



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

**Board of Directors Regular Meeting
Tuesday, September 10, 2019**

**4:30 pm Work Session
6:00 pm Executive Session
7:00 pm Regular Meeting**

**HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

- 4:30 PM 1. Work Session
 A. [Partnership with Beaverton School District](#)
 B. [Technology Update](#)
- 6:00 PM 2. Executive Session*
 A. Legal
 B. Land
- 7:00 PM 3. Call Regular Meeting to Order
- 7:05 PM 4. Action Resulting from Executive Session
- 7:10 PM 5. [Proclamation: National Hispanic Heritage Month](#)
- 7:15 PM 6. Audience Time**
- 7:20 PM 7. Board Time
 A. Committee Liaisons Update
- 7:25 PM 8. Consent Agenda***
 A. [Approve: Minutes of August 13, 2019 Regular Board Meeting](#)
 B. [Approve: Monthly Bills](#)
 C. [Approve: Monthly Financial Statements](#)
- 7:30 PM 9. Unfinished Business
 A. [Information: General Manager's Report](#)
- 7:45 PM 10. New Business
 A. [Approve: Resolution Amending District Compiled Policies Chapter 3 – Board Policies](#)
 B. [Approve: Resolution Authorizing the Issuance and Sale of Full Faith and Credit Refunding Obligations](#)
- 8:15 PM 11. Adjourn

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

Free childcare during the meeting is available at the Athletic Center. To reserve a spot, please contact Dayna Dixon at 503-619-3861 or ddixon@thprd.org (or, contact the Athletic Center at 503-629-6330). 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 2, 2019
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the September 10, 2019 Board of Directors Meeting**

Agenda Item #1 – Work Session

A. Partnership with Beaverton School District

Attached please find a memo noting that Aisha Panas, director of Park & Recreation Services, will be at your work session to provide an overview of THPRD's partnership with Beaverton School District.

B. Technology Update

Attached please find a memo noting that Keith Hobson, director of Business & Facilities; Lori Baker, chief financial officer; and, Clint Bollinger, Information Services manager, will be at your work session to provide an overview of the district's information technology.

Agenda Item #5 – Proclamation: National Hispanic Heritage Month

Attached please find a proclamation declaring the month of September as National Hispanic Heritage Month.

Agenda Item #8 – Consent Agenda

Attached please find consent agenda items #8A-C for your review and approval.

Action Requested: Approve Consent Agenda Items #8A-C as submitted:
A. Approve: Minutes of August 13, 2019 Board Meeting
B. Approve: Monthly Bills
C. Approve: Monthly Financial Statement

Agenda Item #9 – Unfinished Business

A. General Manager's Report

Attached please find the General Manager's Report for the September regular board meeting.

Agenda Item #10 – New Business

A. Resolution Amending District Compiled Policies Chapter 3 – Board Policies

Attached please find a resolution requesting amendment of District Compiled Policies Chapter 3 – Board Policies, in relation to the district's background check process for volunteers. Aisha Panas, director of Park & Recreation Services, will be at your meeting to provide an overview of the resolution and to answer any questions the board may have.

Action Requested: Board of directors' approval of Resolution 2019-13 amending District Compiled Policies Chapter 3.

B. [Resolution Authorizing the Issuance and Sale of Full Faith and Credit Refunding Obligations](#)

Attached please find a resolution requesting board authorization to issue debt in order to advance refund outstanding bonds. Keith Hobson, director of Business & Facilities, and Lori Baker, Chief Financial Officer, will be at your meeting to provide an overview of the resolution and to answer any questions the board may have.

Action Requested: Board of directors' approval of Resolution No. 2019-14 authorizing the issuance and negotiated sale of full faith and credit obligations to refund the district's outstanding full faith and credit obligations.

Other Packet Enclosures

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



MEMO

DATE: August 30, 2019
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **Partnership with Beaverton School District**

Aisha Panas, director of Park & Recreation Services, will be in attendance at the September 10 work session to provide an overview presentation of the district's intergovernmental agreement (IGA) with the Beaverton School District.

The IGA provides an overarching framework to guide the shared use of athletic and recreational facilities, provide efficient services to maintain shared use facilities, and ensure a reasonable split of costs in providing access and service. The presentation will include detail on the agreements reached by the districts relating to the use of amenities such as pools, gyms, fields, and will also highlight joint efforts such as the Parent Reunification Plan.

An update on the latest joint endeavor by the two districts, a new afterschool program at Chehalem Elementary, will also be provided.



MEMO

DATE: August 30, 2019
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **Technology Update**

Keith Hobson, director of Business & Facilities, along with Lori Baker, chief financial officer, and Clint Bollinger, Information Services manager, will be in attendance at your September 10 work session to provide an overview presentation of the district's information technology.

The presentation will include the following items:

- Brief overview of current staffing
- Recently completed projects over the last 18 months
- Breakdown of the technical environment for the district
- Look at data security
- Overview of our two main in-house developed systems
- Forecast of the projects that are scheduled for the next 24 to 36 months



TUALATIN HILLS PARK & RECREATION DISTRICT

PROCLAMATION

By the Board of Directors

WHEREAS, each year, Americans observe National Hispanic Heritage Month by celebrating the culture, heritage and countless contributions of people of Hispanic descent; and

WHEREAS, the national observance began in 1968; and

WHEREAS, THPRD honors and values the unique and rich contributions of all community members and strives to create a welcoming and inclusive park and recreation system that is accessible and welcoming to everyone; and

WHEREAS, the THPRD community is strengthened and made better by the many contributions of Hispanic people who live in our community; and

WHEREAS, Hispanic people have had a profound and positive influence on our community; and

WHEREAS, Hispanic people continue to make important contributions to the cultural, educational, economic and political vitality of our community; and

WHEREAS, we honor the rich diversity of the people we serve.

NOW, THEREFORE, the Board of Directors of the Tualatin Hills Park & Recreation District does hereby declare the month of September 2019 as

National Hispanic Heritage Month

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

Signed this 10th day of September, 2019.

Felicita Monteblanco, President

Tya Ping, Secretary



TUALATIN HILLS PARK & RECREATION DISTRICT

Proclamación

Por la Junta Directiva

CONSIDERANDO, que cada año, los Estadounidenses conmemoran del Mes Nacional de la Herencia Hispana por medio de la celebración de la cultura, tradición y las innumerables contribuciones por parte de las personas de descendencia hispana; y

CONSIDERANDO, que ésta celebración inicio en 1968; y

CONSIDERANDO, que THPRD honra y valora las contribuciones tan apreciables y únicas por parte de todos los miembros de la comunidad y se esfuerza por proveer un sistema de parques y recreación que brinde un ambiente de bienvenida e inclusión haciendo de él un espacio accesible y abierto para todos; y

CONSIDERANDO, que la comunidad de THPRD se fortalece y mejora por las diversas contribuciones de las personas hispanas que viven en nuestra comunidad; y

CONSIDERANDO, que las personas hispanas tienen una influencia profunda y positiva en nuestra comunidad; y

CONSIDERANDO, que las personas hispanas continuarán contribuyendo en aspectos culturales, educativos, económicos y políticos que dan vitalidad a la comunidad; y

CONSIDERANDO, que honramos la enriquecedora diversidad de la personas a quienes servimos.

POR LO TANTO, EN ESTE MOMENTO, la Junta Directiva del Distrito de Parques y Recreación de Tualatin Hills declara el mes de Septiembre del 2019 como el

Mes Nacional de la Herencia Hispana

También instamos a todos los integrantes del Distrito de Parques y Recreación de Tualatin Hills a fomentar y promover dicha celebración.

Se firma el 10 de septiembre del 2019.

Felicita Monteblanco, Presidenta

Tya Ping, Secretaria



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

A meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Tuesday, August 13, 2019, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Work Session 4:30 pm; Executive Session 6:30 pm; Regular Meeting 7:00 pm.

Present:

Felicita Monteblanco	President/Director
Tya Ping	Secretary/Director
Wendy Kroger	Secretary Pro-Tempore/Director
Ashley Hartmeier-Prigg	Director
Doug Menke	General Manager

Absent:

Heidi Edwards	Director
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Agenda Item #1 – Board Work Session: Diversity, Equity, Inclusion & Access (DEIA)

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Felicita Monteblanco on Tuesday, August 13, 2019, at 4:40 pm.

Holly Thompson, Communications director, introduced Lillian Tsai with TsaiComms, LLC, the district’s consultant in assisting THPRD with its planned organizational culture process to institutionalize diversity, equity, inclusion and access. Work completed to-date includes gathering quantitative and qualitative feedback regarding historical practices and current staff knowledge, attitudes, and understanding, as well as DEIA training for regular status employees and part-time/seasonal employees. As a result of this effort, Lillian has prepared a report titled *Observations, Findings and Recommendations for Diversity, Equity & Inclusion at Tualatin Hills Park & Recreation District* for consideration, a copy of which was entered into the record.

Lillian provided a detailed overview of the findings and recommendations from the report via a PowerPoint presentation, a copy of which was entered into the record. The executive summary presented from the report included the following comments:

- The district is doing well; dozens of positive DEI-related programs initiated and implemented
- Majority say district makes effort to make employees feel welcomed and respected
- Many are passionate about their work and serving patrons
- Instances of either disinterest, discontent, and/or bias against DEI surfaced
- Many actions are already being put into place post assessment and should be shared

Lillian concluded her presentation by noting that THPRD has a hardworking and dedicated staff and leadership team committed to making a difference and that areas where disparities exist in policies, practices and behaviors are opportunities to move forward toward a more equitable and inclusive culture both internally and externally with patrons. Lillian offered to answer any questions the board may have.

Ashley Hartmeier-Prigg asked for clarification regarding the following statement within Finding #1, District Leadership, Managers and Supervisors: “While improvement in increase in diversity in managers/supervisors, they’re not seen as understanding DEI or of personal roles in ensuring equitable and inclusive organizational culture.”

- ✓ Lillian explained that this statement is in reference to leadership’s ability to explain DEI and how it applies to staffs’ roles.

Wendy Kroger asked whether the recommended trainings Lillian proposes will specifically address this issue.

- ✓ Lillian confirmed this, noting that the trainings proposed are based on a combination of information specifically requested by staff, as well as the recommendations presented within the report.

Tya Ping asked whether this finding statement was developed prior to district staff receiving the recent DEI training and, if so, was there an exit interview conducted to gauge participants’ increased competence.

- ✓ Lillian confirmed that this statement was developed prior to the training conducted. She noted that there was an online evaluation offered after the training and she received a 90% approval rating. Many participants expressed appreciation for the comprehensive level of training received.
- ✓ Christine Hoffmann, Human Resources manager, noted that the approval rating Lillian received, in addition to participants’ comments regarding their increase in personal understanding of DEI, was an exemplary outcome not often experienced through such mandatory trainings.

President Monteblanco expressed appreciation for this process, noting that it is wonderful to see the momentum continuing to build. She acknowledged to Lillian the emotional toll this work can take, noting that candid feedback was surely given.

Holly provided comments acknowledging the contents of the report, noting that district staff sees it as being a foundational document and launching point in terms of determining where the district takes its DEIA strategy moving forward. Christine provided an overview of some of the steps forward the district has taken in the area of DEIA while the report was in the process of development, or shortly after completion, which included, but is not limited to, the following:

- Updated the district’s Internal Diversity Development Plan
- Conducted twelve employee DEIA training sessions attended by 571 employees, as well as training for the district’s advisory committee members
- Facilitated a follow up, in-depth training for the district’s leadership team to reinforce the results of the districtwide baseline training, specifically to help supervisors be able to articulate why DEIA is important
- Evaluated structural equity by way of the review of regular part time positions transitioning to fulltime, standardization of benefits, and pay equity compliance
- Updated policies and practices, including the district’s bilingual pay policy
- Developed a new employee welcome program
- Continued deepening connections with peers and networks, such as the Equity Seminar Series, sponsorship of the Northwest Public Employers Diversity Conference, and becoming a gold-level sponsor of Partners in Diversity
- Conducted certified interpreter training for customer service as a beta program
- Scheduled three Employee Assistance Program wellness trainings and started distribution of their newsletter to all employees
- Standardized the process for exit interviews
- Drafted a DEIA training schedule currently in process based on the recommendations within the report, including work with the Conversation Project and other trainers and partners available

Holly and Christine thanked Lillian for her efforts and quality work with the district.

Ashley lauded the district's movements forward in this area, noting that DEIA is a practice that needs to be integrated into daily life, is always a work in progress, and that missteps are part of the journey. For example, this evening she noticed the large "Women" sign on the restroom outside of the Tualatin Hills Aquatic Center and thought about how this designation might make her transgender friend feel.

Tya complimented Lillian's work and the steps forward the district has taken in this area. She loves the addition of "access" to DEI, noting that access is essentially the end goal for all DEI work; to make sure everyone has access and is included. She commented that DEIA training will need to be ongoing and wondered whether the district will have the ability to conduct some of that training in-house. As an employee of a large company, she understands the impact of top-down leadership and how important it is to create a culture of DEI, especially knowing that the district's frontline staff are those who most interact with the community. They are the experts in that, so creating a space where all levels of staff can feel empowered to speak up and contribute is important.

- ✓ Holly described some in-house training already taking place, noting that it is an area that the district is eager to explore.
- ✓ Doug commented that the addition of "access" to DEI was a suggestion made by Lillian and that the district has already been making great strides in this area with its Access for All initiatives.

President Monteblanco expressed support for additional staff training and commented that she is happy that the report touched on microaggressions as it is an accessible place to start in that no one is exempt from either experiencing or inflicting microaggressions. She is also reflecting on how this work ties to the district's recruitment and retention of staff of color, and the important ripple effects this work will have on other areas of the district needing improvement. She would like to see a check-in on this topic in six months with an added component of the Coalition of Communities of Color report previously presented to the board, noting that there are action items within that report as well.

Lillian concluded this portion of her presentation by asking each board member the following questions:

1. What did you learn?
2. What three to four recommendations surface as high-impact priorities to work on first?

Ashley replied that although she tries to be conscious of using non-gendered language, she has somewhat dismissed being bothered by the term "you guys," but hearing how that phrase may be negatively perceived by other cultures was enlightening.

President Monteblanco replied that she now has a stronger understanding of the organization as a whole, and how DEI can be used in exit interviews.

Tya expressed agreement with Felicita regarding the benefits of understanding more about the organization and what is already being done. She described the importance of changing the culture to make sure DEIA is a component of everything the district does, starting at the top with the board making it a top priority and continually reevaluating how the district is addressing it.

Wendy complimented district staff on their efforts and referenced fundamental changes taking place within the district, noting that she is pleased that DEIA will be a continued effort and priority for the district.

President Monteblanco identified the recommendations that surfaced for her as high-impact priorities to work on first:

- Identify staff leaders at all levels with strong interest in and/or lived experience around topics of DEIA
- Revisit current Diversity & Inclusion Vision Statement
- Continue to make efforts to include more than one woman or diverse candidate in the finalist pool for open positions
- Continue to attend job fairs that specialize in the recruitment of employees with diverse backgrounds in order to network and create awareness about the district
- Provide training to all employees on awareness about ADA requirements, disability language, and the meaning of “reasonable accommodation” and “access” for employees and patrons

Wendy identified the recommendations that surfaced for her as high-impact priorities to work on first:

- Structural improvements in the Human Resources area, such as classification studies and the evaluation of part-time and full-time positions
- Continued improvement in internal and external communications

Ashley identified the recommendations that surfaced for her as high-impact priorities to work on first:

- Ensure that job candidates feel that the hiring process is fair, whether internal or external
- Encourage the formation of affinity groups
- Coaching and reverse mentoring opportunities that can provide real-time feedback to employees, as well as empowers a new way of leadership
- Installation of all-gender, accessible, family restrooms in all facilities

Tya identified the recommendations that surfaced for her as high-impact priorities to work on first:

- Revisit current Diversity & Inclusion Vision Statement
- Provide ongoing training opportunities
- Determine how to measure and evaluate DEIA for all employees, especially management

Lillian provided a board training session titled *Foundations of Diversity, Equity, Inclusion and Access* via a PowerPoint presentation, a copy of which was entered into the record. The goals of the training were stated as:

- To provide a foundational understanding of diversity, equity, inclusion and access
- To have a shared understanding about how the board envisions their role in setting priorities and goals with regard to DEIA

Lillian asked the board members how they believe DEIA might show up in their roles as board members and what it would look like practically and operationally to lead on DEIA-related issues. The following responses were received:

- Revisiting the district’s Diversity & Inclusion Vision Statement and setting goals against it
- Making it a habit to consider the DEIA implication of any topic that is before the board for consideration
- Asking critical questions and advocating for the values of the community that they were elected to represent
- Establishing DEIA as a priority and intentionally communicating and reflecting that value as board members
- Supporting staff’s DEIA efforts
- Determining how to concretely measure and evaluate the district’s DEIA efforts in order to be able to provide clear guidance and direction

General Manager Doug Menke commented that hearing the support and passion for DEIA on the board enables staff to also project that value when resistance to change or pushback occurs.

Lillian concluded her presentation by noting that an organization's sustained commitment to DEIA attracts the brightest, most creative and innovative employees. Organizations who are inclusive and equitable have the most success; whereas, a lack of inclusion effects productivity and presenteeism. Outside of this evening's training, she asked that each board member reflect upon what they are proactively doing personally and as a group to be a diverse, equitable and inclusive board.

- ✓ The board members thanked Lillian for her presentations this evening.

Agenda Item #3 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Felicita Monteblanco on Tuesday, August 13, 2019, at 7 pm.

Agenda Item #5 – Audience Time

There was no testimony during Audience Time.

Agenda Item #6 – Board Time

Ashley Hartmeier-Prigg noted that the district's Audit Committee has set the dates of their upcoming meetings for Monday, September 9 and Wednesday, November 20.

Ashley provided a brief overview regarding the new board member training workshop that she and Wendy Kroger recently attended hosted by Special Districts Association of Oregon (SDAO). She noted that topics included public meetings law, ethics and how to use SDAO as a resource.

- ✓ Wendy agreed that the workshop was beneficial and requested that the training materials that were provided by SDAO be forwarded to the entire board. She suggested that it may also be worthwhile to have a presentation to the board at a future meeting.
- ✓ President Monteblanco commented that SDAO also has training videos posted on their website that she found informative. She noted that required viewing of the videos could be an expectation in holding each board member accountable and that consideration could be given to having a future board presentation as time allows.

Wendy noted that the Parks & Facilities Advisory Committee has been focused recently on the topic of dog parks and dog runs.

Tya Ping stated that she is looking forward to attending her first Programs & Events Advisory Committee meeting next week.

President Monteblanco commented that although board member Heidi Edwards is the liaison to the Tualatin Hills Park Foundation, in her absence she gave an update on the foundation's latest activities, including the hiring of an executive director.

President Monteblanco referenced previous board discussion earlier this year on the topic of changing the board's stipend practice. She inquired whether there is a board consensus to direct district staff to request a recommendation from the Oregon Government Ethics Commission (OGEC) regarding how the board can approach this topic. She would like to be able to continue this discussion in an ethical and responsible way and inquired whether the other board members agree.

- ✓ Ashley and Tya expressed agreement with moving forward in seeking a recommendation.

- ✓ Wendy inquired whether the opinion being sought would come from the official ethics commission or OGEC staff.
- ✓ Felicita replied that her understanding is that the OGEC staff opinion rarely deviates from the commission's opinion and takes only five to six weeks versus six months, so she recommends seeking a staff opinion.

Ashley referenced her service on the district's budget committee earlier this year and the topic of affordable housing and system development charges (SDCs) that arose during a budget committee meeting. She expressed interest in learning more about how Bend Metro Park & Recreation District recently implemented support of affordable housing via their SDC program, as well as the options available to THPRD in terms of our SDC methodology.

- ✓ Felicita expressed agreement, noting that she, too, would like to learn more about Bend's actions and how their public outreach process went.
- ✓ General Manager Doug Menke noted that funding is currently budgeted for a consultant to review this issue, including surveying Bend and other agencies.
- ✓ Keith Hobson, director of Business & Facilities, added that district staff have been speaking with Bend staff regarding their process and have received some good insight. If the board is desirous of moving forward with a consideration of reopening the district's SDC methodology, he would recommend that a consultant with expertise in policy-level decisions be sought. The board could expect to be engaged in policy-level discussion as soon as the December Regular Board meeting, which would then drive any changes needed to the methodology.
- ✓ Wendy noted that affordable housing is a nationwide issue and that she would be interested in hearing how other areas are addressing it. Ultimately, she would like to see a list of options detailing the different ways the district could assist affordable housing, taking into consideration criteria such as the income levels required for the housing, percentage of affordable units included in the development, etc. She would also like to see exploration of whether the district could tailor options in order to ensure a public benefit component to the affordable housing development.
- ✓ Felicita described a menu of sorts from which to choose various options available in assisting affordable housing partners.
- ✓ Keith explained that the intent would be to have a series of board discussions about these policy-level decisions in order to frame how the methodology is developed.

Agenda Item #7 – Consent Agenda

Wendy Kroger moved that the board of directors approve consent agenda items (A) Minutes of July 23, 2019 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Acknowledging Property Acquisitions for Fiscal Year 2018/19 and Describing Funding Source(s) and Purpose, and (E) Resolution Appointing Audit Committee Member. Tya Ping seconded the motion. Roll call proceeded as follows:

Ashley Hartmeier-Prigg	Yes
Tya Ping	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. General Manager's Report

General Manager Doug Menke provided an overview of his General Manager's Report included within the board of directors' information packet, including the following:

- Security Operations Update for Schiffler Park and Mountain View Champions Park
 - Mark Pierce, Security Operations manager, and Cameron Hall, Park Maintenance specialist, provided a security update regarding incidents that had

occurred earlier this year at Schiffler and Mountain View Campions Parks via a PowerPoint presentation, a copy of which was entered into the record.

- National Welcoming Week
 - LuLu Ballesteros-Jones, Cultural Inclusion specialist, provided an overview of the district's planned activities for National Welcoming Week in September via a PowerPoint presentation, a copy of which was entered into the record.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Wendy Kroger referenced the Beaverton School District's resource officers and inquired whether they are assisting in addressing vandalism that is occurring by students using the parks during school hours.

- ✓ Mark noted that the resource officers have limited resources to assist but have recently become more engaged with THPRD.

Wendy asked if Park Patrol still desires notification of graffiti that users see when out and about using parks and trails.

- ✓ Mark confirmed this and encouraged anyone who sees graffiti on THPRD property to please report it to Park Patrol.

Tya Ping inquired whether anyone has been apprehended for the vandalism.

- ✓ Mark replied that some have been identified, but not prosecuted. Unfortunately, it is difficult to prosecute without video evidence and/or an admission of guilt. BSD's resource officers have assisted in identifying suspects and a close eye will be kept on those students going into this upcoming school year.

Ashley Hartmeier-Prigg described graffiti prevention methods used in other communities by bringing in street artists to trouble spots.

- ✓ Mark replied that at this point all options are on the table.
- ✓ Tya described the success of intentional art being used at a bus stop that was consistently experiencing vandalism.

President Monteblanco asked for additional information about the security cameras being used at trouble spots and whether signage is posted notifying park users of the cameras.

- ✓ Mark replied that the type of cameras currently being used are temporary, portable cameras that can be moved to different locations based on need. Staff discussion is occurring regarding the consideration of permanently installed cameras with signage. Mark noted that although legally the district does not have to inform park users that they are being filmed, he believes it would be a good idea to do so via posted signage.

Felicita stated that she would rather that the cameras be used as a deterrent rather than as a tactic to catch vandals. She referenced a Diversity, Equity, Inclusion & Access component of security cameras at park sites in that the communities who use these particular sites already feel justifiably marginalized and that the district wants to promote a welcoming environment. Felicita commented that there might be a policy element that needs to be further explored by the board in relation to security cameras and signage.

President Monteblanco complimented the new Management Report included within the board of directors' information packet, noting that she would like to see other highlights included as well, such as particular job openings and scholarship program dollars utilized.

Agenda Item #2 – Executive Session (A) Legal (B) Land

President Monteblanco called executive session to order for the following purposes:

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

The Executive Session is held under authority of ORS 192.660(2) (e) & (h).

President Monteblanco noted that the news media and designated staff may attend executive session. Representatives of the news media were directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session. At the end of executive session, the board welcomed the audience into the room.

Agenda Item #3 – Call Regular Meeting to Order

President Monteblanco reconvened the Tualatin Hills Park & Recreation District Board of Directors meeting for Tuesday, August 13, 2019.

Agenda Item #4 – Action Resulting from Executive Session

Wendy Kroger moved that the board of directors authorize staff to acquire a property in the northwest quadrant of the district for a purchase price not to exceed that discussed in executive session using system development charge funds, subject to the appropriate due diligence review and approval by the general manager. Ashley Hartmeier-Prigg seconded the motion. Roll call proceeded as follows:

Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Wendy Kroger moved that the board of directors authorize staff to acquire a property in the northwest quadrant of the district for a purchase price discussed in executive session using system development charge credits, subject to the appropriate due diligence review and approval by the general manager. Ashley Hartmeier-Prigg seconded the motion. Roll call proceeded as follows:

Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 8:55 pm.

Felicita Monteblanco, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins

Check #	Check Date	Vendor Name	Check Amount
ACH	7/10/2019	PENHOLLOW PROMOTIONS, LLC	9,644.23
307888	7/17/2019	METRO PARENT PUBLISHING INC.	1,901.00
307892	7/17/2019	SAGACITY MEDIA, INC.	1,500.00
		Advertising	\$ 13,045.23
308052	7/31/2019	R FRANCO RESTORATION INC	10,875.00
ACH	7/31/2019	ASH CREEK FOREST MANAGEMENT, LLC	1,183.33
ACH	7/31/2019	TREECOLOGY, INC.	4,077.50
		Capital Outlay - Bond - Natural Resources Projects	\$ 16,135.83
ACH	7/10/2019	BRIAN C. JACKSON, ARCHITECT LLC	5,196.52
ACH	7/24/2019	MACKAY & SPOSITO, INC.	4,781.45
		Capital Outlay - Bond - New/Redevelop Community Parks	\$ 9,977.97
ACH	7/10/2019	AKS ENGINEERING & FORESTRY, LLC	1,344.80
		Capital Outlay - Bond - Youth Athletic Field Development	\$ 1,344.80
307786	7/10/2019	WASHINGTON COUNTY	1,000.00
ACH	7/17/2019	3J CONSULTING, INC	1,523.75
308054	7/31/2019	STOTTS CONSTRUCTION COMPANY	167,836.00
		Capital Outlay - Bridges/Bdwnks-3 sites	\$ 170,359.75
307755	7/3/2019	TUFF SHED, INC.	4,731.50
ACH	7/3/2019	R & W ENGINEERING, INC.	502.50
		Capital Outlay - Building Improvements	\$ 5,234.00
307704	7/3/2019	ANYTIME PLUMBING AND DRAIN CLEANING	8,250.00
307712	7/3/2019	DICK'S EVERGREEN FENCE & DECK, INC.	4,950.00
307718	7/3/2019	IRS ENVIRONMENTAL OF PORTLAND, INC.	4,735.00
307743	7/3/2019	POOL & SPA HOUSE, INC.	9,165.67
ACH	7/3/2019	DAIKIN APPLIED AMERICAS, INC.	3,526.00
ACH	7/3/2019	PIONEER WATERPROOFING COMPANY, INC.	4,168.29
71122	7/9/2019	PRECOR COMMERCIAL FITNESS	4,194.00
ACH	7/24/2019	PETERSON STRUCTURAL ENGINEERS, INC.	9,102.43
		Capital Outlay - Building Replacements	\$ 48,091.39
307713	7/3/2019	FASTSIGNS OF BEAVERTON	1,500.00
307747	7/3/2019	RECREONICS, INC.	4,895.00
ACH	7/31/2019	KITTELSON & ASSOCIATES, INC.	3,580.00
		Capital Outlay - Facility Challenge Grants	\$ 9,975.00
307899	7/17/2019	AIRPORT CHEVROLET, INC	21,932.00
307912	7/17/2019	LEHMER'S BUICK GMC CONCORD	23,242.00
		Capital Outlay - Fleet Capital Improvement	\$ 45,174.00
307749	7/3/2019	STARK STREET LAWN & GARDEN WEST	40,848.00
		Capital Outlay - Fleet Capital Replacement	\$ 40,848.00
71040	7/9/2019	FIGHT OR FLIGHT	3,419.05
		Capital Outlay - Information Technology Improvement	\$ 3,419.05

Check #	Check Date	Vendor Name	Check Amount
ACH	7/3/2019	DELL MARKETING L.P.	19,080.10
		Capital Outlay - Information Technology Replacement	\$ 19,080.10
ACH	7/3/2019	FIELDTURF USA, INC.	69,021.72
ACH	7/17/2019	GOODFELLOW BROS., INC.	220,257.50
307982	7/24/2019	ROSS RECREATION EQUIPMENT COMPANY, INC.	12,278.00
		Capital Outlay - Park & Trail Improvements	\$ 301,557.22
307972	7/24/2019	CLEAN WATER SERVICES	25,000.00
		Capital Outlay - Park & Trail Replacements	\$ 25,000.00
71405	7/9/2019	TECHNOLOGY INTEGRATION GROUP (TIG)	22,488.78
		Capital Outlay - Phone Replacement	\$ 22,488.78
307709	7/3/2019	BUREAU OF LABOR & INDUSTRIES	1,466.00
ACH	7/3/2019	ASSESSMENT ASSOCIATES, INC.	1,475.00
307854	7/10/2019	WH PACIFIC, INC.	6,703.06
ACH	7/10/2019	LYDA EXCAVATING, INC.	114,635.31
307865	7/12/2019	CLEAN WATER SERVICES	1,200.00
307897	7/17/2019	WH PACIFIC, INC.	10,175.64
307898	7/17/2019	3 KINGS ENVIRONMENTAL	68,766.34
307901	7/17/2019	APEX ENVIRONMENTAL CONSULTING SERVICES, INC.	1,200.00
307906	7/17/2019	CASCADE ENVIRONMENTAL SOLUTIONS	1,600.00
ACH	7/17/2019	MACKAY & SPOSITO, INC.	3,772.50
307968	7/24/2019	2.INK STUDIO	3,040.38
307974	7/24/2019	ENVIRONMENTAL SCIENCE ASSOCIATES	5,487.00
307980	7/24/2019	LAWYERS TITLE INSURANCE CORPORATION	63,527.50
		Capital Outlay - SDC - Park Development/Improvement	\$ 283,048.73
ACH	7/17/2019	SMIRL, JEN	1,760.45
		Conferences	\$ 1,760.45
307746	7/3/2019	RDH BUILDING SCIENCE, INC.	3,750.00
307840	7/10/2019	SCOTT EDWARDS ARCHITECTURE, LLP	17,126.58
ACH	7/17/2019	SCOTT EDWARDS ARCHITECTURE, LLP	5,362.73
ACH	7/24/2019	BBG, INC.	4,000.00
308053	7/31/2019	RDH BUILDING SCIENCE, INC.	1,125.00
		Due Diligence	\$ 31,364.31
70295	7/9/2019	INTERTWINE ALLIANCE FOUNDATION, THE	10,000.00
		Dues & Memberships	\$ 10,000.00
ACH	7/24/2019	WASHINGTON COUNTY	86,973.50
		Elections	\$ 86,973.50
307744	7/3/2019	PORTLAND GENERAL ELECTRIC	18,899.62
307891	7/17/2019	PORTLAND GENERAL ELECTRIC	1,345.40
307961	7/24/2019	PORTLAND GENERAL ELECTRIC	23,014.09
ACH	7/24/2019	PGE (CLEAN WIND)	1,867.08
308051	7/31/2019	PORTLAND GENERAL ELECTRIC	29,786.58
		Electricity	\$ 74,912.77

Check #	Check Date	Vendor Name	Check Amount
307700	7/2/2019	Kaiser Foundation Health Plan	318,147.41
307701	7/2/2019	Moda Health Plan, Inc.	27,512.45
307702	7/3/2019	Standard Insurance Co.	12,901.73
307703	7/3/2019	UNUM Life Insurance-LTC	1,942.80
307918	7/18/2019	Standard Insurance Company	337,268.58
		Employee Benefits	\$ 697,772.97
ACH	7/3/2019	THPRD - EMPLOYEE ASSOCIATION	8,864.30
307883	7/17/2019	Standard Insurance Company	36,513.91
ACH	7/17/2019	Massachusetts Mutual Life Insurance Company	15,064.25
ACH	7/17/2019	Oregon Department of Justice	1,203.36
307917	7/18/2019	PACIFICSOURCE ADMINISTRATORS, INC.	3,543.73
		Employee Deductions	\$ 65,189.55
307956	7/24/2019	NW NATURAL	5,928.81
308048	7/31/2019	NW NATURAL	8,148.60
		Heat	\$ 14,077.41
ACH	7/17/2019	PORTLAND ENERGY BASKETBALL LLC	2,387.00
		Instructional Services	\$ 2,387.00
307846	7/10/2019	SPECIAL DISTRICTS ASSOCIATION OF OREGON	134,236.00
		Insurance	\$ 134,236.00
307743	7/3/2019	POOL & SPA HOUSE, INC.	2,157.84
ACH	7/3/2019	HYDRO CLEAN ENVIRONMENTAL, LLC	3,150.00
ACH	7/3/2019	MULTNOMAH COUNTY DCJ	4,608.00
ACH	7/3/2019	RCO STEAM CLEANING, INC.	3,200.00
70178	7/9/2019	GUARANTEED PEST CONTROL SERVICE CO., INC.	1,930.00
70180	7/9/2019	WASTE MANAGEMENT OF OREGON	1,866.22
71102	7/9/2019	UNITED SITE SERVICES	9,348.37
ACH	7/17/2019	JOHNSON CONTROLS FIRE PROTECTION, LP	2,906.14
308049	7/31/2019	OTIS ELEVATOR COMPANY	4,927.58
		Maintenance Services	\$ 34,094.15
307743	7/3/2019	POOL & SPA HOUSE, INC.	679.03
307750	7/3/2019	TARGET SPECIALTY PRODUCTS	4,797.50
ACH	7/3/2019	ORCA PACIFIC, INC.	1,714.03
70181	7/9/2019	STAPLES BUSINESS ADVANTAGE	3,640.95
70200	7/9/2019	THE HOME DEPOT PRO	1,180.79
70205	7/9/2019	TARGET SPECIALTY PRODUCTS	1,470.60
70250	7/9/2019	AIR GAS NOR-PAC, INC	5,226.50
70458	7/9/2019	EWING IRRIGATION PRODUCTS, INC.	1,064.77
70879	7/9/2019	STEP FORWARD ACTIVITIES, INC.	3,403.34
71139	7/9/2019	AIR GAS NOR-PAC, INC	2,010.00
71392	7/9/2019	STEP FORWARD ACTIVITIES, INC.	2,121.59
71402	7/9/2019	AIR GAS NOR-PAC, INC	2,010.00
71407	7/9/2019	NORTHWEST TREE SPECIALISTS	2,400.00
71425	7/9/2019	AIR GAS NOR-PAC, INC	1,399.10
71587	7/9/2019	EWING IRRIGATION PRODUCTS, INC.	2,178.80
71598	7/9/2019	STEP FORWARD ACTIVITIES, INC.	2,121.59
307784	7/10/2019	FAZIO BROTHERS SAND & GRAVEL	4,090.68

Check #	Check Date	Vendor Name	Check Amount
307896	7/17/2019	WALTER E NELSON COMPANY	2,311.10
307965	7/24/2019	UNIVAR USA, INC.	1,550.52
ACH	7/24/2019	ORCA PACIFIC, INC.	1,051.36
		Maintenance Supplies	\$ 46,422.25
ACH	7/3/2019	PENHOLLOW PROMOTIONS, LLC	2,086.80
70171	7/9/2019	AT&T MOBILITY	172.92
70198	7/9/2019	RICOH USA, INC.	3,320.14
71642	7/9/2019	HARRIS WORK SYSTEMS	1,444.86
		Office Supplies	\$ 7,024.72
ACH	7/31/2019	SIGNATURE GRAPHICS	12,902.00
		Printing & Publication	\$ 12,902.00
307736	7/3/2019	NATIONAL BUSINESS FURNITURE	1,093.30
ACH	7/3/2019	ALTA PLANNING & DESIGN, INC.	7,368.95
ACH	7/3/2019	MILLER NASH GRAHAM & DUNN LLP	29,576.00
ACH	7/3/2019	R & W ENGINEERING, INC.	4,818.75
71387	7/9/2019	COMMAND PROMPT, INC.	10,000.00
ACH	7/10/2019	TSAICOMMS, LLC	8,000.00
ACH	7/17/2019	ANGELO PLANNING GROUP, INC.	9,462.25
307917	7/18/2019	PACIFICSOURCE ADMINISTRATORS, INC.	1,267.00
307975	7/24/2019	FAMILY PROMISE OF BEAVERTON	1,000.00
307979	7/24/2019	HR ANSWERS, INC.	2,370.00
		Professional Services	\$ 74,956.25
307710	7/3/2019	CUSTOM IMPRINT	1,721.25
70177	7/9/2019	COMCAST CABLE	31.65
70198	7/9/2019	RICOH USA, INC.	235.60
70786	7/9/2019	CDW GOVERNMENT, INC.	1,356.94
70978	7/9/2019	KORE GROUP	1,049.60
71025	7/9/2019	EVERGREEN AVIATION MUSEUM	1,452.00
71096	7/9/2019	IFLY	2,745.00
71361	7/9/2019	HEARTSMART.COM	1,275.00
71627	7/9/2019	ENCHANTED FOREST, INC.	1,120.50
307903	7/17/2019	BEAVERTON SCHOOL DISTRICT #48	10,656.90
307910	7/17/2019	KEALY, WILLIAM DARYL	1,120.50
ACH	7/17/2019	PENHOLLOW PROMOTIONS, LLC	1,122.50
307959	7/24/2019	PILCHER HEALTH AND BODYWORKS	2,425.50
308062	7/31/2019	BEAVERTON SCHOOL DISTRICT #48	2,284.20
ACH	7/31/2019	OREGON FENCING ALLIANCE	1,330.00
ACH	7/31/2019	PENHOLLOW PROMOTIONS, LLC	5,579.90
		Program Supplies	\$ 35,507.04
70180	7/9/2019	WASTE MANAGEMENT OF OREGON	4,319.55
		Refuse Services	\$ 4,319.55
70198	7/9/2019	RICOH USA, INC.	2,983.55
307958	7/24/2019	PETER CORVALLIS PRODUCTIONS, INC.	4,097.00
307969	7/24/2019	BEAVERTON SCHOOL DISTRICT #48	1,589.85
		Rental Equipment	\$ 8,670.40

Check #	Check Date	Vendor Name	Check Amount
307736	7/3/2019	NATIONAL BUSINESS FURNITURE	3,689.20
		Small Furniture & Equipment	\$ 3,689.20
307705	7/3/2019	BEHNKE, MATTHEW AND JENNIFER	1,500.00
307711	7/3/2019	DATAComm, LLC	1,675.25
307714	7/3/2019	GRUNOW, KYLIE	1,500.00
307719	7/3/2019	PERS	1,120.70
307737	7/3/2019	NORTHWEST TREE SPECIALISTS	2,550.00
ACH	7/3/2019	KRONOS INCORPORATED	39,470.66
ACH	7/3/2019	NATIVE ECOSYSTEMS NW, LLC	6,612.00
ACH	7/3/2019	SMITH DAWSON & ANDREWS	3,000.00
70177	7/9/2019	COMCAST CABLE	39.80
307783	7/10/2019	EDWARDS ENTERPRISES	2,419.20
307785	7/10/2019	JLA PUBLIC INVOLVEMENT	13,030.27
307825	7/10/2019	NEOGOV	2,500.00
307887	7/17/2019	METRO MOUNTAIN CLIMBING	1,425.00
307889	7/17/2019	NORTHWEST AQUATIC MANAGEMENT, LLC	14,999.99
307890	7/17/2019	PBS ENGINEERING & ENVIRONMENTAL INC	3,835.00
307895	7/17/2019	TARTER, MELISSA	1,000.00
307907	7/17/2019	FLYNN, ASHLEIGH	1,800.00
ACH	7/17/2019	NATIVE ECOSYSTEMS NW, LLC	1,634.00
307973	7/24/2019	DRAGON THEATER PUPPETS	2,000.00
307978	7/24/2019	HILLSBORO, CITY OF	3,084.78
ACH	7/24/2019	ESRI, INC.	13,100.00
308066	7/31/2019	GBB, LLC	1,500.00
ACH	7/31/2019	KITTELSON & ASSOCIATES, INC.	241.25
		Technical Services	\$ 120,037.90
ACH	7/31/2019	JOHNSON, COREY	1,328.10
		Technical Training	\$ 1,328.10
70171	7/9/2019	AT&T MOBILITY	8,830.04
70177	7/9/2019	COMCAST CABLE	3,319.37
ACH	7/24/2019	ALLSTREAM BUSINESS US	5,227.95
		Telecommunications	\$ 17,377.36
307915	7/17/2019	THP FOUNDATION	165.94
		THPF - Aquatics Helping Hands	\$ 165.94
307720	7/3/2019	THP FOUNDATION	1,500.00
		THPF - Donations	\$ 1,500.00
307915	7/17/2019	THP FOUNDATION	1,775.88
		THPF - Nature Center Sales	\$ 1,775.88
307713	7/3/2019	FASTSIGNS OF BEAVERTON	748.77
70793	7/9/2019	WEBSTAUANT STORE, THE	2,558.80
		THPF - Reimbursement	\$ 3,307.57
307847	7/10/2019	TEREX SERVICES	10,780.60
		Vehicle & Equipment Services	\$ 10,780.60

Check #	Check Date	Vendor Name	Check Amount
307754	7/3/2019	TUALATIN VALLEY WATER DISTRICT	2,183.43
307780	7/10/2019	CARSON OIL, INC.	6,121.56
308063	7/31/2019	CARSON OIL, INC.	3,699.08
		Vehicle Gas & Oil	\$ 12,004.07
70081	7/9/2019	BEAVERTON, CITY OF	3,470.34
70083	7/9/2019	BEAVERTON, CITY OF	1,284.38
70085	7/9/2019	BEAVERTON, CITY OF	1,077.06
70105	7/9/2019	BEAVERTON, CITY OF	2,568.38
70123	7/9/2019	BEAVERTON, CITY OF	3,153.68
70124	7/9/2019	BEAVERTON, CITY OF	4,190.93
70137	7/9/2019	TUALATIN VALLEY WATER DISTRICT	1,256.70
70143	7/9/2019	TUALATIN VALLEY WATER DISTRICT	2,269.43
70144	7/9/2019	TUALATIN VALLEY WATER DISTRICT	1,324.57
70145	7/9/2019	TUALATIN VALLEY WATER DISTRICT	1,085.10
70146	7/9/2019	TUALATIN VALLEY WATER DISTRICT	1,460.64
70150	7/9/2019	TUALATIN VALLEY WATER DISTRICT	1,560.04
70152	7/9/2019	TUALATIN VALLEY WATER DISTRICT	1,339.99
70153	7/9/2019	TUALATIN VALLEY WATER DISTRICT	2,162.67
70163	7/9/2019	TUALATIN VALLEY WATER DISTRICT	12,761.35
70169	7/9/2019	TUALATIN VALLEY WATER DISTRICT	1,439.97
307904	7/17/2019	BEAVERTON SCHOOL DISTRICT #48	74,947.12
		Water & Sewer	\$ 117,352.35
		Grand Total	\$ 2,646,669.14

Tualatin Hills Park & Recreation District

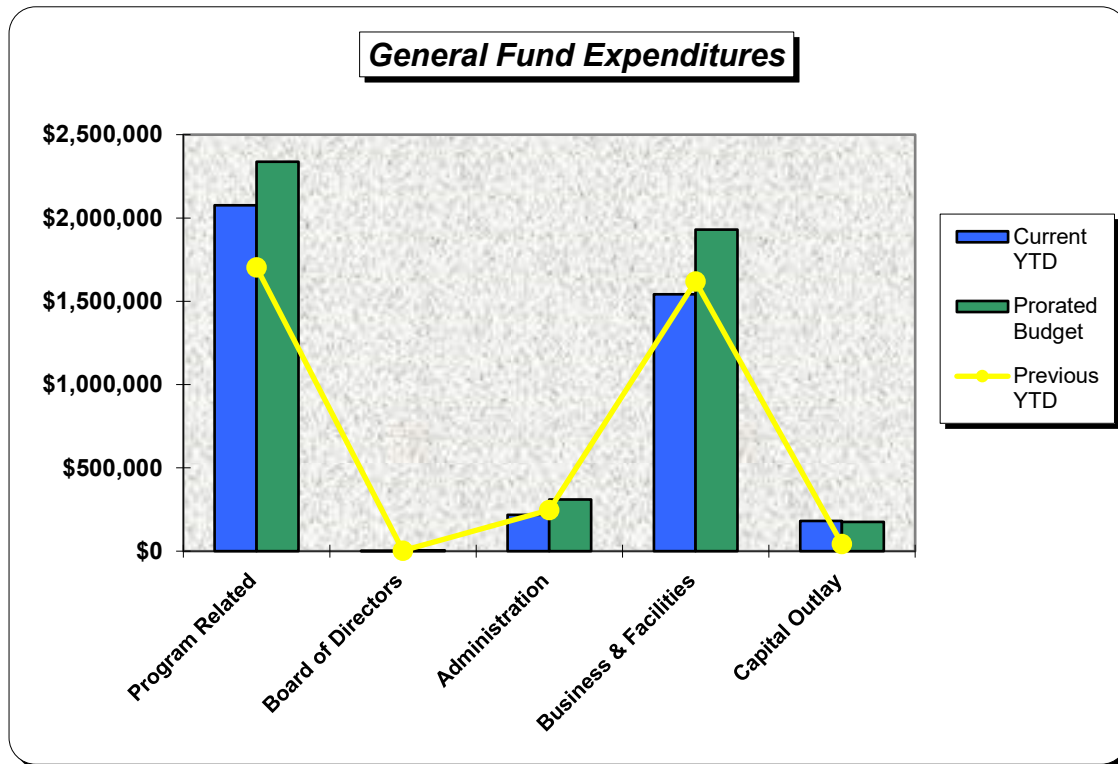
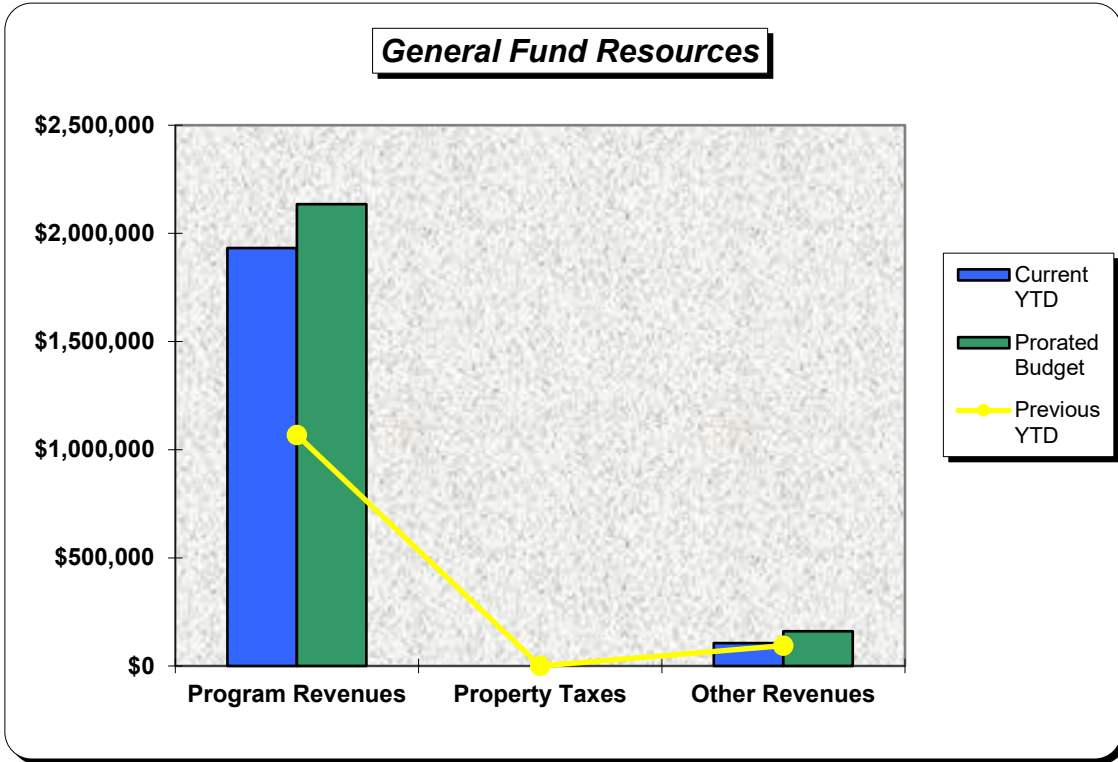
General Fund Financial Summary
July, 2019

	ACTUAL		BUDGET		
	Current Month	Year to Date	Year to Date	% YTD Actual to Budget	Full Fiscal Year
Program Resources:					
Aquatic Centers	\$ 364,858	\$ 364,858	\$ 512,369	71.2%	3,819,780
Tennis Center	76,602	76,602	63,363	120.9%	1,208,172
Recreation Centers & Programs	1,072,466	1,072,466	1,184,463	90.5%	6,127,000
Sports Programs & Field Rentals	268,610	268,610	242,683	110.7%	1,911,530
Nature & Trails	150,364	150,364	132,409	113.6%	524,924
Total Program Resources	1,932,900	1,932,900	2,135,286	90.5%	13,591,406
Other Resources:					
Property Taxes	-	-	-	0.0%	33,447,201
Interest Income	43,714	43,714	28,349	154.2%	590,000
Facility Rentals/Sponsorships	31,199	31,199	26,032	119.9%	928,110
Grants	-	-	88,815	0.0%	3,114,284
Miscellaneous Income	30,733	30,733	17,748	173.2%	400,000
Debt Proceeds	-	-	-	0.0%	8,000,000
Total Other Resources	105,646	105,646	160,944	65.6%	46,479,595
Total Resources	\$ 2,038,546	\$ 2,038,546	\$ 2,296,230	88.8%	\$ 60,071,001
Program Related Expenditures:					
Parks & Recreation Administration	54,939	54,939	71,964	76.3%	814,125
Aquatic Centers	461,838	461,838	482,935	95.6%	4,879,346
Tennis Center	102,869	102,869	120,364	85.5%	1,481,953
Recreation Centers	819,902	819,902	949,994	86.3%	9,009,218
Community Programs	61,337	61,337	86,340	71.0%	763,673
Athletic Center & Sports Programs	312,798	312,798	338,910	92.3%	2,997,369
Nature & Trails	262,205	262,205	286,289	91.6%	3,055,937
Total Program Related Expenditures	2,075,888	2,075,888	2,336,795	88.8%	23,001,621
General Government Expenditures:					
Board of Directors	1,766	1,766	3,791	46.6%	267,956
Administration	217,871	217,871	309,873	70.3%	2,891,689
Business & Facilities	1,542,455	1,542,455	1,929,059	80.0%	22,853,208
Capital Outlay	181,256	181,256	175,655	103.2%	20,017,227
Contingency/Capital Replacement Reserve	-	-	-	0.0%	7,368,000
Total Other Expenditures:	1,943,348	1,943,348	2,418,379	80.4%	53,398,080
Total Expenditures	\$ 4,019,236	\$ 4,019,236	\$ 4,755,174	84.5%	\$ 76,399,701
Revenues over (under) Expenditures	\$ (1,980,690)	\$ (1,980,690)	\$ (2,458,943)	80.6%	\$ (16,328,700)
Beginning Cash on Hand		14,735,150	16,328,700	90.2%	16,328,700
Ending Cash on Hand		\$ 12,754,459	\$ 13,869,757	92.0%	\$ -

Tualatin Hills Park and Recreation District

General Fund Financial Summary

July, 2019





MEMO

DATE: August 30, 2019
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: General Manager's Report for September 10, 2019

Volunteer Services Program Update

Since the summer of 2018, THPRD's Volunteer Services Program has undergone a significant amount of change. A shift to a centralized program that serves a districtwide audience has led to improved internal communication, reduced program overlap, and has ultimately allowed staff to expand and enhance our engagement level with the volunteer community.

The more efficient, centralized model combines our successful program in the Nature & Trails department with the many volunteer opportunities in recreation, sports, aquatics, and maintenance operations.

Keith Watson, Community Programs manager, and Melissa Marcum, Volunteer Services Specialist, will be at your meeting to deliver a brief presentation on the district's Volunteer Services Program, the new departmental structure, and provide updates on existing programs and upcoming projects, including recognition of a successful partnership between the Waste Not Food Taxi, a local Eagle Scout, and THPRD's Community Garden Program.



MEMO

DATE: August 24, 2019
TO: Doug Menke, General Manager
FROM: Aisha Panas, Director of Park & Recreation Services

RE: **Resolution Amending District Compiled Policies Chapter 3 – Board Policies**

Introduction

The board of directors has previously discussed its interest in making amendments to Chapter 3 (Board Policies) of the District Compiled Policies (DCP) related to the requirements for background checks for board-appointed committee members. Suggested edits to allow for modifications to the background check requirements will be presented at the board's September 10, 2019 regular board meeting.

Background

DCP Chapter 3 (Board Policies) was originally adopted by the board of directors on April 6, 2009, as part of the overall DCP development, review and adoption process. DCP Chapter 3 was most recently amended by the board on June 19, 2018, to include housekeeping updates and add new sections pertaining to board member conduct expectations.

Currently, DCP Chapter 3 requires that a person pass a background check consistent with established district operational policies prior to their appointment on a district committee. During the 2018 recruitment process for advisory committee volunteers, board members requested that the requirement for a background check be considered a secondary step of the review process, rather than require applicant consent for a background check at the time the application is made. During that recruitment process for advisory committee volunteers, staff instituted the use of a "statement of interest" for potential applicants in an effort to break down barriers to volunteering, and only performed background checks of candidates recommended for appointment. The removal of this requirement would allow applicants for district committees to be appointed without a background check, however manager discretion may be used to require background checks in some cases.

Proposed amendments to Chapter 3.12 A.1. and A.5. are shown in the attached redline document. Chapter 3.12 A.1. is modified to state that applicants for district committees "may" rather than "shall" be required to pass a background check. An accompanying change in Chapter 3.12 A.5. removes the requirement that the board approve the application or statement of interest forms completed by applicants. This change would allow staff to modify forms as appropriate given the guidance provided in the district operational policy and procedures for background checks. The operational policy and procedures has also been updated consistent with these changes.

Proposal Request

Board approval is being requested of the attached resolution amending DCP Chapter 3 to reflect the proposed edits. These edits have been reviewed and approved by district legal counsel.

Action Requested

Board of directors' approval of Resolution 2019-13 amending District Compiled Policies Chapter 3.

RESOLUTION NO. 2019-13

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPROVING
DISTRICT COMPILED POLICIES
CHAPTER THREE, AS AMENDED**

WHEREAS, the Tualatin Hills Park & Recreation District Board adopted District Compiled Policies (DCP) on April 6, 2009; and

WHEREAS, the District Board desires to amend sections to DCP Chapter Three concerning Board Policies for background checks for appointees to District committees.

Now, therefore,

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. The DCP Chapter 3, as amended and attached as Exhibit A to this resolution, is adopted. This new Chapter 3 replaces the Chapter previously amended by the board on June 19, 2018.

Section 2. This resolution takes effect upon approval by the District Board.

BOARD OF DIRECTORS APPROVAL: September 10, 2019

Felicita Montebianco, President

Tya Ping, Secretary

ATTEST:

Lindsay Lambert, Recording Secretary

DISTRICT COMPILED POLICIES

CHAPTER 3 – BOARD POLICIES

3.01 Board Meetings

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

3.02 Officers of the Board

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

3.03 Board Member Conduct

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

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- (2) If the Board member is representing the District, he or she must support and advocate for the official District position on the issue.

(B) Governing District.

- (1) Without prior approval of the Board, no member may interfere with or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Manager.
- (2) Should the Board ask a member to become involved in District operations, the Board must clearly state in writing that Board member's operational duties/functions. Said duties/functions must be agreed to by the President and Manager prior to the Board member beginning the assignment.

(C) Code of Conduct.

- (1) Board members will conduct themselves in ways that do not bring discredit to the District and that promote non-discriminatory delivery of District provided-services to the public.
- (2) Board members will keep themselves reasonably informed about matters coming before the Board and accept and act in accordance with Board decisions regardless of the member's vote on the particular matter.
- (3) Board members shall refrain from behavior that is embarrassing, discourteous, unprofessional, or disrespectful toward District employees, other Board members, or the public. The Board shall encourage an atmosphere and conduct that is respectful, courteous, and professional in regards to Board member dealings with fellow Board members, District employees, or members of the public.
- (4) Board members should refrain from engaging in or being associated with illegal or otherwise harmful conduct that adversely affects the District or its public image, or their own credibility or ability to carry out their duties as a member of the Board.
- (5) The Board is committed to fair and impartial treatment of District employees, Board members, and the public and is committed to providing an environment free from discrimination and harassment. The Board is expected to adhere to the District's Employee Handbook (for full-time and regular employees) policy on Anti-Discrimination and Anti-Harassment.

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- (6) Board members shall refrain from discriminating or retaliating against any employee who has invoked their rights under the Oregon Whistleblower Law as set forth in the District’s Employee Handbook policy on Whistleblowers.
 - (7) Board members are prohibited from engaging in violence with any employee, patron, or fellow Board member and from possessing a firearm, explosives or other dangerous substance in or on any THPRD property or facility consistent with the District Compiled Policies (Chapter 7.09 – District Regulations) and the District’s Employee Handbook policies on Dangerous Weapons in the Workplace and Anti-Violence in the Workplace.
 - (8) Board members should refrain from conducting District business while impaired or intoxicated by drugs or alcohol and should ensure they follow all District policies concerning drugs or alcohol at District facilities.
- (D) Censure.
- (1) The Board may make and enforce its own rules and ensure compliance with District Compiled Policies and state law. If a member of the Board substantially violates the District Compiled Policies or state law, the Board may take action to protect the District and discipline the member through censure, which is a public reprimand.
 - (2) Before taking any action to publicly reprimand a Board member through censure, a majority of the Board must plainly state its concerns in writing or in an open public meeting, and the impacted Board member must have a reasonable opportunity to respond.
 - (3) The Board may thereafter investigate the action(s) of any Board member and consistent with ORS 192.660(2)(b) meet in executive session to discuss the findings and to deliberate on whether reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(2)(b), the Board member under investigation may request an open hearing. Any final action or decision on the matter shall occur in open session.

3.04 Board Discussions and Decorum

- (A) Order and Decorum. Board members will assist the President in preserving order and decorum during Board meetings and should not delay or interrupt the proceedings or fail to comply with a ruling of the President or a Board rule. When addressing staff or members of the public, members should confine themselves to questions on issues under discussion and not engage in personal attacks or impugn the motives of any speaker.
- (B) Ground Rules. The following “Ground Rules” will be observed in order to maintain

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order and decorum during Board discussions and hearings:

- (1) Board members will review necessary information, including board meeting informational materials, before meetings.
- (2) Board members will be given an opportunity to speak at least once on any pending motion or agenda item and will speak for themselves and not for other Board members.
- (3) When speaking on behalf of the Board or District, Board members will represent the Board's official position and not their own personal opinion.
- (4) Amendments requested to formally prepared documents, such as resolutions and intergovernmental agreements, may require input from the Manager or General Counsel prior to adoption or approval by the Board.
- (5) Board members will be open, direct and candid in the Board forum. Members should be succinct in stating their views and focus on a single issue or topic at any one time.
- (6) Board members should focus on District issues and avoid becoming involved with non-District issues not relevant to the then current discussion.
- (7) The President will recognize members wishing to speak in the order of their request(s). The President will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.
- (8) Board members should keep discussions moving and call for a "process check" if the Board becomes bogged down in discussions.
- (9) Board members will adhere to established time limits on discussions.
- (10) Board members will refrain from criticizing or berating each other, staff or other persons.
- (11) If a Board member wishes to discuss a major policy issue not already on the agenda, it should be scheduled for a future agenda rather than being discussed or considered at the current meeting.

3.05 Public Participation

- (A) Public testimony sign-up forms will be available at each regular Board meeting. The Board will provide Audience Time at the beginning of each regular meeting (before approval of the Consent Agenda) for members of the audience to speak to the Board about District items that are not already included on the agenda. Once recognized by

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the President, members of the public desiring to address the Board must state their name and address for the record. The Board may set time limits for comments. The Board may request that groups with like comments choose a spokesperson to present joint remarks.

- (B) During public hearings, public comment must be addressed to the Board and relate to the matter under discussion unless made during Audience Time.
- (C) Generally, Board members should not respond to comments made during Audience Time except to ask clarifying questions. Any public requests for Board action should be referred to staff for review before being placed on a future agenda.

3.06 Robert's Rules of Order Revised

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

3.07 Agenda

- (A) The agenda headings for Board regular meetings are generally as follows:
 - EXECUTIVE SESSION (if any)
 - CALL TO ORDER
 - ROLL CALL
 - PRESENTATIONS & REPORTS
 - PUBLIC HEARING (if any)
 - AUDIENCE TIME
 - BOARD TIME
 - CONSENT AGENDA
 - OLD BUSINESS (includes MANAGER'S REPORT)
 - NEW BUSINESS
 - ADJOURNMENT
- (B) The Manager will prepare agenda materials and will work in conjunction with the President to draft the agenda. Board members may request items be placed on an agenda to either the Manager or President. Board members may make agenda suggestions at any Board meeting or by communication with the Manager or President at least seven days before the regular Board meeting where the item would be considered. A Board member may also move to add an item to the agenda at the beginning of a meeting. If approved by the Board, the item would then be considered as the last item under New Business. The agenda, Manager's report and other relevant material will be made available to Board members and the public at least four days before each regular Board meeting.

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- (C) The Board may place certain items on a consent agenda and approve them as one action. Any Board member may request to remove an item from the consent agenda for discussion, modification and individual approval.

3.08 Motions

(A) General.

- (1) All Board members have the right to make motions, discuss questions and vote on any issue before the Board.
- (2) Board member motions will be clearly and concisely stated. The President will state the names of the members making the motion and the second.
- (3) The motion maker, President or Clerk should repeat the motion prior to a Board vote.
- (4) Most motions die without a second. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion.
- (5) Discussion of a motion is open to all Board members wishing to address it. A member must be recognized by the President prior to speaking on the motion.
- (6) The President may ask for a voice vote on all final decisions although the preferred approach is a roll call vote on all final decisions. All members are expected to vote on each motion unless legally disqualified. A member unable to vote must state the basis for any conflict of interest or other disqualification. The Clerk will maintain a record of the votes.
- (7) At the conclusion of any vote, the President will announce the results. Board members wishing to explain their votes should do so succinctly.

(B) Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Board.

(C) Tie. A motion receiving a tie vote fails.

(D) Table. A motion to table is not debatable and precludes any amendment or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.

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- (E) Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- (F) Call for Question. A motion calling for the question ends debate on the item and is not debatable. A second is required for this motion. Before a Board member calls for the question, each member wishing to speak on the item should have one opportunity to speak. When the question is called, the President will inquire whether any member objects; if objection is raised, the matter will be put to a vote and if it does not receive a majority vote, it fails. Debate may continue if the motion fails.
- (G) Amendment. A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first before the main motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.
- (H) Reconsideration. When a motion has been decided, any Board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the resolution, order or other decision was approved.

3.09 Adjournment

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

3.10 Minutes

- (A) Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of Board meetings will comply with ORS 192.650 and contain (at a minimum) the following:
 - (1) The name of Board members and staff present;
 - (2) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

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- (3) The result of all votes, including ayes and nays and the names of the Board members who voted;
 - (4) The substance of the discussion on any matter; and
 - (5) Reference to any document discussed at the meeting.
- (B) The Board may amend minutes to accurately reflect what transpired at a meeting. Upon receipt of the minutes in the Board agenda packet, members should read and submit any changes, additions or corrections to the Clerk so that a corrected copy may be issued to the Board and public prior to the meeting for Board approval. Under no circumstances may the minutes be changed following approval by the Board unless the Board authorizes such change.
- (C) The Clerk or designee will audio record all meetings. The Clerk will maintain custody of all recordings and Board members may obtain a copy of any recording. A Board member may request a full or partial meeting transcript if it can be produced with nominal staff time. If the transcript requires more than a nominal amount of staff time, the Clerk may produce the transcript only with Board approval. The Clerk is authorized to produce transcripts as required by law.

3.11 Public Hearings

The Board may hold public hearings on topics the Board may choose in addition to those that may be required by state law.

3.12 Committees

(A) General.

- (1) The Board will appoint members to District committees by resolution. District committee members (other than Ex-Officio members) shall reside in the District. All District committee members ~~may be~~ required to pass a background check consistent with established District operational policies prior to their appointment on a District committee. Neither District employees nor other persons having an existing and current contractual relationship with the District may serve on District committees as public members.
- (2) Board members will encourage broad participation on District committees by generally limiting the number of terms a member of the public may serve.
- (3) A member of the public may not serve on more than two District committees simultaneously and on more than one District advisory committee. A member of the public serving on two District committees may not act as chair

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of both simultaneously except relative to service on the District Budget Committee.

- (4) Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility. Generally, the District will give public notice of committee vacancies.
- (5) Prospective members of any committee are required to complete an [Board approved](#) application or statement of interest.
- (6) The Board may, in the exercise of its discretion, remove a member of the public from a District committee prior to the expiration of the term of office by resolution.
- (7) Committees must select a Chair and Secretary, determine their meeting schedules, and the rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and be distributed to each committee member, the Board and Manager.
- (8) All advisory committee meetings are "public meetings" under state law and subject to the requirements thereof.
- (9) Committees and their members have no authority to represent the District's official position on any matter absent express and explicit Board approval therefor.

(B) Standing Advisory Committees.

- (1) The Board determines both the number of and membership on standing advisory committees. Terms for standing advisory committee members will be for two or three years. The Board expects to create standing advisory committees for each major service area, as defined by the Board which will then make reports and recommendations to the Board.
- (2) At the Manager's option, a staff liaison and/or resource person may be present at all committee meetings.
- (3) Standing advisory committees must make reports and respond to questions from the Board generally once a year although the Board may require more frequent reports.

(C) Ad Hoc Advisory Committees.

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- (1) The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities, the evaluation of existing program areas or facilities as well as other areas deemed necessary by the Board for such time as needed to accomplish an assigned purpose. The Board will provide each ad hoc advisory committee a written statement or charge regarding its assigned responsibilities.
- (2) Ad hoc advisory committees may be discharged after presentation of their recommendations to the Board or at any other time at the sole discretion of the Board.

3.13 District Goals and Budget

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

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

- (B) Budget Committee.

- (1) The Budget Committee will consist of the Board and five members of the public appointed by the Board, each of whom will serve a three-year term.
- (2) The Budget Committee will meet at least once a year to consider and approve the District's annual budget. Public testimony will be taken at this meeting and the Budget Committee may set time limits for comments. The Budget Committee may request that groups with like comments choose a spokesperson to present joint remarks.
- (3) The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget and provide information to the public about District business and operations.

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

- (1) Board adoption and approval of annual goals;
- (2) Appointment of the Budget Officer;
- (3) Public comments, District budget priorities and existing allocations;
- (4) Development and distribution of budget materials to staff;

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- (5) Staff development of budget requests and program proposals;
- (6) Staff submissions of budget work sheets;
- (7) Staff budget review process;
- (8) Manager budget message;
- (9) Publication of the budget notice;
- (10) Budget Committee meetings for considerations and approval of proposed budget;
- (11) Preparation of resolution for any required election;
- (12) Publication of notice of public hearing on the budget and budget summary;
- (13) Holding of any required election; and
- (14) Adoption of the budget by the Board.

3.14 Communication with Staff

- (A) The Board will respect the separation between policymaking (Board function) and administration (Manager function) by:
 - (1) Working with District staff as a team in the spirit of mutual respect and support;
 - (2) Outside of Board meetings, Board members shall not attempt to influence a District employee or the Manager, or advocate for a certain outcome in regards to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, Board members discussing these matters with staff outside of Board meetings in a non-coercive manner is appropriate;
 - (3) Limiting individual contact with District staff to the Manager, Management Staff, and designated staff for requests that concern District matters so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Manager authority or prevent the full Board from having the benefit of any information received. The Manager has the responsibility to determine the most effective way of responding to these requests; and
 - (4) When expressing criticism to staff (at a public meeting or through other communication) regarding District issues or concerns, being professional and

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mindful of the role and responsibility of staff members and their ability to control and/or manage such issues and concerns.

- (B) All written informational material requested by Board members will be submitted by staff to the entire Board with a notation stating who requested the information.
- (C) The President should refer comments or questions regarding District personnel or administration to the Manager. The President may direct other questions to a Board member or the Manager as appropriate. Board members may also address questions directly to the Manager, who may answer the inquiry or ask a staff member to do so.

3.15 Legal Advice

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

3.16 Confidentiality

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

3.17 Media

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If the President or other Board member represents the District before the media, the President or member should state the Board position.

3.18 Social Media

- (A) While Board members may maintain and use personal web pages, websites, blogs and social networking sites, their status as elected officials requires that the content of any postings on those sites not violate state or federal law, or these District Compiled Policies.
- (B) If a Board member conducts any District business or communication on any type of account (personal or District-related), Board members should assume that the records they have created are subject to the state's public records laws for potential disclosure and retention.
- (C) Board members must not post or reveal confidential or privileged information that is not subject to release.
- (D) Board members must refrain from referencing their formal capacities when writing or posting in an unofficial capacity and should use disclaimers such as "this posting is my own and does not represent the positions, strategies, or opinions of THPRD."
- (E) Board members must also avoid public meeting law violations when posting on those sites or media where other Board members are participating.

3.19 Board Expenses and Compensation

- (A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees and will also refer to Section 3.22 below for travel reimbursements.
- (B) Compensation. Consistent with ORS 198.190, Board members are limited to compensation of \$50 per "...day or portion thereof as compensation for services performed as a member of the [Board]." Members may decide to forego this compensation.

3.20 Ethics Commission Requirements and Reporting

- (A) Board members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.400) dealing with use of public office for private financial gain.
- (B) Board members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Board members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims

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and transactions coming before the Board. This general obligation includes the duty to refrain from:

- (1) Disclosing confidential information or making use of knowledge or information they are aware of solely because of their role on the Board before it is made available to the general public.
 - (2) Making decisions involving business associates, customers, clients, and competitors.
 - (3) Promoting relatives, clients, or employees for boards and commissions.
 - (4) Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
 - (5) Seeking employment of relatives with the District.
 - (6) Actions benefitting a special interest group which benefits do not accrue to the District as a whole or that are at the expense of the District as a whole. Special interest group for purposes of this section means a person or group seeking to influence Board legislative policy to further often narrowly defined interests.
- (C) Board members shall not accept gifts or services that are offered due to their position with the District that goes above the limits set under ORS 244.025. Board members may not use or attempt to use their position to obtain a financial benefit or to obtain a benefit that is only available to them because of their position on the Board.

3.21 Board Member Development/Annual Training

- (A) Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the District. The Board has funds included within the annual budget for Board member attendance at such conferences.
- (B) The Board commits to conducting, in coordination with District staff and General Counsel, training on state ethics and harassment/discrimination.

3.22 Public Records & Electronic Communications

- (A) Consistent with ORS 192.005 to 192.170 and OAR Chapter 166, Divisions 30 and 150, the District is required to retain and destroy a variety of public records, documents and materials.
- (B) The District will have records and information management operational policies and procedures in place administered by the Public Records Officer. These policies and

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procedures apply to all District officials, permanent and temporary employees, volunteers, contractors and consultants. It will assist in ensuring all relevant District records and information necessary for fulfilling operational, legal, regulatory and tax responsibilities are both accessible and retained for the appropriate period and then appropriately disposed of when their particular retention period has expired.

- (C) The use of privately owned email accounts or personal devices for sending and receiving District-related electronic messages is not recommended. However, if these resources are used for District-related purposes, the user must transfer all related messages to a District-owned system or network within 30 days and the user must realize that these private accounts and devices may be subject to discovery in the event of litigation, disclosure in a public records request and retention requirements.
- (D) Elected Officials. Oregon’s Public Meetings Law applies to all Oregon government entities and defines a “meeting” as the convening of a quorum of the governing body for an Oregon governmental entity “...in order to make a decision or to deliberate toward a decision on any matter.” (ORS 192.610(5)). A quorum can meet both in person (i.e., board meeting) or in any electronic forum. All records of conversations or discussions therein including paper records, electronic messages or transcripts of online chats are considered public records for the purposes of access and retention.
 - (1) Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. E-mail exchanges between or among three Board members should be limited as much as possible as such communication could be considered a decision or deliberation toward a Board decision under Oregon Public Meetings Law.
 - (2) The Manager may e-mail information and staff recommendations regarding District business to Board members. Board members may send e-mail to the Manager regarding any District business.

3.23 Board Travel & Expenses Reimbursement

- (A) The term “traveler” or “authorized traveler” means an elected/appointed Board member traveling outside the District on official District business where the travel was authorized by either the General Manager, Board action or the Board President. “Authorized traveler” does not include the spouse, children, other relatives, friends or companions accompanying the authorized traveler on District business unless otherwise qualified by being a Board member.
- (B) Authorized travelers are entitled to reimbursement of expenditures incurred while traveling on official business for the District. Reimbursable expenses include expenses for transportation; lodging; meals; registration fees for conferences, conventions and seminars; and other actual and necessary expenses (including gratuities) related to the official business of the Board member as noted below.

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- (C) The District's preference is that transportation, lodging and conference/training registration be arranged using the General Manager's Executive Assistant. If done in this fashion, travel arrangements will be deemed in compliance with this policy and can be made using a District Purchasing Card thereby reducing the traveler's potential out-of-pocket expenses. However, individual Board members will have the option to make their own travel arrangements, though arrangements will not automatically be deemed in compliance with this policy and some or all of such arrangements are subject to being disallowed for reimbursement through failure to adhere to this policy.
- (D) Authorized travelers should exercise good judgment so as to avoid unnecessary District expense. The traveler remains responsible for excess costs and additional travel expenses resulted from taking route(s) or adjusted timing for personal reasons except where the route or timing reduces the District's total cost for the travel.
- (E) Allowable travel expenses will be reimbursed only for the relevant travel dates authorized in order to conduct District business. Allowable travel expenses are noted as follows:
- (1) Air Travel: all air travel must be booked in coach class. Class upgrades and itinerary changes not required to meet the business needs of the District, nor necessary due to an emergency situation, are the traveler's financial responsibility.
 - (2) Rental Vehicle: if used, rental vehicles must be in the economy/compact to mid-size range. Insurance for rental vehicles is not an allowable expense.
 - (3) Private Vehicle: reimbursement will be made for mileage incurred at the current rate as established by the Internal Revenue Code. Any traffic or parking infractions incurred will be the responsibility of the authorized traveler.
 - (4) Ground Transportation (taxis, shuttles, ride hailing (e.g., Uber), etc.): reimbursement will be made when use is necessary during travel (i.e., from airport to hotel and return, from hotel to meetings, etc.).
 - (5) Rail: reimbursement will be made for coach or tourist class; however, long distance rail travel should be avoided due to time constraints and the comparative cost to other methods of travel.
 - (6) Parking: parking meters, lot and garage fees will be reimbursed while on District business with receipt (or itemization if receipt is not available and under \$5). Airport parking for personal vehicles while on authorized travel should be in the most reasonably priced, available lot. Optional valet parking

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will not be reimbursed. Any parking infractions incurred will be the responsibility of the authorized traveler.

- (7) Lodging: allowable costs of accommodations will be paid at the single rate, plus tax, unless shared with another authorized traveler. In alignment with Section 3.23(C) above, reservations may be secured and paid with a District Purchasing Card as arranged by the Executive Assistant with final charges billed directly to the District prior to travel. If paid by the traveler, an itemized statement and receipt detailing the single rate must be submitted. If a discounted room rate is offered in conjunction with the travel purpose (designated conference hotel, a group rate arranged by the Executive Assistant, etc.) and the authorized traveler chooses accommodations other than the discounted room rate, reimbursement will be based on the discounted room rate unless the traveler's alternate accommodations are less than said discounted rate. Lodging will generally be allowable only for non-local travel.
 - (8) Meals: travelers will be reimbursed for meals (and covered incidentals) based on the GSA Per Diem Rate for the destination area unless otherwise provided via conference/training supplier or paid for by another party. Tipping is included in the GSA Per Diem Rate under covered incidentals and not separately allowable.
 - (9) Conference/Training Expenses: fees for a professional conference or training program, such as registration fees and training materials, should be paid in advance with a District Purchasing Card when possible. Otherwise, the Board member may pay such fees themselves and seek reimbursement in accordance with this policy.
 - (10) Other Allowable Expenses: business telephone calls and faxes, office supplies and postage, and other necessary business expenses are reimbursable if documented with receipts. Internet access for reviewing and sending District email should be obtained through Wifi connection at the facility, if available. Wifi charges are allowable only if necessary for conducting District business.
- (F) Authorized travelers will be reimbursed for eligible expenses upon completion of travel within 10 business days of submittal of documentation of travel expenses. Expenses considered excessive by the General Manager will not be allowed and reimbursement will be limited to reasonable expenses. Claims of \$5 or more for travel expense reimbursement must be supported by the original, itemized paid receipt (i.e., copy of a credit card statement is not sufficient). If the traveler has lost their original receipt then they may obtain a replacement receipt from the original place of issue and submit the same or, if not practical, draft a replacement receipt that notes the loss of the original receipt and that indicates the details, timing, and location of the transaction and submit the same for reimbursement.

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- (1) Certain expenses are generally considered personal and therefore non-reimbursable including: laundry; personal telephone calls, except to advise of a change of official travel plans; entertainment; clothing; personal sundries and services; transportation to entertainment or similar personal activities; personal trip insurance; medical, dental or hospital services; alcoholic beverages and other intoxicants; tobacco products; fines and penalties; and dependent care.



MEMO

DATE: August 29, 2019
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities
RE: Resolution Authorizing the Issuance and Sale of Full Faith and Credit Refunding Obligations

Summary

Staff is requesting board of directors' approval of a resolution authorizing the issuance and sale of full faith and credit refunding obligations which will be used to:

- Refund the currently outstanding obligations which were used to purchase and build-out the Fanno Creek Service Center, and
- Refund the currently outstanding notes which were used to supplement the costs of renovating Cedar Hills Park.

The resolution also authorizes the expenditures of proceeds from the sale of refunding obligations to be made during the current year without a supplemental budget.

Background

In 2010, in anticipation of issuing debt to acquire and redevelop the site that would eventually become the Fanno Creek Service Center, the district received an allocation of Recovery Zone Economic Development Bonds (RZEDBs). These were a special component of the federal economic stimulus package and were taxable bonds on which the federal government paid a direct subsidy to the issuing agency in the amount of 45% of the interest cost of taxable obligations.

In November 2010, the district issued debt consisting of a taxable issue in the amount of \$995,000 to finance the portion of the facility that would be available for private rental (Series 2010C), and taxable RZEDBs in the amount of \$6,820,000 to finance the balance of the costs (Series 2010B). The term of the RZEDB funds was for up to 30 years. RZEDBs were used in lieu of traditional tax-exempt financing because the net cost to the district (actual interest cost less the federal subsidy payment) was less than the interest cost on tax-exempt financing. Subsequently, the federal sequestration that went into effect March 1, 2013, reduced RZEDB subsidy payments by 8.7%.

Our bond underwriter on this issue has informed us that the current interest rate market may provide an opportunity to do an advance refunding on the remaining balance of these bonds using traditional tax-exempt financing. Staff has consulted with Mersereau Shannon, LLP, the district's bond counsel, to confirm the feasibility of this opportunity. While advance refunding was generally eliminated in the Tax Cut and Jobs Act passed in December 2017, this issue is still eligible given that it was not a traditional tax-exempt financing.

In February 2019 the district issued full faith and credit notes in the amount of \$4 million to supplement the funding for the bond fund project at Cedar Hills Park (Series 2019A and 2019B). These notes were a bank financing and have no prepayment restrictions. Given the favorable debt interest rates and given that we are pursuing a potential issue already, we are including the opportunity to refinance these obligations as well.

Based on bond counsel's confirmation on these opportunities, staff has engaged PFM Financial Advisors, LLC, to conduct a financial analysis on the refundings. Their analysis has confirmed that these refundings result in a net savings for these issues of approximately \$450,000 to the district. The refunding will also facilitate an early call of the RZEDB bonds in December 2020, thereby allowing the district to avoid any future risk of further reductions in the subsidy payments by the federal government.

Approval of this resolution at this time will allow staff to move quickly to take advantage of market conditions.

Proposal Request

Staff is requesting board of directors' approval of the resolution authorizing the issuance of the refunding obligations to facilitate the advance refunding of Series 2010B and the current refunding of Series 2019A and 2019B. Mersereau Shannon, LLP, the district's bond counsel, prepared the authorizing resolution.

The attached resolution authorizes several items necessary for the sale, with the major issues and appointments itemized below:

- Issuance and sale of full faith and credit refunding obligations in an amount not greater than the amount necessary to refund the original debt noted above and cost of issuance;
- Ensures payment of the refunding obligations from the general, non-restricted revenues of the district;
- Authorizes the general manager, the director of Business and Facilities, or the chief financial officer as "Authorized Representative" to determine the remaining terms of the refunding obligations that are deemed necessary and desirable for the sale and issuance;
- Appoints Mersereau Shannon, LLP, as special counsel for the issuance of the obligations;
- Appoints PFM Financial Advisors, LLC, as an Independent Registered Municipal Advisor to the district for the issuance of the obligations; and finally
- Authorizes the authorized representative to appoint an underwriter for the issuance of the obligations.

Under Oregon Local Budget Law (ORS 294.338(4)(c)), unbudgeted expenditures of proceeds from the sale of refunding obligations may be made during the current year without a supplemental budget. The resolution includes authority to appropriate the proceeds for use in refunding of the outstanding obligations.

This resolution does not obligate the district to issue the financing, but secures the authority should market conditions continue to be favorable and provide the opportunity to do so.

Benefits of Proposal

Approval of the authorizing resolution will provide the necessary legal basis for the issuance of refunding obligations at a lower overall borrowing cost to the district. Approval at this time provides the authorized representative with the flexibility to react quickly to market conditions, and ensure the most advantageous sale of the refunding obligations.

Potential Downside of Proposal

There is no apparent downside to the proposal. If market conditions change and do not continue to support savings over the original debt cost, the district is not obligated to proceed.

Action Requested

Board of directors' approval of Resolution No. 2019-14 authorizing the issuance and negotiated sale of full faith and credit obligations to refund the district's outstanding full faith and credit obligations.

RESOLUTION NO. 2019-14

A RESOLUTION OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON AUTHORIZING THE ISSUANCE AND SALE OF FULL FAITH AND CREDIT REFUNDING OBLIGATIONS, SERIES 2019 TO REFUND OR TENDER FOR PURCHASE THE DISTRICT'S OUTSTANDING FULL FAITH AND CREDIT OBLIGATIONS, SERIES 2010B (FEDERALLY TAXABLE RECOVERY ZONE ECONOMIC DEVELOPMENT OBLIGATIONS – DIRECT PAYMENT) AND FULL FAITH AND CREDIT FINANCING AGREEMENT AND NOTES, SERIES 2019A AND SERIES 2019B; DESIGNATING AN AUTHORIZED REPRESENTATIVE, SPECIAL COUNSEL, INDEPENDENT REGISTERED MUNICIPAL ADVISOR; AUTHORIZING APPOINTMENT OF A PAYING AGENT, OBLIGATION REGISTRAR, ESCROW AGENT AND VERIFICATION AGENT; AND AUTHORIZING EXECUTION OF A PURCHASE AGREEMENT AND ESCROW DEPOSIT AGREEMENT.

WHEREAS, Oregon Revised Statutes (“ORS”) Sections 287A.360 to 287A.380 authorize the issuance of obligations to refund outstanding obligations. Tualatin Hills Park & Recreation District, Washington County, Oregon (the “District”) is advised it may be desirable to refund and/or tender for purchase all or a portion of the District’s outstanding Full Faith and Credit Obligations, Series 2010B (Federally Taxable Recovery Zone Economic Development Obligations – Direct Payment) (the “Series 2010B Obligations”) and the Full Faith and Credit Financing Agreement and Notes, Series 2019A and Series 2019B (the “Series 2019 Notes”).

WHEREAS, the Series 2010B Obligations are dated November 30, 2010 and were issued in the original principal amount of \$6,820,000. The Series 2010B Obligations maturing on and after June 1, 2023, are subject to redemption at the option of the District, in whole or in part on any date, on and after December 1, 2020, at a redemption price equal to 100% of the principal amount of the Series 2010B Obligations to be redeemed, plus accrued interest thereon to the redemption date. If fewer than all of the Series 2010B Obligations of a maturity are called for redemption, the selection of Series 2010B Obligations within a maturity to be redeemed shall be made by Depository Trust Company in accordance with its operational procedures then in effect.

WHEREAS, the Series 2019 Notes are dated February 12, 2019 and were issued in the original principal amount of \$4,000,000. The Series 2019 Notes are subject to redemption at the option of the District, in whole or in part on any date, upon thirty (30) days prior written notice, at a redemption price equal to 100% of the principal amount of the Series 2019 Notes to be redeemed, plus accrued interest thereon to the redemption date.

WHEREAS, the proceeds of the Series 2010B Obligations and Series 2019 Notes were used to finance capital construction and capital improvements at the District and to pay the costs of issuance.

WHEREAS, the proceeds of the Full Faith and Credit Refunding Obligations, Series 2019 (the “Series 2019 Obligations”) will be for the purpose of providing funds sufficient to (i) refund all or a portion of the Series 2010B Obligations and Series 2019 Notes, (ii) subject to market conditions, purchase any Series 2010B Obligations tendered pursuant to a tender offer by the District, and (iii) pay the costs of issuance of the Series 2019 Obligations. The Series 2019 Obligations will be issued as full faith and credit obligations of the District payable from the lawfully available, general, non-restricted revenues of the District and other funds which may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon. The obligation of the District to make payments shall be a full faith and credit obligation of the District, and is not subject to annual appropriation. The owners of the Series 2019 Obligations shall not have a lien or security interest on the property financed or refinanced with the proceeds of the obligations refinanced with the Series 2019 Obligations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHINGTON COUNTY, OREGON, AS FOLLOWS:

Section 1. Issuance of Series 2019 Obligations. The Board of Directors of the District authorizes the issuance and sale of the Series 2019 Obligations in one or more series. The Series 2019 Obligations shall be issued in denominations of \$5,000 each, or integral multiples thereof, as negotiable full faith and credit obligations of the District. The Series 2019 Obligations shall be sold at not less than ninety-eight percent (98%) of par value, disregarding any original issue discount. The District authorizes the General Manager, the Director of Business and Facilities or the Chief Financial Officer (the “Authorized Representative”), to determine and designate the principal amount, the dated date, interest rates, maturity dates, optional redemption dates and premiums, if any, principal serial maturities, term maturity or maturities, with or without premium, denominations, interest payment dates, applicable discount or premium, whether to obtain insurance or some other form of guaranty or security for the payment of the Series 2019 Obligations, to obtain one or more ratings for the Series 2019 Obligations, and such other provisions as are deemed necessary and desirable for the sale and issuance of the Series 2019 Obligations and to determine if all, a portion of, or none of the Series 2010B Obligations and Series 2019 Notes are to be refunded or be subject to a tender offer.

In conjunction with the refunding of the Series 2010B Obligations, the Authorized Representative is authorized to determine if it is in the best interest of the District to make a tender offer to the owners of the Series 2010B Obligations to purchase all or a portion of the Series 2010B Obligations, and if it is so determined, proceed with a tender offer for all or a portion of the Series 2010B Obligations. The Authorized Representative is further authorized, in consultation with the District’s Independent Registered Municipal Advisor, to set prices for the purchase of Series 2010B Obligations through an optional tender, appoint a tender agent and to make such other determinations and do such acts as are necessary or desirable to effectuate the purchase of any Series 2010B Obligation tendered pursuant to a tender offer by the District.

Section 2. Title and Execution of Series 2019 Obligations. The Series 2019 Obligations shall be entitled “Tualatin Hills Park & Recreation District, Washington County, Oregon, Full Faith and Credit Refunding Obligations, Series 2019”, or such other name designated by the Authorized Representative, and shall bear the manual or facsimile signature of the President of the District and the manual or facsimile signature of the Secretary. The Series 2019 Obligations shall be initially issued in book-entry form as a single, typewritten obligation for each maturity and issued in the registered name of the nominee of The Depository Trust Company. The Series 2019 Obligations will be issued without certificates being made available to the obligation holders.

Section 3. Book-Entry-Only System. Ownership of the Series 2019 Obligations shall be recorded through entries on the books of banks and broker-dealer participants and correspondents that are related to entries on The Depository Trust Company book-entry-only system. The Series 2019 Obligations shall be initially issued in the form of a separate single fully registered type-written obligation for each maturity of the Series 2019 Obligations (the “Global Certificates”). Each Global Certificate shall be registered in the name of Cede and Co. as nominee (the “Nominee”) of The Depository Trust Company (the “Depository”) as the “Registered Owner”, and such Global Certificates shall be lodged with the Depository until redemption or maturity of the Series 2019 Obligation issue. The Paying Agent shall remit payment for the maturing principal and interest on the Series 2019 Obligations to the Registered Owner for distribution by the Nominee for the benefit of the obligation holder (the “Beneficial Owner” or “Record Owner”) by recorded entry on the books of the Depository participants and correspondents. While the Series 2019 Obligations are in book-entry-only form, the Series 2019 Obligations will be available in denominations of \$5,000 or any integral multiple thereof.

The District has filed with the Depository a Letter of Representation to induce the Depository to accept the Series 2019 Obligations as eligible for deposit at the Depository. The underwriter for the Series 2019 Obligation

issue is authorized to provide the Depository with the Preliminary Official Statement, together with the completed Depository's underwriting questionnaire.

The execution and delivery of the Letter of Representations and the providing to the Depository of the Preliminary Official Statement and the underwriting questionnaire shall not in any way impose upon the District any obligation whatsoever with respect to persons having interests in the Series 2019 Obligations other than the Registered Owners of the Series 2019 Obligations as shown on the registration books maintained by the Paying Agent and Obligation Registrar. The Paying Agent and Obligation Registrar, in writing, shall accept the book-entry-only system and shall agree to take all action necessary to at all times comply with the Depository's operational arrangements for the book-entry-only system. The Authorized Representative may take all other action to qualify the Series 2019 Obligations for the Depository's book-entry-only system.

In the event the Depository determines not to continue to act as securities depository for the Series 2019 Obligations, or the District determines that the Depository shall no longer so act, then the District will discontinue the book-entry-only system with the Depository. If the District fails to identify another qualified securities depository to replace the Depository, the Series 2019 Obligations shall no longer be a book-entry-only issue but shall be registered in the registration books maintained by the Paying Agent and Obligation Registrar in the name of the Registered Owner as appearing on the registration books of the Paying Agent and Obligation Registrar and thereafter in the name or names of the owners of the Series 2019 Obligations transferring or exchanging Series 2019 Obligations.

With respect to Series 2019 Obligations registered in the registration books maintained by the Paying Agent and Obligation Registrar in the name of the Nominee of the Depository, the District, and the Paying Agent and Obligation Registrar shall have no responsibility or obligation to any participant or correspondent of the Depository or to any Beneficial Owner on behalf of which such participants or correspondents act as agent for the Registered Owner with respect to:

(i) the accuracy of the records of the Depository, the Nominee or any participant or correspondent with respect to any ownership interest in the Series 2019 Obligations,

(ii) the delivery to any participant or correspondent or any other person, other than a Registered Owner as shown in the registration books maintained by the Paying Agent and Obligation Registrar, of any notice with respect to the Series 2019 Obligations, including any notice of redemption,

(iii) the selection by the Depository of the beneficial interest in Series 2019 Obligations to be refunded in the event the District redeems the Series 2019 Obligations in part, or

(iv) the payment to any participant, correspondent or any other person other than the Registered Owner of the Series 2019 Obligations as shown in the registration books maintained by the Paying Agent and Obligation Registrar, of any amount with respect to principal or interest on the Series 2019 Obligations. Notwithstanding the book-entry-only system, the District may treat and consider the Registered Owner in whose name each Series 2019 Obligation is registered in the registration books maintained by the Paying Agent and Obligation Registrar as the Registered Owner and absolute owner of such Series 2019 Obligation for the purpose of payment of principal and interest with respect to such Series 2019 Obligation, or for the purpose of giving notices of redemption and other matters with respect to such Series 2019 Obligation, or for the purpose of registering transfers with respect to such Series 2019 Obligation, or for all other purposes whatsoever. The District shall pay or cause to be paid all principal of and interest on the Series 2019 Obligations only to or upon the order of the Registered Owner, as shown in the registration books maintained by the Paying Agent and Obligation Registrar, or their representative attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligation with respect to payment thereof to the extent of the sum or sums so paid.

Upon delivery by the Depository to the District and to the Registered Owner of a Series 2019 Obligation of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee then the word “Nominee” in this Resolution shall refer to such new nominee of the Depository, and upon receipt of such notice, the District shall promptly deliver a copy thereof to the Paying Agent and Obligation Registrar.

Section 4. Transfer of Series 2019 Obligations. If the book-entry system is not utilized, the Series 2019 Obligations will be issued in certificate form. Then the Series 2019 Obligations are transferable, or subject to exchange, for fully registered Series 2019 Obligations in the denomination of \$5,000 each or integral multiples thereof by the registered owner thereof in person, or by the owner’s attorney, duly authorized in writing, at the office of the Obligation Registrar. The Obligation Registrar shall maintain a record of the names and addresses of the registered owners of the Series 2019 Obligations. The records of the registered obligation ownership are not public records within the meaning of Oregon Revised Statutes 192.410(4).

All obligations issued upon transfer of or in exchange for Series 2019 Obligations shall be valid full faith and credit obligations of the District evidencing the same debt and shall be entitled to the same benefits as the Series 2019 Obligations surrendered for such exchange or transfer. All fees, expenses and charges of the Paying Agent and Obligation Registrar shall be payable by the District. The Obligation Registrar shall not be required to transfer or exchange any Series 2019 Obligation after the close of business on record date of the month next preceding any interest payment date or transfer or exchange any Series 2019 Obligation called or being called for redemption.

Section 5. Sale of the Series 2019 Obligations. The Series 2019 Obligations may be sold by a competitive or negotiated sale, as determined by the Authorized Representative. The Authorized Representative shall determine the requirements for the sale of the Series 2019 Obligations, subject to the provisions of this Resolution that provide the most advantageous terms to the District. The Authorized Representative is authorized to prepare a notice of sale for a competitive sale or negotiate and execute a purchase agreement for a negotiated sale setting forth the terms of the sale of the Series 2019 Obligations.

Section 6. Principal Amount. The principal amount of the Series 2019 Obligations shall be in an amount sufficient to pay (a) the principal of and interest on the Series 2010B Obligations being refunded, (b) the purchase price of the Series 2010B Obligations being tendered pursuant to a tender offer by the District, including accrued interest, (c) the principal of and interest on the Series 2019 Notes being refunded, and (d) the costs of issuance of the Series 2019 Obligations.

Pursuant to ORS 294.338(4)(c), a supplemental budget is not required to expend proceeds of obligations issued during the current budget period to refund previously issued obligations and the District is authorized to appropriate the proceeds of the Series 2019 Obligations to the refunding of the Series 2010B Obligations and Series 2019 Notes being refunded.

Section 7. Payment of Series 2019 Obligations. If the book-entry system is not utilized, the principal of the Series 2019 Obligations shall be payable upon presentation of the Series 2019 Obligations at maturity at the principal corporate trust office of the Paying Agent. Payment of each installment of interest due each year shall be made by check or draft of the Paying Agent mailed on each interest payment date to the registered owner thereof whose name and address appears on the registration books of the District maintained by the Paying Agent as of the close of business on the record date as determined by the Authorized Representative.

Section 8. Form of Series 2019 Obligations. The Series 2019 Obligations shall be issued substantially in the form as approved by the Authorized Representative and Special Counsel.

Section 9. Security. The Series 2019 Obligations shall be a full faith and credit obligations of the District

payable from the lawfully available, general, non-restricted revenues of the District and other funds which may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon. The obligation of the District to make payments shall not be subject to annual appropriation. The owners of the Series 2019 Obligations shall not have a lien or security interest on the property financed or refinanced with the proceeds of the obligations refinanced with the Series 2019 Obligations. The District may issue additional full faith and credit obligations on a parity with the Series 2019 Obligations.

Section 10. Covenant as to Arbitrage. The proceeds of the Series 2019 Obligations shall be used and invested in such manner that the Series 2019 Obligations shall not become “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and the applicable regulations. The District covenants that, within its lawful powers, it will not do, and will refrain from doing, anything in the issuance of the Series 2019 Obligations and in the investment and expenditure of the proceeds thereof which would result in the interest on the Series 2019 Notes or Series 2019 Obligations becoming taxable for federal income tax purposes.

Section 11. Escrow Deposit Agreement and Escrow Agent. The District shall enter into an Escrow Deposit Agreement for the establishment of an Escrow Deposit Fund to which shall be deposited sufficient proceeds from the Series 2019 Obligations to acquire Government Obligations to provide funds sufficient to pay the principal of and interest on the Series 2010B Obligations and Series 2019 Notes which are being refunded or tendered. The Authorized Representative is authorized to designate an Escrow Agent to administer the Escrow Deposit Fund and to execute the Escrow Deposit Agreement for and on behalf of the District.

Section 12. Irrevocable Call and Redemption. The District does authorize the irrevocable call for redemption at par value the principal of the Series 2010B Obligations and Series 2019 Notes being refunded. The irrevocable call and redemption of the Series 2010B Obligations and Series 2019 Notes being refunded is subject to the sale and delivery of the Series 2019 Obligations.

Section 13. Effect of Refunding. The District determines that, upon deposit into the Escrow Deposit Fund of Government Obligations in an amount calculated to be sufficient to pay the principal of and interest on the Series 2010B Obligations and Series 2019 Notes being refunded, such deposit shall fully defease the Series 2010B Obligations and Series 2019 Notes being refunded.

Section 14. Advance Refunding Plan. The Board authorizes the preparation of an advance refunding plan and its submission to the State Treasurer for approval pursuant to ORS 287A.370.

Section 15. Appointment of Paying Agent and Obligation Registrar. The Authorized Representative is authorized to appoint a Paying Agent and Obligation Registrar for the issuance of the Series 2019 Obligations. The Authorized Representative is authorized to negotiate and execute on behalf of the District the Paying Agent and Obligation Registrar Agreement. In addition, the District requests and authorizes the Paying Agent and Obligation Registrar to execute the Certificate of Authentication as of the date of delivery of the Series 2019 Obligations.

Section 16. Appointment of Tender Agent. If the Authorized Representative determines it is in the best interest of the District to make a tender offer to the owners of the Series 2010B Obligations, the Authorized Representative is authorized to designate a tender agent and to execute a tender agent agreement and for and on behalf of the District, together with any other documents deemed necessary or desirable to effectuate the purchase of Series 2010B Obligations tendered pursuant to tender offer by the District.

Section 17. Appointment of Independent Registered Municipal Advisor. The District hereby appoints PFM Financial Advisors LLC as an Independent Registered Municipal Advisor to the District for the issuance of the Series 2019 Obligations.

Section 18. Appointment of Special Counsel. The District hereby appoints the law firm of Mersereau Shannon LLP of Portland, Oregon as Special Counsel for the issuance of the Series 2019 Obligations.

Section 19. Appointment of Verification Agent. The Authorized Representative is authorized to appoint a verification agent to confirm that the funding the Escrow Deposit Fund is sufficient to pay when due (a) the principal and interest on the Series 2010B Obligations and Series 2019 Notes which are being refunded to the redemption date or the final maturity, as the case may be.

Section 20. Appointment of Bidding Agent. The Authorized Representative is authorized to appoint a bidding agent for the District in the event the Government Securities are to be purchased in the open market.

Section 21. Printing Series 2019 Obligations. If the Series 2019 Obligations are not in book-entry form, then the Authorized Representative is authorized to contract for the printing of the Series 2019 Obligations. The Authorized Representative may provide for the printing of, in addition to the original issue of Series 2019 Obligations, if any, additional obligations to be printed in blank form as to registration and to be designated by appropriate number for the Obligation Registrar for delivery to the registered owner upon transfer or exchange of Series 2019 Obligations. The additional obligations shall bear the dated date of the Series 2019 Obligations, shall be signed by the manual or facsimile signature of the President and shall be attested by the manual or facsimile signature of the Secretary and the Paying Agent and Obligation Registrar shall manually sign the Certificate of Authentication as of the date of delivery or transfer of the Series 2019 Obligations.

Section 22. Conditional Redemption. Any notice of optional redemption may state that the optional redemption is conditional upon receipt by the Registrar of moneys sufficient to pay the redemption price of such Obligations or upon the satisfaction of any other condition, and/or that such notice may be rescinded upon the occurrence of any other event, and any conditional notice so given may be rescinded at any time before payment of such redemption price if any such condition so specified is not satisfied or if any such other event occurs. Notice of such rescission or of the failure of any such condition shall be given by the Registrar to the Registered Owner as promptly as practicable upon the failure of such condition or the occurrence of such other event.

Section 23. Defeasance. The District may defease the Series 2019 Obligations by setting aside, with a duly appointed escrow agent, in a special escrow account irrevocably pledged to the payment of the Series 2019 Obligations to be defeased, cash or direct obligations of the United States in an amount which, in the opinion of an independent certified public accountant, is sufficient without reinvestment to pay all principal and interest on the defeased Series 2019 Obligations until their maturity date or any earlier redemption date. Series 2019 Obligations which have been defeased pursuant to this paragraph shall be deemed paid and no longer outstanding, and shall cease to be entitled to any lien, benefit or security under the Resolution except the right to receive payment from such special escrow account.

Section 24. Contract with Registered Owners of Obligations. In consideration of the purchase and acceptance of the Series 2019 Obligations, the provisions of this Resolution and the Series 2019 Obligations shall be deemed to be and shall constitute a contract between the District and the Registered Owners of the Series 2019 Obligations. The covenants and agreements to be performed by or on behalf of the District shall be for the equal benefit, protection and security of the Registered Owners of any and all Series 2019

Obligations, all of which shall be of equal rank without preference, priority, or distinction among the Series 2019 Obligations.

Section 25. Continuing Disclosure. The District covenants and agrees to comply with and carry out all of the provisions of the Continuing Disclosure Agreement to be entered into in connections with the Series 2019 Obligations. Notwithstanding any other provision of this Resolution, failure by the District to comply with the Continuing Disclosure Agreement will not constitute an event of default; however, any Registered Owner may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section and the Continuing Disclosure Certificate.

Section 26. Preliminary and Final Official Statement. The District shall prepare or cause to be prepared a preliminary official statement for the Series 2019 Obligations which shall be available for distribution to prospective purchasers of the Series 2019 Obligations. The Authorized Representative is authorized to deem such preliminary official statement final pursuant to Rule 15c2-12 of the Securities and Exchange Commission. In addition, the District shall prepare, or cause to be prepared, a final official statement for delivery to the purchasers of the Series 2019 Obligations no later than the seventh (7th) business day after the sale of the Series 2019 Obligations. After determining that the final official statement does not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements contained in the official statement not misleading in the light of the circumstances under which they are made, the Authorized Representative is authorized to certify the accuracy of the official statement on behalf of the District.

Section 27. Closing of the Sale and Delivery of the Series 2019 Obligations. The Authorized Representative is authorized to determine and execute all the documents, including a tax certificate, and perform any and all other things or acts necessary for the sale and delivery of the Series 2019 Obligations and redemption of the Series 2010B Obligations and Series 2019 Notes being refunded or tendered, as herein authorized. Such acts of the Authorized Representative are for and on behalf of and are authorized by the Board of Directors of the District.

Section 28. Effective Date. This Resolution shall take effect on the date of its adoption.

ADOPTED by the Board of Directors of Tualatin Hills Park & Recreation District, Washington County, Oregon, this 10th day of September, 2019.

**TUALATIN HILLS PARK & RECREATION DISTRICT
WASHINGTON COUNTY, OREGON**

By _____
President

ATTEST:

By _____
Secretary



THPRD Management Report

September 2019


Summer Update

Dashboard Highlights

12,852 
children served in summer camps

6,000+ 
people reached thru visioning outreach

513 
volunteers donated 200+ hours for summer events

702+ 
people reached thru cultural inclusion/ financial aid outreach



• **Nature camps and programs:** Nearly 1,900 people were registered for day camps and nature programs this summer. This represents a 13% increase in registrations over last summer. (*Nature & Trails*)

• **Rec Mobile:** Garden Home held nine weeks of free Rec Mobile Camp. The Rec Mobile provided 97 kids with a free week of camp activities. Looking to next summer, staff will work on finding creative ways to increase the capacity of this valuable program. (*Recreation*)

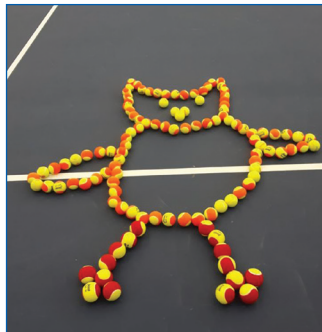
• **Camp Rivendale:** provides recreational opportunities for children and young adults who have physical, emotional, and/or developmental disabilities. This summer 325 participants attended, which was an increase of 50 participants from last year. (*Sports*)



• **Sports Camps:** Tennis Center and Athletic Center held camps independently and combined this summer, and had programs running offsite at Rock Creek PCC. Over 1,030 children participated in these camps. (*Sports*)

• **Garden Home:** Over 1,900 children ages 3-14 participated in several camps including full-day camps, specialty camps, preschool camps, dance and gymnastics camps, sports and specialty camps. (*Recreation*)

• **Cedar Hills:** Summer camps included over 3,500 participants ranging from 4-14 years old. Camps included all levels gymnastics camps, basketball, cheer, flag football, volleyball, archery disc golf, weight lifting and golf camps, cooking camps, full-day camps, specialty, and dance camps. (*Recreation*)



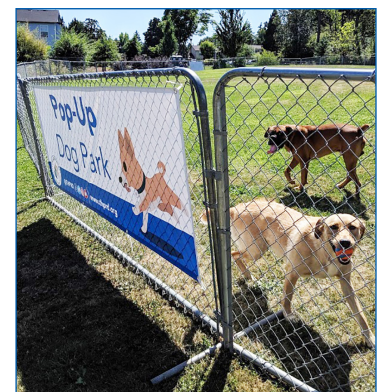
• **Conestoga:** Over 3,700 children participated in camps at this location. Full day cooking camps continue to be one of our fan favorites. Included were 1/2-day and full-day specialty camps like Adventures in Cardboard, Treasure Quest Camp and Eco Kids Camp. (*Recreation*)

• **Aquatic Camps:** Over 400 children participated in Camp Splash It Up and Aqua Camp, held at Beaverton Swim Center and the Aquatic Center. (*Aquatics*)

Public Involvement

• **Centro de Bienvenida:** 85 people were helped at the Fall Centro de Bienvenida representing more than 250 family members. The event was supported by 20 bilingual staff and volunteers. (*Communications*)

• **Schiffler Park Dog Park:** In response to neighbor feedback, THPRD launched a first-ever pop-up dog park at Schiffler during the weekend of August 16-18. Neighborhood reaction was very positive. Staff tabled at Fiesta to gather feedback, with 100% of the people who voted at the event supporting the dog park. Staff followed up with a mailing advertising an online survey to gather more feedback. Should public feedback remain positive, a dog park could be installed this fall. (*Community Programs*)



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(continued)
Public Involvement



- **Social Media:** Facebook continues to be the district's #1 social media platform with nearly 12,000 followers and 8,900 engagement activity this past month. Instagram and Twitter are growing with nearly 1,400 and more than 4,000 followers respectively. (Communications)
- **Jackie Husen Dog Run:** On August 29, THPRD staff hosted a public listening session at Jackie Husen Park to discuss installing a dog run on a 1-year pilot project. Staff is reviewing the feedback and plan to have a final decision on the dog run this month. (Community Programs)

Programs



- **Fall Registration:** Began August 17. Most people continue to register online, with our portal operating at a high level of stability. Registration for Fall 2019 totaled \$829,655, as compared to \$786,881 for Fall 2018. (Business Services)
- **Expanding Afterschool Programs:** The Athletic Center will launch a THRIVE Afterschool Program in September serving children attending Elmonica and Beaver Acres Elementary Schools. Nineteen children are currently registered for the 30 available spots in the program. (Sports)
- **American Red Cross Instructor Trainer Academy:** Hosted at the Aquatic Center in September. The academy provides the necessary training for top Water Safety Instructors to become Instructor Trainers. This is the second time the Instructor Trainer academy has been offered at THPRD and in Oregon. (Aquatics)
- **"We Love You 3,000":** Calling all Marvel fans. THPRD is featuring a year-long dive-in movie "Aquatics Assemble" featuring all 22 Marvel films in chronological order. All indoor pools are participating in this series. (Aquatics)
- **Pickleball Tournament:** The Tennis Center is hosting Pacific Northwest Regional Pickleball Tournament September 5 – 8. (Sports)
- **Youth Fall Sports:** Youth football, soccer, and baseball have kicked off around the park district and Beaverton School District fields. (Sports)



Fall Registration
Saturday, Aug. 17 at 8 am

Park, Trail & Facility Improvements



- **Aloha Swim Center:** Was closed between August 26 and September 2 for maintenance and cleaning. Projects included: draining the pool tank to provide an acid wash and polish to remove stains, replacement of an exit door, interior painting, installation of new shelving and deep cleaning. (Maintenance)
- **Willow Creek Boardwalk:** A section of the boardwalk at Willow Creek Greenway was replaced and repaired and is now open to the public. This project required restoring the existing structure and replacing the boardwalk with new pultruded plastic decking material. (Nature & Trails)
- **Abbey Creek Phase I Construction:** On August 1, staff issued the notice to proceed. Work and is scheduled to be complete by October 1. (Design & Development)
- **Fanno Farm House:** Exterior restoration project is scheduled for this fall. Improvements to the house include abatement of the lead paint, repainting the house, and replacement of selected windows and trim. (Maintenance)
- **Lost Park:** The staircase that connects NW 110th Ct. into the SW section of Lost Park will be improved on September 28 by a group of volunteers. Improvements include replacing gravel with new, rebuilding several stairs with new lumber, adding traction treads to each stair, and pruning vegetation. Prior to the volunteer project, THPRD staff will install new handrails and improve the landing at the base of the stairs. (Maintenance)
- **Cedar Hills Park:** On August 26, the district is scheduled to complete the substantial completion walkthrough for Cedar Hills Park. Staff anticipates the park being open to the public by late September. (Design & Development)

Restoration Work

- **Bond Projects:** Staff have been working with contractors the last few weeks to start a number of natural resource restoration projects using savings or unallocated natural area funds. This includes removing weeds and non-native trees from existing parks and restoring natural areas and wetlands at new THPRD properties. Projects are expected to be complete by the end of 2021. (Nature & Trails)

System Development Charges

- **Research:** Spoke with Bend Parks & Recreation District staff about Bend's system develop charge (SDC) methodology. Staff learned how Bend's methodology more equitably takes into account affordability and challenges of local jurisdictions in implementing a fee different than a flat rate per dwelling unit. Bend's single-family rate will be based on square footage and its multi-family rate based on the number of bedrooms. (Planning)
- **Outreach:** Staff met with the Home Builder's Association to learn about their experience with SDC rates in other jurisdictions. (Planning)

Future Planning

- **Bethany Creek Trail #2 Segment 3 Project:** Staff participated in the Multnomah County Public Hearing where No decision was made on the application at the hearing. The hearing officer approved keeping the record open for an additional week for either party to provide more information. The district's final written argument is due September 13 and the hearing officer's decision is due no later than October 4. (Design & Development)
- **Westside Trail:** Staff is working with the county on a potential alternative analysis for the alignment of the Westside trail from its current termination at the southeast corner of SW 158th Avenue and SW Walker Road to SW Greenbrier Road. (Planning)
- **Grant Development:** The district's new grant specialist has been meeting with capital projects and programs staff. The first grant steering committee will be held in September, where they will begin prioritizing projects and programs and identifying additional funding sources. (Planning)

Partnerships

- **Special Olympics:** After being officially out of the water in the Fall of 2018, the Washington County program is back at both Sunset and Beaverton Swim Centers. In the Fall of 2018, THPRD filled the gap by providing a special Splash recreational swim team program for the Special Olympic athletes that were displaced and it was greatly appreciated. (Aquatics)
- **Telecommunication Leases:** Staff is reviewing requests from three carriers who wish to extend their current leases for an additional 20-years. THPRD currently receives approximately \$209,000 annually from 16 telecommunication site lease agreements. Over the past few years, THPRD has seen the telecommunication carriers fine-tune their infrastructure with increased capacity or elimination of some services. (Business Services)
- **Workers Compensation Insurance:** THPRD will remain with Special District Insurance Services (SDIS) for FY 2019/20. Earlier, THPRD reached out to State Accident Insurance Fund (SAIF) as an alternative, but SAIF's quotes were significantly higher. Continuation with a paid-loss retrospective plan has been selected, as it traditionally has saved THPRD approximately \$100,000 annually verses a guaranteed cost program. Retrospective plans utilize THPRD's own losses to price its policy, rather than using industry-wide loss experience to determine Guaranteed Cost insurance premiums. While our agencies Experience Modification Rate (EMR) is slightly up 0.83 to 0.86, THPRD continues to be below the national average (1.0) and a leader in Oregon. The park and recreation agencies within Special Districts Association of Oregon average EMR is 0.96. (Business Services)



Public Safety

- **Encroachments:** Met with neighbors involved in the Brookhaven encroachments. Surveyed Crowell Woods for encroachment compliance and met with neighbors. (Security Operations)
- **Collaboration:** Met separately with BPD and WCSO to discuss continued collaboration. (Security Operations)
- **Emergency Preparedness:** Reviewed Beaverton Community Emergency Response Team (CERT) Program in preparation for increased coordination with the Washington County Emergency Management Team. (Security Operations)

Staff Development

- **GIS Mapping Technology:** Staff attended an internal workshop with a major focus on using THPRD and Metro data layers. The training is the first step in getting new staff up to speed. (Planning)
- **Employee Onboarding:** Development of a revamped employee onboarding program is underway to include bringing back in-person employee orientation and a welcome program in which new employees may be matched with existing employees for informal onboarding. (Human Resources)

Tualatin Hills Park Foundation

- **New Executive Director:** Eileen Kravetz began on Sept 4. A long-time Beaverton resident and THPRD patron with experience in nonprofit leadership and major gift fundraising. (Community Partnerships)
- **THPF 2019 Annual Meeting:** Was on August 21 and highlights include: appointments to the Board of Trustees, approval of the 2019/20 budget, and more. (Community Partnerships)
- **Oregon Community Foundation Grant Application:** A final review of an earlier grant application in support of the THPF Program Fund is underway and final determination should arrive soon. (Community Partnerships)

Completed Community Events

• **All Ability Tri4Youth:** A day of inspiration, with tears of joy and displays of endurance, friendship, teamwork, and determination. A total of 194 athletes competed as individuals or in teams, and 600 people joined us on the day. *(Sports)*

• **Big Truck Day:** Conestoga hosted the 21st Big Truck Day with 45 trucks, 35 companies, and more. The event was free with an estimated 7,800 people attending. A highlight was the quiet period free of sirens and horns for attendees with sensory issues. *(Recreation)*

• **Fiesta en el Parque:** Held at Schiffler Park, celebrating the diverse and vibrant Latino community was a success. This event, in its second year, had an estimated 2,800 attendees. *(Community Programs)*

• **Cornhole Tournament:** Tennis Center and Athletic Center staff ran the first ever cornhole tournament with Pickleball, lawn games, and a food vendor. Twelve teams participated. *(sports)*



Upcoming Community Events

September

- 9/7: Beaverton Celebration Parade · Griffith Park · 10 am to 12 pm
- 9/10: Audit Committee Meeting · HMT · 5 pm
- 9/10: Board of Directors Meeting · HMT · 4:30 pm
- 9/11: Parks & Facilities Advisory Committee · HMT · 6:30 pm
- 9/13: Celebrating Indian Culture · Conestoga · 6:30 to 9 pm
- 9/14: Welcoming Walk · Greenway Park · 10 am
- 9/14: Beaverton International Celebration · Conestoga · 12:30 to 4 pm
- 9/18: Nature & Trails Advisory Committee · FCSC · 6:30 pm
- 9/18: Programs & Events Advisory Committee · FCSC · 6:30 pm
- 9/22: Cedar Mill Cider Festival · JQAY · 1 to 4 pm

October

- 10/5: Health & Wellness Resource Fair · Stuhr · 9 am to 1 pm
- 10/5: Fall Native Plant Sale · Nature Center · 10 am to 2 pm
- 10/8: Board of Directors Meeting · HMT · Start Time TBD
- 10/19: Fall Festival · Cedar Hills · 11 am to 3 pm
- 10/20: Cultural Book Fair · Conestoga · 12 to 4 pm



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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
<u>CARRY FORWARD PROJECTS</u>													
ERP Software	436,800	803,958	-	803,958	803,958	-	-	803,958	Award	803,958	803,958	-	-
Cedar Hills Park - Additional Funding for Bond Project	3,900,000	3,388,335	-	3,900,000	3,388,335	3,795,571	1,979	102,451	Award	3,900,000	104,429	-	3,283,906
Boiler	100,000	100,000	88,000	188,000	188,000	1,518	-	186,482	Budget	188,000	186,482	-	1,518
Bridges & Boardwalks (3 sites)	760,207	760,207	372,793	1,133,000	1,133,000	85,157	176,670	871,173	Award	1,133,000	1,047,843	-	85,157
Drone	8,645	8,645	-	8,645	8,645	-	-	8,645	Budget	8,645	8,645	-	-
Pool Tank (CRAC)	554,380	268,083	-	554,380	268,083	119,541	-	268,083	Budget	387,624	268,083	166,756	-
Pool Tank and Deck (Raleigh Park)	795,000	756,754	185,000	980,000	941,754	44,396	1,934	949,000	Award	995,330	950,934	(15,330)	(9,180)
Asphalt Pedestrian Pathways (2 sites)	293,000	139,500	-	293,000	139,500	159,389	-	133,611	Award	293,000	133,611	-	5,889
Landscaping	60,000	60,000	10,000	70,000	70,000	-	-	70,000	Budget	70,000	70,000	-	-
HVAC Improvement	125,279	97,718	13,600	138,879	111,318	47,555	181	91,143	Budget	138,879	91,324	-	19,994
Shower Facility Repair	7,500	7,500	1,500	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
Vehicle Wraps	14,000	13,000	-	14,000	13,000	2,443	-	11,557	Budget	14,000	11,557	-	1,443
ADA Improvements	45,000	25,000	-	45,000	25,000	17,607	-	25,000	Budget	42,607	25,000	2,393	-
TOTAL CARRYOVER PROJECTS	7,099,811	6,428,700	670,893	8,137,862	7,099,593	4,273,176	180,764	3,530,102		7,984,042	3,710,866	153,820	3,388,727
<u>ATHLETIC FACILITY REPLACEMENT</u>													
Drainage Culverts (2 sites)			23,000	23,000	23,000	-	-	23,000	Budget	23,000	23,000	-	-
TOTAL ATHLETIC FACILITY REPLACEMENT			23,000	23,000	23,000	-	-	23,000		23,000	23,000	-	-
<u>ATHLETIC FACILITY IMPROVEMENT</u>													
Solar Panel			38,812	38,812	38,812	-	-	38,812	Budget	38,812	38,812	-	-
Field and Court Reservation Software			26,000	26,000	26,000	-	-	26,000	Budget	26,000	26,000	-	-
TOTAL ATHLETIC FACILITY IMPROVEMENT			64,812	64,812	64,812	-	-	64,812		64,812	64,812	-	-
<u>PARK AND TRAIL REPLACEMENTS</u>													
Bridges and Boardwalks			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Erosion Control			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Autumn Ridge Park Slide			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Skate Park Mesh, Rails, and Restroom Enclosure			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Asphalt Pedestrian Pathways (6 sites)			560,000	560,000	560,000	-	-	560,000	Budget	560,000	560,000	-	-
Signage			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
TOTAL PARK AND TRAIL REPLACEMENTS			690,000	690,000	690,000	-	-	690,000		690,000	690,000	-	-
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Greenway Park Concept Plan Pathways			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Greenway Park Recreational Trails Program Grant Match			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Retaining Wall			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Subtotal Park and Trail Improvements			215,000	215,000	215,000	-	-	215,000		215,000	215,000	-	-
Memorial Benches			8,000	8,000	8,000	465	-	7,535	Budget	8,000	7,535	-	465
Connect Oregon - Waterhouse Trail			400,000	400,000	400,000	-	-	400,000	Award	400,000	400,000	-	-
Local Government Grant Program - Cedar Hills Park			340,156	340,156	340,156	231,850	-	108,306	Award	340,156	108,306	-	231,850
Land Water Conservation Fund - Commonwealth Lake Park Bridge Replacement			60,554	60,554	60,554	-	-	60,554	Budget	60,554	60,554	-	-
Land Water Conservation Fund - Crowell Woods			390,000	390,000	390,000	-	-	390,000	Budget	390,000	390,000	-	-
Recreational Trails Program - Greenway Park Loop Trail			400,000	400,000	400,000	-	-	400,000	Budget	400,000	400,000	-	-
Metro Nature in Neighborhoods - Fanno Creek Greenway			220,700	220,700	220,700	10,202	-	210,498	Budget	220,700	210,498	-	10,202
Land Water Conservation Fund - Bonnie Meadow Area Park			661,092	661,092	661,092	-	-	661,092	Budget	661,092	661,092	-	-
Washington County Major Streets Transportation Improvement Program - Waterhouse Trail			300,000	300,000	300,000	-	-	300,000	Budget	300,000	300,000	-	-
Energy Trust of Oregon - Sunset HVAC			74,282	74,282	74,282	-	-	74,282	Budget	74,282	74,282	-	-
Subtotal Park and Trail Improvements (Grant Funded)			2,854,784	2,854,784	2,854,784	242,517	-	2,612,267		2,854,784	2,612,267	-	242,517
TOTAL PARK AND TRAIL IMPROVEMENTS			3,069,784	3,069,784	3,069,784	242,517	-	2,827,267		3,069,784	2,827,267	-	242,517
<u>CHALLENGE GRANTS</u>													
Program Facility Challenge Grants			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
TOTAL CHALLENGE GRANTS			75,000	75,000	75,000	-	-	75,000		75,000	75,000	-	-

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
BUILDING REPLACEMENTS													
Aloha Pool Tank Acid Wash and Polish			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Stuhr Ctr Boiler Chemical Feeder Pot			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Gable Painting and Caulking (2 sites)			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Ergonomic Equipment/Fixtures			6,000	6,000	6,000	-	493	5,508	Budget	6,000	6,000	-	-
Natorium Lighting			310,000	310,000	310,000	-	-	310,000	Budget	310,000	310,000	-	-
Air Structure Curtains			23,000	23,000	23,000	-	-	23,000	Budget	23,000	23,000	-	-
Sump Pump Pit Covers			4,200	4,200	4,200	-	-	4,200	Budget	4,200	4,200	-	-
Tables, Chairs, Canopies			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Wood Floor Refinish (3 sites)			137,500	137,500	137,500	-	-	137,500	Budget	137,500	137,500	-	-
Emergency Repairs			123,700	123,700	123,700	-	-	123,700	Budget	123,700	123,700	-	-
Parking Lot Resurface			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Water Heater			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
Pool Filter Sand and Laterals (3 sites)			46,000	46,000	46,000	-	-	46,000	Budget	46,000	46,000	-	-
Pump and Motor (4 sites)			73,000	73,000	73,000	-	-	73,000	Budget	73,000	73,000	-	-
Pool Filter Grids			7,000	7,000	7,000	-	-	7,000	Budget	7,000	7,000	-	-
Lane Line Reels			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Panic Hardware (2 sites)			17,738	17,738	17,738	-	-	17,738	Budget	17,738	17,738	-	-
Fanno Farmhouse Windows			55,000	55,000	55,000	-	-	55,000	Budget	55,000	55,000	-	-
Exit Door			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
Cedar Hills Rec Ctr Window Retint			7,000	7,000	7,000	-	-	7,000	Budget	7,000	7,000	-	-
TOTAL BUILDING REPLACEMENTS			975,638	975,638	975,638	-	493	975,146		975,638	975,638	-	-
BUILDING IMPROVEMENTS													
New Office Facility			7,750,000	7,750,000	7,750,000	-	-	7,750,000	Budget	7,750,000	7,750,000	-	-
LED Light Fixtures at Cedar Hills Recreation Center			33,000	33,000	33,000	-	-	33,000	Budget	33,000	33,000	-	-
Storage Shed			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Fencing			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
Office Thermostat Zone System			9,900	9,900	9,900	-	-	9,900	Budget	9,900	9,900	-	-
Asphalt Pedestrian Pathway			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Restroom Automatic Locks			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
TOTAL BUILDING IMPROVEMENTS			7,829,400	7,829,400	7,829,400	-	-	7,829,400		7,829,400	7,829,400	-	-
ADA PROJECTS													
ADA Improvement - Bronson Creek South			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
ADA Improvement - Veterans Memorial Park			60,000	60,000	60,000	-	-	60,000	Budget	60,000	60,000	-	-
ADA Improvement - Other FY20			90,000	90,000	90,000	-	-	90,000	Budget	90,000	90,000	-	-
TOTAL ADA PROJECTS			190,000	190,000	190,000	-	-	190,000		190,000	190,000	-	-
TOTAL CAPITAL OUTLAY DIVISION	7,099,811	6,428,700	13,588,527	21,055,496	20,017,227	4,515,693	181,256	16,204,727		20,901,676	16,385,983	153,820	3,631,244
INFORMATION SERVICES DEPARTMENT													
INFORMATION TECHNOLOGY REPLACEMENTS													
Workstations/Notebooks			67,000	67,000	67,000	-	-	67,000	Budget	67,000	67,000	-	-
Servers			37,000	37,000	37,000	-	-	37,000	Budget	37,000	37,000	-	-
Desktop Printers			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
LAN/WAN			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
AED Defibrillators			9,000	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
Security Cameras			58,800	58,800	58,800	-	-	58,800	Budget	58,800	58,800	-	-
Key Card Readers			31,538	31,538	31,538	-	-	31,538	Budget	31,538	31,538	-	-
Banner Printer			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			248,338	248,338	248,338	-	-	248,338		248,338	248,338	-	-
INFORMATION TECHNOLOGY IMPROVEMENTS													
Tablet			2,000	2,000	2,000	-	1,511	-	Award	1,511	1,511	489	489
Computer			5,500	5,500	5,500	-	-	5,500	Budget	5,500	5,500	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			7,500	7,500	7,500	-	1,511	5,500		7,011	7,011	489	489
TOTAL INFORMATION SYSTEMS DEPARTMENT			255,838	255,838	255,838	-	1,511	253,838		255,349	255,349	489	489

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MAINTENANCE DEPARTMENT													
<u>FLEET REPLACEMENTS</u>													
Crew-Cab 2-3 Yard			-	-	-	-	-	41,246	Budget	41,246	41,246	(41,246)	(41,246)
Backhoe			110,000	110,000	110,000	-	-	98,754	Budget/Reallocated	98,754	98,754	11,246	11,246
Toro z-mowers (2)			30,000	30,000	30,000	-	-	-	Reallocated	-	-	30,000	30,000
52" Mowers (3)			24,750	24,750	24,750	-	-	24,750	Budget	24,750	24,750	-	-
TOTAL FLEET REPLACEMENTS			164,750	164,750	164,750	-	-	164,750		164,750	164,750	-	-
<u>FLEET IMPROVEMENTS</u>													
15-Passenger Vans (2)			70,000	70,000	70,000	-	45,174	800	Award	45,974	45,974	24,026	24,026
			70,000	70,000	70,000	-	45,174	800		45,974	45,974	24,026	24,026
TOTAL MAINTENANCE DEPARTMENT	-	-	234,750	234,750	234,750	-	45,174	165,550		210,724	210,724	24,026	24,026
GRAND TOTAL GENERAL FUND	7,099,811	6,428,700	14,079,115	21,546,084	20,507,815	4,515,693	227,941	16,624,115		21,367,749	16,852,056	178,335	3,655,759
CAPITAL REPLACEMENT RESERVE													
<u>BUILDING REPLACEMENTS</u>													
Cardio and Weight Equipment			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Roofs and Gutters (3 sites)			370,000	370,000	370,000	-	-	370,000	Budget	370,000	370,000	-	-
Capital Replacement Reserve			4,250,000	4,250,000	4,250,000	-	-	4,250,000	Budget	4,250,000	4,250,000	-	-
TOTAL BUILDING REPLACEMENTS			4,660,000	4,660,000	4,660,000	-	-	4,660,000		4,660,000	4,660,000	-	-
GRAND TOTAL CAPITAL REPLACEMENT RESERVE	-	-	4,660,000	4,660,000	4,660,000	-	-	4,660,000		4,660,000	4,660,000	-	-

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 7/31/19

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.

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	PRELIM 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													
LAND ACQUISITION													
Land Acq - N. Bethany Comm Pk	1,965,800	1,965,800	-	1,965,800	1,965,800	137	-	1,965,800	Budget	1,965,937	1,965,800	(137)	-
Subtotal Land Acq-N Bethany Comm Pk	1,965,800	1,965,800	-	1,965,800	1,965,800	137	-	1,965,800		1,965,937	1,965,800	(137)	-
Land Acq - N. Bethany Nghbd Pk	-	-	-	-	-	-	139	-		139	139	(139)	(139)
Subtotal Land Acq-N. Bethany Nghbd Pk	-	-	-	-	-	-	139	-		139	139	(139)	(139)
Land Acq - N Bethany Trails	946,000	-	1,000,000	1,946,000	1,000,000	529,441	65,086	934,914	Budget	1,529,441	1,000,000	416,559	-
Subtotal Land Acq-N Bethany Trails	946,000	-	1,000,000	1,946,000	1,000,000	529,441	65,086	934,914		1,529,441	1,000,000	416,559	-
Land Acq - Bonny Slope West Neighborhood Park	1,951,000	1,500,000	-	1,951,000	1,500,000	220	-	1,500,000	Budget	1,500,220	1,500,000	450,780	-
Subtotal Land Acq-Bonny Slope West Neighborhood Park	1,951,000	1,500,000	-	1,951,000	1,500,000	220	-	1,500,000		1,500,220	1,500,000	450,780	-
Land Acq - Commonwealth Lake-Sharp	-	-	-	-	-	-	1,600	-		1,600	1,600	(1,600)	(1,600)
Subtotal Land Acq-General	-	-	-	-	-	-	1,600	-		1,600	1,600	(1,600)	(1,600)
Land Acq - S Cooper Mtn Trail	535,000	535,000	-	535,000	535,000	-	-	535,000	Budget	535,000	535,000	-	-
Subtotal S Cooper Mtn Trail	535,000	535,000	-	535,000	535,000	-	-	535,000		535,000	535,000	-	-
Land Acq - S Cooper Mtn Nat Ar	500,000	500,000	-	500,000	500,000	80	-	499,920	Budget	500,000	499,920	-	80
Subtotal S Cooper Mtn Nat Ar	500,000	500,000	-	500,000	500,000	80	-	499,920		500,000	499,920	-	80
Land Acq - Neighborhood Parks - S Cooper Mtn	5,505,000	5,505,000	-	5,505,000	5,505,000	13,909	104	5,490,987	Budget	5,505,000	5,491,091	-	13,909
Subtotal Neighborhood Parks - S Cooper Mtn	5,505,000	5,505,000	-	5,505,000	5,505,000	13,909	104	5,490,987		5,505,000	5,491,091	-	13,909
Land Acq - Neighborhood Parks - Cooper Mtn	-	-	1,000,000	1,000,000	1,000,000	-	-	1,000,000	Budget	1,000,000	1,000,000	-	-
Subtotal Neighborhood Parks - Cooper Mtn	-	-	1,000,000	1,000,000	1,000,000	-	-	1,000,000		1,000,000	1,000,000	-	-
Land Acq - Neighborhood Parks - Infill Areas	850,000	390,000	500,000	1,350,000	890,000	468,611	1,373	880,016	Budget	1,350,000	881,389	-	8,611
Sub total Neighborhood Parks Infill Areas	850,000	390,000	500,000	1,350,000	890,000	468,611	1,373	880,016		1,350,000	881,389	-	8,611
TOTAL LAND ACQUISITION	12,252,800	10,395,800	2,500,000	14,752,800	12,895,800	1,012,397	68,301	12,806,637		13,887,336	12,874,939	865,464	20,861
DEVELOPMENT/IMPROVEMENT PROJECTS													
Bonny Slope/BSD Trail Devlpmnt	500,000	367,800	77,000	577,000	444,800	243,136	1,892	331,972	Award	577,000	333,864	-	110,936
MTIP Grnt Mtch-Wstside Trl #18	3,117,000	83,500	342,820	3,459,820	426,320	3,923,655	-	342,820	Award	4,266,475	342,820	(806,655)	83,500
NW Nghbd Pk MP&Des-Bonnie Mdw	265,000	115,500	-	265,000	115,500	250,674	-	142,984	Award	393,658	142,984	(128,658)	(27,484)
NW Quad Nghbd Pk DD-Marty Ln	2,099,000	1,851,000	-	2,099,000	1,851,000	372,778	680	1,725,542	Award	2,099,000	1,726,222	-	124,778
Natural Area Master Plan	100,000	100,000	-	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Building Expansion (TBD)	995,000	995,000	-	995,000	995,000	-	-	995,000	Budget	995,000	995,000	-	-
MTIP/Bvtn Crk Trl Land Acq/ROW	247,000	237,750	-	247,000	237,750	9,377	238	237,385	Budget	247,000	237,623	-	127
N.Bethany Pk & Trl/Prj Mgmt	141,000	100,000	-	141,000	100,000	118,145	9,969	12,885	Budget	141,000	22,855	-	77,145
Conn OR Grnt Mtch-Watrhse 4	715,000	602,900	-	715,000	602,900	302,291	2,941	678,831	Award	984,063	681,772	(269,063)	(78,872)
SW Quad Nghbd Pk MP&Des	275,000	267,500	-	275,000	267,500	3,386	-	277,249	Award	280,635	277,249	(5,635)	(9,749)
Cedar Mill Crk Comm Trl Sgmt 4	300,000	299,500	-	300,000	299,500	1,789	-	298,211	Budget	300,000	298,211	-	1,289
S Cooper Mtn Pk & Tr Dev-PM	50,000	49,500	-	50,000	49,500	3,893	-	46,107	Budget	50,000	46,107	-	3,393
NW Quad New Nghbd Pk Dev	1,925,000	1,810,000	490,000	2,415,000	2,300,000	25,303	1,493	2,388,204	Budget	2,415,000	2,389,697	-	(89,697)
Bethany Crk Trail 2-Seg 3 DD	1,100,000	970,500	745,000	1,845,000	1,715,500	280,360	4,770	1,559,870	Budget	1,845,000	1,564,640	-	150,860
Cedar Hills Pk-addtl bond fdg	1,038,000	1,038,000	-	1,038,000	1,038,000	-	-	1,038,000	Budget	1,038,000	1,038,000	-	-
NB Park & Trail Improvements	315,000	229,300	23,000	338,000	252,300	130,956	565	206,479	Budget	338,000	207,044	-	45,256
RFFA Actv TPRM-Wsd Trl Hy26	200,000	200,000	-	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
Dog Parks-expand and new sites	70,000	70,000	-	70,000	70,000	-	-	70,000	Budget	70,000	70,000	-	-
Fanno Crk Trl-Denny Rd Cr Impr	20,000	20,000	-	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Waterhouse Trail Improvements	350,000	350,000	-	350,000	350,000	-	-	350,000	Budget	350,000	350,000	-	-
Abbey Creek Park - Phase 1 Development	-	-	345,000	345,000	345,000	-	-	345,000	Budget	345,000	345,000	-	-
Highland Park - Phase 1 Development	-	-	420,000	420,000	420,000	-	-	420,000	Budget	420,000	420,000	-	-
Undesignated projects	-	-	6,317,400	6,317,400	6,317,400	-	-	6,317,400	Budget	6,317,400	6,317,400	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	13,822,000	9,757,750	8,760,220	22,582,220	18,517,970	5,665,744	22,548	18,103,939		23,792,231	18,126,487	(1,210,011)	391,483
GRAND TOTAL SDC FUND	26,074,800	20,153,550	11,260,220	37,335,020	31,413,770	6,678,140	90,850	30,910,577		37,679,567	31,001,426	(344,547)	412,344

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
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Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)

BOND CAPITAL PROJECTS FUND

New Neighborhood Parks Development

SE	AM Kennedy Park & Athletic Field	1,285,250	50,704	1,335,954	1,674,551	-	1,674,551	-	Complete	1,674,551	(338,597)	-25.3%	125.3%	100.0%
SW	Barsotti Park & Athletic Field	1,285,250	27,556	1,312,806	1,250,248	-	1,250,248	-	Complete	1,250,248	62,558	4.8%	95.2%	100.0%
NW	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,338	787,488	731,629	-	731,629	-	Complete	731,629	55,859	7.1%	92.9%	100.0%
SW	Roy Dancer Park	771,150	16,657	787,807	643,447	-	643,447	-	Complete	643,447	144,360	18.3%	81.7%	100.0%
NE	Roger Tilbury Park	771,150	19,713	790,863	888,218	-	888,218	-	Complete	888,218	(97,355)	-12.3%	112.3%	100.0%
	Total New Neighborhood Parks Development	4,883,950	130,968	5,014,918	5,188,093	-	5,188,093	-		5,188,093	(173,175)	-3.5%	103.5%	100.0%
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	173,175	173,175	-	-	-	-	N/A	-	173,175	n/a	n/a	n/a
	Total New Neighborhood Parks Development	4,883,950	304,143	5,188,093	5,188,093	-	5,188,093	-		5,188,093	-	0.0%	100.0%	100.0%

Renovate & Redevelop Neighborhood Parks

NE	Cedar Mill Park, Trail & Athletic Fields	1,125,879	29,756	1,155,635	990,095	-	990,095	-	Complete	990,095	165,540	14.3%	85.7%	100.0%
SE	Camille Park	514,100	28,634	542,734	585,471	-	585,471	-	Complete	585,471	(42,737)	-7.9%	107.9%	100.0%
NW	Somerset West Park	1,028,200	94,588	1,122,788	306,027	-	306,027	816,761	Design	1,122,788	-	0.0%	27.3%	27.3%
NW	Pioneer Park and Bridge Replacement	544,934	21,278	566,212	533,358	-	533,358	-	Complete	533,358	32,854	5.8%	94.2%	100.0%
SE	Vista Brook Park	514,100	20,504	534,604	729,590	-	729,590	-	Complete	729,590	(194,986)	-36.5%	136.5%	100.0%
	Total Renovate & Redevelop Neighborhood Parks	3,727,213	194,760	3,921,973	3,144,541	-	3,144,541	816,761		3,961,302	(39,329)	-1.0%	80.2%	79.4%

New Neighborhood Parks Land Acquisition

NW	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,554	1,528,554	1,041,404	-	1,041,404	-	Complete	1,041,404	487,150	31.9%	68.1%	100.0%
NW	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	1,067,724	-	1,067,724	-	Complete	1,067,724	(1,067,724)	-100.0%	n/a	100.0%
NW	New Neighborhood Park - NW Quadrant (Mitchell)	-	-	-	793,396	-	793,396	-	Complete	793,396	(793,396)	-100.0%	n/a	100.0%
NW	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	62,712	-	62,712	-	Complete	62,712	(62,712)	-100.0%	n/a	100.0%
NE	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,968	1,527,968	529,294	-	529,294	-	Complete	529,294	998,674	65.4%	34.6%	100.0%
NE	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	32,103	1,532,103	2,119,940	-	2,119,940	-	Complete	2,119,940	(587,837)	-38.4%	138.4%	100.0%
SW	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,918	1,524,918	1,058,925	-	1,058,925	-	Complete	1,058,925	465,993	30.6%	69.4%	100.0%
SW	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	551,696	-	551,696	-	Complete	551,696	(551,696)	-100.0%	n/a	100.0%
SW	New Neighborhood Park - SW Quadrant (Hung easement for Roy Dancer Park)	-	-	-	60,006	-	60,006	-	Complete	60,006	(60,006)	-100.0%	n/a	100.0%
SE	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,609,880	-	2,609,880	-	Complete	2,609,880	(1,094,333)	-72.2%	172.2%	100.0%
NW	New Neighborhood Park (North Bethany) (McGettigan)	1,500,000	23,667	1,523,667	1,629,763	-	1,629,763	-	Complete	1,629,763	(106,096)	-7.0%	107.0%	100.0%
UND	New Neighborhood Park - Undesignated	-	1,363	1,363	-	-	-	-	Reallocated	-	1,363	-100.0%	n/a	0.0%
	Sub-total New Neighborhood Parks	9,000,000	154,120	9,154,120	11,524,740	-	11,524,740	-		11,524,740	(2,370,620)	-25.9%	125.9%	100.0%
UND	Authorized Use of Savings from New Community Park Land Acquisition Category	-	1,655,521	1,655,521	-	-	-	-	N/A	-	1,655,521	n/a	n/a	n/a
UND	Authorized Use of Savings from Community Center / Community Park Land Acquisition Category	-	715,099	715,099	-	-	-	-	N/A	-	715,099	n/a	n/a	n/a
	Total New Neighborhood Parks	9,000,000	2,524,740	11,524,740	11,524,740	-	11,524,740	-		11,524,740	-	0.0%	100.0%	100.0%

New Community Park Development

SW	SW Quad Community Park & Athletic Field	7,711,500	343,963	8,055,463	10,672,369	-	10,672,369	-	Complete	10,672,369	(2,616,906)	-32.5%	132.5%	100.0%
	Sub-total New Community Park Development	7,711,500	343,963	8,055,463	10,672,369	-	10,672,369	-		10,672,369	(2,616,906)	-32.5%	132.5%	100.0%
UND	Authorized use of savings from Bond Facility Rehabilitation category	-	1,300,000	1,300,000	-	-	-	-	N/A	-	1,300,000	n/a	n/a	n/a
UND	Authorized use of savings from Bond Administration (Issuance) category	-	932,655	932,655	-	-	-	-	N/A	-	932,655	n/a	n/a	n/a
UND	Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition	-	384,251	384,251	-	-	-	-	N/A	-	384,251	n/a	n/a	n/a
	Total New Community Park Development	7,711,500	2,960,869	10,672,369	10,672,369	-	10,672,369	-		10,672,369	-	0.0%	100.0%	100.0%

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Quadrant	Description	Project Budget			Project Expenditures			Variance			Percent of Variance			
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date	Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
<u>New Community Park Land Acquisition</u>														
NE	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	20.0%	80.0%	100.0%
NE	Community Park Expansion - NE Quad (BSD/William Walker)	-	-	-	373,237	-	373,237	-	Complete	373,237	(373,237)	100.0%	n/a	100.0%
	Sub-total New Community Park	10,000,000	132,657	10,132,657	8,477,136	-	8,477,136	-		8,477,136	1,655,521	16.3%	83.7%	100.0%
UND	Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(1,655,521)	(1,655,521)	-	-	-	-	N/A	-	(1,655,521)	n/a	n/a	n/a
	Total New Community Park	10,000,000	(1,522,864)	8,477,136	8,477,136	-	8,477,136	-		8,477,136	-	0.0%	100.0%	100.0%
<u>Renovate and Redevelop Community Parks</u>														
NE	Cedar Hills Park & Athletic Field	6,194,905	445,813	6,640,718	7,671,293	5,479	7,676,772	3,965	Award	7,680,737	(1,040,019)	-15.7%	115.6%	99.9%
SE	Schiffler Park	3,598,700	74,403	3,673,103	2,633,084	-	2,633,084	-	Complete	2,633,084	1,040,019	28.3%	71.7%	100.0%
	Total Renovate and Redevelop Community Parks	9,793,605	520,216	10,313,821	10,304,377	5,479	10,309,856	3,965		10,313,821	-	0.0%	100.0%	100.0%
<u>Natural Area Preservation - Restoration</u>														
NE	Roger Tilbury Memorial Park	30,846	1,744	32,590	24,670	-	24,670	7,186	Establishment	31,856	734	2.3%	75.7%	77.4%
NE	Cedar Mill Park	30,846	1,172	32,018	1,201	-	1,201	-	Complete	1,201	30,817	96.2%	3.8%	100.0%
NE	Jordan/Jackie Husen Park	308,460	8,961	317,421	36,236	-	36,236	-	Complete	36,236	281,185	88.6%	11.4%	100.0%
NW	NE/Bethany Meadows Trail Habitat Connection	246,768	16,178	262,946	-	-	-	-	On Hold	-	262,946	100.0%	0.0%	0.0%
NW	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	300	10,582	12,929	-	12,929	-	Complete	12,929	(2,347)	-22.2%	122.2%	100.0%
NW	Allenbach Acres Park	41,128	2,318	43,446	10,217	-	10,217	-	Complete	10,217	33,229	76.5%	23.5%	100.0%
NW	Crystal Creek Park	205,640	7,208	212,848	95,401	-	95,401	-	Complete	95,401	117,447	55.2%	44.8%	100.0%
NE	Foothills Park	61,692	1,172	62,864	46,178	-	46,178	-	Complete	46,178	16,686	26.5%	73.5%	100.0%
NE	Commonwealth Lake Park	41,128	778	41,906	30,809	-	30,809	-	Complete	30,809	11,097	26.5%	73.5%	100.0%
NW	Tualatin Hills Nature Park	90,800	2,323	93,123	27,696	-	27,696	-	Complete	27,696	65,427	70.3%	29.7%	100.0%
NE	Pioneer Park	10,282	254	10,536	9,421	-	9,421	-	Complete	9,421	1,115	10.6%	89.4%	100.0%
NW	Whispering Woods Park	51,410	914	52,324	48,871	-	48,871	-	Complete	48,871	3,453	6.6%	93.4%	100.0%
NW	Willow Creek Nature Park	20,564	389	20,953	21,877	-	21,877	-	Complete	21,877	(924)	-4.4%	104.4%	100.0%
SE	AM Kennedy Park	30,846	741	31,587	26,866	-	26,866	-	Complete	26,866	4,721	14.9%	85.1%	100.0%
SE	Camille Park	77,115	1,784	78,899	61,399	-	61,399	-	Complete	61,399	17,500	22.2%	77.8%	100.0%
SE	Vista Brook Park	20,564	897	21,461	5,414	-	5,414	-	Complete	5,414	16,047	74.8%	25.2%	100.0%
SE	Greenway Park/Koll Center	61,692	2,316	64,008	51,061	-	51,061	-	Complete	51,061	12,947	20.2%	79.8%	100.0%
SE	Bauman Park	82,256	2,024	84,280	30,153	-	30,153	-	Complete	30,153	54,127	64.2%	35.8%	100.0%
SE	Fanno Creek Park	162,456	6,558	169,014	65,147	-	65,147	5,508	Establishment	70,655	98,359	58.2%	38.5%	92.2%
SE	Hideaway Park	41,128	1,105	42,233	38,459	-	38,459	-	Complete	38,459	3,774	8.9%	91.1%	100.0%
SW	Murrayhill Park	61,692	1,031	62,723	65,712	-	65,712	-	Complete	65,712	(2,989)	-4.8%	104.8%	100.0%
SE	Hyland Forest Park	71,974	1,342	73,316	65,521	-	65,521	-	Complete	65,521	7,795	10.6%	89.4%	100.0%
SW	Cooper Mountain	205,640	13,479	219,119	14	-	14	-	On Hold	14	219,105	100.0%	0.0%	100.0%
SW	Winkelman Park	10,282	241	10,523	5,894	-	5,894	-	Complete	5,894	4,629	44.0%	56.0%	100.0%
SW	Lowami Hart Woods	287,896	9,345	297,241	127,906	-	127,906	-	Complete	127,906	169,335	57.0%	43.0%	100.0%
SW	Rosa/Hazeldale Parks	28,790	722	29,512	12,754	-	12,754	-	Complete	12,754	16,758	56.8%	43.2%	100.0%
SW	Mt Williams Park	102,820	7,491	110,311	38,017	-	38,017	72,294	Establishment	110,311	-	0.0%	34.5%	34.5%
SW	Jenkins Estate	154,230	3,365	157,595	139,041	-	139,041	-	Complete	139,041	18,554	11.8%	88.2%	100.0%
SW	Summercrest Park	10,282	193	10,475	7,987	-	7,987	-	Complete	7,987	2,488	23.8%	76.2%	100.0%
SW	Morrison Woods	61,692	4,042	65,734	0	-	0	-	Cancelled	0	65,734	100.0%	0.0%	100.0%
UND	Interpretive Sign Network	339,306	9,264	348,570	326,776	-	326,776	-	Complete	326,776	21,794	6.3%	93.7%	100.0%
NW	Beaverton Creek Trail	61,692	4,043	65,735	-	-	-	-	On Hold	-	65,735	100.0%	0.0%	0.0%
NW	Bethany Wetlands/Bronson Creek	41,128	2,695	43,823	-	-	-	-	On Hold	-	43,823	100.0%	0.0%	0.0%
NW	Bluegrass Downs Park	15,423	1,010	16,433	-	-	-	-	On Hold	-	16,433	100.0%	0.0%	0.0%
NW	Crystal Creek	41,128	2,696	43,824	-	-	-	-	On Hold	-	43,824	100.0%	0.0%	0.0%
UND	Reallocation of project savings to new project budgets	-	(865,000)	(865,000)	-	-	-	-	Reallocation	-	(865,000)	100.0%	0.0%	0.0%
SE	Hyland Woods Phase 2	-	76,700	76,700	56,507	-	56,507	20,193	Establishment	76,700	-	0.0%	73.7%	73.7%
SW	Jenkins Estate Phase 2	-	129,521	129,521	54,685	-	54,685	74,836	Establishment	129,521	-	0.0%	42.2%	42.2%
NW	Somerset	-	157,756	157,756	-	-	-	157,756	Budget	157,756	-	0.0%	0.0%	0.0%
NW	Rock Creek Greenway	-	163,014	163,014	-	-	-	163,014	Budget	163,014	-	0.0%	0.0%	0.0%
NW	Whispering Woods Phase 2	-	99,911	99,911	-	-	-	99,911	Budget	99,911	-	0.0%	0.0%	0.0%

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Quarant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost	
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date								
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)	
SE	Raleigh Park	-	115,248	115,248	8,500	-	8,500	106,748	Budget	115,248	-	0.0%	7.4%	7.4%	
NE	Bannister Creek Greenway/NE Park	-	78,877	78,877	-	7,500	7,500	71,377	Budget	78,877	-	0.0%	9.5%	9.5%	
NW	Beaverton Creek Greenway Duncan	-	20,607	20,607	-	-	-	-	Cancelled	-	20,607	100.0%	0.0%	0.0%	
SE	Church of Nazarene	-	30,718	30,718	14,121	-	14,121	-	Complete	14,121	16,597	54.0%	46.0%	100.0%	
SW	Lilly K. Johnson Woods	-	30,650	30,650	22,444	1,183	23,627	11,780	Establishment	35,407	(4,757)	-15.5%	77.1%	66.7%	
UND	Restoration of new properties to be acquired	643,023	41,096	684,119	7,172	-	7,172	-	On Hold	7,172	676,947	99.0%	1.0%	100.0%	
UND	Reallocation of project savings to new project budgets	-	(1,570,245)	(1,570,245)	-	-	-	-	Reallocation	-	(1,570,245)	100.0%	0.0%	0.0%	
TBD	NE Quadrant Property(Findley)	-	459,340	459,340	-	-	-	459,340	Budget	459,340	-	0.0%	0.0%	0.0%	
TBD	N. Johnson Greenway (Peterkort)	-	255,189	255,189	-	-	-	255,189	Budget	255,189	-	0.0%	0.0%	0.0%	
TBD	Commonwealth Lake Park	-	61,245	61,245	-	-	-	61,245	Budget	61,245	-	0.0%	0.0%	0.0%	
TBD	155th Wetlands	-	25,519	25,519	-	-	-	25,519	Budget	25,519	-	0.0%	0.0%	0.0%	
TBD	Bronson Creek New Properties	-	102,076	102,076	-	-	-	102,076	Budget	102,076	-	0.0%	0.0%	0.0%	
TBD	Fanno Creek Greenway	-	81,661	81,661	-	-	-	81,661	Budget	81,661	-	0.0%	0.0%	0.0%	
TBD	HMT north woods and stream	-	51,038	51,038	-	-	-	51,038	Award	51,038	-	0.0%	0.0%	0.0%	
TBD	Cedar Mill Creek Greenway	-	30,623	30,623	-	-	-	30,623	Award	30,623	-	0.0%	0.0%	0.0%	
TBD	Fir Grove Park	-	25,519	25,519	-	-	-	25,519	Budget	25,519	-	0.0%	0.0%	0.0%	
TBD	HL Cain Wetlands	-	25,519	25,519	-	-	-	25,519	Award	25,519	-	0.0%	0.0%	0.0%	
TBD	Bronson Creek Park	-	25,519	25,519	-	-	-	25,519	Award	25,519	-	0.0%	0.0%	0.0%	
TBD	Center Street Wetlands Area	-	20,415	20,415	-	-	-	20,415	Award	20,415	-	0.0%	0.0%	0.0%	
TBD	Tallac Terrace Park	-	10,208	10,208	-	-	-	10,208	Budget	10,208	-	0.0%	0.0%	0.0%	
TBD	Forest Hills Park	-	10,208	10,208	-	750	750	9,458	Award	10,208	-	0.0%	7.3%	7.3%	
TBD	Arborist/Tree Management	-	291,166	291,166	8,900	8,018	16,918	274,249	Budget	291,166	-	0.0%	5.8%	5.8%	
TBD	North Bethany Greenway	-	25,519	25,519	-	2,625	2,625	22,894	Award	25,519	-	0.0%	10.3%	10.3%	
TBD	Willow Creek Greenway II	-	25,519	25,519	-	-	-	25,519	Award	25,519	-	0.0%	0.0%	0.0%	
TBD	Westside Trail Segment 18	-	25,519	25,519	-	-	-	25,519	Budget	25,519	-	0.0%	0.0%	0.0%	
TBD	Westside Trail- Burntwood area	-	25,519	25,519	-	-	-	25,519	Budget	25,519	-	0.0%	0.0%	0.0%	
TBD	Waterhouse Trail	-	25,519	25,519	-	-	-	25,519	Budget	25,519	-	0.0%	0.0%	0.0%	
	Total Natural Area Restoration	3,762,901	231,788	3,994,689	1,605,957	20,076	1,626,032	2,373,151		3,999,183	(4,494)	-0.1%	40.7%	40.7%	
	Natural Area Preservation - Land Acquisition														
UND	Natural Area Acquisitions	8,400,000	424,925	8,824,925	5,264,957	935	5,265,892	3,559,033	Budget	8,824,925	-	0.0%	59.7%	59.7%	
	Total Natural Area Preservation - Land Acquisition	8,400,000	424,925	8,824,925	5,264,957	935	5,265,892	3,559,033		8,824,925	-	0.0%	59.7%	59.7%	
	New Linear Park and Trail Development														
SW	Westside Trail Segments 1, 4, & 7	4,267,030	85,084	4,352,114	4,381,083	-	4,381,083	-	Complete	4,381,083	(28,969)	-0.7%	100.7%	100.0%	
NE	Jordan/Husen Park Trail	1,645,120	46,432	1,691,552	1,227,496	-	1,227,496	-	Complete	1,227,496	464,056	27.4%	72.6%	100.0%	
NW	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	78,646	3,882,986	4,392,047	-	4,392,047	-	Complete	4,392,047	(509,061)	-13.1%	113.1%	100.0%	
NW	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	103,949	2,365,989	1,743,667	-	1,743,667	-	Complete	1,743,667	622,322	26.3%	73.7%	100.0%	
UND	Miscellaneous Natural Trails	100,000	6,736	106,736	30,394	-	30,394	76,342	Budget	106,736	-	0.0%	28.5%	28.5%	
NW	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	34.2%	65.8%	100.0%	
NE	NE Quadrant Trail - Bluffs Phase 2	257,050	14,797	271,847	412,424	-	412,424	-	Complete	412,424	(140,577)	-51.7%	151.7%	100.0%	
SW	Lowami Hart Woods	822,560	55,645	878,205	1,255,274	-	1,255,274	-	Complete	1,255,274	(377,069)	-42.9%	142.9%	100.0%	
NW	Westside - Waterhouse Trail Connection	1,542,300	48,560	1,590,860	1,055,589	-	1,055,589	-	Complete	1,055,589	535,271	33.6%	66.4%	100.0%	
	Total New Linear Park and Trail Development	15,060,310	442,943	15,503,253	14,736,676	-	14,736,676	76,342		14,813,018	690,235	4.5%	95.1%	99.5%	
	New Linear Park and Trail Land Acquisition														
UND	New Linear Park and Trail Acquisitions	1,200,000	23,369	1,223,369	1,222,206	-	1,222,206	1,163	Budget	1,223,369	-	0.0%	99.9%	99.9%	
	Total New Linear Park and Trail Land Acquisition	1,200,000	23,369	1,223,369	1,222,206	-	1,222,206	1,163		1,223,369	-	0.0%	99.9%	99.9%	
	Multi-field/Multi-purpose Athletic Field Development														
SW	Winkelman Athletic Field	514,100	34,601	548,701	941,843	-	941,843	-	Complete	941,843	(393,142)	-71.6%	171.6%	100.0%	
SE	Meadow Waye Park	514,100	4,791	518,891	407,340	-	407,340	-	Complete	407,340	111,551	21.5%	78.5%	100.0%	
NW	New Fields in NW Quadrant	514,100	61,106	575,206	71,158	-	71,158	1,270,327	Design	1,341,485	(766,279)	-133.2%	12.4%	5.3%	
NE	New Fields in NE Quadrant (Cedar Mill Park)	514,100	14,184	528,284	527,993	-	527,993	-	Complete	527,993	291	0.1%	99.9%	100.0%	
SW	New Fields in SW Quadrant	514,100	45,012	559,112	997	385	1,382	557,730	Budget	559,112	-	0.0%	0.2%	0.2%	
SE	New Fields in SE Quadrant (Conestoga Middle School)	514,100	19,833	533,933	548,917	-	548,917	-	Complete	548,917	(14,984)	-2.8%	102.8%	100.0%	
	Total Multi-field/Multi-purpose Athletic Field Dev.	3,084,600	179,527	3,264,127	2,498,248	385	2,498,634	1,828,056		4,326,690	(1,062,563)	-32.6%	76.5%	57.7%	

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Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
Deferred Park Maintenance Replacements														
UND	Play Structure Replacements at 11 sites	810,223	3,685	813,908	773,055	-	773,055	-	Complete	773,055	40,853	5.0%	95.0%	100.0%
NW	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	-30.0%	130.0%	100.0%
SW	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	2.3%	97.7%	100.0%
SW	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	-273.1%	373.1%	100.0%
SE	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	91.0%	9.0%	100.0%
NE	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	14.3%	85.7%	100.0%
UND	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	-1.0%	101.0%	100.0%
SW	Permeable Parking Lot at Aloha Swim Center	160,914	1,515	162,429	191,970	-	191,970	-	Complete	191,970	(29,541)	-18.2%	118.2%	100.0%
NE	Permeable Parking Lot at Sunset Swim Center	160,914	3,248	164,162	512,435	-	512,435	-	Complete	512,435	(348,273)	-212.2%	312.2%	100.0%
Sub-total Deferred Park Maintenance Replacements		1,451,515	10,474	1,461,989	1,832,474	-	1,832,474	-		1,832,474	(370,485)	-25.3%	1321.8%	900.0%
UND	Authorized Use of Savings from Facility Expansion & Improvements Category	-	200,000	200,000	-	-	-	-	N/A	-	200,000	n/a	n/a	n/a
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	170,485	170,485	-	-	-	-	N/A	-	170,485	n/a	n/a	n/a
Total Deferred Park Maintenance Replacements		1,451,515	380,959	1,832,474	1,832,474	-	1,832,474	-		1,832,474	-	0.0%	100.0%	100.0%
Facility Rehabilitation														
UND	Structural Upgrades at Several Facilities	317,950	(194,874)	123,076	115,484	-	115,484	-	Complete	115,484	7,592	6.2%	93.8%	100.0%
SW	Structural Upgrades at Aloha Swim Center	406,279	8,497	414,776	518,302	-	518,302	-	Complete	518,302	(103,526)	-25.0%	125.0%	100.0%
SE	Structural Upgrades at Beaverton Swim Center	1,447,363	37,353	1,484,716	820,440	-	820,440	-	Complete	820,440	664,276	44.7%	55.3%	100.0%
NE	Structural Upgrades at Cedar Hills Recreation Center	628,087	18,177	646,264	544,403	-	544,403	-	Complete	544,403	101,861	15.8%	84.2%	100.0%
SW	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	847	45,657	66,762	-	66,762	-	Complete	66,762	(21,105)	-46.2%	146.2%	100.0%
SE	Structural Upgrades at Garden Home Recreation Center	486,935	21,433	508,368	513,762	-	513,762	-	Complete	513,762	(5,394)	-1.1%	101.1%	100.0%
SE	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	60.0%	40.0%	100.0%
NW	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	233,429	-	233,429	-	Complete	233,429	83,439	26.3%	73.7%	100.0%
NW	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	-	203,170	203,170	446,162	-	446,162	-	Complete	446,162	(242,992)	-119.6%	219.6%	100.0%
NW	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	25.7%	74.3%	100.0%
NW	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	-0.3%	100.3%	100.0%
NW	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,137	118,643	75,686	-	75,686	-	Complete	75,686	42,957	36.2%	63.8%	100.0%
NW	Structural Upgrades at HMT Tennis Center	268,860	5,033	273,893	74,804	-	74,804	-	Complete	74,804	199,089	72.7%	27.3%	100.0%
SE	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	-27.1%	127.1%	100.0%
NW	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	-4.0%	104.0%	100.0%
NE	Sunset Swim Center Structural Upgrades	1,028,200	16,245	1,044,445	626,419	-	626,419	-	Complete	626,419	418,026	40.0%	60.0%	100.0%
NE	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	40.0%	60.0%	100.0%
UND	Auto Gas Meter Shut Off Valves at All Facilities	-	275	275	17,368	-	17,368	-	Complete	17,368	(17,093)	100.0%	0.0%	100.0%
Sub-total Facility Rehabilitation		6,227,732	132,222	6,359,954	4,815,345	-	4,815,345	-		4,815,345	1,544,609	24.3%	75.7%	100.0%
UND	Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(1,300,000)	(1,300,000)	-	-	-	-	N/A	-	(1,300,000)	n/a	n/a	n/a
Total Facility Rehabilitation		6,227,732	(1,167,778)	5,059,954	4,815,345	-	4,815,345	-		4,815,345	244,609	4.8%	n/a	n/a
Facility Expansion and Improvements														
SE	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,039,367	-	2,039,367	-	Complete	2,039,367	(11,188)	-0.6%	100.6%	100.0%
SW	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	85,351	5,534,811	5,414,909	-	5,414,909	-	Complete	5,414,909	119,902	2.2%	97.8%	100.0%
SW	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	-44.7%	144.7%	100.0%
NW	Aquatics Center ADA Dressing Rooms	133,666	1,083	134,749	180,540	-	180,540	-	Complete	180,540	(45,791)	-34.0%	134.0%	100.0%
NE	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	37.5%	62.5%	100.0%
Sub-total Facility Expansion and Improvements		8,218,478	117,557	8,336,035	8,135,401	-	8,135,401	-		8,135,401	200,634	2.4%	97.6%	100.0%
UND	Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(200,634)	(200,634)	-	-	-	-	N/A	-	(200,634)	n/a	n/a	n/a
Total Facility Expansion and Improvements		8,218,478	(83,077)	8,135,401	8,135,401	-	8,135,401	-		8,135,401	-	0.0%	100.0%	100.0%
ADA/Access Improvements														
NW	HMT ADA Parking & other site improvement	735,163	19,544	754,707	1,019,771	-	1,019,771	-	Complete	1,019,771	(265,064)	-35.1%	135.1%	100.0%
UND	ADA Improvements - undesignated funds	116,184	2,712	118,896	72,245	-	72,245	-	Complete	72,245	46,651	39.2%	60.8%	100.0%

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Estimated Cost vs. Budget
Through 7/31/2019

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
SW	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	18.1%	81.9%	100.0%
NW	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	-23.2%	123.2%	100.0%
NE	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	1.2%	98.8%	100.0%
NE	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	-86.8%	186.8%	100.0%
SE	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	100.0%	0.0%	0.0%
SW	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	30.9%	69.1%	100.0%
SW	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	46.2%	53.8%	100.0%
NE	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	4.3%	95.7%	100.0%
NW	ADA Improvements - Rock Crk Pwrlne Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	14.8%	85.2%	100.0%
NW	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	-35.5%	135.5%	100.0%
NW	ADA Improvements - Waterhouse Powerline Park	8,226	183	8,409	8,402	-	8,402	-	Complete	8,402	7	0.1%	99.9%	100.0%
NE	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	2.3%	97.7%	100.0%
SE	ADA Improvements - Wonderland Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	52.9%	47.1%	100.0%
	Total ADA/Access Improvements	1,028,196	24,461	1,052,657	1,242,547	-	1,242,547	-		1,242,547	(189,890)	-18.0%	118.0%	100.0%
	Authorized Use of Savings from Bond Issuance													
UND	Administration Category	-	189,890	189,890	-	-	-	-	N/A	-	189,890	100.0%	n/a	n/a
	Total ADA/Access Improvements	1,028,196	214,351	1,242,547	1,242,547	-	1,242,547	-		1,242,547	-		100.0%	100.0%
	Community Center Land Acquisition													
UND	Community Center / Community Park (SW Quadrant) (Hulse/BSD/Engel)	5,000,000	105,974	5,105,974	1,654,847	-	1,654,847	-	Complete	1,654,847	3,451,127	67.6%	32.4%	100.0%
UND	Community Center / Community Park (SW Quadrant) (Wenzel/Wall)	-	-	-	2,351,777	-	2,351,777	-	Complete	2,351,777	(2,351,777)	-100.0%	n/a	100.0%
	Sub-total Community Center Land Acquisition	5,000,000	105,974	5,105,974	4,006,624	-	4,006,624	-		4,006,624	1,099,350	21.5%	78.5%	100.0%
UND	Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	n/a	n/a	n/a
UND	Outside Funding from Metro Transferred to New Community Park Development	-	(208,251)	(208,251)	-	-	-	-	N/A	-	(208,251)	n/a	n/a	n/a
UND	Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(715,099)	(715,099)	-	-	-	-	N/A	-	(715,099)	n/a	n/a	n/a
	Total Community Center Land Acquisition	5,000,000	(993,376)	4,006,624	4,006,624	-	4,006,624	-		4,006,624	-	0.0%	100.0%	100.0%
	Bond Administration Costs													
ADM	Debt Issuance Costs	1,393,000	(539,654)	853,346	68,142	-	68,142	-	Complete	68,142	785,204	92.0%	8.0%	100.0%
ADM	Bond Accountant Personnel Costs	-	241,090	241,090	288,678	-	288,678	-	Complete	288,678	(47,588)	-19.7%	119.7%	100.0%
ADM	Deputy Director of Planning Personnel Costs	-	57,454	57,454	57,454	-	57,454	-	Complete	57,454	-	-100.0%	n/a	100.0%
ADM	Communications Support	-	50,000	50,000	12,675	-	12,675	37,325	Budget	50,000	-	0.0%	25.4%	25.4%
ADM	Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	-30.7%	130.7%	100.0%
ADM	Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	24.8%	75.2%	100.0%
ADM	Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	-52.6%	152.6%	100.0%
ADM	Additional Bond Proceeds	-	1,507,717	1,507,717	-	-	-	-	Budget	-	1,507,717	0.0%	0.0%	0.0%
	Sub-total Bond Administration Costs	1,450,000	1,316,607	2,766,607	504,372	-	504,372	37,325		541,697	2,224,910	80.4%	18.2%	93.1%
UND	Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(170,485)	(170,485)	-	-	-	-	N/A	-	(170,485)	n/a	n/a	n/a
UND	Authorized Use of Savings for New Neighborhood Parks Development Category	-	(173,175)	(173,175)	-	-	-	-	N/A	-	(173,175)	n/a	n/a	n/a
UND	Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(932,655)	(932,655)	-	-	-	-	N/A	-	(932,655)	n/a	n/a	n/a
UND	Authorized Use of Savings for ADA/Access Improvements Category	-	(189,890)	(189,890)	-	-	-	-	N/A	-	(189,890)	n/a	n/a	n/a
	Total Bond Administration Costs	1,450,000	(149,598)	1,300,402	504,372	-	504,372	37,325		541,697	758,705	58.3%	38.8%	93.1%
	Grand Total	100,000,000	4,485,897	104,485,897	95,176,063	26,875	95,202,938	8,695,796		103,898,734	587,163	0.6%	91.1%	91.6%

THPRD Bond Capital Program
Funds Reprogramming Analysis - Based on Category Transfer Eligibility
As of 7/31/2019

	Category (Over) Under Budget
Limited Reprogramming	
Land: New Neighborhood Park	-
New Community Park	-
New Linear Park	-
New Community Center/Park	-
	-
	-
Nat Res: Restoration	(4,494)
Acquisition	-
	(4,494)
	(4,494)
All Other	
New Neighborhood Park Dev	-
Neighborhood Park Renov	(39,329)
New Community Park Dev	-
Community Park Renov	-
New Linear Parks and Trails	690,235
Athletic Field Development	(1,062,563)
Deferred Park Maint Replace	-
Facility Rehabilitation	244,609
ADA	-
Facility Expansion	-
Bond Admin Costs	758,705
	591,657
	591,657
Grand Total	587,163
	587,163



MEMORANDUM

Date: August 21, 2019
 To: Board of Directors
 From: Keith Hobson, Director of Business and Facilities
 Re: **System Development Report for July 2019**

The Board of Directors approved a resolution implementing the System Development Charge program on November 17, 1998. Below please find the various categories for SDC's, i.e., Single Family, Multiple Family 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 2019. This report includes information for the program for fiscal year to date.

Current Rate per Unit		With 1.6% Discount	Current Rate per Unit		With 1.6% Discount
Single Family			Multi-Family		
North Bethany	\$ 12,268.00	\$ 12,071.71	North Bethany	\$ 9,791.00	\$ 9,634.34
Bonny Slope West	12,789.00	12,584.38	Bonny Slope West	10,206.00	10,042.70
South Cooper			South Cooper		
Mountain	12,624.00	12,422.02	Mountain	10,072.00	9,910.85
Other	10,800.00	10,627.20	Other	8,619.00	8,481.10
Accessory Dwelling			Non-residential		
Other	6,152.00	6,053.57	Other	360.00	354.24

City of Beaverton Collection of SDCs		Gross Receipts	Collection Fee	Net Revenue
25	Single Family Units	\$ 298,375.00	\$ 4,774.00	\$ 293,601.00
	- Single Family Units at \$489.09	-	-	-
	- Multi-family Units	-	-	-
	- Less Multi-family Credits	-	-	-
	- Non-residential	-	-	-
25		\$ 298,375.00	\$ 4,774.00	\$ 293,601.00

Washington County Collection of SDCs		Gross Receipts	Collection Fee	Net Revenue
27	Single Family Units	\$ 350,061.51	\$ 5,600.98	\$ 344,460.53
	- Less Credits	-	-	-
	- Multi-family Units	-	-	-
	- Less Credits	-	-	-
	- Accessory Dwelling Units	-	-	-
	- Non-residential	-	-	-
27		\$ 350,061.51	\$ 5,600.98	\$ 344,460.53

Recap by Agency		Percent	Gross Receipts	Collection Fee	Net Revenue
25	City of Beaverton	46.01%	\$ 298,375.00	\$ 4,774.00	\$ 293,601.00
27	Washington County	53.99%	350,061.51	5,600.98	344,460.53
52		100.00%	\$ 648,436.51	\$ 10,374.98	\$ 638,061.53

System Development Charge Report, July 2019

Recap by Dwelling

	Single Family	Multi-Family	ADU	Non-Resident	Total
City of Beaverton	25	-	-	-	25
Washington County	27	-	-	-	27
	52	-	-	-	52

Total Receipts Fiscal Year to Date

Gross Receipts	\$	648,436.51	
Collection Fees		(10,374.98)	
	\$	638,061.53	
Interest	\$	48,616.29	\$ 686,677.82

Total Payments Fiscal Year to Date

Refunds	\$	-	
Administrative Costs		-	
Project Costs -- Development		(24,286.67)	
Project Costs -- Land Acquisition		(66,562.91)	(90,849.58)
			\$ 595,828.24

Beginning Balance 7/1/19			20,435,847.35
Current Balance			\$ 21,031,675.59

Recap by Month, FY 2018/19

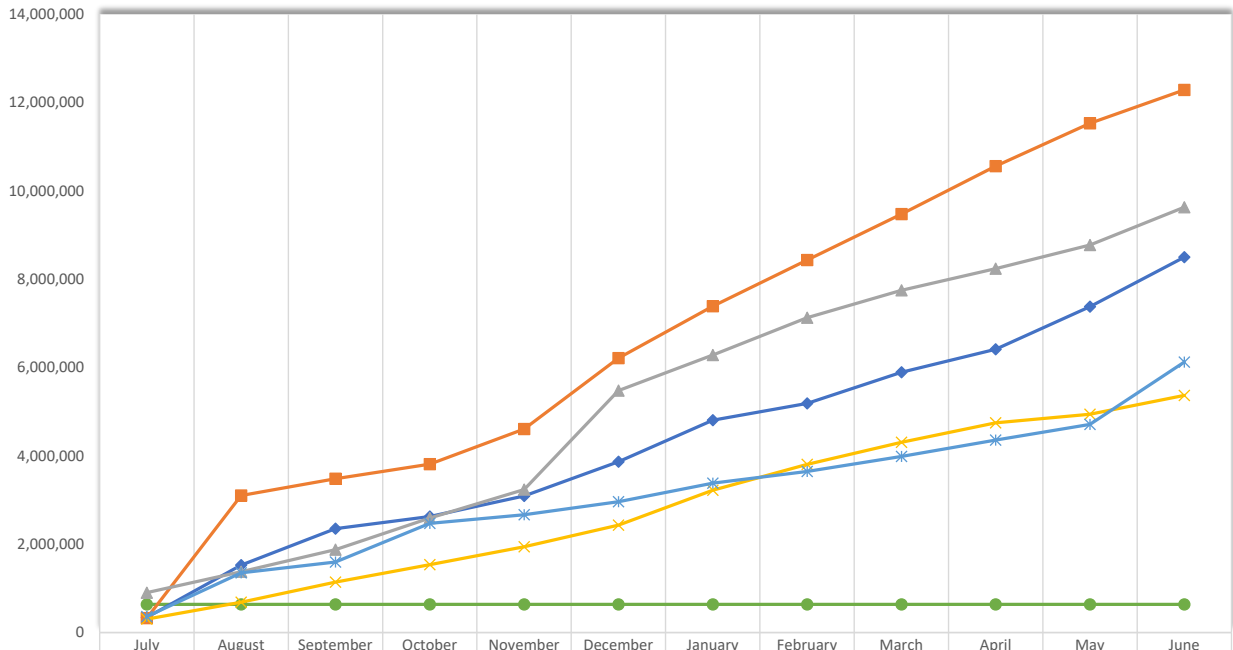
	Net Receipts	Expenditures	Interest	SDC Fund Total
July	\$ 638,061.53	\$ (90,849.58)	\$ 48,616.29	\$ 595,828.24
August	-	-	-	-
September	-	-	-	-
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
January	-	-	-	-
February	-	-	-	-
March	-	-	-	-
April	-	-	-	-
May	-	-	-	-
June	-	-	-	-
	\$ 638,061.53	\$ (90,849.58)	\$ 48,616.29	\$ 595,828.24

Beginning Balance 7/1/19				20,435,847.35
Current Balance				\$ 21,031,675.59

Recap by Month, by Unit

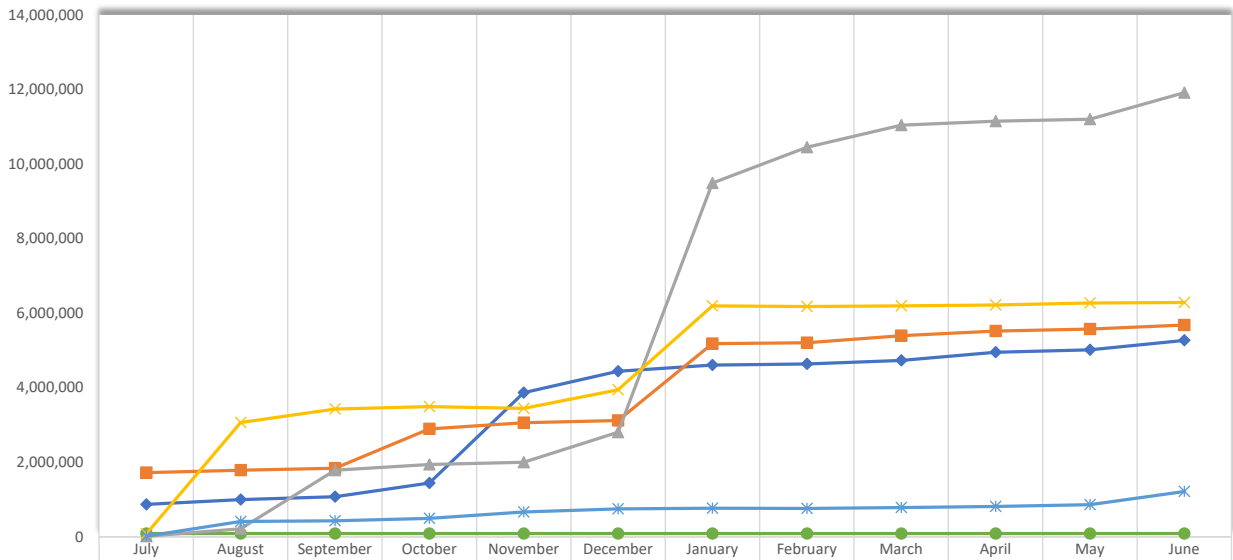
	Single Family	Multi-Family	Non-Residential	ADU	Total Units
July	52	-	-	-	52
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-
January	-	-	-	-	-
February	-	-	-	-	-
March	-	-	-	-	-
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
	52	-	-	-	52

SDC NET RECEIPTS



	July	August	September	October	November	December	January	February	March	April	May	June
2019/20	638,062	638,062	638,062	638,062	638,062	638,062	638,062	638,062	638,062	638,062	638,062	638,062
2018/19	342,858	1,526,692	2,350,386	2,629,308	3,092,119	3,868,051	4,809,035	5,188,855	5,895,483	6,416,413	7,378,531	8,500,335
2017/18	326,031	3,101,921	3,483,829	3,811,088	4,606,202	6,214,455	7,389,329	8,435,744	9,474,756	10,559,729	11,531,646	12,287,676
2016/17	903,889	1,379,228	1,878,472	2,593,985	3,237,143	5,477,462	6,284,722	7,127,328	7,748,639	8,238,832	8,775,911	9,631,363
2015/16	304,350	686,041	1,141,070	1,534,431	1,943,912	2,433,039	3,224,189	3,808,032	4,310,173	4,749,317	4,943,403	5,370,185
2014/15	362,365	1,349,536	1,598,883	2,472,283	2,666,731	2,962,403	3,381,171	3,646,866	3,989,912	4,358,505	4,711,419	6,125,495

SDC EXPENDITURES



	July	August	September	October	November	December	January	February	March	April	May	June
2019/20	90,850	90,850	90,850	90,850	90,850	90,850	90,850	90,850	90,850	90,850	90,850	90,850
2018/19	872,928	999,047	1,078,920	1,442,729	3,867,881	4,445,802	4,609,342	4,637,284	4,731,854	4,950,818	5,014,841	5,270,778
2017/18	1,724,189	1,789,956	1,841,475	2,898,204	3,062,924	3,123,925	5,183,213	5,210,292	5,399,850	5,524,037	5,573,045	5,683,260
2016/17	17,397	216,457	1,791,314	1,940,738	2,004,685	2,809,485	9,492,291	10,448,244	11,040,465	11,150,105	11,201,202	11,915,292
2015/16	80,138	3,070,662	3,432,293	3,494,999	3,445,262	3,947,129	6,195,515	6,180,111	6,197,206	6,219,324	6,273,167	6,287,671
2014/15	20,804	414,030	431,743	500,058	669,863	751,119	768,766	765,064	790,070	816,214	862,864	1,217,939