Purchased Goods and Services	~6,500	This category attempts to estimate the emissions embodied in the manufacture of the products and services that THPRD purchases. In 2010, THPRD purchased over \$11.7 million worth of goods and services. These purchases were broken into four broad-based categories by value of purchases: Construction and Maintenance (57%); Professional Services (20%); Materials and Services (19%); and Equipment (4%).
	Patron Commute	~16,000	<i>Not included in summary graph (Figure 2) due to methodological and data uncertainty.</i> Based on the number of patron visits to recreation centers and sports fields, high, medium, and low-range emissions scenarios were developed to provide a sense of scale for these transportation emissions.

The results shown above indicate a substantial opportunity to reduce the emissions of GHGs from THPRD operations. Scope 1, direct emissions, arises from sources over which THPRD has direct control and which reflect the greatest opportunity for reductions. Scope 2, indirect emissions from electricity, is substantial and also provides a

significant opportunity for reductions. It is indirect because while THPRD demands and ultimately consumes the electricity, THPRD has no control over the types of fuels (coal, gas, etc.) that are used to generate the electricity at the utility level. Scope 3, indirect emissions, includes sources that are shared with entities providing the product or service (e.g.,

airplane for travel, or the production of purchased goods). While THPRD does not own these emissions outright, THPRD has some responsibility for them and can also influence emissions reduction opportunities.

Given the anticipated population growth in the THPRD over the next several decades, this challenge will likely grow due to an increase in services needed by the growing population. However, improved efficiencies that reduce emissions are crucial to ensure that per-employee or per-patron emissions are reduced. This inventory allows THPRD management and staff to understand in quantified terms which activities produce GHG emissions. With this information, THPRD will be better able to set reduction targets and to identify and implement projects to reduce emissions.

METHODS: DATA, PROTOCOLS, AND SENSITIVITY ANALYSES

This inventory follows the Local Government Operations Protocol, which provides the highest-consensus guidelines for minimum reporting scope and was developed jointly by The Climate Registry and other organizations.³ However, the protocol only requires the reporting of emissions in Scopes 1 and 2. This inventory has gone further to include several shared emissions categories from Scope 3. This use of additional high-quality public-domain tools to estimate Scope 3 emissions makes this inventory more state-of-the-art than inventories focused only on mandatory or bare-minimum boundaries. This more integrated and holistic approach paints a more accurate portrait of total emissions associated with THPRD's mission-critical business activities.

All emissions are reported in metric tons of carbon-dioxide equivalent (MT CO₂e). The analysis attempts to cover all six "Kyoto gases" including: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), sulfur hexafluoride (SF₆) and the groups of

high-GWP (global warming potential) gases, perfluorocarbons (PFCs) and hydrofluorocarbons (HFCs). Overwhelmingly, the direct and indirect CO₂-equivalent emissions are CO₂ from combustion of fossil fuels. THPRD does not have emissions from PFCs or SF₆.

The analysis drew on high-consensus public-domain tools for emissions factors and methods. Some sources (such as natural gas consumption) are based on highly accurate data and accepted emissions factors. Other sources (such as employee commute) are estimated by combining available data with careful assumptions and sensitivity analyses. Still other sources (such as embodied emissions in purchased goods and services) were calculated using estimated data and emissions factors based on averages for the U.S. economy as a whole.

This section is designed to describe where the data was collected from and the basic methodology, assumptions, and level of estimation / accuracy for each emissions source.

Fleet

THPRD works with Carson Oil as its primary fuel vendor (including compressed natural gas, CNG). In addition, THPRD also works with Bretthauer Oil for some fuel purchases. THPRD's Fleet Department provided a vehicle list and information about overall fleet fuel efficiency. The Local Government Operations Protocol provided emissions factors for gasoline, diesel, and CNG.

Data related to vehicle fuel consumption is complete, and results for this category of emissions should be considered highly accurate. A small amount of fuel may be unaccounted for if an employee purchased fuel for a THPRD vehicle from a vendor other than Carson Oil or Bretthauer Oil. This would be a rare occurrence and is unlikely to change the stated emissions significantly.

All gasoline powered fleet vehicles use a 10% ethanol-gasoline blend. A total of 70,250 gallons were purchased in fiscal year 2010. Most of this fuel was purchased from Carson Oil with a small amount purchased from Space Age Fuel.

Biodiesel fuel purchases included 7,000 gallons of B2, 3,200 gallons of B5, and 24,850 gallons of B20 in

³ The Local Government Operations (LGO) Protocol was developed as a collaboration of The Climate Registry (TCR), the California Air Resources Board (CARB), the California Climate Action Registry (CCAR, now the Climate Action Reserve), and ICLEI Local Governments for Sustainability. The LGO Protocol follows the same format as The Climate Registry's General Reporting Protocol (GRP).

2010. Most of this fuel was purchased from Carson Oil with a small amount purchased from Space Age Fuel.

The figures reported in this inventory account for tailpipe emissions only and separate the emissions from the fossil fuels (gasoline, diesel, CNG) and the plant-based biofuels (ethanol, biodiesel) per standard GHG accounting practices.

Natural Gas

Billing records from NW Natural, THPRD's natural gas utility, for all THPRD owned and leased facilities for 2010 were used to collect consumption amounts. Data related to natural gas use is complete, and results for this category should be considered highly accurate. The Local Government Operations Protocol provided the emissions factor for natural gas based on an unspecified average heat content for the U.S.

THPRD owns and operates eight aquatics centers in addition to seven recreation centers. All of the pool water and ambient air for the pool building is heated with natural gas. As such, natural gas use in the aquatics centers is greater than that in the recreation centers by a factor of greater than three times. Pools represent approximately 77% of natural gas unit consumption for THPRD on an annual basis. Due to the smaller footprint and greater heating load of the aquatics center buildings than the recreation center buildings, the natural gas usage per square foot is much larger for the pool buildings (\$4.12 per square foot) than for the recreation buildings (\$0.44 per square foot).

Other Stationary Fuels

THPRD has 12 generators located at various facilities. Eleven are gasoline powered and one is powered by natural gas. A small amount of fuel is consumed by the generators. Data on fuel consumed by the generators was not differentiated from other fuel sources; therefore, the emissions from the fuel consumed by the generators were captured in the Scope 1 emissions for stationary natural gas and fleet.

Refrigerants

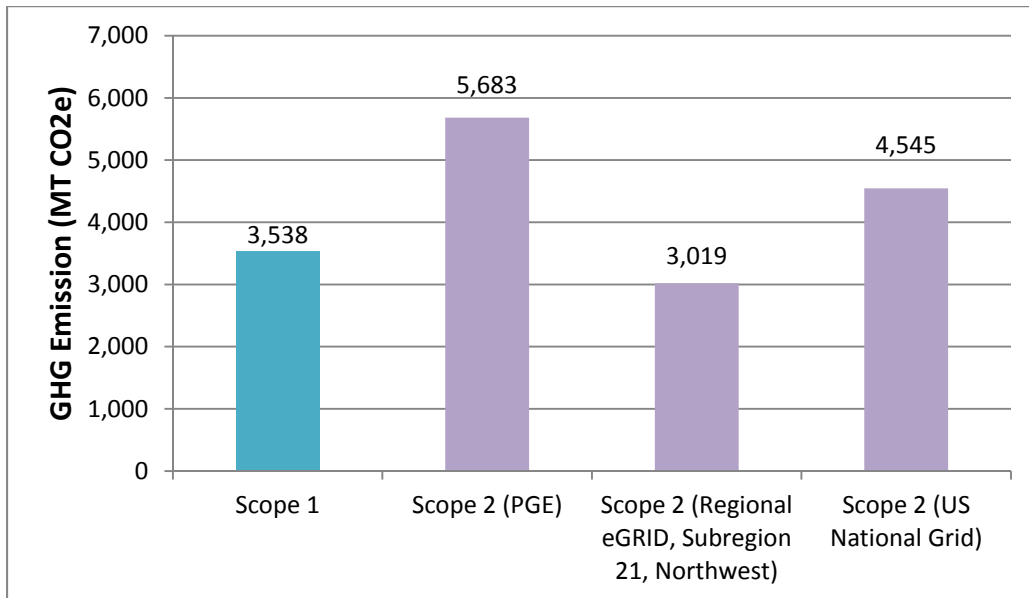
THPRD uses refrigerants in facility HVAC systems. Refrigerant is purchased from Johnstone Supply. The types of refrigerants used are R-22 and R-410A. Although THPRD has facilities that use both R-22 and R-410A refrigerants, most purchases for 2010 were for R-22. Purchasing reports indicate THPRD purchased 80 pounds of R-22 refrigerant and 7 pounds of R-410A in 2010. Per the EPA Clean Air Act, R-22 is being phased out over the coming years as part of the agreement to end production of hydrochlorofluorocarbons (HCFCs). THPRD is in the process of replacing its R-22 units with R-410A units to comply with the EPA requirements.

Electricity

Portland General Electric (PGE) is the utility that serves THPRD facilities with electricity. PGE billing records were used to collect consumption data for fiscal year 2010. Electricity use in the aquatics centers is slightly less (42% of all units consumed) than the electricity use in the recreation centers (58% of all units consumed). Due to the smaller square feet of the aquatics center buildings than the recreation center buildings, the electric usage per square foot is much larger for the pool buildings (\$23.94 per square foot) than for the recreation buildings (\$14.44 per square foot).

The calculations reported in Figures 2 and 3 of this report are calculated using the Environmental Protection Agency's Emissions & Generation Resource Integrated Database (eGRID) emissions factor for the Northwest Power Pool (NWPP), as recommended by The Climate Registry. However, calculations were also made using both the utility specific emissions factor for PGE (as reported by PGE to the EPA for 2005, the most current source available) as well as the US national average electricity emissions factor for 2007 (the most current year available). See Figure 3 below.

Figure 3: Electricity Emissions Scenarios for the Tualatin Hills Park & Recreation District Using Local, Regional, and National Emissions Factors (2010)



The PGE emissions factor (source: <http://cfpub.epa.gov/egridweb/>), is distinctly different (i.e., higher) than the emissions factors for both the regional and national grids. As THPRD purchases all of its electricity from PGE, it is worth showing the PGE emission calculation in the sensitivity analysis.

However, virtually no utility is an island unto itself, and utilities are connected (often at peaks and troughs) to many outside power sources. Therefore, it is possible to argue that, because of this connectedness, the regional grid is the more meaningful number. Indeed, in many cases electricity is traded over long distances, so the national grid also has some meaning. When these differences exist, it is important to acknowledge them in order to be able to compare emissions more accurately to other organizations that may use one or more emissions factors in their calculations.

Business Travel

Data for business travel was gained by collecting travel reimbursement forms submitted to the Finance Services Department. The travel reimbursement forms require employees to attach copies of airline tickets or mileage traveled by vehicle. Total airline miles for all trips were

calculated using webflyer.com, which provided the mileage for given itineraries.

When calculating emissions from air travel, there is inherent scientific uncertainty related to the impact of fuel combustion emissions on the upper atmosphere. Based on the best scientific data currently available, the air travel emissions reported here were calculated using a Radiative Forcing Index of 2.0. All THPRD air business travel has been accounted for in the inventory.

For business travel in employee-owned vehicles, a small amount of fuel might not have been accounted for if an employee used their personal vehicles and did not submit the mileage for reimbursement. This is uncommon and not suspected to impact the scale of the result significantly.

Emissions from rental vehicles, light rail, buses, and taxis for business travel was not included in the inventory because the total THPRD annual dollars expended on all these types of travel together were approximately \$3,400. Assuming an average fuel price of \$3.50 per gallon and using the emissions factor for diesel fuel, the total emissions would be less than 1% of total Scopes 1 and 2 emissions and are therefore excluded from this inventory and assumed to be de minimis (defined by The Climate

Registry as representing less than 5% of total emissions.).

Solid Waste

Data on solid waste collection and disposal was collected by review of vendor billings for the THPRD’s six franchised waste haulers (Valley Garbage, Valley West Refuge Disposal, Garbarino Disposal, Tualatin Valley Waste, Waste Management, and Washington County Drop Box Service). Due to the limitations of the solid waste data, the numbers in this report were calculated based on the number of containers and frequency of collection from THPRD facilities and parks. In this methodology, all containers were assumed to be full. This could potentially have overestimated the results. This source of uncertainty could be remedied in the future by conducting a waste audit of trash receptacles to determine opportunities for waste stream diversion and how full each container is at the time of pick-up.

THPRD staff will continue to work with staff and the waste haulers to devise methods to more accurately capture volume and/or weight of solid waste generated by THPRD facilities.

Commute

Employee Commute

To calculate employee commute emissions, a TriMet survey taken in April 2009 of all employees working on the Howard M. Terpenning (HMT) Recreation Complex of THPRD was used to develop a high and low estimate of emissions. This survey asked what mode of transportation staff uses to get to work (i.e., drive alone, carpool, ride the bus, light rail, bike, or walk). Average staff commute in miles was estimated from full-time and regular part-time staff home zip codes, while average fuel efficiency was based on the U.S. passenger fleet vehicle average. For the number of days worked per year, it was assumed that all full time and regular part time staff had weekend days off in addition to three weeks of vacation and nine holidays. For seasonal and part time employees, the number of days worked was based on estimates provided by the facility supervisors.

A commute survey for the HMT Recreation Complex was used as the basis for calculating percentages of

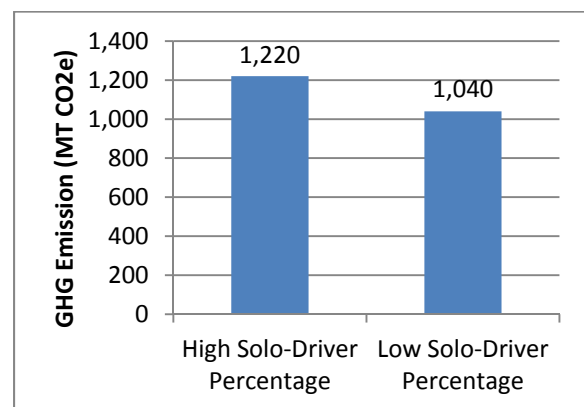
different modes of transportation utilized by staff for all THPRD facilities. Since the HMT Recreation Complex is close in proximity to both major bus lines and the MAX light rail system, the percentage of trips made via modes other than an employee driving alone was assumed to be higher than that of other THPRD facilities. As such, both a high emission commute scenario and a low emission commute scenario have been presented here to show the possible disparity in emissions resulting from different solo driver percentages.

While this methodology is reasonable and provides a useful sense of scale in understanding the impacts from this mission-critical activity, the amount of estimation inherent in the calculations means that it is less precise than Scopes 1 and 2 emissions sources. This is indicated in our results by our use of fewer significant figures.

In 2012, in conjunction with the TriMet commuting survey conducted only at the HMT Recreation Complex, a THPRD-wide employee commuting survey will also be conducted to compile commuting data for all other staff.

Figure 4 below shows how the emissions totals would differ for THPRD’s Scope 3 commute emissions when using a higher percentage of trips made by solo-drivers (90% of trips) versus a lower percentage of trips made by solo-drivers (71%) in daily staff commutes.

Figure 4: Commute Scenarios for the Tualatin Hills Park & Recreation District with High and Low Solo-Driver Percentages



Patron Commute

One additional emissions source not yet included in this report includes the emissions associated with patron commute to all THPRD owned parks and facilities. This category is clearly a source of indirect, shared, Scope 3 emissions that THPRD has no control and limited influence over. However, ensuring that patrons can get to THPRD facilities is directly tied to our mission as an organization. While data for estimating emissions from patron commute was limited, a sense of scale estimate is included here based on patron attendance counts.

Attendance counts are tracked for both facility visits as well as sport field use. Using these counts, together with estimates for average commute mileage and average fuel efficiency, high, medium, and low emissions scenarios for patron commuting were calculated. It is important to note that no attendance counts are taken for park or trail use throughout THPRD; therefore, no patron commuting estimates have been calculated for the use of these amenities.

All scenarios used the national average fuel efficiency rate for U.S. light duty vehicles of 20.4 miles per gallon. All scenarios also assume that 5% of trips to recreation centers and sports fields are by bus. Finally, all carpool trips are assumed to carry 2.5 individuals.

A high emission scenario was calculated with the assumption that 5% of trips were by bike or walking at a zero emission rate, 5% were by bus, 75% were made by single occupancy vehicles, and 15% were made by carpooling.

Additionally, it was assumed that 40% of vehicle trips came from a long distance of 20 miles one way, 40% of vehicle trips came from a medium distance of 8 miles one way and the remaining 20% of vehicle trips travel a short distance of 2 miles one way. This provides a weighted average of 11.6 miles one way for each trip.

This high emissions scenario results in facility visit emissions of 19,000 MT CO₂e and field visit emissions of 10,000 MT CO₂e, or a total of 29,000 MT CO₂e.

A low emission scenario was calculated with the assumption that 25% of trips were by bike or

walking at a zero emission rate, 5% were by bus, 30% were made by single occupancy vehicles and the remaining 40% were made by carpool.

In this scenario it was assumed that 20% of vehicle trips came from a long distance of 20 miles one way, 40% of vehicle trips came from a medium distance of 8 miles one way and the remaining 40% of vehicle trips travel a short distance of 2 miles one way. This provides a weighted average of 8 miles one way for each trip.

This scenario results in facility visit emissions of 7,500 MT CO₂e and field visit emissions of 4,000 MT CO₂e, or a total of 11,500 MT CO₂e.

A more likely mid-point scenario was calculated with the assumption that 5% of trips were by bike or walking at a zero emission rate, 5% by bus, 50% by single occupancy vehicles and 40% by carpool.

Like the low-emissions scenario, a weighted average of 8 miles one way for each trip was used.

This scenario results in facility visit emissions of 10,500 MT CO₂e and field visit emissions of 5,500 MT CO₂e, or a total of 16,000 MT Co₂e.

Figure 5: Patron Commute Emission Scenarios for the Tualatin Hills Park & Recreation District

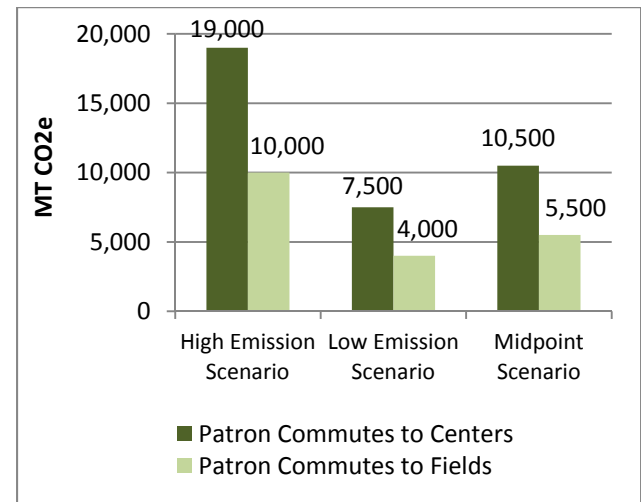
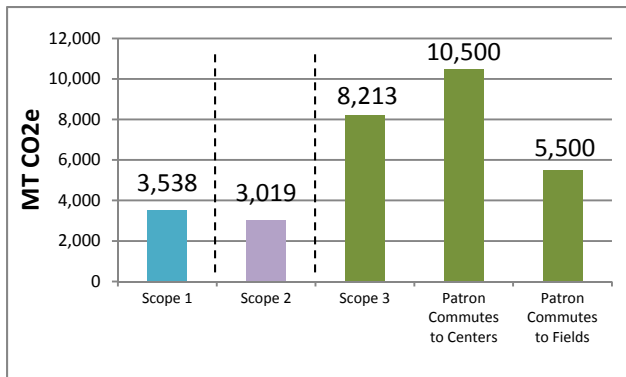


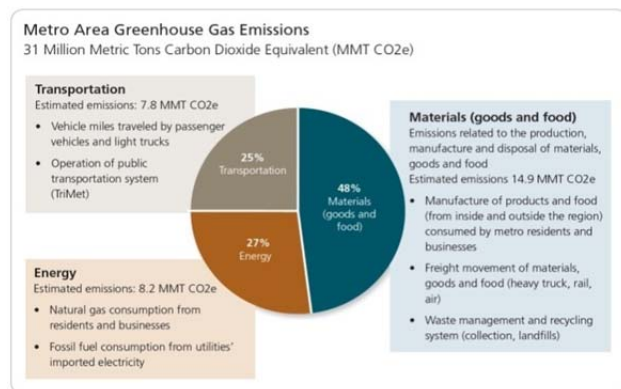
Figure 6 below shows the mid-point patron commute emissions as compared to the total Scopes 1, 2 and 3 for THPRD. Despite little control by THPRD over patron modes of transportation, the magnitude of the emissions generated warrants mention in this report.

Figure 6: Patron Commute Emission Mid-Point Scenario as Compared to Scope 1, Scope 2, and Scope 3 for the Tualatin Hills Park & Recreation District



Still, the context for these emissions is transportation emissions for the community as a whole. Figure 7 shows these emissions for the Metro area: 7.8 million metric tons of CO₂e, or 25% of the community's total.⁴ Alternative transportation options that provide access to community resources like THPRD facilities clearly play a role in THPRD's ability to lower its carbon footprint, but they are also central to the community's broader climate action efforts. In short, while these patron commute visits loom large when compared to the other sources of operational emissions for THPRD, they represent less than 1% of community transportation emissions.

Figure 7: Regional Greenhouse Gas Emissions for the Portland Metro Area, 2006



⁴ Metro, Regional Greenhouse Gas Inventory, Spring 2010, (2006 emissions): http://library.oregonmetro.gov/files//regional_greenhouse_gas_inventory.pdf

Embodied Emissions in Purchased Goods and Services

To estimate the emissions associated with producing the goods and services purchased by THPRD, this analysis relied on the Economic Input-Output Life-Cycle Analysis (EIO-LCA), a public-domain tool developed by Carnegie Mellon University.⁵

The EIO-LCA tool provides GHG emissions data per dollar of product purchased for 428 sectors of the U.S. economy. THPRD staff collected information about categories and dollar value of purchases made in 2010. The data was then sorted into categories matching those in the EIO-LCA model, and the emissions factors from the model were applied to each category. The model provides emissions data per 2002 dollar, so a correction factor was applied to account for inflation based on the change in the Consumer Price Index for all goods and services minus food and energy between 2002 and 2010.

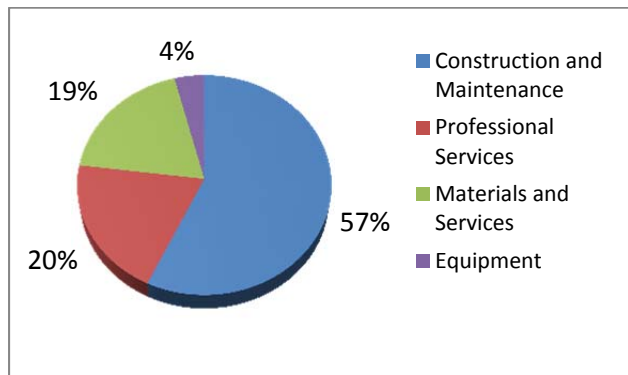
While THPRD staff worked hard to collect information for purchases made by all THPRD departments, it was impossible to know the specifics of each purchase, so categories were assigned based on the best information available and reasonable assumptions. Additionally, the model is based on averages of the U.S. economy as a whole and does not differentiate between types of purchases. For example, the model cannot differentiate between the embodied greenhouse gas emissions for items such as virgin paper vs. 100% post consumer recycled content paper. Instead, the model looks at greenhouse gas emissions associated with manufacturing a certain dollar amount of average paper made in the US. A total of approximately 0.3% of the aggregate purchases was excluded from the inventory due to the de minimis dollar value of the transactions.

The emissions reported within this category are an estimation used for sense of scale purposes. They are different from all other Scopes 1, 2, and 3 emissions sources in the degree of data estimation

⁵ Carnegie Mellon University Green Design Institute. (2008) Economic Input-Output Life Cycle Assessment (EIO-LCA), US 1997 Industry Benchmark model [Internet], available from: <http://www.eiolca.net> Accessed 1 January, 2008.

and methodological uncertainty. However, given the magnitude of the results, it is important to understand that this area of emissions should not be ignored. In fact, supply chain management (purchasing) is arguably one of the most critical areas where THPRD may identify and implement efficiencies, including a reduction in overall purchases, which could have a significant impact on GHG emissions. Further, THPRD has an opportunity to influence emissions by reviewing its purchasing policies while considering the embodied greenhouse gas emissions associated with all upstream lifecycle stages. In this way THPRD can lead vendors and suppliers to improve product life cycle efficiencies and delivery of services. THPRD might also influence change in cooperation with neighboring jurisdictions by identifying opportunities to reduce volume, redundancies, and life cycle impacts of purchases.

Figure 8: Embodied Emissions in Purchased Goods and Services for THPRD (2010)



COST OF CARBON: QUANTIFICATION AND RISK

Assembling a GHG inventory is an opportunity to analyze a particular kind of financial risk, i.e., the implications of a “cost of carbon” – a direct or indirect cost associated with GHG emissions, as a result of policy. Many analyses of proposed legislation have indicated a likely range of this cost, and we can see examples in countries that have already capped CO₂ emissions.

A recent EPA analysis⁶ of proposed climate policy in the United States suggests that, within a few years

⁶ http://www.epa.gov/climatechange/economics/pdfs/HR2454_Analysis.pdf

of implementing a cap-and-trade system, the cost of carbon could be around \$15 per MT CO₂e. One proposed “reserve price” (or price floor) is \$10 per MT CO₂e, while short-term “escape hatch” prices (or price ceilings) have been around \$30 per MT CO₂e. This range provides a sense of THPRD’s total direct and indirect financial exposure related to a cost of carbon.

This total financial risk is unlikely to be borne entirely by THPRD. Indeed, just as part of the carbon footprint is shared with others – from employees who commute to vendors that supply the organization with goods and services – the cost-of-carbon risk will likely be shared. The prices quoted above are an approximation of the financial risk that could emerge under potential climate policy scenarios.

SUSTAINABILITY EFFORTS AND CLIMATE ACTION AT TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District has demonstrated a commitment to increasing efficiencies within its operations in order to reduce costs, improve the quality of life for THPRD residents, and to make a contribution to the reduction of environmental impacts, including emissions of GHGs. In 2005, THPRD made a commitment to addressing the problem of climate change by starting an in-house Sustainable Practices Program of documenting existing sustainable practices, investigating the use of recycled products, and starting a recycling program for staff waste generation. In 2008, THPRD moved to a more comprehensive sustainability program to develop sustainable purchasing policies, build a sustainable purchasing calculator, and establish purchasing and operational baseline data to determine steps to reduce emissions.

Specific actions that THPRD has taken in the area of maintenance include implementing a no-mow program where unplayable turf grass is no longer mowed and thus allowed to return to its natural state. Satellite maintenance facilities are also being used to reduce the number of fleet miles driven per year. In addition, both the THPRD vehicle maintenance shop and Park Maintenance

(Landscaping) Department have been certified by DEQ as Eco-Logical Businesses:

<http://www.ecobiz.org/about.htm>

THPRD has also recently completed an Energy Savings Performance Contract (ESPC) where energy savings pay for equipment upgrades to more energy efficient models. Examples of the ESPC include replacing old light fixtures with more energy efficient models, adding pool covers to pools, upgrading hot water systems in recreation facilities, and adding central computer control systems to building HVAC systems to better regulate energy use. Annual CO₂e reductions from the program will be approximately 276.7 MT CO₂e from electricity savings and 208.1 MT CO₂e from natural gas savings, for a total annual reduction of 484.8 MT CO₂e. Taking these actions allowed the Scope 1 and 2 emissions reported in this inventory to be roughly 9% lower than they would otherwise have been. THPRD has also funded a sustainable purchases opportunity fund for the last two years to provide supplemental funding for small sustainable projects.

Water conservation is also a focus of THPRD and enhanced by the use of central computer control for park irrigation systems. Adding pervious paving and bioswales at parks and facilities has also aided in water quality efforts. The current inventory of pervious paving is approximately two acres (8.5%)

of a total 23.6 acres of paved parking lots. An inventory of the bioswales currently in operation throughout THPRD will be compiled in 2012.

The Information Systems Department is working with THPRD’s Sustainability Committee to make office spaces more sustainable, including the removal of select desktop printers in order to reduce electronic waste. The use of centralized printers will increase efficiency and save staff time to manage individual machines. Efforts are also being made in our recreation programming areas such as THPRD’s eco-preschool certification:

<http://www.oeconline.org/our-work/healthier-lives>

To further its commitment to sustainability and GHG reduction, THPRD employs a full-time Superintendent of Natural Resources and Trails Management whose function in part has been to develop a comprehensive sustainability program, including a baseline of internal operations and corresponding data, formation of a THPRD-staff sustainability task force, and coordination of sustainability projects across all THPRD departments. This greenhouse gas inventory will be used to measure the effect of policy and process changes on emission production, as well as the development of a targeted Climate Action Plan for THPRD.

Table 3: Potential Climate Action Opportunities and Existing Efforts by THPRD

Category	Climate Action Opportunities	Current Level of Action at THPRD
Policy	<ul style="list-style-type: none"> • GHG Inventory 	<ul style="list-style-type: none"> • Completed initial internal GHG inventory
Planning	<ul style="list-style-type: none"> • Targeted sustainability and energy planning efforts 	<ul style="list-style-type: none"> • Creating a Climate Action Plan using the results of the GHG inventory
Transportation	<ul style="list-style-type: none"> • Alternative and fuel efficient vehicles • Low carbon fuels for fleet • Employee mass transit benefit program • Complete an annual or semi-annual all staff commute survey 	<ul style="list-style-type: none"> • Flex-vehicles powered by ethanol • Security and courier hybrid vehicles • TriMet pass program • Eco-Logical Business Certification for vehicle shop • Maintenance activities organized by zone in conjunction with retooling in order to reduce vehicle trips made per site maintained • Installation of one electric car recharging station with partner ECotality

Table 3: Potential Climate Action Opportunities and Existing Efforts by THPRD (continued)

Category	Climate Action Opportunities	Current Level of Action at THPRD
Buildings and Energy	<ul style="list-style-type: none"> • Building systems efficiency • Renewable power purchasing • Other green building strategies 	<ul style="list-style-type: none"> • Completed an Energy Savings Performance Contract (ESPC) to replace older equipment with energy efficient models • Currently under contract to install a 10,000 kWatt solar array at our PCC sports complex by 9/30/11
Parks & Trails	<ul style="list-style-type: none"> • Recycling • Landfill management • Fuel savings 	<ul style="list-style-type: none"> • Recycle and re-use wood chips as mulch • Recycle green waste • Install recycled plastic park benches • Park grass clippings left uncollected to decrease landfill waste • No-mow zones in parks • Eco-Logical Business Certification for Park Maintenance Department • Integrated pest management program
Solid Waste and Recycling	<ul style="list-style-type: none"> • Recycling • Source reduction/less use • Ensure landfill management 	<ul style="list-style-type: none"> • THPRD facilities provide recycling for employees • Some metals, such as aluminum and steel are recycled by the Maintenance Department • Park department construction debris disposed of separately from other waste
Purchasing/ Procurement	<ul style="list-style-type: none"> • Green/sustainable purchasing guidelines/ policies • Specifications for vendors • Building standards • THPRD contracts encourage vendors to recycle and use sustainable materials • Contractors for design/build of THPRD facilities scored in part on sustainability aspects 	<ul style="list-style-type: none"> • Draft policy for sustainable purchasing to meet acceptable environmental standards, have the least transportation impact, consider life-cycle costing, and minimize waste through reduced packaging or recycled content • Use of Sustainable Earth (Green Seal certified) custodial products
Water	<ul style="list-style-type: none"> • Water conservation • Water re-use 	<ul style="list-style-type: none"> • Central control for irrigation systems • Low flow lavatory fixtures in recreation facilities • Variable flow devices/pumps (VFD)
Infrastructure Construction/ Development Maintenance	<ul style="list-style-type: none"> • Alternative paving options • Materials reuse and recycling • Mechanical aspects, such as variable flow/ speed devices, upgraded controls, boilers, etc. 	<ul style="list-style-type: none"> • 2 acres of pervious paving parking installations at various sites • Bio-swales in parking lots, parks, fields, and trails • HVAC computerized control systems to maximize efficiency of heating/cooling systems • High efficiency boiler installation at the HMT Aquatic Center • Variable speed water pumps in pools, pool covers • Recycled paint used where applicable • Construction materials reused: framing, electrical, HVAC • UV filters at some pools
Business travel	<ul style="list-style-type: none"> • Other fuels/vehicles strategies • Increase videoconferencing 	<ul style="list-style-type: none"> • Car pooling and mass transit use encouraged through the TriMet pass program • Use of a courier to pick up and deliver

CONTACT INFORMATION AND ADDITIONAL RESOURCES

Acknowledgments: Ann Mackiernan, Operations Analysis Manager, and Katherine Stokke, Operations Analyst, conducted this inventory for the Tualatin Hills Park & Recreation District. Numerous THPRD staff contributed data to the GHG inventory, including the Superintendent of Maintenance, Maintenance Coordinators, Maintenance Tech Supervisors, Superintendents of Operations, and Center Supervisors.

Contact Ann Mackiernan at amackiernan@thprd.org or 503/645-6433 for more information.

This GHG inventory was completed as a part of THPRD's participation in Operation Climate Collaborative (OCC), a multi-jurisdictional process led by Good Company (www.goodcompany.com). Good Company facilitated the use of its proprietary calculation tool (Good Company's Carbon Calculator, or G3C), provided technical assistance related to and quality checks of the calculator's use, offered support and guidance in data gathering and the development of estimation methods, and supplied the template for this document. THPRD staff prepared this report.

For more information about OCC, visit <http://www.goodcompany.com/occ> or contact Joshua Skov (joshua.skov@goodcompany.com, 541/341-4663, ext. 211).



Management Report to the Board October 3, 2011

Administration

Hal Bergsma, Director of Planning

Jessica Collins, Executive Assistant

Keith Hobson, Director of Business & Facilities

Jim McElhinny, Director of Park & Recreation Services

Bob Wayt, Director of Communications & Outreach

1. A grand opening to celebrate the Beaverton area's newly renovated dirt bicycle course was held Saturday, September 24, at Eichler Park. The new course incorporates three dirt jump lines for beginners, intermediate and advanced riders, along with a small bicycle pump track. The Northwest Trail Alliance (NWTa) designed and built the course as part of a partnership with the Park District. NWTa will also be responsible for maintaining it. THPRD will continue to maintain the rest of Eichler Park.
2. As reported to the Board of Directors at their September meeting, Riley Research Associates in June 2011 completed a statistically-valid telephone survey of about 400 patrons within THPRD boundaries. The purpose was to test public awareness of the District and other opinions. A major use of the survey will be to develop a new communications, advertising and branding plan for the District. The plan is under development by a consultant and is scheduled to be rolled out to the public in 2012.
3. THPRD was a regular participant in the "Wellness Weekends" offered this past summer by the Beaverton Farmers Market. Typically once each month, the market promoted a wellness theme, such as senior health and fitness, or healthy kids and families. The Park District had displays at five of the six total Wellness Weekends from June through September. District employees provided information about THPRD programs, distributed promotional items, and answered questions.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatic Program Services

1. McKay Elementary swim lessons got underway at Harman Swim Center on September 28. The Aquatics Advisory Committee funded bright green cinch sacks for the kids for their swimsuit and towel. Approximately 200 kids from nine classrooms and a special education class will be participating in the program this year.
2. Special Olympics practices began on September 10 with 30 participants. The season will end with a Sectional Meet on October 30 at Mt. Hood Community College.
3. Aqua Zumba is a new fitness class starting this fall at Sunset Swim Center and Conestoga Recreation & Aquatic Center. This high-energy, shallow water fitness class is getting great reviews from the participants. Approximately 30 people attended the first "try me" class offered in August.

Maintenance

Dave Chrisman, Superintendent of Maintenance Operations

1. The Athletic Fields crews are top dressing soccer, football and baseball fields this fall. In addition, crews are striping and painting field markings on all football and soccer fields on a weekly basis. With the fall baseball and softball seasons underway, crews are also lining youth baseball and softball fields on a daily basis. Baseball and softball games will continue through the fall, seven days a week, at the HMT Recreation Complex and Sunset Park. During the fall season, Athletic Fields crews will also add soil amendments to baseball infields currently out of play. This improves the quality of the fields in the spring and the likelihood for earlier spring play.
2. Planning is underway to move staff currently assigned to the East Annex offices to the 112th Maintenance Operations Center. Projected move in dates are October 19-21. Building Maintenance crews have been gradually packing and moving materials and equipment stored at the East Annex to a staging area at the 112th site. Plans are underway to contract with a moving company for all heavy furniture and pallet shelving remaining to be moved the week of October 17. While all staff currently located at the East Annex (Planning & Development, Natural Resources and Building Trades staff) will move into new offices in October, Maintenance staff currently working at the HMT Recreation Complex Operations Center will move in mid-January. This will allow time for completion of the Maintenance Supervisors' offices and the outdoor maintenance yard and will facilitate an easier transition as maintenance service delivery continues.
3. Building Operations crews are working with a contractor on an emergency repair of a drain line to the HMT Recreation Complex Aquatic Center. The line is used to drain the filter pit following a back wash procedure. The procedure occurs approximately six times per year. The line recently failed creating a void under the mechanical room floor. The void has been filled and the drain line is now being replaced. The new drain line will be bored under the Administration courtyard lawn and connect to an existing sewer line adjacent to the lawn. Repairs should be completed by the end of the week. Repairs will not impact programs or patrons.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Fanno Creek Trail. A section of trail between Garden Home Recreation Center and Vista Brook Park will continue to be closed as City of Portland tests the integrity of its new sewer line.
2. Bond Projects Round-Up
 - Camille Park Oak Enhancement. Oregon white oak and camas lily meadow enhancement concluded in September.
 - Active Restoration. Weed removal continues in the following parks to prepare for natural area plantings: Foothills, Commonwealth, Bauman, Hyland Forest, Murrayhill, and Summercrest. Work will begin on the Jenkins Estate, Roy Dancer, and Tualatin Hills and Willow Creek Nature Parks this fall.
 - Planning. Planning efforts have started on Hideaway and Rosa/Hazeldale Parks.
3. Non-Bond Restoration. Planning is underway for native plantings in Matrix Hill, Raleigh Swim, Raleighwood, and Vale Parks.

4. Bethany Lake. Clean Water Services is installing a new sewer line north from Bethany Lake.
5. Cooper Mountain Nature Park Prescribed Burn. Tualatin Valley Fire & Rescue has agreed to take on the regularly scheduled prairie restoration prescribed burn as a training burn. Metro has been preparing over the summer to improve fire lines and reduce fuels onsite. The exact timing of the burn is weather dependent, but the most likely window is the first two weeks in October. The entire park, including all facilities and trails will be closed to the public during the burn.
6. Educational Summary. Summer programming concluded, with Nature Mobile programs and staff reaching 4,774 people at parks, schools, or library sites; a 60% increase in attendance over the summer of 2010. Including Concerts in the Park, Mayor's Picnics, and other community events, the Nature Mobile provided nature programs and activities to more than 10,000 people this summer.
7. Volunteer Summary. Two hundred twenty-four volunteers worked in 10 different parks over the past month, including AM Kennedy, Waterhouse Powerline Park, portions of the Westside Trail, Fanno Creek, Tualatin Hills Nature Park, Greenway, Hazeldale, Bluffs, HMT Recreation Complex and Autumn Ridge Parks. They removed approximately 68 cubic yards of weeds, performed trail user counts on along four trail systems, participated in the Tualatin Hills Nature Park Friends Group, Nature Education Programs, Tualatin Hills Nature Park Park Watch, office activities, Bug Fest or tending the NPIC gardens. Together our volunteers contributed approximately 859 hours of time, valued at approximately \$15,500. Eagle Scouts have begun the following projects: restoration projects at Greenway, Autumn Ridge and Vale Parks; upgrading the horseshoe pits at Camille Park; removing an old fence and refurbishing a kiosk at Fanno Creek Park; performing a park cleanup at Raleighwood Park; as well as making trail improvements at Kaiser Woods and Morrison Woods.

Planning & Development

Steve Gulgren, Superintendent of Planning & Development

1. Bond Project – Westside Trail/Waterhouse Trail Connection: This bond project will connect the existing Westside Trail segment (on the east side of the Nature Park) via the railroad line to the proposed Waterhouse Trail bond project on the northwest side of Merlo Road. Staff has received word that the project has been approved by the Federal Transit Administration. TriMet will take the lead on granting the trail easement and will coordinate its signing with staff. Once the easement is signed, the project can proceed in earnest. A consultant has already been chosen and is under contract waiting to begin the design work.
2. Westside Trail Segment 18 (MTIP Grant): ODOT requested 10 proposals for the project through their mini-RFP process. Staff received, reviewed, and scored four proposals. Based on the proposals submitted and the project experience of the consultants, staff scored David Evans & Associates (DEA) as the highest ranking firm. DEA has a tremendous amount of experience in designing and constructing regional trails in the metro area, and several specifically with THPRD. ODOT has accepted THPRD's recommendation and will lead the next phase of defining the project scope of work and the fees. Once these elements have been agreed to by all parties and the contract has been executed, the project can begin. The first phase of the project will focus on the preliminary engineering, site analysis and design of the trail alignment and is worth approximately \$680,000. The total project cost is approximately \$2.4 million.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities

1. Staff is working with a consultant to submit the Conditional Use Application for the Southminster Community Garden.
2. Volunteer Services & Special Events staff has initiated recruitment for fall/winter special event volunteers for Fall Festival, Spooktacular and Pumpkin Smash. Development of the online volunteer application in Volgistics continues. Staff expects to recruit and accept applications for 400-500 coaches using the system.
3. After 33 years, the Tennis Center's backdrop curtains in the main building will be replaced. The air structures are scheduled to go up September 26-30, in order to be ready for play October 1.
4. Jenkins Estate staff continue to be busy with weddings through September.

Recreation

Eric Owens, Superintendent of Recreation

1. The Cedar Hills Recreation Center's six nine-month preschool programs are all at maximum capacity. This represents a 20% increase in registrations over fall 2010.
2. Conestoga Recreation & Aquatic Center added students to the popular Club Splash, a fun after school program for students from neighborhood schools. This year, there are 74 students registered, compared to 56 registered in September 2010.
3. The Fall Fitness Sampler was held at both Conestoga Recreation & Aquatic Center and the Garden Home Recreation Center. There were 28 participants at Conestoga and 22 at Garden Home who sampled fitness and mind/body workout classes. Many of the guests were new to the program.

Security Operations

Mike Janin, Superintendent of Security Operations

1. SDAO recently visited Security Operations to inquire about the steps we perform when removing personal items from THPRD property that may belong to a "camper." They indicated that there was a recent civil action in another jurisdiction regarding an individual's property being removed by a local law enforcement agency. We explained our process of locating the property, removal, and leaving a pre-printed receipt in the area should the owner return and wish to reclaim their property. SDAO was shown our property report that we then complete and log at our office and the covered area where we keep all items waiting for pick up. It was explained that we only keep and recover items that a "reasonable person" would feel has value. Overall, SDAO was very satisfied with the steps we take to safeguard found property.

Sports

Scott Brucker, Superintendent of Sports

1. Sports Leagues: Winter basketball registration is now open and available online or in person at the Athletic Center. Fall adult softball will continue play through mid-October.

2. Affiliated Users: Staff will begin the Spring 2012 allocation process for the baseball and softball affiliates in November of this year. Changes in the allocation process will increase accuracy and use efficiency.
3. Special Events: Staff continues to meet with the Tournament staff from the City of Hillsboro and the Washington County Visitors Association to plan the 2012 ASA 14A Western National Girls Fast-Pitch Softball Tournament.

Business Services

*Cathy Brucker, Finance Manager
Nancy Hartman-Noye, Human Resources Manager
Mark Hokkanen, Risk and Contract Manager
Ann Mackiernan, Operations Analysis Manager
Phil Young, Information Services Manager*

1. The InSpec Group of Portland has completed construction of the 10KWatt solar photovoltaic system for the PCC pole barn. The system officially went live on September 15. Unofficially, the system had been operational for several days and had generated approximately 300 kilowatts by that time.
2. Staff is preparing for the implementation of a web based applicant tracking system (ATS). THPRD has entered into a service agreement with NeoGov, a popular service provider for public agencies, to provide the hosting and operations support. Implementation of the online ATS will replace our current manual process and provide electronic handling of the entire recruitment process. The ATS system will integrate within THPRD's existing web framework and will handle all job posting functions, application and interview processes, as well all follow-up correspondence associated with the recruitment effort. The ATS will also serve as a paperless record retention system. Implementation began the week of September 19. Staff training will occur mid-October and with full rollout scheduled for the end of October.
3. Risk Management is in the process of completing the 2012 Best Practices Checklist for Special Districts Association of Oregon (SDAO). The Best Practices Checklist is a tool that identifies risk and options to mitigate those risks within specific activities of an agency. Used as an incentive to improve performance, SDAO provides up to \$6,000 in discounts on the 2012 general liability and property insurance premiums. THPRD has earned the maximum possible discount in previous years.
4. With the September Board of Directors approval of the Park District Sites Reclassification Project, work has begun to implement the changes in the Asset Database. Operations Analysis staff will work with Information Services and Maintenance staff to update the THPRD website and Signage Master Plan implementation.
5. This year's first order of replacement workstations have arrived and are being prepared for installation in the Maintenance Department. The old computers will be donated, in compliance with Oregon E-Cycles law, to Goodwill or Salvation Army. The Information Services Department also finished upgrading THPRD's computers to Microsoft Office 2010.
6. The Information Services Department has completed an upgrade to the phone system. This upgrade replaced the equipment at each facility that handles their 911 and fax calls.

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 Native Plant Sale @ Nature Park Health & Wellness Fair @ Stuhr Center
2	3 Board Meeting 7pm @ Dryland/HMT	4	5 Aquatics Advisory Comm Mtg 7pm	6	7 Middle School Dance @ Conestoga Painters Showcase @ Jenkins Estate	8 Painters Showcase @ Jenkins Estate
9 Painters Showcase @ Jenkins Estate	10 Stuhr Ctr Advisory Comm Mtg 10am	11	12	13	14	15 Fall Festival @ Cedar Hills Pumpkin Bob @ Harman Swim Center
16	17	18 Trails Advisory Comm Mtg 7pm Parks Advisory Comm Mtg 6pm	19 Recreation Advisory Comm Mtg 7pm	20 Sports Advisory Comm Mtg 4:30pm	21	22
23 Nature Days in the Park @ Bethany Lake	24	25 Natural Resources Advisory Comm Mtg 6:30pm	26	27	28 Dive-in Movie @ Aquatic Center	29 Pumpkin Fest @ Conestoga Spooktacular @ Jenkins Estate
30 Costume Party & Dance @ Stuhr Center	31					

2011

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2 Aquatics Advisory Comm Mtg 7pm	3	4 Middle School Dance @ Conestoga	5 Newt Day @ Nature Park
6	7 Board Meeting 7pm @ Dryland/HMT	8 Historic Facilities Advisory Comm Mtg 1pm	9	10 Veteran's Day Celebration @ Stuhr Center	11 HOLIDAY	12
13	14 Stuhr Ctr Advisory Comm Mtg 10am	15 Trails Advisory Comm Mtg 7pm Parks Advisory Comm Mtg 6pm	16 Recreation Advisory Comm Mtg 7pm	17 Sports Advisory Comm Mtg 4:30pm	18 Thanksgiving Dinner @ Stuhr Center	19 Nature Days in the Park @ Barrows Park
20	21	22 Natural Resources Advisory Comm Mtg 6:30pm	23	24 HOLIDAY	25 HOLIDAY	26
27	28	29	30			

2011

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2 Middle School Dance @ Conestoga	3 Holiday Bazaar @ Garden Home Holiday Tea @ Jenkins Estate
4	5 Board Meeting 7pm @ Dryland/HMT	6 Holiday Tea @ Jenkins Estate	7 Aquatics Advisory Comm Mtg 7pm	8	9	10 Grandchildren's Day @ Stuhr Center
11	12 Stuhr Ctr Advisory Comm Mtg 10am	13 Historic Facilities Advisory Comm Mtg 1pm	14 Elsie Stuhr Day & Holiday Fitness Party @ Stuhr Center	15 Sports Advisory Comm Mtg 4:30pm	16 Evening with Santa @ Conestoga	17
18	19	20 Trails Advisory Comm Mtg 7pm Parks Advisory Comm 6pm	21 Holiday Concert @ Stuhr Center	22	23	24
25	26 HOLIDAY	27 Natural Resources Advisory Comm 6:30pm	28	29	30	31

2011

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Description	Project Budget				Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget			
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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
CARRY FORWARD PROJECTS													
Off-leash Dog Park Construction	50,000	50,000	-	50,000	50,000	2,555	3,339	46,661	Budget	52,555	50,000	(2,555)	-
Land Acquisition- Jenkins Estate Right of Way	90,000	90,000	-	90,000	90,000	-	-	90,000	Budget	90,000	90,000	-	-
John Quincy Adams Young House Renovation	100,000	3,000	-	100,000	3,000	86,171	1,200	1,800	Budget	89,171	3,000	10,829	-
Stuhr Center- Bequest Funded Project	75,000	63,000	-	75,000	63,000	6,443	-	63,000	Budget	69,443	63,000	5,557	-
Challenge Grant Competitive Fund	50,000	50,000	-	50,000	50,000	5,275	-	50,000	Budget	55,275	50,000	(5,275)	-
Signage Master Plan	75,000	58,000	-	75,000	58,000	995	3,154	54,846	Budget	58,995	58,000	16,005	-
Rock Creek Trail Improvement	6,500	5,000	-	6,500	5,000	259	-	6,241	Award	6,500	6,241	-	(1,241)
Commonwealth Park North Trail Alignment	69,000	69,000	-	69,000	69,000	18,541	9,165	41,294	Award	69,000	50,459	-	18,541
Matrix Hill Park Renovation	40,000	40,000	-	40,000	40,000	27,124	9,086	5,723	Award	41,933	14,809	(1,933)	25,191
Bridge & Boardwalk Repair	120,000	120,000	-	120,000	120,000	20,334	15,223	91,332	Award	126,889	106,555	(6,889)	13,445
Energy Savings Improvements	1,675,000	25,000	-	1,675,000	25,000	1,302,473	-	25,000	Award	1,327,473	25,000	347,527	-
Maintenance Facility Renovation Costs	2,400,000	2,400,000	-	2,400,000	2,400,000	244,324	369,297	1,786,379	Award	2,400,000	2,155,676	-	244,324
Community Benefit Fund Project	325,000	321,031	-	325,000	321,031	3,969	-	321,031	Budget	325,000	321,031	-	-
Outdoor Tent	1,500	-	-	1,500	-	-	1,500	-	Complete	1,500	1,500	-	(1,500)
TOTAL CARRYOVER PROJECTS	5,077,000	3,294,031	-	5,077,000	3,294,031	1,718,463	411,964	2,583,307		4,713,734	2,995,271	363,266	298,760
ATHLETIC FACILITY REPLACEMENT													
Resurface Tennis Courts (4 sites)			25,000	25,000	25,000	-	13,600	11,400	Budget	25,000	25,000	-	-
TOTAL ATHLETIC FACILITY REPLACEMENT			25,000	25,000	25,000	-	13,600	11,400		25,000	25,000	-	-
ATHLETIC FACILITY IMPROVEMENT													
Indoor Basketball Score Boards (AC)			8,500	8,500	8,500	-	-	7,167	Award	7,167	7,167	1,333	1,333
TOTAL ATHLETIC FACILITY IMPROVEMENT			8,500	8,500	8,500	-	-	7,167		7,167	7,167	1,333	1,333
PARK AND TRAIL REPLACEMENTS													
Drinking Fountains			4,500	4,500	4,500	-	-	4,500	Budget	4,500	4,500	-	-
Asphalt Path Rplcmnt & Repair			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Play Structure (3 sites)			117,000	117,000	117,000	-	-	117,000	Budget	117,000	117,000	-	-
Irrigation System Repair			81,000	81,000	81,000	-	-	81,000	Budget	81,000	81,000	-	-
TOTAL PARK AND TRAIL REPLACEMENTS			252,500	252,500	252,500	-	-	252,500		252,500	252,500	-	-
PARK AND TRAIL IMPROVEMENTS													
Memorial Benches			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
LGGP Grant - PCC Complex Rstrms			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
RTP Grant - Cedar Mill Trail			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
LGGP Grant - Camille Park			70,000	70,000	70,000	-	-	70,000	Budget	70,000	70,000	-	-
OBP Grant - Walker Rd. Mid-Block Crossing			121,500	121,500	121,500	-	-	121,500	Budget	121,500	121,500	-	-
LWCF Grant - Schiffler Park Pavillion			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Install Maxicom Controls (2 sites)			12,600	12,600	12,600	-	-	12,600	Budget	12,600	12,600	-	-
EVSE Unit @ HMT Complex			-	-	-	-	1,030	-	Complete	1,030	1,030	(1,030)	(1,030)
TOTAL PARK AND TRAIL IMPROVEMENTS			337,100	337,100	337,100	-	1,030	337,100		338,130	338,130	(1,030)	(1,030)
CHALLENGE GRANTS													
Challenge Grants			97,500	97,500	97,500	-	-	97,500	Budget	97,500	97,500	-	-
TOTAL CHALLENGE GRANTS			97,500	97,500	97,500	-	-	97,500		97,500	97,500	-	-
BUILDING REPLACEMENTS													
SSC Pool Tank Resurface			65,000	65,000	65,000	-	-	65,000	Budget	65,000	65,000	-	-
Tennis Air Structure Fabric			153,000	153,000	153,000	-	-	153,000	Budget	153,000	153,000	-	-
GHRC Tile (3 Rooms)			21,500	21,500	21,500	-	3,750	17,750	Budget	21,500	21,500	-	-
CRA Sand/Refinish Gym			25,000	25,000	25,000	-	-	21,856	Award	21,856	21,856	3,144	3,144
CHRC Floor Room 9			27,000	27,000	27,000	-	-	27,000	Budget	27,000	27,000	-	-
CRA Resurface Shower Floors			8,400	8,400	8,400	-	4,200	4,200	Award	8,400	8,400	-	-
AC Refinish Hardwood Floors			12,000	12,000	12,000	-	-	10,155	Award	10,155	10,155	1,845	1,845
CHRC Refinish Hardwood Floors			1,500	1,500	1,500	-	-	2,424	Award	2,424	2,424	(924)	(924)
CRA Refinish Hardwood Floors			4,700	4,700	4,700	-	-	6,411	Award	6,411	6,411	(1,711)	(1,711)
GHRC Refinish Hardwood Floors			3,500	3,500	3,500	-	-	1,639	Award	1,639	1,639	1,861	1,861
Stuhr Ctr Refinish Hrdwd Floor			1,500	1,500	1,500	-	-	1,581	Award	1,581	1,581	(81)	(81)

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GHRC Carpet			5,500	5,500	5,500	-	-	5,500	Budget	5,500	5,500	-	-
GHRC Locker Room Floor Rplc			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
Administrative Office Carpet			5,000	5,000	5,000	-	-	4,508	Award	4,508	4,508	492	492
SSC Non-skd Flrs(hll, lckr rm)			22,000	22,000	22,000	-	-	22,000	Budget	22,000	22,000	-	-
RSC Pook Deck Strctrl Survey			8,500	8,500	8,500	-	-	8,500	Award	8,500	8,500	-	-
HSC Carpet			5,200	5,200	5,200	-	-	5,200	Budget	5,200	5,200	-	-
CRA Carpet			4,700	4,700	4,700	-	-	4,607	Award	4,607	4,607	93	93
AC Metal Trnstrn Plate Rplcmnt			12,587	12,587	12,587	-	-	13,647	Award	13,647	13,647	(1,060)	(1,060)
SSC Clssrm & Spctr Windows			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
TC Front Doors			13,500	13,500	13,500	-	-	13,500	Budget	13,500	13,500	-	-
CHRC Windows			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
RSC Outsd Doors (lckr & storg)			4,500	4,500	4,500	-	-	4,500	Budget	4,500	4,500	-	-
Aq Ctr NW Corner Door			3,500	3,500	3,500	-	-	3,500	Budget	3,500	3,500	-	-
Aq Ctr Front Door Hinges			2,600	2,600	2,600	-	-	2,600	Award	2,600	2,600	-	-
GHRC Exterior Boiler Rm Doors			5,000	5,000	5,000	-	-	4,786	Award	4,786	4,786	214	214
CRA Locker Rm Doors			10,000	10,000	10,000	-	-	9,586	Award	9,586	9,586	414	414
CRA Chlorine Rm Door			2,920	2,920	2,920	-	-	2,920	Budget	2,920	2,920	-	-
Aquatic Pumps & Valves (8)			55,950	55,950	55,950	-	4,090	51,860	Budget	55,950	55,950	-	-
SSC Recharge Pool Filter			6,500	6,500	6,500	-	-	5,876	Award	5,876	5,876	624	624
RSC Soda Ash Tank Relocate			4,200	4,200	4,200	-	-	4,090	Award	4,090	4,090	110	110
CRA Filter Media			12,000	12,000	12,000	-	-	12,492	Award	12,492	12,492	(492)	(492)
Aquatic Pnmatic & HVAC valves			8,400	8,400	8,400	-	107	8,293	Budget	8,400	8,400	-	-
Aquatic Diving Boards & Stands			15,900	15,900	15,900	-	-	15,900	Budget	15,900	15,900	-	-
SSW Chlorine Tank Scale			2,000	2,000	2,000	-	1,595	-	Complete	1,595	1,595	405	405
CRA Slide Steps			10,500	10,500	10,500	-	-	10,500	Award	10,500	10,500	-	-
HSC Lockers			31,000	31,000	31,000	-	-	25,022	Award	25,022	25,022	5,978	5,978
TC Back Drop Court Curtains			15,000	15,000	15,000	-	-	10,850	Award	10,850	10,850	4,150	4,150
AC Dishwasher (Concession)			4,400	4,400	4,400	-	3,058	-	Complete	3,058	3,058	1,342	1,342
S Fields Concession Dishwasher			4,400	4,400	4,400	-	3,058	-	Complete	3,058	3,058	1,342	1,342
Jenkins Main Hs Dishwasher			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
CRA Gym Divider Curtain			11,800	11,800	11,800	-	-	7,230	Award	7,230	7,230	4,570	4,570
Stuhr Light Fxtrs (dining rm)			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Jenkins Main Hs Interior Paint			22,000	22,000	22,000	-	-	22,000	Budget	22,000	22,000	-	-
GHRC Exterior Siding			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
AC Wall Sealing			6,800	6,800	6,800	-	895	5,905	Budget	6,800	6,800	-	-
AC Add/Connect Downspouts			25,500	25,500	25,500	-	-	25,500	Budget	25,500	25,500	-	-
AC Reseal Skylights			10,500	10,500	10,500	-	-	10,500	Budget	10,500	10,500	-	-
Bldng Exterior Paint (6 sites)			23,850	23,850	23,850	-	-	23,850	Budget	23,850	23,850	-	-
GH & CH Circuit Panels			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
HSC Roof Exhaust Fans			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
GHRC Steam Heat Coils (8)			28,800	28,800	28,800	-	-	28,800	Budget	28,800	28,800	-	-
GHRC Gas Pak			33,500	33,500	33,500	-	-	33,500	Budget	33,500	33,500	-	-
GHRC Air Handler South Wing			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
TC Air Condensing Unit			8,000	8,000	8,000	-	-	6,985	Award	6,985	6,985	1,015	1,015
CRA Condensing Unit			85,000	85,000	85,000	-	250	84,750	Budget	85,000	85,000	-	-
Dryland HVAC Upgrade			12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
STR DDC HVAC ZT Controller			3,300	3,300	3,300	-	-	3,200	Award	3,200	3,200	100	100
GHRC Unit Heater (Showers)			3,500	3,500	3,500	-	-	3,500	Budget	3,500	3,500	-	-
CRA Floor Drains & Pipes			8,500	8,500	8,500	-	-	8,008	Award	8,008	8,008	492	492
SSC Domestic Holding Tank			22,000	22,000	22,000	-	-	21,865	Award	21,865	21,865	135	135
GHRC Shower Stalls			18,500	18,500	18,500	-	-	18,500	Budget	18,500	18,500	-	-
CHRC Water Heaters			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Aq Ctr Mchncl Rm Replmb P-Trap			2,250	2,250	2,250	-	-	2,229	Award	2,229	2,229	21	21
HSC Shower Valve Rplcmnt (3)			2,600	2,600	2,600	-	-	2,600	Budget	2,600	2,600	-	-
GHRC Design for Showers			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
Exercise Equipment (2)			12,550	12,550	12,550	-	-	12,550	Budget	12,550	12,550	-	-

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Description	Project Budget				Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget			
	Prior Year Budget Amount (1)	Budget Carryover to Current Year (2)	New Funds Budgeted in Current Year (3)	Cumulative Project Budget (1+3)	Current Year Budget Amount (2+3)	Expended Prior Years (4)	Expended Year-to-Date (5)	Estimated Cost to Complete (6)	Basis of Estimate	Project Cumulative (4+5+6)	Current Year (5+6)	Project Cumulative	Current Year
AED Unit Replacements (19)			35,369	35,369	35,369	-	-	35,369	Budget	35,369	35,369	-	-
TOTAL BUILDING REPLACEMENTS			1,099,676	1,099,676	1,099,676	-	21,003	1,054,594		1,075,597	1,075,597	24,079	24,079
BUILDING IMPROVEMENTS													
STR Stability Ball Racks			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
CRA Ultrvlt Sanitation LapPool			22,500	22,500	22,500	-	-	22,465	Award	22,465	22,465	35	35
TOTAL BUILDING IMPROVEMENTS			24,000	24,000	24,000	-	-	23,965		23,965	23,965	35	35
ADA PROJECTS													
Splash Aqua Lift (2)			14,100	14,100	14,100	-	-	14,100	Budget	14,100	14,100	-	-
ADA Transition Ramps - CHRC			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
ADA Drinking Ftrns - GHRC			2,400	2,400	2,400	-	-	2,400	Budget	2,400	2,400	-	-
ADA Shower Stalls - HSC			26,000	26,000	26,000	-	-	26,000	Budget	26,000	26,000	-	-
TOTAL ADA PROJECTS			45,000	45,000	45,000	-	-	45,000		45,000	45,000	-	-
TOTAL CAPITAL OUTLAY DIVISION	5,077,000	3,294,031	1,889,276	6,966,276	5,183,307	1,718,463	447,597	4,412,533		6,578,593	4,860,130	387,683	323,177

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	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
INFORMATION SERVICES DEPARTMENT													
System/workstn Replcmnt			65,000	65,000	65,000	-	13,934	51,066	Budget	65,000	65,000	-	-
Server Replacements			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
LAN/WAN Replcmnt			40,000	40,000	40,000	-	6,299	39,551	Award	45,850	45,850	(5,850)	(5,850)
Printers/Network Printers			5,000	5,000	5,000	-	287	4,713	Budget	5,000	5,000	-	-
Telephones			20,000	20,000	20,000	-	-	20,075	Award	20,075	20,075	(75)	(75)
Misc. Application Software			20,000	20,000	20,000	-	8,170	11,830	Budget	20,000	20,000	-	-
Fiber Line Installation			40,000	40,000	40,000	-	-	36,041	Award	36,041	36,041	3,959	3,959
Applicant Tracking Software Tool			15,500	15,500	15,500	-	-	15,500	Budget	15,500	15,500	-	-
Backup Server @ 112th Maintenance Facility			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			250,500	250,500	250,500	-	28,690	223,776		252,466	252,466	(1,966)	(1,966)
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	250,500	250,500	250,500	-	28,690	223,776		252,466	252,466	(1,966)	(1,966)
MAINTENANCE DEPARTMENT													
BUILDING EQUIPMENT REPLACEMENT													
Autoscrubber (2)			18,100	18,100	18,100	-	-	22,399	Award	22,399	22,399	(4,299)	(4,299)
Autoscrubber Batteries			2,500	2,500	2,500	-	-	1,857	Award	1,857	1,857	643	643
Robotic Pool Tank Cleaner			6,500	6,500	6,500	-	4,890	-	Complete	4,890	4,890	1,610	1,610
Floor Buffer (2)			3,568	3,568	3,568	-	-	3,037	Award	3,037	3,037	531	531
Slow Speed Scrubber (3)			5,918	5,918	5,918	-	-	5,918	Budget	5,918	5,918	-	-
Carpet Extractor			3,500	3,500	3,500	-	-	2,759	Award	2,759	2,759	741	741
Cleaning Equipment			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Wet Floor Vacuum			1,250	1,250	1,250	-	-	662	Award	662	662	588	588
Walk Behind Sweeper			3,200	3,200	3,200	-	-	4,522	Award	4,522	4,522	(1,322)	(1,322)
Product Storage Bin			1,650	1,650	1,650	-	-	1,650	Budget	1,650	1,650	-	-
TOTAL BUILDING EQUIPMENT REPLACEMENT			47,186	47,186	47,186	-	4,890	43,804		48,694	48,694	(1,508)	(1,508)
FLEET REPLACEMENTS													
Tractor Shed Replacement			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Vehicle Hoist			24,000	24,000	24,000	-	-	24,000	Budget	24,000	24,000	-	-
Soil Reliever			22,500	22,500	22,500	-	-	23,045	Award	23,045	23,045	(545)	(545)
Sod Cutter			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Cargo Van (2)			42,000	42,000	42,000	-	-	42,000	Budget	42,000	42,000	-	-
Utility Truck			28,000	28,000	28,000	-	-	20,567	Award	20,567	20,567	7,433	7,433
Pressure Washer			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
12 Passenger Van			26,000	26,000	26,000	-	-	22,698	Award	22,698	22,698	3,302	3,302
Quad-cab Flatbed Truck			40,000	40,000	40,000	-	-	29,423	Award	29,423	29,423	10,577	10,577
Dump Truck (2-3 YD)			31,000	31,000	31,000	-	-	23,277	Award	23,277	23,277	7,723	7,723
Infield Rake (2)			22,000	22,000	22,000	-	-	24,368	Award	24,368	24,368	(2,368)	(2,368)
Electric Utility Vehicle			9,500	9,500	9,500	-	-	8,593	Award	8,593	8,593	907	907
Compact Pickup			14,000	14,000	14,000	-	13,431	-	Complete	13,431	13,431	569	569
15-Passenger Van (2)			52,000	52,000	52,000	-	-	45,396	Award	45,396	45,396	6,604	6,604
Lubrication			6,500	6,500	6,500	-	-	6,500	Budget	6,500	6,500	-	-
Compressed Air			7,800	7,800	7,800	-	-	7,800	Budget	7,800	7,800	-	-
Exhaust Ventilation			13,000	13,000	13,000	-	-	13,000	Budget	13,000	13,000	-	-
TOTAL FLEET REPLACEMENTS			385,800	385,800	385,800	-	13,431	338,167		351,598	351,598	34,202	34,202
FLEET IMPROVEMENTS													
Forklift			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Floor Scrubber			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
TOTAL FLEET IMPROVEMENTS			50,000	50,000	50,000	-	-	50,000		50,000	50,000	-	-
TOTAL MAINTENANCE DEPARTMENT	-	-	482,986	482,986	482,986	-	18,321	431,971		450,292	450,292	32,694	32,694
GRAND TOTAL GENERAL FUND	5,077,000	3,294,031	2,622,762	7,699,762	5,916,793	1,718,463	494,608	5,068,280	-	7,281,351	5,562,888	418,411	353,905

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	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
SDC FUND													
<u>LAND ACQUISITION</u>													
Land Acquisition (FY 11)	260,000	260,000	-	260,000	260,000	7,808	83	259,917	Budget	267,808	260,000	(7,808)	-
Land Acquisition (FY 12)	-	-	500,000	500,000	500,000	-	-	500,000	Budget	500,000	500,000	-	-
TOTAL LAND ACQUISITION	260,000	260,000	500,000	760,000	760,000	7,808	83	759,917	-	767,808	760,000	(7,808)	-
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
Fanno Creek Trail	1,311,950	1,024,000	700,000	2,011,950	1,724,000	492,224	21,255	1,702,745	Budget	2,216,224	1,724,000	(204,274)	-
MTIP Grant Match for Westside Trail	40,000	30,000	-	40,000	30,000	-	30,000	-	Complete	30,000	30,000	10,000	-
Bonny Slope/BSD Trail Development	175,000	175,000	-	175,000	175,000	-	-	175,000	Budget	175,000	175,000	-	-
LWCF Grant Match/Schiffler Park Pavillion	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
PCC Rec Complex Site Amenities	72,000	46,510	-	72,000	46,510	26,286	201	46,309	Budget	72,796	46,510	(796)	-
MTIP Grant Match-Fanno Creek Trail/Hall Blvd Crossing	41,200	41,200	-	41,200	41,200	41,089	-	-	Complete	41,089	-	111	41,200
LGGP Grant Match-PCC Restroom	35,000	35,000	-	35,000	35,000	1,145	-	35,000	Budget	36,145	35,000	(1,145)	-
112th St. Field Construction	1,000,000	914,995	163,748	1,163,748	1,078,743	172,410	7,555	1,071,188	Budget	1,251,153	1,078,743	(87,405)	-
Winkelman Park Phase I	282,000	282,000	-	282,000	282,000	-	-	282,000	Budget	282,000	282,000	-	-
Progress Lake Dock Modification	-	-	-	-	-	-	-	12,438	Award	12,438	12,438	(12,438)	(12,438)
MTIP Grant Match-Westside Trail Segment 18	-	-	62,205	62,205	62,205	-	-	62,205	Budget	62,205	62,205	-	-
OBP Grant Match-Waterhouse Trail/Walker Rd Crossing	-	-	50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
112th St. Site Improvements	-	-	550,000	550,000	550,000	-	-	550,000	Budget	550,000	550,000	-	-
Undesignated Projects	-	-	2,897,575	2,897,575	2,897,575	-	-	2,897,575	Budget	2,897,575	2,897,575	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	3,007,150	2,598,705	4,423,528	7,430,678	7,022,233	733,154	59,011	6,934,460		7,726,625	6,993,471	(295,947)	28,762
Total - SDC Fund	3,267,150	2,858,705	4,923,528	8,190,678	7,782,233	740,962	59,094	7,694,377		8,494,433	7,753,471	(303,755)	28,762

KEY
Budget Estimate based on original budget - not started and/or no basis for change
Deferred Some or all of Project has been eliminated to reduce overall capital costs for year.
Award Estimate based on Contract Award amount or quote price estimates
Complete Project completed - no additional estimated costs to complete.

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Quad-rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Est. Cost (Over) Under Budget	% Total Expended to Project Cumulative Cost
			Initial Project Budget	Adjustments	Current Total Project Budget FY 11/12	Expended Prior Years	Expended Year-to-Date	Total Expended to Date					
			(1)	(2)	(1+2)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9)	(6)/(9)	
BOND CAPITAL PROJECTS FUND													
<u>New Neighborhood Parks Development</u>													
SE	91-901	AM Kennedy Park	1,285,250	20,050	1,305,300	117,138	27,068	144,206	1,490,623	Master Plan	1,634,829	(329,529)	8.8%
SW	91-902	Barsotti Park	1,285,250	20,613	1,305,863	613	-	613	1,305,250	Budget	1,305,863	-	0.0%
NW	91-903	Kaiser Ridge Park	771,150	12,305	783,455	42,062	2,515	44,577	738,878	A&E Contract	783,455	-	5.7%
SW	91-904	Roy Dancer Park	771,150	12,341	783,491	6,848	697	7,545	775,946	Budget	783,491	-	1.0%
NE	91-905	Roger Tilbury Park	771,150	12,368	783,518	-	-	-	783,518	Budget	783,518	-	0.0%
Total New Neighborhood Parks Development			4,883,950	77,677	4,961,627	166,661	30,280	196,941	5,094,215		5,291,156	(329,529)	3.7%
<u>Renovate & Redevelop Neighborhood Parks</u>													
NE	91-906	Cedar Mill Park & Trail	1,125,879	18,057	1,143,936	26	500	526	1,143,410	Budget	1,143,936	-	0.0%
SE	91-907	Camille Park	514,100	7,788	521,888	152,309	20,209	172,518	471,519	Const. Doc.	644,037	(122,149)	26.8%
NW	91-908	Somerset West Park	1,028,200	16,490	1,044,690	2,389	136	2,525	1,042,165	Budget	1,044,690	-	0.2%
NW	91-909	Pioneer Park and Bridge Replacement	544,934	8,613	553,547	66,927	10,703	77,630	475,917	A&E Contract	553,547	-	14.0%
SE	91-910	Vista Brook Park	514,100	8,149	522,249	54,991	11,268	66,259	493,792	Master Plan	560,051	(37,802)	11.8%
Total Renovate & Redevelop Neighborhood Parks			3,727,213	59,097	3,786,310	276,642	42,816	319,458	3,626,803		3,946,261	(159,951)	8.1%
<u>New Neighborhood Parks</u>													
NW	98-880	New Neighborhood Park - NW Quadrant	1,500,000	23,241	1,523,241	4,172	850	5,022	1,518,219	Budget	1,523,241	-	0.3%
NE	98-745	New Neighborhood Park - NE Quadrant	1,500,000	23,951	1,523,951	42,097	5,470	47,567	1,476,384	Budget	1,523,951	-	3.1%
SW	98-746	New Neighborhood Park - SW Quadrant	1,500,000	21,071	1,521,071	1,049,158	-	1,049,158	471,913	Budget	1,521,071	-	69.0%
SE	98-747	New Neighborhood Park - SE Quadrant	1,500,000	16,295	1,516,295	2,555,536	-	2,555,536	(1,041,004)	Budget	1,514,532	1,763	168.7%
NW	98-748	New Neighborhood Park (North Bethany)	1,500,000	23,866	1,523,866	57,254	1,559,575	1,616,829	(92,963)	Budget	1,523,866	-	106.1%
UND	98-749	New Neighborhood Park - Undesignated	1,500,000	23,911	1,523,911	33,250	20,913	54,163	1,469,748	Budget	1,523,911	-	3.6%
Total New Neighborhood Parks			9,000,000	132,335	9,132,335	3,741,467	1,586,808	5,328,275	3,802,297		9,130,572	1,763	58.4%
<u>New Community Park Development</u>													
SW	92-915	SW Community Park	7,711,500	123,662	7,835,162	2,112	-	2,112	7,833,050	Budget	7,835,162	-	0.0%
Total New Community Park Development			7,711,500	123,662	7,835,162	2,112	-	2,112	7,833,050		7,835,162	-	0.0%
<u>New Community Park</u>													
NE	98-881	New Community Park	10,000,000	160,128	10,160,128	8,094,046	-	8,094,046	2,066,082	Budget	10,160,128	-	79.7%
Total New Community Park			10,000,000	160,128	10,160,128	8,094,046	-	8,094,046	2,066,082		10,160,128	-	79.7%
<u>Renovate and Redevelop Community Parks</u>													
NE	92-916	Cedar Hills Park	6,194,905	98,656	6,293,561	110,898	136	111,034	6,134,643	A&E Contract	6,245,677	47,884	1.8%
SE	92-917	Schiffler Park	3,598,700	55,594	3,654,294	452,996	(8,345)	444,651	3,134,325	Design Dev.	3,578,976	75,318	12.4%
Total Renovate and Redevelop Community Parks			9,793,605	154,250	9,947,855	563,894	(8,209)	555,685	9,268,968		9,824,653	123,202	5.7%
<u>Natural Area Preservation</u>													
NE	97-963	Roger Tilbury Memorial Park	30,846	495	31,341	23	-	23	31,318	Budget	31,341	-	0.1%
NE	97-964	Cedar Mill Park	30,846	495	31,341	43	-	43	31,298	Budget	31,341	-	0.1%
NE	97-965	Jordan/Jackie Husen Park	308,460	4,947	313,407	65	135	200	313,207	Planning	313,407	-	0.1%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	3,958	250,726	-	-	-	250,726	Budget	250,726	-	0.0%
NW	97-967	Kaiser Ridge Park	10,282	165	10,447	-	-	-	10,447	Planning	10,447	-	0.0%
NW	97-968	Allenbach Acres Park	41,128	659	41,787	38	14	52	41,735	Budget	41,787	-	0.1%
NW	97-969	Crystal Creek Park	205,640	3,298	208,938	685	47	732	208,206	Budget	208,938	-	0.4%
NE	97-970	Foothills Park	61,692	972	62,664	16,152	4,776	20,928	40,186	Planning	61,114	1,550	34.2%
NE	97-971	Commonwealth Lake Park	41,128	635	41,763	11,534	2,540	14,074	20,313	Planning	34,387	7,376	40.9%
NW	97-972	Tualatin Hills Nature Park and Bridge Replacement	90,800	1,452	92,252	1,394	202	1,596	90,656	Planning	92,252	-	1.7%
NE	97-973	Pioneer Park	10,282	165	10,447	142	-	142	10,305	Budget	10,447	-	1.4%
NW	97-974	Whispering Woods Park	51,410	747	52,157	21,623	5,434	27,057	24,512	Planning	51,569	588	52.5%
NW	97-975	Willow Creek Nature Park	20,564	322	20,886	2,688	1,273	3,961	16,925	Planning	20,886	-	19.0%

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Quad-rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Est. Cost (Over) Under Budget	% Total Expended to Project Cumulative Cost
			Initial Project Budget	Adjustments	Current Total Project Budget FY 11/12	Expended Prior Years	Expended Year-to-Date	Total Expended to Date					
			(1)	(2)	(1+2)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9)	(6)/(9)	
SE	97-976	AM Kennedy Park	30,846	495	31,341	45	-	45	31,296	31,341	-	0.1%	
SE	97-977	Camille Park	77,115	1,236	78,351	118	181	299	78,052	78,351	-	0.4%	
SE	97-978	Vista Brook Park	20,564	330	20,894	-	-	-	20,894	20,894	-	0.0%	
SE	97-979	Greenway Park/Koll Center	61,692	988	62,680	1,203	10	1,213	61,467	62,680	-	1.9%	
SE	97-980	Bauman Park	82,256	1,313	83,569	7,340	72	7,412	76,157	83,569	-	8.9%	
SE	97-981	Fanno Creek Park	162,456	2,605	165,061	350	-	350	164,711	165,061	-	0.2%	
SE	97-982	Hideaway Park	41,128	660	41,788	29	10	39	41,749	41,788	-	0.1%	
SW	97-983	Murrayhill Park	61,692	869	62,561	24,124	2,411	26,535	35,295	61,830	731	42.9%	
SE	97-984	Hyland Forest Park	71,974	1,034	73,008	40,210	4,283	44,493	13,671	58,164	14,844	76.5%	
SW	97-985	Cooper Mountain	205,640	3,298	208,938	5	-	5	208,933	208,938	-	0.0%	
SW	97-986	Winkelman Park	10,282	165	10,447	9	19	28	10,419	10,447	-	0.3%	
SW	97-987	Lowami Hart Woods	287,896	4,615	292,511	2,407	721	3,128	289,383	292,511	-	1.1%	
SW	97-988	Rosa/Hazeldale Parks	28,790	460	29,250	357	-	357	28,893	29,250	-	1.2%	
SW	97-989	Mt Williams Park	102,820	1,649	104,469	-	-	-	104,469	104,469	-	0.0%	
SW	97-990	Jenkins Estate	154,230	2,464	156,694	2,141	891	3,032	153,662	156,694	-	1.9%	
SW	97-991	Summercrest Park	10,282	155	10,437	2,248	2,264	4,512	4,862	8,258	2,179	54.6%	
SW	97-992	Morrison Woods	61,692	989	62,681	28	-	28	62,653	62,681	-	0.0%	
UND	97-993	Interpretive Sign Network	339,306	5,439	344,745	2,467	76	2,543	342,202	344,745	-	0.7%	
NW	97-994	Beaverton Creek Trail	61,692	989	62,681	-	-	-	62,681	62,681	-	0.0%	
NW	97-995	Bethany WetlandsBronson Creek	41,128	660	41,788	-	-	-	41,788	41,788	-	0.0%	
NW	97-996	Bluegrass Downs Park	15,423	247	15,670	-	-	-	15,670	15,670	-	0.0%	
NW	97-997	Crystal Creek	41,128	660	41,788	-	-	-	41,788	41,788	-	0.0%	
UND	97-914	Restoration of new properties to be acquired	643,023	10,313	653,336	-	-	-	653,336	653,336	-	0.0%	
Total Natural Area Preservation			3,762,901	59,943	3,822,844	137,468	25,359	162,827	3,633,865	3,795,576	27,268	4.3%	
Natural Area Preservation - Land Acquisition													
UND	98-882	Natural Area Acquisitions	8,400,000	134,622	8,534,622	205,845	3,038	208,883	8,325,739	8,534,622	-	2.4%	
Total Natural Area Preservation - Land Acquisition			8,400,000	134,622	8,534,622	205,845	3,038	208,883	8,325,739	8,534,622	-	2.4%	
New Linear Park and Trail Development													
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	66,834	4,333,864	369,784	6,946	376,730	3,191,315	3,568,045	765,819	10.6%	
NE	93-920	Jordan/Husen Park Trail	1,645,120	25,036	1,670,156	225,734	23,798	249,532	1,192,336	1,441,868	228,288	17.3%	
NW	93-924	Waterhouse Trail Segments 1, 5 and West Spur	3,804,340	59,194	3,863,534	416,592	20,337	436,929	3,160,580	3,597,509	266,025	12.1%	
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	35,344	2,297,384	381,158	22,312	403,470	1,984,083	2,387,553	(90,169)	16.9%	
UND	93-923	Miscellaneous Natural Trails	100,000	1,586	101,586	3,250	1,824	5,074	96,512	101,586	-	5.0%	
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,029	362,899	238,688	-	238,688	-	238,688	124,211	100.0%	
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	4,101	261,151	26,937	4,403	31,340	225,710	257,050	4,101	12.2%	
SW	93-921	Lowami Hart Woods	822,560	12,303	834,863	186,078	22,113	208,191	644,939	853,130	(18,267)	24.4%	
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	24,652	1,566,952	24,234	112	24,346	1,517,954	1,542,300	24,652	1.6%	
Total New Linear Park and Trail Development			15,060,310	232,079	15,292,389	1,872,455	101,845	1,974,300	12,013,429	13,987,729	1,304,660	14.1%	
New Linear Park and Trail Land Acquisition													
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	19,246	1,219,246	688,849	6,697	695,546	523,700	1,219,246	-	57.0%	
New Linear Park and Trail Land Acquisition			1,200,000	19,246	1,219,246	688,849	6,697	695,546	523,700	1,219,246	-	57.0%	
Multi-field/Multi-purpose Athletic Field Development													
SW	94-925	Winkelman Athletic Field	514,100	8,199	522,299	51,001	29,721	80,722	1,271,472	1,352,194	(829,895)	6.0%	
SE	94-926	Meadow Waye Park	514,100	6,637	520,737	405,527	1,206	406,733	-	406,733	114,004	100.0%	
NW	94-927	New Fields in NW Quadrant	514,100	8,245	522,345	75	-	75	522,270	522,345	-	0.0%	
NE	94-928	New Fields in NE Quadrant	514,100	8,245	522,345	932	164	1,096	521,249	522,345	-	0.2%	
SW	94-929	New Fields in SW Quadrant	514,100	8,241	522,341	669	-	669	521,672	522,341	-	0.1%	
SE	94-930	New Fields in SE Quadrant	514,100	8,245	522,345	-	-	-	522,345	522,345	-	0.0%	
Total Multi-field/Multi-purpose Athletic Field Dev.			3,084,600	47,812	3,132,412	458,204	31,091	489,295	3,359,008	3,848,303	(715,891)	12.7%	

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
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Through 08/31/11

Quad-rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Est. Cost (Over) Under Budget	% Total Expended to Project Cumulative Cost
			Initial Project Budget	Adjustments	Current Total Project Budget FY 11/12	Expended Prior Years	Expended Year-to-Date	Total Expended to Date					
			(1)	(2)	(1+2)	(4)	(5)	(4+5)=(6)					
<u>Deferred Park Maintenance Replacements</u>													
UND	96-960	Play Structure Replacements at 11 sites	810,223	4,065	814,288	665,070	43,844	708,914	38,291	various phases	747,205	67,083	94.9%
NW	96-720	Bridge/boardwalk replacement - Willow Creek	96,661	1,551	98,212	161,862	(41,492)	120,370	36,644	Const. Doc.	157,014	(58,802)	76.7%
SW	96-721	Bridge/boardwalk replacement - Rosa Park	38,909	624	39,533	38,381	-	38,381	-	Complete	38,381	1,152	100.0%
SW	96-722	Bridge/boardwalk replacement - Jenkins Estate	7,586	33	7,619	28,430	-	28,430	-	Complete	28,430	(20,811)	100.0%
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	170	10,937	985	-	985	-	Cancelled	985	9,952	100.0%
NE	96-998	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	100.0%
UND	96-999	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,040	-	118,040	-	Complete	118,040	(1,203)	100.0%
SW	96-946	Permeable Parking Lot at Aloha Swim Center	160,914	1,508	162,422	195,024	-	195,024	-	Complete	195,024	(32,602)	100.0%
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	2,581	163,495	-	-	-	163,495	Budget	163,495	-	0.0%
Total Deferred Park Maintenance Replacements			1,451,515	10,745	1,462,260	1,249,694	2,352	1,252,046	238,430		1,490,476	(28,216)	84.0%
<u>Facility Rehabilitation</u>													
UND	95-931	Structural Upgrades at Several Facilities	317,950	2,378	320,328	105,332	-	105,332	214,996	Budget	320,328	-	32.9%
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	6,360	412,639	20,429	592	21,021	391,618	Const. Doc.	412,639	-	5.1%
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	23,161	1,470,524	22,757	-	22,757	1,447,767	Const. Doc.	1,470,524	-	1.5%
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	10,073	638,160	-	-	-	638,160	Master Plan	638,160	-	0.0%
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Center	44,810	719	45,529	-	-	-	45,529	Const. Doc.	45,529	-	0.0%
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	7,810	494,745	-	-	-	494,745	Master Plan	494,745	-	0.0%
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,821	182,808	19,298	-	19,298	163,510	Const. Doc.	182,808	-	10.6%
NW	95-939	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Center	312,176	4,762	316,938	66,373	-	66,373	250,565	Const. Doc.	316,938	-	20.9%
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,178	403,493	39,750	9,444	49,194	354,299	Const. Doc.	403,493	-	12.2%
NW	95-941	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	100.0%
NW	95-942	Structural Upgrades at HMT Dryland Training Center	116,506	1,840	118,346	19,692	-	19,692	98,654	Const. Doc.	118,346	-	16.6%
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	4,290	273,150	14,382	-	14,382	258,768	Const. Doc.	273,150	-	5.3%
SE	95-944	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	100.0%
NW	95-945	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	3,035	12,368	-	Complete	12,368	(3,394)	100.0%
NE	95-950	Sunset Swim Center Structural Upgrades	1,028,200	16,406	1,044,606	17,303	-	17,303	1,027,303	Master Plan	1,044,606	-	1.7%
NE	95-951	Sunset Swim Center Pool Tank	514,100	275	514,375	294,280	-	294,280	-	Complete	294,280	220,095	100.0%
Total Facility Rehabilitation			6,227,732	87,176	6,314,908	700,632	13,071	713,703	5,385,914		6,099,617	215,291	11.7%
<u>Facility Expansion and Improvements</u>													
SE	95-952	Elsie Stuhr Center Expansion and Structural Improvements	1,997,868	30,861	2,028,729	273,825	131,681	405,506	1,640,573	Bid Award	2,046,079	(17,350)	19.8%
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	84,304	5,533,764	1,015,994	274,280	1,290,274	4,588,849	Bid Award	5,879,123	(345,359)	21.9%
SW	95-954	Aloha ADA Dressing Rooms	123,384	158	123,542	178,701	-	178,701	-	Complete	178,701	(55,159)	100.0%
NW	95-955	Aquatics Center ADA Dressing Rooms	133,666	1,078	134,744	180,493	-	180,493	-	Complete	180,493	(45,749)	100.0%
NE	95-956	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	100.0%
Total Facility Expansion and Improvements			8,218,478	117,055	8,335,533	1,970,834	405,961	2,376,795	6,229,422		8,606,217	(270,684)	27.6%
<u>ADA/Access Improvements</u>													
NW	95-957	HMT ADA Parking and other site improvement	735,163	11,595	746,758	13,753	-	13,753	733,005	Budget	746,758	-	1.8%
UND	95-958	ADA Improvements - undesignated funds	116,184	1,864	118,048	3,533	7,765	11,298	106,750	Budget	118,048	-	9.6%
SW	95-730	ADA Improvements - Barrows Park	8,227	132	8,359	-	19	19	8,340	Const. Doc.	8,359	-	0.2%
NW	95-731	ADA Improvements - Bethany Lake Park	20,564	193	20,757	25,566	-	25,566	-	Complete	25,566	(4,809)	100.0%
NE	95-732	ADA Improvements - Cedar Hills Recreation Center	8,226	132	8,358	-	19	19	8,339	Const. Doc.	8,358	-	0.2%
NE	95-733	ADA Improvements - Forest Hills Park	12,338	198	12,536	-	44	44	12,492	Const. Doc.	12,536	-	0.4%
SE	95-734	ADA Improvements - Greenway Park	15,423	247	15,670	-	-	-	15,670	Budget	15,670	-	0.0%
SW	95-735	ADA Improvements - Jenkins Estate	16,450	264	16,714	-	19	19	16,695	Const. Doc.	16,714	-	0.1%
SW	95-736	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	100.0%
NE	95-737	ADA Improvements - Lost Park	15,423	247	15,670	-	15,000	15,000	670	Const. Doc.	15,670	-	95.7%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
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Quadrant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Est. Cost (Over) Under Budget	% Total Expended to Project Cumulative Cost
			Initial Project Budget	Adjustments	Current Total Project Budget FY 11/12	Expended Prior Years	Expended Year-to-Date	Total Expended to Date					
			(1)	(2)	(1+2)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9)	(6)/(9)	
NW	95-738	ADA Improvements - Rock Creek Powerline Park (Soccer Fld)	20,564	330	20,894	-	62	62	20,832	Const. Doc.	20,894	-	0.3%
NW	95-739	ADA Improvements - Skyview Park	5,140	82	5,222	-	19	19	5,203	Const. Doc.	5,222	-	0.4%
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	132	8,358	-	-	-	8,358	Master Plan	8,358	-	0.0%
NE	95-741	ADA Improvements - West Sylvan Park	5,140	82	5,222	-	44	44	5,178	Const. Doc.	5,222	-	0.8%
SE	95-742	ADA Improvements - Wonderland Park	10,282	164	10,446	-	19	19	10,427	Const. Doc.	10,446	-	0.2%
		Total ADA/Access Improvements	1,028,196	15,702	1,043,898	59,478	23,010	82,488	951,959		1,034,447	9,451	8.0%
		<u>Community Center Land Acquisition</u>											
UND	98-884	Community Center	5,000,000	79,695	5,079,695	589,963	-	589,963	4,489,732	Budget	5,079,695	-	11.6%
		Total Community Center Land Acquisition	5,000,000	79,695	5,079,695	589,963	-	589,963	4,489,732		5,079,695	-	11.6%
		<u>Bond Administration Costs</u>											
UND		Debt Issuance Costs	1,393,000	-	1,393,000	24,772	-	24,772	1,368,228	Budget	1,393,000	-	1.8%
UND		Technology Needs	18,330	-	18,330	21,520	-	21,520	-	Complete	21,520	(3,190)	100.0%
UND		Office Furniture	7,150	-	7,150	3,940	-	3,940	-	Complete	3,940	3,210	100.0%
UND		Admin/Consultant Costs	31,520	-	31,520	35,098	1,240	36,338	-	Budget	36,338	(4,818)	100.0%
			1,450,000	-	1,450,000	85,330	1,240	86,570	1,368,228		1,454,798	(4,798)	6.0%
		Grand Total	100,000,000	1,511,224	101,511,224	20,863,574	2,265,359	23,128,933	78,210,841		101,338,658	172,566	22.8%



MEMORANDUM

Date: September 14, 2011
 To: Board of Directors
 From: Keith Hobson, Director of Business and Facilities
 Re: **System Development Charge Report for July, 2011**

Below please find the various categories for System Development Charges, i.e., Single Family, Multiple Family, Manufactured Housing Unit, and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through July, 2011.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$5551.00 with 1.6% discount = \$5,462.18
Multi-Family	\$4,151.00 with 1.6% discount = \$4,084.58
Non-residential	\$144.00 with 1.6% discount = \$141.70

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,461	Single Family Units	\$6,267,946.85	\$185,098.72	\$6,453,045.57
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,399	Multi-family Units	\$2,624,822.68	\$80,892.66	\$2,705,715.34
0	Less Multi-family credits	(\$7,957.55)	(\$229.36)	(\$8,186.90)
195	Non-residential	\$461,433.03	\$13,871.42	\$475,304.45
<u>4,070</u>		<u>\$9,353,581.36</u>	<u>\$279,854.89</u>	<u>\$9,633,436.26</u>

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
6,366	Single Family Units	\$18,168,749.65	\$489,886.88	\$18,658,636.53
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
1,848	Multi-family Units	\$3,928,312.55	\$115,884.58	\$4,044,197.13
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
97	Non-residential	\$360,766.49	\$7,694.16	\$368,460.65
<u>7,987</u>		<u>\$21,786,956.47</u>	<u>\$592,716.99</u>	<u>\$22,379,673.46</u>

<u>Recap by Agency</u>		<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
4,070	City of Beaverton	30.09%	\$9,353,581.36	\$279,854.89	\$9,633,436.26
7,987	Washington County	69.91%	\$21,786,956.47	\$592,716.99	\$22,379,673.46
<u>12,057</u>		<u>100.00%</u>	<u>\$31,140,537.83</u>	<u>\$872,571.88</u>	<u>\$32,013,109.72</u>

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,476	1,399	195	4,070
Washington County	6,066	1,824	97	7,987
	<u>8,542</u>	<u>3,223</u>	<u>292</u>	<u>12,057</u>

Total Receipts to Date **\$31,140,537.83**

Total Payments to Date

Refunds	(\$2,046,733.60)	
Administrative Costs	(\$18.67)	
Project Costs -- Development	(\$17,404,504.44)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$8,741,086.49)</u>	<u>(\$28,192,343.20)</u>
		<u>\$2,948,194.63</u>

<u>Recap by Month, FY 2011-12</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2011(1)	\$30,964,268.13	(\$28,053,224.94)	\$2,004,086.02	\$4,915,129.21
July	\$176,269.70	(\$139,118.26)	\$1,501.69	\$38,653.13
August	\$0.00	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00
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>\$31,140,537.83</u>	<u>(\$28,192,343.20)</u>	<u>\$2,005,587.71</u>	<u>\$4,953,782.34</u>

(1) Net of \$1,029,273 of SDC Credits awarded for park development projects.

Projected SDC receipts through June 30, 2011 per the budget were \$34,220,890. Actual receipts were \$29,409,189. This fiscal year's projected total receipts per the budget are \$2,850,057.

Eagle Scout project leaves lasting memorial to victims

By SHANNON O. WELLS
Of Times Newspapers

When David Griffin considered his options for a service project on his way to becoming an Eagle Scout, he took the long view.

"I wanted to make a lasting impact," he says.

Given the magnitude of the event that inspired his project — the Sept. 11, 2001, terrorist attacks — Griffin's memorial monument in Beaverton's Memorial Park is well on its way toward fulfilling the Westview High School graduate's goals.

It was nine years ago, just shy of a year after the air-plane-driven catastrophes in New York City,

■ See MEMORIAL, A8



SUBMITTED PHOTO

A PLACETO REMEMBER — Westview High School graduate David Griffin created a Sept. 11, 2001, memorial in Beaverton's Memorial Park in 2002 for his Eagle Scout project.

Memorial: Vigil planned Sunday

■ Continued from A1

Washington, D.C., and rural Pennsylvania claimed more than 3,000 souls, that Griffin's project was dedicated as a permanent addition to the park at Washington and Watson avenues between Seventh and Ninth streets.

The monument is a small, but elegant reminder of the day that shook America to its core.

A brass plaque features engravings of the World Trade Center's Twin Towers to the side and the Pentagon below, framing a simple sentiment: "In remembrance of those who died in New York, Washington, D.C., and Pennsylvania. September 11, 2001."

Below the marble-framed plaque is an array of red bricks on which those who donated funds toward the memorial had engraved with the names of those who died in the tragedies and heartfelt messages.

On a visit to his hometown this weekend, Griffin, now 27 and working as a math and chemistry tutor in Eugene, will take part in a low-key remembrance of the Sept. 11 tragedy at the memorial he designed and helped fund. The informal event will take place on Sunday from 1 to 2 p.m.

Reflecting on the decade that's passed since that fateful morning in 2001, Griffin — who was then a junior at Westview and a Boy Scout with Troop 872 — says he sees it from two perspectives.

"Looking back on it, it seems like a lot has happened since then. Really, a lot has happened. But the 10 years came up faster than I expected," he offers. "That's longer than a third of my life."

When he chose to take on the memorial as his Eagle project, time was not exactly on Griffin's side. Guidelines dictate that projects be completed before a Scout turns 18.

"I had a little under a year to complete my project, because I turned 18 on Aug. 12, 2002. I had a couple of months to figure it out," he says. "It was one of a number of projects that kind of opened up. I added it to the list, and that's the one I chose."

He credits his mother, Esther Griffin, with indirectly inspiring the project.

In the immediate wake of the terrorist attacks, she was startled to see the name of her half-broth-

er, who lives near New York, on the passenger list of one of the doomed flights.

"She was kind of freaking out," David recalls. "When more complete information was revealed, she realized (the victim) had a different middle initial" than her brother.

"I thought if someone is affected this far away, there are probably more in the area," he says.

To help reconcile her feelings about the stranger she mistook for a relative, Esther bought a brick for the memorial and dedicated it to "someone else's brother."

"That kind of got the project started," David says, "as a tribute to everyone else."

To raise the approximately \$2,400 needed for the memorial, Griffin in the fall of 2001 planned and directed events including a car wash, bike-a-thon and three-day community donation garage sale. His efforts netted more than \$1,600.

All told, Griffin says he, with the help of nearly 30 of his fellow Boy Scouts, invested 680 man-hours toward the fundraising and design that led to the memorial's construction.

Dedicated the first week of August 2002, the monument drew high praise from Griffin's Eagle Scout review committee in the Sunset Trail District. The Cascade Pacific Council newsletter included his work as one of the 12 "exceptional" Eagle projects out of 600 in the council.

"It was kind of a statement of, (this event) affected everyone," he says. "I wanted people to have some way to show our sympathy, or respect, to other people for their losses."

David's mother, who still lives in Beaverton, says the 10-year anniversary is a time to remind people there is a special place nearby for those who'd like to reflect on the losses suffered on 9/11.

"We wanted a way to remind people that the memorial exists, and that it would be an appropriate place to go to remember the many lives lost on that horrific day," she says. "Up until just a couple of years ago, people were still leaving candles, flowers and notes at the memorial on Sept. 11."

David says he would like to see his creation become an ongoing place of solace.

"I just hope people will be able to keep coming to memorial in 20 or 30 years from now," he says.



OregonLive.com

Everything Oregon

Harvest sustainability at Cedar Mill Farmers Market

Published: Tuesday, September 13, 2011, 12:42 PM Updated: Tuesday, September 13, 2011, 12:44 PM

Special to The Oregonian

By

Cedar Mill residents can get tips on everything from conserving water to saving energy at Tualatin Hills Park & Recreation District's Cedar Mill Farmers Market Sustainability Fair on Sept. 24. This event expands on one organized earlier in the summer by a subcommittee of the Terra Linda Neighborhood Association.

"The market can be more than the community hub and our farm-to-table connection," says Market Manager Dina Gross. "It can link us with other great sustainable options that we don't usually get to hear about, such as solar power, water-saving ideas, better ways to recycle and re-use and better ways to get from one point to another. The Sustainability Fair, and next year's more consistent Sustainable Options Booths, will contribute by forging stronger connections between residents of our communities and sustainable vendors beyond farmers and our other typical vendors."

Gross says a representative from Metro will be on hand to talk about its Opt In online opinion panel, where residents can join conversations about parks, land use, urban development and more. Experts from Drive Less Save More will offer travel tips, and the park district's Natural Resources Department will have information on trails, parks and connectivity projects.

Market hours are 8 a.m. to 1 p.m. in the Sunset Mall parking lot near the corner of Northwest Cornell Road and Murray. Online: www.cmfmkt.org.

-- **Cindy Hudson**

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Elsie Stuhr Center plans health and wellness fair

Residents “55 and better” can get screenings, flu shots and information

By TUALATIN HILLS PARK & RECREATION DISTRICT

Get a flu shot, be screened for a variety of health issues, and learn about important health topics at the 12th annual Health & Wellness Resource Fair at the Elsie Stuhr Center.

The event runs from 9 a.m. to 1 p.m. Saturday, Oct. 1, at 5550 S.W. Hall Blvd., Beaverton. The Stuhr Center is owned and operated by the Tualatin Hills Park & Recreation District for residents “55 and better.”

Forty businesses and 15 to 20 nonprofit organizations will share health and community resource information with the public, said Ann Satterfield, the center’s Health & Wellness Program coordinator.

“All realms of wellness will be represented, including physical, mental, spiritual and emotional, environmental, occupational and intellectual,” she said. “It’s a great opportunity to learn more about health and fitness wellness resources available to individuals 55 and better — all packed into four short hours.”

Due to current construction at the Stuhr Center, Satterfield urges visitors to use

the entrances on Ninth or 12th street.

She said the event typically draws up to 500 people, many of whom come for their annual flu shot. Supplies vary year to year, but if available, the shot costs \$30, a charge normally covered by Medicare plans.

Attendees also may benefit from free screenings, provided by the Lions Club, for blood pressure, hearing, vision, glaucoma and diabetes. Additional screenings for issues such as balance and flexibility will be provided by other vendors.

Three special presentations are planned. At 9:30 a.m., Linda Hunt, an occupational therapist and professor at Pacific University in Forest Grove, will discuss “Driving and Dementia.” Most recently, she has studied drivers who get lost due to early stages of dementia.

At 10:30 a.m., Cory Bolkan will address “How Stereotypes Influence How We Treat Elders, Affect Our Own Behaviors and Actually Affect Health.” Bolkan is an assistant professor of Human Development at Washington State University in Vancouver, where she teaches courses in gerontology and adult development.

At 11:30 a.m., Jacqueline Sinke will explain “Exercising with Medical Conditions.” Sinke’s credentials include fall-proof balance and mobility specialist; cer-

tified clinical exercise specialist, and gold-certified advanced health and fitness specialist.

“Jacqueline has over 19 years experience in the health fitness industry and specializes in functional fitness exercise programming for individuals to prevent, better manage and treat chronic medical conditions and illness, as well as balance and mobility disorders,” Satterfield said.

Sinke instructs several exercise programs at the Stuhr Center for improving func-

tional health and fitness.

Money raised by sponsorships and vendor booths will benefit the Stuhr Center and likely go toward the purchase of new furniture or fitness equipment for the center, which is undergoing renovation as part of a park district bond measure project. Typically, the event brings in \$5,000, Satterfield said.

Anyone interested in being a vendor at the event can find the registration form on the park district website, www.thprd.org/facilities/stuhr/home.cfm.

PARK DISTRICT

Board reverses width decision for Lowami trail

By **SHANNON O. WELLS**
Of Times Newspapers

The Tualatin Hills Park and Recreation District board meeting took an unexpected turn Monday night when a member reversed his August vote favoring an 8-foot-wide paved trail through Lowami Hart Woods Park.

With board member Bill Kanable saying he had a change of heart, the board, following a lengthy discussion, voted 3-2 to amend the park's master plan to include a narrower, 6-foot-wide paved trail, the width park district staff originally recommended.

After that surprise move, the board agreed to postpone a vote on the final master plan until October so the revised language could be included in the plan document.

The board in August rejected the staff's recommendation for a 6-foot asphalt trail with 1-foot gravel shoulders — the option favored by an outspoken group of community members — in the 27-acre wooded refuge at Southwest Hart Road and 152nd Avenue.

In the initial 3-2 vote, Kanable joined fellow members John Griffiths and Larry Pelatt in supporting an 8-foot trail, which fits the district's "community trail" standards. Board members Joe Blowers and Bob Scott voted against the measure.

But on Monday night, Kanable seemed to surprise his fellow board

■ See **PATH, A7**

Path: Change of heart shaves 2 feet from trail through Lowami Woods

■ Continued from A1

members when he made a case for a narrower upgrade to the park's main Wahoo Trail.

Noting the rancor between the board and outspoken neighbors regarding the trail's width, Kanable said he hoped his decision — supported by Blowers and Scott — would lead to a stronger sense of cooperation between the board and community members.

"In the areas between black and white, there's a hell of a lot of gray," he said. "I want to heal the rift I feel is going to continue on. It's not worth fighting over 2 feet of asphalt."

"To be honest, I think this is a silly discussion. We all need to come together and get everybody on the same page, working with the park district as a partner."

Board members agreed the master plan would reserve the

right to expand the 6-foot trail as needed to accommodate its proposed connection to a wider community trail system.

Standing his ground from the August meeting, board member Larry Pelatt respectfully disagreed with Kanable's reversal.

"We made the right decision the first time," he said. "I think an 8-foot trail is going to provide a safety aspect that's not present at 6 feet."

"I said this last time, we do (trail planning) every day," Pelatt added. "We're good at it. I think we're gonna look back and regret (this decision)."

Priscilla Christenson, a neighbor of Lowami Hart Woods and an outspoken proponent of scaled-down park renovation plans, said the board did the right thing.

"I think we took a big step toward compromise," she said

immediately after the meeting. "Do I think it's perfect? No, nothing is. But I believe the community will now feel this is a true partnership."

She and her husband, Grant, said they disagree with some board members' contention that there is little aesthetic difference between a 6-foot paved trail with two 1-foot shoulders and 8 feet of asphalt.

"Part of it is in the heart, the way a 6-foot trail looks as opposed to 8 feet, if one is touched by nature," she said.

"I think ambience counts," Grant Christenson interjected. "The difference between 6 and 8 feet, from a visual standpoint, is significant."

In other Lowami Hart Woods-related business, the board agreed on a parking lot along Hart Road to accommodate nine vehicles as well as school buses and emergency

vehicles.

In seeking an option for the parking lot that required removing the least amount of trees, board member Blowers admitted his nature-loving inclinations.

"Hey, I'm a tree hugger," he said. "What can I say?"

Upgrades to the natural area are funded through a \$100 million parks bond measure voters passed in 2008. More than \$1 million is allocated for trail improvements at Lowami Hart Woods, including removal of unofficial, or "rogue" trails, non-native vegetation and replanting of native foliage.

Tax savings follow second park bond sale

Taxpayers will benefit from the recent sale of \$41.5 million in municipal bonds by the Tualatin Hills Park and Recreation District.

The park district's good credit rating and a favorable bond market helped secure an interest rate that will further reduce projected property tax rates for district homeowners.

The bonds are helping to finance the \$100 million Parks Bond Measure 34-156, passed by voters in 2008. Funds will go toward land acquisition and dozens of improvement projects focused on parks, trails, natural area preservation, athletic fields, as well as the expansions of the Elsie Stuhr Center and the Conestoga Recreation & Aquatic Center, and replacement and rehabilitation of aging facilities.

In all, taxpayers will save

nearly \$17 million in interest that had been forecast at the time of the election. Instead of paying an anticipated 37 cents per \$1,000 of assessed property value, district homeowners will now pay 30 cents per \$1,000, marking a 19 percent savings.

For the owner of a \$200,000 home, this translates into a savings of \$14 per year (from \$74 to \$60) until the bonds are paid off in 2029.

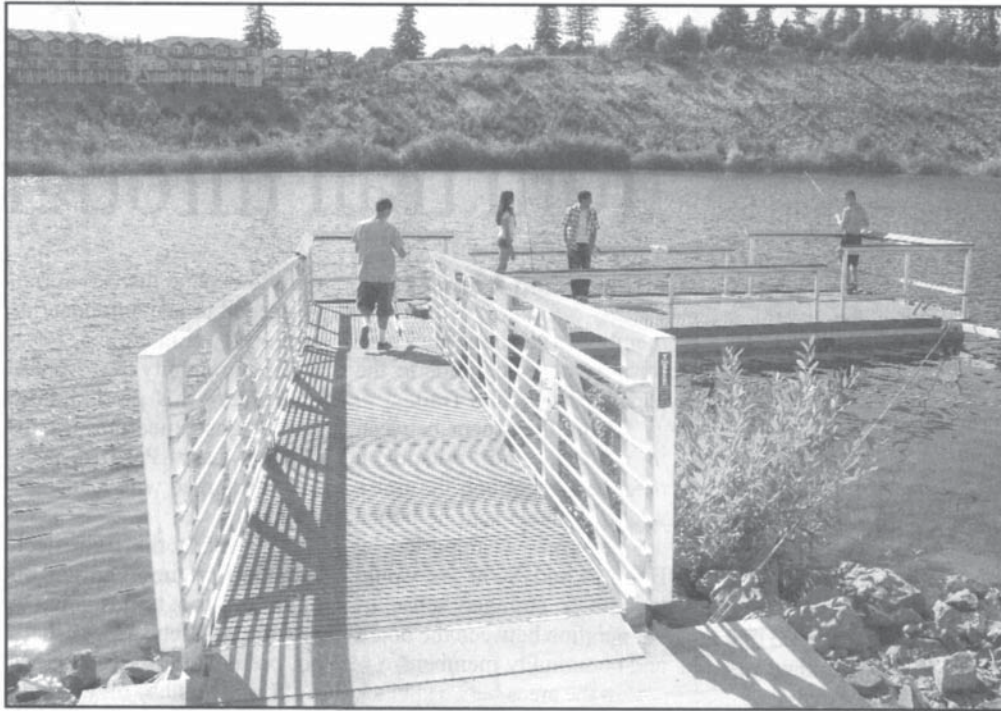
"We are ecstatic about the savings," said Cathy Brucker, the district's finance manager. "We've been doing everything we can to control the cost of this debt issue, and now we have a savings of nearly \$17 million. It's a wonderful gift to the district as a whole."

The bond sale, held on Sept. 1, attracted 15 prospective bidders, with 13 bids actu-

ally received. Robert W. Baird & Co. of Milwaukee, Wis., won the competitive bidding by offering an average interest rate of 3.25 percent.

The first \$58.5 million in bonds were sold in April 2009 at an average interest rate of 4.19 percent. Because of that lower-than-expected rate, the park district was able to reduce the tax rate from 37 cents per \$1,000 to 32 cents per \$1,000. The latest sale reduced the rate even further, to 30 cents per \$1,000.

The district's favorable credit rating had much to do with securing the low interest rate, Brucker said. Two national credit agencies, Standard and Poor's and Moody's, have praised THPRD for its long-range planning and sound fiscal management.



SUBMITTED PHOTO

GO FISH — The fishing dock at Progress Lake opened just in time for Wednesday's grand opening of the neighboring Progress Ridge TownSquare on Barrows Road.

Fishing dock opens to anglers

You can come cast your line from the newly completed fishing dock at Progress Lake off Southwest Barrows Road.

The 10-foot by 30-foot dock — funded in part by a grant from the Oregon Department of Fish and Wildlife — is built and ready to handle anglers of all ages. Anglers can cast into the 12-acre lake and reel in a meal-size trout.

Fishing is also allowed on the east side of the lake, which features a walking path.

“We plan to restock the lake with rainbow trout in spring 2012,” said Kyle Spinks, park ranger for the Tualatin Hills Park and Recreation District, which owns and operates the site.

Homes and the new Progress Ridge TownSquare surround Progress Lake, which is actually an old rock quarry that was filled with water.

According to Mark Hokkanen, the district's risk and contract manager, the lake is 70 feet deep.

The park district took control of the lake two years ago, after construction of surrounding homes was completed. A pathway connects the shopping center, encouraging people to “get their coffee and stroll down to the lake, which is really pretty,” Hokkanen said.

The park district has received phone calls from people wanting to swim, kayak or even scuba dive in the lake, said Bob Wayt, park district spokesman. Neighbors have also reported seeing people swimming or boating on the lake.

For safety reasons, though, only fishing is allowed, Wayt added.

“There is a 10- to 15-foot gradual slope from the water's edge and then there's an underwater shelf. After that, it's literally straight down,” Hokkanen explained. “The lake does not provide safe access for swimming or boating.”

The district's Park Patrol stops by the site regularly as part of the effort to ensure rules are followed.



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Everything Oregon

Tualatin Hills Park & Recreation District issues \$41.5 million bond sale

Published: Friday, September 16, 2011, 3:38 PM Updated: Monday, September 19, 2011, 9:32 AM

Dominique Fong, The Oregonian

By

Dominique Fong, The Oregonian



View full size

Brian Feulner/ The Oregonian

The Rec Mobile is one of several converted ambulances or vans that brings free recreational activities to children at parks, housing complexes and schools. The park district uses bond money to pay for projects like land acquisition and planning for parks with environmental education programs.

The property tax bill may soon look a little cheaper.

Three years ago, taxpayers voted for a \$100 million parks bond measure.

The **Tualatin Hills Park & Recreation District**, which serves more than 200,000 residents in the greater Beaverton area, issued the first half of the debt in 2009.

In September, the district sold the second half of \$58.5 million to **Robert W. Baird & Co.** of Milwaukee, Wis., at a 3.25 percent interest rate.

That means the owner of a \$200,000 home can expect to pay \$60 per year toward this debt until the bonds are paid off in 2029.

District officials said they secured a lower interest rate that will save homeowners \$14 a year.

The money pays for land acquisitions and improvements to parks, trails, fields, and athletic centers.

-- **Dominique Fong**

[@BvrtonReporter](#)

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Everything Oregon

Fishing in the lake next to Progress Ridge TownSquare? Sure!

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Dominique Fong, The Oregonian

By

Dominique Fong, The Oregonian

You can now fish for rainbow trout off the the dock at Progress Lake in south Beaverton.

The 10-foot by 30-foot dock was partly paid for by a grant from the Oregon Department of Fish and Wildlife.

Fishers can also cast their hooks on the east side of the lake, which is 70 feet deep.

The lake will be restocked with rainbow trout in spring 2012, said park ranger Kyle Spinks.

The Progress Ridge TownSquare shopping center opened this week.

Residents have reported seeing people swim or boat on the lake, but only fishing is allowed, the district said.

There's a 10- to 15-foot gradual slope from the water's edge but then drops off.

-- **Dominique Fong**

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BEAVERTON

Renovated BMX course opens

A grand opening to celebrate the Beaverton area's newly renovated (and only) BMX and dirt jump course has been set for 2 to 6 p.m. Sept. 24 at Eichler Park, 13710 S.W. Farmington Road.

The public is invited to participate in activities that will include bike demonstrations, a "Jump Jam," food, raffle prizes, information, remarks by elected officials and a brief ribbon-cutting ceremony.

The Northwest Trail Alliance designed and built the course as part of a partnership with the Tualatin Hills Park & Recreation District, which owns and operates Eichler Park.

The new course — the only one in the park district's 50-square-mile area — incorporates three dirt jump lines for beginners, intermediate and advanced riders, along with a small bicycle pump track. It is a complete remodel of the park district's original BMX course at Eichler.

"It's a great opportunity for kids and adults alike to develop their bike handling skills in a safe and controlled environment," said Raul Atencio of the trail al-



TIM ZIMMERMAN 2011

Max Suffin tries out the new BMX track in Beaverton's Eichler Park.

liance.

As part of the agreement, Northwest Trail Alliance will also maintain the course. The park district will continue to maintain the rest of Eichler Park and provide security through its Park Patrol.

Other major features of Eichler Park are play equipment, a basketball court, community garden and ADA-accessible walking path.

— Tualatin Hills Park & Recreation District

ALOHA

Nature park event features filmmaker

The last stop for "Know Your Place," a summer series pairing some of Oregon's best thinkers with three protected natural areas, is Cooper Mountain Nature Park from 3 to 5 p.m. Sept. 24.

Award-winning filmmaker Matt McCormick, whose feature film "Some Days Are Better Than Others" was released this year, will show a short video about Cooper Mountain and lead a discussion about how thinking cinematically can yield deeper experiences with place. He'll also send participants into the park with cameras to capture their own images.

"Know Your Place" is presented by Oregon Humanities and the Metro regional government and sponsored by the Oregon Lottery. The program explores human relationships to nature through language, movement and observation.

The Sept. 24 event is free, but advance registration is required. To sign up, visit www.oregonmetro.gov/calendar, find your event and follow the instructions. If you have questions or prefer to register by phone, call Metro at 503-797-1650, option 2.

— Laura Oppenheimer Odom,
Communications coordinator, Metro Natural Areas Program

READY ROLL

New BMX and dirt jump course opens at Eichler Park

A grand opening to celebrate Beaverton's newly renovated BMX and dirt jump course is set for Saturday from 2 to 6 p.m. at Eichler Park, 13710 S.W. Farmington Road.

The public is invited to participate in activities that include bike demonstrations, a "Jump Jam," food, raffle prizes, information, remarks by elected officials and a brief ribbon-cutting ceremony.

The Northwest Trail Alliance designed and built the course as part of a partnership with the Tualatin Hills Park and Recreation District, which owns and operates Eichler Park. The two organizations wanted a better course that could be used by novices as well as highly skilled bikers.

The new course — the only one in the park district's 50-square-mile area — incorporates three dirt jump lines for beginners, intermediate and advanced riders, along with a small bicycle pump track. It is a complete remodel of the park district's original BMX course at Eichler.

"It's a great opportunity for kids and adults alike to develop their bike handling skills in a safe and controlled environment," said Raul Atencio of NWTA.

As part of the partnership agreement, the NWTA will also maintain the course. Meanwhile, the park district will continue to maintain the rest of Eichler Park and provide security through its Park Patrol Unit.

Other major features of Eichler Park are play equipment, a basketball court, community garden and an ADA-accessible walking path.



SUBMITTED PHOTO / Tim Zimmerman

CHARGE — Max Suffin takes a jump along a bike course.