



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

**Board of Directors Regular Meeting
June 16, 2014
6:30 p.m. Executive Session; 7:00 p.m. Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

1. Executive Session*
 - A. Legal
 - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Election of Officers for Fiscal Year 2014/15
5. [Budget Hearing: Resolution Adopting the Fiscal Year 2014/15 Budget, Levying Taxes, and Making Appropriations](#)
 - A. Open Hearing
 - B. Staff Report
 - C. Public Comment**
 - D. Board Discussion
 - E. Close Hearing
 - F. Board Action
6. Audience Time**
7. Board Time
8. Consent Agenda***
 - A. [Approve: Resolution Appointing Trails Advisory Committee Members](#)
 - B. [Approve: Intergovernmental Agreement with Metro to Receive a Natural Areas Bond Measure Capital Grant Award](#)
9. Unfinished Business
 - A. [Approve: Motion Regarding Proposed Amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea](#)
10. Adjourn

Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park & Recreation District. *Public Comment/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. 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: June 10, 2014
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the June 16, 2014 Board of Directors Meeting**

Agenda Item #4 – Election of Officers for Fiscal Year 2014/15

Current Board of Directors President, Joe Blowers, will lead the process in the election of officers for fiscal year 2014/15. The seats to be elected include president, secretary (currently held by Bob Scott), and secretary pro-tempore (currently held by Larry Pelatt).

Agenda Item #5 – Budget Hearing: Resolution Adopting the Fiscal Year 2014/15 Budget, Levying Taxes and Making Appropriations

Enclosed please find a memo from Keith Hobson, director of Business & Facilities, outlining the process for the budget hearing to adopt the Fiscal Year 2014/15 Budget for the Tualatin Hills Park & Recreation District.

Action Requested: Board of directors' approval of Resolution 2014-14 to adopt the 2014/15 budget, make appropriations, and levy ad valorem taxes.

Agenda Item #8 – Consent Agenda

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

Action Requested: Approve Consent Agenda Items #8A-B as submitted:
A. **Approve: Resolution Appointing Trails Advisory Committee Members**
B. **Approve: Intergovernmental Agreement with Metro to Receive a Natural Areas Bond Measure Capital Grant Award**

Agenda Item #9 – Unfinished Business

A. **Consideration of Support for Proposed Amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea**

Attached please find a memo from Hal Bergsma, director of Planning, regarding a proposal by West Hills Development Company that changes be considered to the North Bethany Subarea plan in two locations. Hal will be at your meeting to provide an overview of the memo and answer any questions the board may have.

Action Requested: Board of directors' approval of a motion establishing a position on amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea as proposed by West Hills Development in graphic representations dated May 16, 2014.



MEMO

DATE: June 3, 2014
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Budget Hearing: Resolution Adopting the Fiscal Year 2014/15 Budget, Levying Taxes, and Making Appropriations**

In accordance with Oregon Local Budget Law, the THPRD Board of Directors must conduct a public budget hearing on the approved budget prior to adopting the budget for the 2014/15 fiscal year. Also in accordance with Oregon Local Budget Law, a notice of this hearing and a summary of the approved budget have been published.

After conducting a budget hearing, the board needs to adopt the budget and take certain other actions relative to the 2014/15 fiscal year. The attached resolution takes the following actions as required by Oregon Local Budget Law:

Adopt the Budget

The budget, as approved by THPRD's Budget Committee, must be adopted by resolution no later than June 30, and needs to state the total amount of all budget requirements. After closing the budget hearing, the board may make limited adjustments to the approved budget prior to adoption, if necessary.

Levy Ad Valorem Taxes

Local governments that use ad valorem property taxes to balance their budgets must declare the tax amount or tax rate by resolution. Property taxes are imposed for the tax year on the assessed value of all taxable property within the park district.

Make Appropriations

The resolution includes a schedule of appropriations, based on the approved budget, which provides THPRD with the legal spending authority for the fiscal year.

This resolution has been reviewed by THPRD's legal counsel.

Action Requested

Board of directors' approval of Resolution 2014-14 to adopt the 2014/15 budget, make appropriations, and levy ad valorem taxes.

RESOLUTION NO. 2014-14

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING AND ADOPTING A BUDGET, LEVYING TAXES, AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2014/15

WHEREAS, Tualatin Hills Park & Recreation District (THPRD) must prepare and adopt an annual budget under Chapter 294 of the Oregon Revised Statutes; and

WHEREAS, THPRD has complied with the standard procedures for preparing the budget, involving the public, estimating revenues, expenditures and proposed taxes, and outlining the programs and services provided by THPRD.

NOW THEREFORE, it is hereby resolved as follows:

Section 1. Budget Approved and Adopted. The THPRD Board of Directors hereby approves and adopts the budget for fiscal year 2014/15 in a total sum of \$100,090,996, which is on file in THPRD’s Administration Office.

Section 2. Levy of Taxes. The THPRD Board of Directors hereby imposes the taxes provided for in the adopted budget at the permanent rate of \$1.3073 per \$1,000 of assessed value (AV) for general fund operations and the amount of \$8,693,760 for bonded debt. These taxes are hereby imposed and categorized for tax year 2014/15 upon the AV of all taxable property within THPRD. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the levy:

	Subject to the General Government Limitations	Excluded from Limitations
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$8,693,760

Section 3. Fiscal Year 2014/15 Appropriations. The amounts for the fiscal year beginning July 1, 2014 and for the purposes shown below are hereby appropriated as follows:

	<u>General Fund</u>
Board of Directors	\$ 261,119
Administration	\$ 2,161,629
Business & Facilities	\$17,571,260
Planning	\$ 1,523,286
Park & Recreation Services	\$16,110,731
Capital Outlay	\$ 4,660,718
Contingency	\$ 2,100,000
TOTAL APPROPRIATIONS	<u>\$44,388,743</u>

Bonded Debt Fund

Bond Principal Payments	\$ 5,145,000
Bond Interest Payments	<u>\$ 3,420,569</u>
TOTAL APPROPRIATIONS	<u>\$ 8,565,569</u>

Systems Development Charge Fund

Capital Outlay	<u>\$ 9,440,943</u>
TOTAL APPROPRIATIONS	<u>\$ 9,440,943</u>

Maintenance Mitigation Fund

Materials and Service	\$ 165,800
TOTAL APPROPRIATIONS	<u>\$ 165,800</u>

Bond Capital Projects Fund

Capital Outlay	<u>\$37,529,941</u>
TOTAL APPROPRIATIONS	<u>\$37,529,941</u>

Section 4. The Budget Officer, Keith D. Hobson, shall certify to the County Clerk and the County Assessor of Washington County, Oregon the tax levy made by this resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget as finally adopted.

Section 5. This resolution takes effect on July 1, 2014.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 16, 2014

Joseph Blowers
President/Director

Bob Scott
Secretary/Director

Adoption and date attested by:

Jessica Collins
Recording Secretary



MEMO

DATE: June 4, 2014
TO: Doug Menke, General Manager
FROM: Aisha Willits, Deputy Director of Planning

RE: Resolution Appointing Trails Advisory Committee Members

Introduction

The Trails Advisory Committee requests board of directors' approval to appoint two new committee members.

Background

At their May 20, 2014 meeting, the Trails Advisory Committee recommended that the board of directors appoint Samuel Scheerens and Gerri Scheerens to the committee for two-year terms.

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

Action Requested

Board of directors' approval of Resolution 2014-15, appointing Samuel Scheerens and Gerri Scheerens to the Trails Advisory Committee.

RESOLUTION 2014-15
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPOINTING
TRAILS ADVISORY COMMITTEE MEMBERS**

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

WHEREAS, the committee members shall be appointed by the board for two-year terms; and

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

**THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS
FOLLOWS:**

The board of directors approve the appointment of Samuel Scheerens and Gerri Scheerens to the Trails Advisory Committee.

Duly passed by the board of directors of the Tualatin Hills Park & Recreation District this 16th day of June, 2014.

Joseph Blowers, Board President

Bob Scott, Board Secretary

ATTEST:

Jessica Collins, Recording Secretary



TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

Name: Gerri A. Scheerens		Date: 2/26/2014	
Address:		City:	Zip:
Home Phone:	Cell:	Work Phone:	
Email:			

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

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

- Please explain your interest in serving on the Advisory Committee:
I would like to see the trails expanded. I have been very impressed with Westside Trail and would like to help anyway that I can to continue the excellent service that THPRD has performed in this area.
- How long have you lived in the community?
19 years
- Have you or your family participated in any Center or other Recreation District activities? Yes No
If yes, please explain in what you or your family participated in and where, when:
Metro West Youth Soccer. Both daughter and son did this from 2000-2010.
Rachel Carson Middle School creek reclamation "Willow Creek." Rachel Carson was where my son went to middle school so we were involved as volunteers in a lot of their activities from 2010-2012.
Swimming Lessons for both kids from age 3-8 years in 1995-2009.
- Have you served on other volunteer committees? Yes No
If yes, please explain where, when, and what your responsibilities were:
Community Advisory Committee of Aloha & Reedville. Three year study to determine what can be done to make Aloha & Reedville a better place to live. I have read materials and provided input for the "Aloha Reedville Study and Livable Community Plan."
- Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee:
I live in the area and, with my husband, have traveled on most of the existing trails by bike and walking.
I have a degree in Nutrition and a Masters in Agronomy and Plant Genetics.
- Term of Office preferred (please check one):
 2-year term or 3-year term



TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE APPLICATION

Name: Samuel F. Scheerens		Date: 2/26/2014	
Address:		City:	Zip:
Home Phone:	Cell:	Work Phone:	
Email:			

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

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

- Please explain your interest in serving on the Advisory Committee:
As a frequent user of THPRD trails, I am interested in maintaining and expanding the network. I think the livability of our community has been greatly improved by THPRD parks and trails, and would like to contribute to that work.
- How long have you lived in the community?
19 years
- Have you or your family participated in any Center or other Recreation District activities? Yes No
If yes, please explain in what you or your family participated in and where, when:
Youth soccer. My daughter and son were on multiple teams for Somerset West and Westside Recreational clubs. I helped in an unofficial capacity from 2000-2010 around various parks and schools in the district. Rachel Carson Middle School – Reclamation project on Willow Creek from 2010- 2012 at Roxie's Place Park. Invasive species cleanup – Earth Day volunteer project at Tualatin Hills Nature Park
- Have you served on other volunteer committees? Yes No
If yes, please explain where, when, and what your responsibilities were:
- Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee:
I commute by bicycle between Aloha and Raleigh Hills. I have ridden extensively around the THPRD area and visited every park and trail by bicycle. Have also walked extensively in the Beaverton / SW Portland Area.
I have a degree in Engineering Mathematics. My current job involves a lot of technical reading and writing.
- Term of Office preferred (please check one):
 2-year term or 3-year term



Tualatin Hills Park & Recreation District
TRAILS
ADVISORY COMMITTEE ROSTER

Last Updated: 6/4/14

<i>Committee Member</i>	<i>Representing</i>	<i>Member Since</i>	<i>Term Expires</i>
Tom Hjort Chair	Southwest Quadrant	February 2005	February 2016
John Gruher Vice Chair	At-Large	December 2010	February 2015
Kevin Apperson	At-Large	July 2006	February 2016
Bernadette Le Secretary	Southeast Quadrant	January 2012	January 2016
Leda Mareth	At-Large	December 2013	December 2015
Elaine Woods	Northwest Quadrant	June 2013	June 2016
John Ratliff	Northwest Quadrant	June 2013	June 2016
Kevin O'Donnell	Northwest Quadrant	August 2012	August 2015
Rotating Member	Beaverton Bicycle Advisory Committee		
<i>Ex-Officio Member</i>	<i>Representing</i>		<i>Term Expires</i>
Steve Gulgren	THPRD		n/a
TBD	City of Beaverton		n/a
Mel Huie / Robert Spurlock	Metro		n/a
Joy Chang	Washington County		n/a



MEMO

DATE: June 5, 2014
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Intergovernmental Agreement with Metro to Receive a Natural Areas Bond Measure Capital Grant Award**

Introduction

Every year the Metro Council awards grants funded by the region's 2006 natural areas bond measure – working toward a total investment of \$15 million – to assist in paying for projects that either purchase land or make improvements to public property that result in a capital asset with a lifespan of at least 20 years and a total value of at least \$50,000. The applicant must match grant funds with outside funding or in-kind services equivalent to twice the grant request. Before awarded funds can be received, a successful applicant must enter into an intergovernmental agreement (IGA) with Metro that defines the scope of the project, terms of payment, limitations on use of funds, etc.

It is anticipated that on July 10, 2014, the Metro Council will approve awarding THPRD funds to assist in the acquisition of properties west of Lilly K. Johnson Woods Natural Area. Authorization for the general manager to sign the Metro IGA is needed now to allow for acquisition of one of the properties using grant funds before the next scheduled board of directors meeting on August 11, 2014.

Background

THPRD was awarded another grant under this program in 2012 to acquire properties to expand Lilly K. Johnson Woods. Most of those acquisitions were completed. Later, two additional property owners in the area expressed interest in selling and, with the board's approval, staff sought additional grant funds from the program. We have been informed that our application is recommended for approval with the Metro Council scheduled to award the grant on July 11, 2014.

Anticipating that the Metro funds would be received to supplement THPRD's 2008 bond measure funds for acquisition of natural areas, with the board's approval, THPRD entered into a purchase and sale agreement with a property owner who wants to close on the acquisition by July 31, 2014. To use Metro funds in that acquisition, however, the IGA must be signed before the closing date. The proposed IGA has not been submitted to THPRD staff for review, but we assume it will be similar to the IGA we entered into for the previous grant award in 2012.

Proposal Request

Staff is requesting that the board of directors authorize the general manager to sign the grant IGA with Metro so that staff can use the grant funds to help pay for the acquisition of another property to expand Lilly K. Johnson Woods Natural Area before July 31, 2014.

The IGA will be reviewed and approved by our legal counsel prior to signing.

Benefits of Proposal

The grant will provide funds to pay for up to one-third of the cost of acquisition of two properties west of Lilly K. Johnson Woods Natural area, up to \$136,435.

Potential Downside of Proposal

There is no apparent downside to accepting the grant.

Action Requested

Board of directors' approval authorizing the general manager to sign the IGA with Metro to receive capital grant funds.



MEMO

DATE: June 4, 2014
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: Consideration of Proposed Amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea

Introduction

Recent analysis of development sites in the North Bethany Subarea has resulted in a proposal by West Hills Development Company (West Hills) for amendments to the North Bethany Subarea plan in two locations. These changes would affect planned streets, parks and trails in those locations.

Background

On June 2, 2014, the board of directors first discussed and received public comment on the changes proposed to the "Park, Trails and Pedestrian Connections Map" for the North Bethany Subarea by West Hills. The map is Attachment 1 to this memo. The changes are described in a memo dated May 20, 2014, that was in the board's packet for their June 2, 2014 meeting. During discussion, board members expressed concern about lack of community input to this point. Staff acknowledged this was moving quickly in order to provide county staff with THPRD's input for preparation of draft ordinances before they are to be completed on June 17.

Representatives of CPO 7 spoke to the board and asked that they not support the proposed changes. Representatives of West Hills provided an overview of the proposed changes and their reasons for requesting them. Board members agreed that it would be best to solicit additional comments from district advisory committees and the community before taking a position on the proposed changes. Therefore, the matter was continued to the board's June 16 meeting to allow more time for community input.

As of the date of this memo, three opportunities for public comment have been scheduled:

1. On June 9, 2014, West Hills will hold an informational meeting to consider their proposed changes. The meeting will be held at 6:30 pm at the Bethany Presbyterian Church.
2. On June 10, 2014, THPRD staff will conduct a meeting with members of the parks, trails and natural resources advisory committees to describe the proposed amendments and ask for their thoughts on key issues. This is a regular meeting of the parks advisory committee that trails and natural resources advisory committee members have been invited to.
3. Also on June 10, 2014, the CPO 7 steering committee will meet to discuss the proposed amendments. District and county staff, as well as West Hills representatives, will attend.

Additionally, on June 11, 2014, county and district staff and West Hills representatives will meet to discuss the outcome of the above meetings and how to structure draft ordinances.

Key Issues

The two main issues that arose during discussion on June 2 were:

1. Whether the active portion of the west community park should be the 1.88 acres proposed by West Hills, allowing for more adjacent residences, or the 2.72 acres that would remain after wetlands are subtracted in the present configuration of the community park; and
2. Whether the planned Kaiser Road crossing of a community trail along Bethany Creek should be at the Brugger Road intersection or at a mid-block location presently shown on the plan map.

Staff will focus on these issues in discussions with advisory committee members on June 10.

Proposal Request

Staff is seeking board approval of a motion indicating a district position on the proposed changes to the North Bethany Subarea "Park, Trails and Pedestrian Connections Map" as shown on Attachments 2 and 3.

Benefits of Proposal

Taking a position on the proposed amendments at this time will allow staff to clearly describe to county staff and the county planning commission and Board of County Commissioners which changes to the "Park, Trails and Pedestrian Connections Map" for the North Bethany Subarea the district supports.

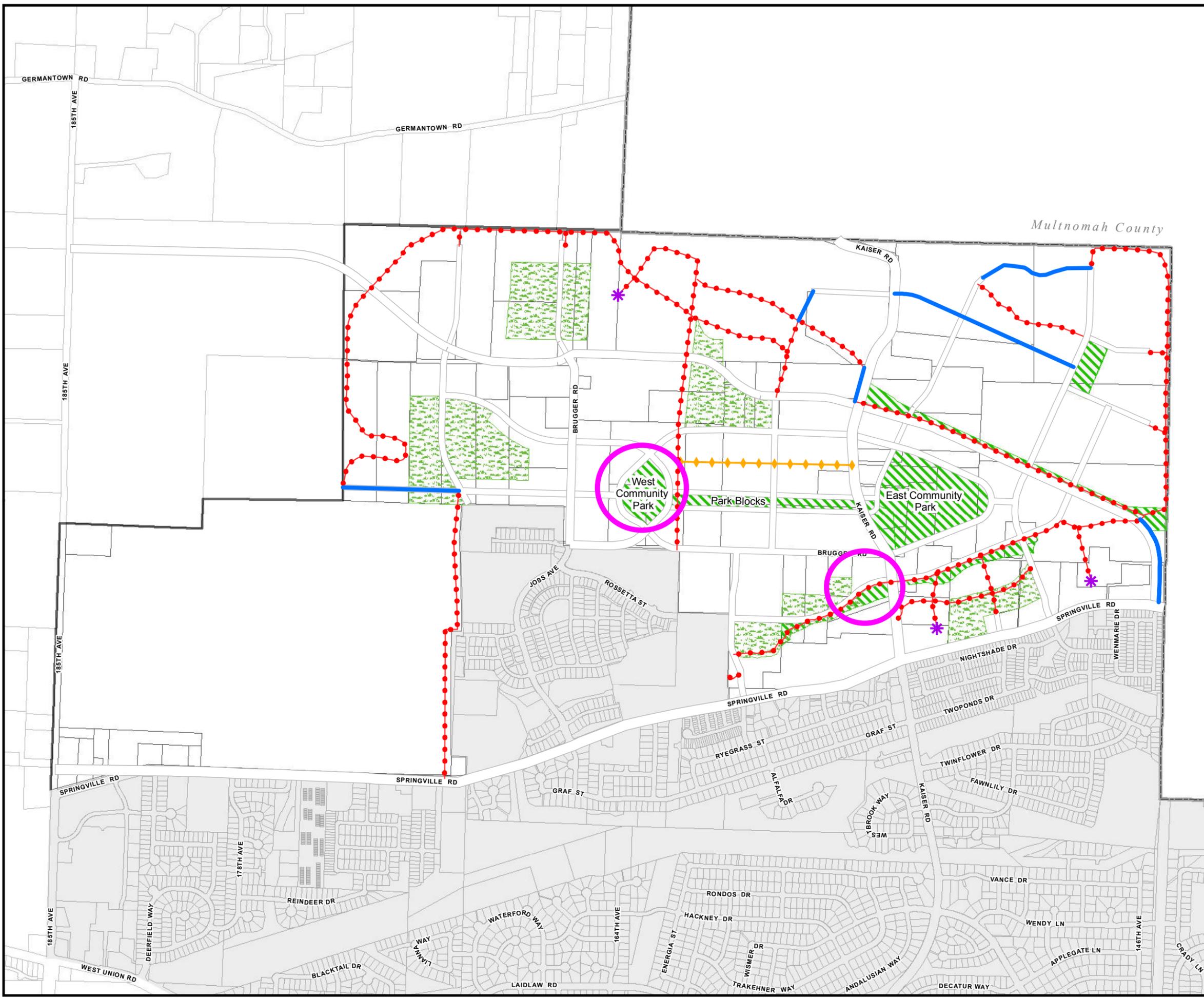
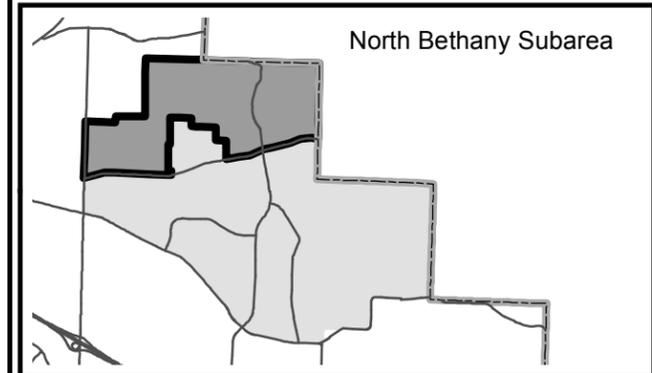
Potential Downside of Proposal

Staff does not see a downside to this proposal. However, given the timing of the board decision on a position relative to when county staff is to complete a draft ordinance (June 17), staff is unsure whether the board's position will be reflected in the ordinance that is filed on July 1. If the filed ordinance does not fully reflect the board's position, staff can seek changes through the public hearing process.

Action Requested

Board of directors' approval of a motion establishing a position on amendments to the Park, Trails and Pedestrian Connections Map for the North Bethany Subarea as proposed by West Hills Development in graphic representations dated May 16, 2014.

Bethany Community Plan Chapter 2 NORTH BETHANY SUBAREA



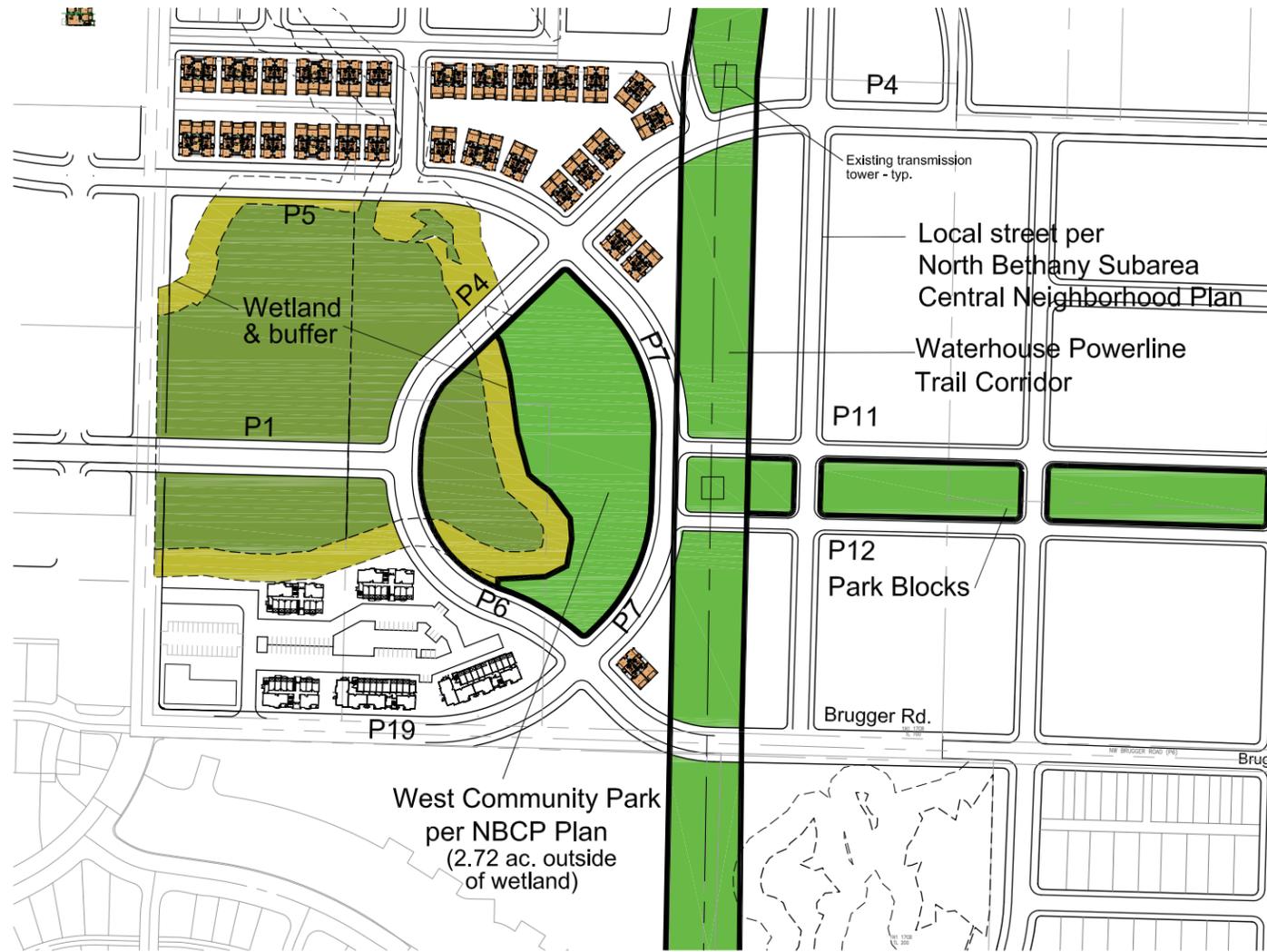
Park, Trails and Pedestrian Connections MAP

- Connect to Local Street
- Off-Street Trail
- Accessway
- Necessary Pedestrian Connection (May be provided through an off-street trail or a street)
- Neighborhood Park Areas
- Fixed Park

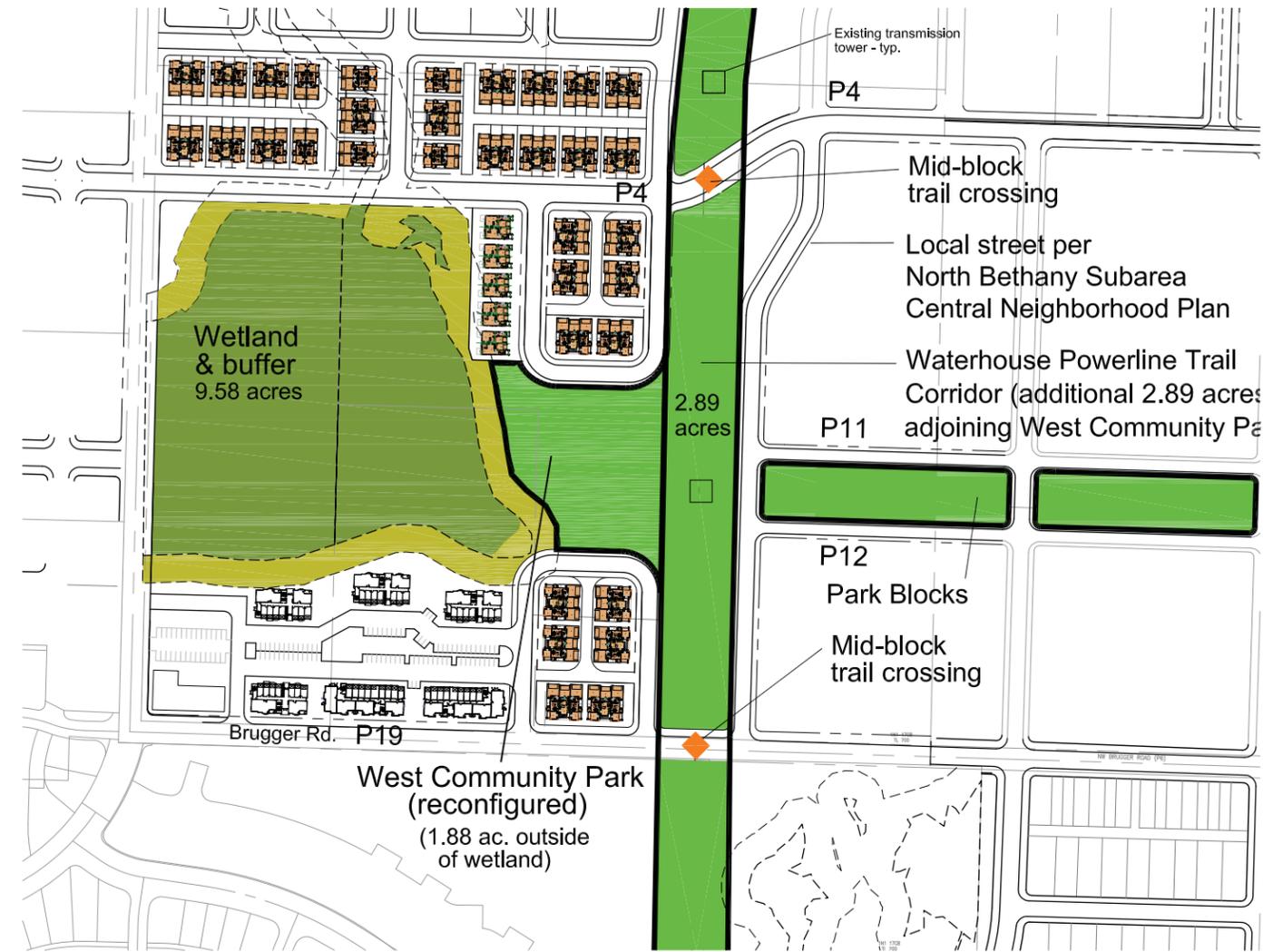
1 inch equals 900 feet

0 450 900 1,800 Feet

The information on this map was derived from several databases and care was taken in its creation. Washington County cannot accept any responsibility for errors, omissions, or positional accuracy. There are no warranties for this product. However, notification of any errors will be appreciated.



West Community Park and Primary Streets per North Bethany Subarea Primary Streets Map



Proposed Modification to the West Community Park and Primary Streets

Analysis

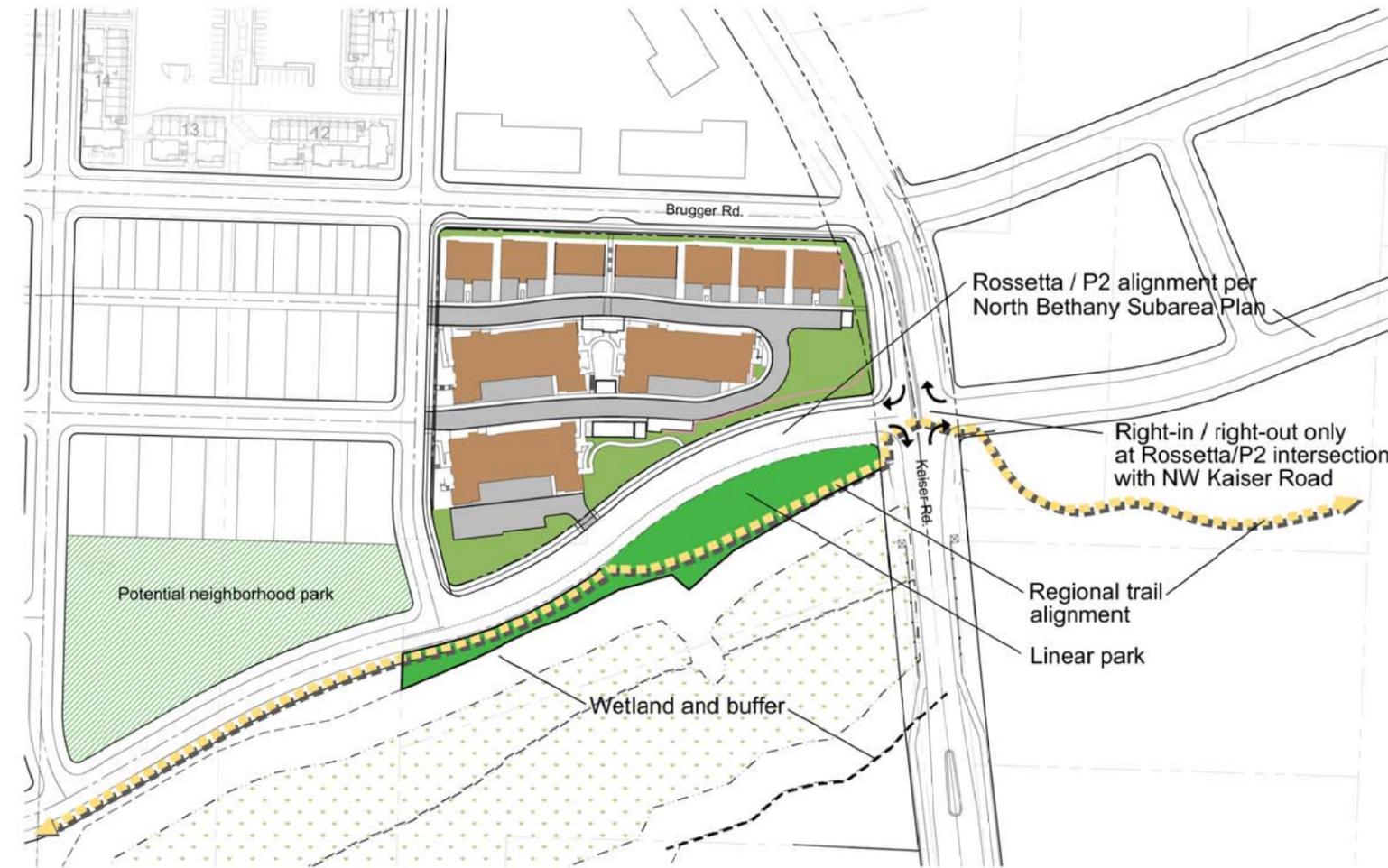
- Primary streets P1, P4, P6, and P7 represent 2,330 l.f. of roadway and 1.25 acres of wetland and buffer impacts.
- Primary streets P4, P6, and P7 provide 1,130 l.f. of park frontage.
- The proposed modification provides 1,380 l.f. of park frontage.

The Request

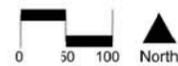
- Modify the proposed Primary Street patterns to avoid impacts to jurisdictional wetlands.
- Reconfigure the West Community Park to avoid impact to the jurisdictional wetland. (As supported by THPRD)
- Modify land Use and Density Restricted Lands to conform to existing wetland

The Benefits

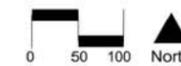
- The proposed plan keeps the majority of wetland intact. Development permits will be granted by the State/Corp. of Engineers.
- The West Community Park will increase with the 2.89 acre addition of the adjoining powerline trail corridor.
- West Community Park, Waterhouse Powerline Trail Corridor, and wetlands are now contiguous instead of separated by Primary Streets.
- Minimizes trail crossings of streets.
- Development parcels adjacent to the park are more rectangular and more adaptable to the proposed housing.



Alignment of Rossetta Street (P2) per North Bethany Subarea Primary Streets Map



Proposed Modification to the Alignment of Rossetta Street (P2)



The Request

- Amend the alignment of Primary Street P2 and its right-in/right-out intersection at NW Kaiser Road.
- Extend Primary Street P2 north to intersect with NW Brugger Road.
- Reconfigure the open space near NW Kaiser Road and Bethany Creek corridor.

The Benefits

- An awkward P2 / Kaiser intersection is avoided.
- Traffic is directed toward the neighborhood commercial Main Street area.
- Safer pedestrian and cyclist crossing of Kaiser with on leg of intersection removed.
- Less impact to Bethany Creek.
- The open space "gateway" element on Kaiser is improved with more open space and building entries.

West Hills Development
North Bethany

Proposed Modification to Rossetta Street (P2) Alignment