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

# Board of Directors Regular Meeting Monday, June 20, 2016

5:30 pm Executive Session; 7:00 pm Regular Meeting HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room 15707 SW Walker Road, Beaverton

# **AGENDA**

- 1. Executive Session\*
  - A. Personnel
  - B. Land
- 2. Call Regular Meeting to Order
- 3. Action Resulting from Executive Session
- 4. Election of Officers for Fiscal Year 2016/17
- 5. Presentation: Beaverton American Legion Post #124
- 6. <u>Budget Hearing: Resolution Adopting the Fiscal Year 2016/17 Budget, Levying Taxes,</u> and Making Appropriations
  - A. Open Hearing
  - B. Staff Report
  - C. Public Comment\*\*
  - D. Board Discussion
  - E. Close Hearing
  - F. Board Action
- 7. Audience Time\*\*
- 8. Board Time
- 9. Consent Agenda\*\*\*
  - A. Approve: Minutes of June 6, 2016 Regular Board Meeting
  - B. Approve: Resolution Authorizing Non-Revolving Line of Credit
  - C. Award: Aquatic Center Renovation Project Phase One Roofing
  - D. Award: Aquatic Center Renovation Project Phase One HVAC
- 10. Reconvene Executive Session\*
  - A. Land
- 11. Reconvene Regular Meeting
- 12. Action Resulting from Executive Session
- 13. 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.



**DATE:** June 10, 2016

**TO:** The Board of Directors

**FROM:** Doug Menke, General Manager

RE: Information Regarding the June 20, 2016 Board of Directors Meeting

# Agenda Item #4 – Election of Officers for Fiscal Year 2016/17

Current Board President Larry Pelatt will lead the process in the election of officers for fiscal year 2016/17. The seats to be elected include president, secretary (currently held by Jerry Jones Jr.), and secretary pro-tempore (currently held by John Griffiths).

# Agenda Item #5 - The American Legion Beaverton Post #124

Attached please find a memo noting that Fred Meyer, Adjutant for The American Legion Beaverton Post #124, will be at your meeting to present a plaque to THPRD in appreciation of the district's long-standing partnership with the post for Veterans Memorial Park.

# <u>Agenda Item #6 – Budget Hearing: Resolution Adopting the Fiscal Year 2016/17 Budget, Levying Taxes and Making Appropriations</u>

Attached please find a memo outlining the process for the budget hearing to adopt the Fiscal Year 2016/17 Budget.

Action Requested: Board of directors' approval of Resolution 2016-10 to adopt the

2016/17 budget, make appropriations, and levy ad valorem

taxes.

### Agenda Item #9 - Consent Agenda

Attached please find consent agenda items #9A-D for your review and approval.

### Action Requested: Approve Consent Agenda Items #9A-D as submitted:

- A. Approve: Minutes of June 6, 2016 Regular Board Meeting
- B. Approve: Resolution Authorizing Non-Revolving Line of Credit
- C. <u>Award: Aquatic Center Renovation Project Phase One</u>
  Roofing Contract
- D. Award: Aquatic Center Renovation Project Phase One HVAC Contract



**DATE:** June 10, 2016

**TO:** The Board of Directors

**FROM:** Doug Menke, General Manager

RE: <u>The American Legion Beaverton Post #124</u>

Fred Meyer, Adjutant for The American Legion Beaverton Post #124, will be at your June 20, 2016 board of directors meeting to present a plaque to the THPRD Board of Directors in appreciation of the district's long-standing partnership with Post #124 for Veterans Memorial Park. THPRD works cooperatively with Post #124 to display and maintain all memorials and to manage all commemorative public events at the park.



**DATE:** June 6, 2016

**TO:** Doug Menke, General Manager

FROM: Keith Hobson, Director of Business & Facilities

RE: Budget Hearing: Resolution Adopting the Fiscal Year 2016/17 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 2016/17 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 2016/17 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 2016-10 to adopt the 2016/17 budget, make appropriations, and levy ad valorem taxes.

# **RESOLUTION NO. 2016-10**

Tualatin Hills Park & Recreation District, Oregon

A RESOLUTION CONSISTENT WITH THE REQUIREMENTS OF ORS 294.456
APPROVING A BUDGET, MAKING APPROPRIATIONS, DETERMINING, MAKING,
DECLARING, ITEMIZING AND CATEGORIZING THE AD VALOREMPROPERTY TAX
AMOUNTS AND RATES TO BE CERTIFIED TO THE WASHINGTON COUNTY
ASSESSOR FOR FISCAL YEAR 2016/17 FOR THE TUALATIN HILLS PARK &
RECREATION DISTRICT

WHEREAS, Tualatin Hills Park & Recreation District (THPRD) must, consistent with the requirements of the Oregon Local Budget Law (ORS 294.305 to 294.565) prepare and adopt an annual budget; and

**WHEREAS**, THPRD has complied with the procedures set out in Oregon's Local Budget Law for preparing the budget, involving the public, estimating revenues, expenditures and proposed ad valorem property 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 a budget for Fiscal Year 2016/17 in a total amount of \$114,202,763. A copy of the budget will be kept on file in THPRD's Administration Offices.

**Section 2. Levy of Taxes.** The THPRD Board of Directors hereby make the appropriations described in Section # below and determine, make and declare the ad valorem property tax amount provided for in the budget at the rate of \$1.3073 per \$1,000 of assessed value (AV) and a property tax of \$7,332,081 for bonded debt. Taxes are hereby imposed and categorized for Tax Year 2016/17 upon the assessed value of all taxable property within the boundaries of THPRD. The following allocations and categorization (subject to the limitations of OR. CONST. Article XI, Sec. 11b) make up the levy:

Subject to the General Government Limitations

Excluded from Limitations

General Fund Bonded Debt Fund \$1.3073 / \$1.000 AV

\$7,308,996

**Section 3. Fiscal Year 2016/17 Appropriations.** The amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated as follows:

# **General Fund**

Board of Directors	\$ 288,100
Administration	\$ 2,379,289
Business & Facilities	\$20,357,451
Park & Recreation Services	\$17,112,547
Capital Outlay	\$ 7,458,717
Contingency	\$ 2,400,000
Capital Replacement Reserve	\$ 1,700,000
TOTAL APPROPRIATIONS	<u>\$51,696,104</u>

# **Bonded Debt Fund**

Bond Principal Payments	\$ 4,160,000
Bond Interest Payments	\$ 3,172,081
TOTAL APPROPRIATIONS	\$ 7,332,081

# **Systems Development Charge Fund**

Capital Outlay	<u>\$25,858,023</u>
TOTAL APPROPRIATIONS	\$25,858,023

# **Maintenance Mitigation Fund**

Materials and Service	\$ 160,600
TOTAL APPROPRIATIONS	\$ 160,600

# **Bond Capital Projects Fund**

Capital Outlay	<u>\$29,155,955</u>
TOTAL APPROPRIATIONS	\$29,155,95 <b>5</b>

**Section 4.** The Budget Officer, Keith D. Hobson, is hereby authorized consistent with the terms of ORS 310.060 to certify to the Washington County Clerk and Washington County Assessor 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, 2016. //

SIGNATURES APPEAR ON THE FOLLOWING PAGE

# BOARD OF DIRECTORS APPROVAL: June 20, 2016

	Larry Pelatt President/Director	
	Jerry Jones Jr. Secretary/Director	
Adoption and date attested by:		
Marilou Caganap Recording Secretary		



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Monday, June 6, 2016, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6:30 pm; Regular Meeting 7 pm.

Present:

Larry Pelatt President/Director Jerry Jones Jr. Secretary/Director

John Griffiths Secretary Pro-Tempore/Director

Ali Kavianian Director Bob Scott Director

Doug Menke General Manager

# Agenda Item #1 - Executive Session (A) Land

President Pelatt called executive session to order to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Executive session is held pursuant to ORS 192.660(2)(e), which allows the board to meet in executive session to discuss the aforementioned issue.

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

# Agenda Item #2 – Call Regular Meeting to Order

The Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Larry Pelatt on Monday, June 6, 2016, at 7:20 pm.

# Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from executive session.

# Agenda Item #4 – Audience Time

Bob and Cheri Adams, 19164 NW Northshore Court, Portland, are before the board of directors this evening regarding the Bethany Lake/Northshore Estates Final Draft Plan, which addresses future maintenance of a tree grove in Bethany Lake Park. They provided a copy of the plan, as well as a chronology of tree-related events that have affected their home, into the record. Bob and Cheri provided the following testimony regarding incidents where trees from the park have fallen on their home, as well as the district's response to these incidents and plans for the remaining trees:

 Over the past seven years, two trees have fallen from Bethany Lake Park onto the Adams's home.

- The first incident, in 2009, caused over \$35,000 of damage to their home and could have seriously injured their son, who was home at the time.
- The second incident, in March of this year, caused an estimated \$100,000 of damage to their home; however, the disruption to their lives cannot be quantified as they have been living in a hotel since April and will continue to do so until the end of June.
- In November 2014, four trees fell from within the park in the opposite direction of their home. Had the wind been blowing a different direction that day, their home likely would have been completely destroyed.
- They noted the physical harm that could have occurred to their son during the first
  incident, who witnessed the falling tree and who has since suffered emotional distress
  and anxiety about additional trees falling on their home.
- THPRD staff have provided a final draft plan regarding how to address the remaining trees that pose any additional threat to their home, but while the Adams were hoping for immediate removal of these trees, the plan recommends waiting months and considers whether an eagle in the area would be effected by the removal effort.
- The Adams described the worry they will experience during this delay every time there is wind and the negative impact it will have on their lives. They ask that the district fulfill its promises in a timely manner before another tree falls on their home.

Jerry Jones Jr. inquired what the process has been for notifying insurance agencies involved.

- ✓ Bob Adams replied that THPRD staff were notified immediately after the incidents. He noted that until recently, the district's arborist has expressed reluctance to take down seemingly healthy trees; however, this seems to have changed with the latest incident.
- Jerry asked whether an arborist report was performed after the first incident in 2009.
  - ✓ Bob Adams confirmed this and referred to the chronology handout for additional detail.

President Pelatt asked for additional information regarding the concern for the eagle as noted during the Adams's testimony.

✓ Bruce Barbarasch, superintendent of Natural Resources & Trails Management, explained that there are regulations in place around the removal of vegetation that may harm birds that are nesting, with a particular emphasis on eagles. District staff have not yet engaged the U.S. Fish and Wildlife Service about this project. Eagles generally have fledged and moved away from the area by fall and that was the approximate timeline for tree removal in the draft plan. Once district staff hear back from the public during the public outreach process, for which the comment period is open until June 10, staff can begin to tighten the timeline for tree removal.

Larry asked if there is a known nesting eagle nearby or in that particular tree grove.

✓ Bruce replied that there are eagles currently nesting just north of West Union Road. The tree grove and lake at Bethany Lake Park would be part of the hunting area visited by those eagles. District staff do not know for sure whether this will be a concern that will affect the draft plan; only that it is part of staff's due diligence on this topic that needs to be further explored. Although district staff recognize the Adams's concerns regarding the timeline, the weather is currently drying up, along with the ground, and weather events that tend to topple trees happen less during the summer. The intent is to move as quickly as possible in addressing this issue while also balancing these other needs, unless otherwise directed by the board. Once the public comment period closes, there may be additional viewpoints that should be considered, as well.

Larry asked when district staff anticipate hearing back from U.S. Fish and Wildlife Service regarding regulations pertaining to the nearby eagles.

✓ Bruce replied potentially within the next week or two.

Larry asked what the current public comments have indicated.

✓ Bruce replied that two comments have been received that are generally supportive of the tree removal plan. He explained that while there are adjacent neighbors directly affected by the trees, there will also be residents who see that area as important wildlife habitat. In the past, district staff have had the practice of not cutting down trees that appear to be healthy; however, after discussions with the neighbors, consideration of the history of tree events, and balancing some risk management issues, district staff is taking a different approach with this site.

Ali Kavianian was welcomed to the meeting.

Larry asked how quickly the trees could be taken down if the public comment period and U.S. Fish and Wildlife Service feedback comes back favorable of that result.

✓ Bruce replied that a bid process would be needed given the price to remove the trees would likely be over \$10,000, as well as time for public notification of the project. The fastest this project could be accommodated would be around two weeks.

Larry asked if this item would be before the board for additional discussion at the next meeting.

✓ General Manager Doug Menke replied that district staff will provide the board with the operational direction in which will be proceeded once the pertinent information is known.

John Griffiths described his neighbor's experience dealing with homeowner's insurance claims stemming from a hazardous tree falling from an adjacent property, as well as the City of Beaverton's tree ordinance coming into play. He believes the district is in a balancing act in this particular situation in that the district also does not want to open itself to other situations where residents request that healthy trees be removed because they are within the fall zone of a structure. He suggested consideration be given to topping the trees and leaving them as snags, which serve as great bird roosting habitat.

Jerry asked what the distance is between the trees at Bethany Lake Park and the residences.

✓ Bruce replied that the distance varies, but some of the trees are 100 feet tall or more. There is a wide grass buffer between the forest and the homes, but given the height of the trees, a significant number would need to be cleared in order to provide a height distance clearance. He noted that a challenge with this type of tree is that if it is topped, it tends to re-sprout from the top and the sprouts are weaker than what was previously there, creating an additional hazard. Staff will look at other methods, such a girdling, as a way to reduce the height.

Jerry inquired how many trees would be removed under the current final draft plan.

✓ Bruce replied that exact measurements have not been taken at this point. Staff approximate between 15 and 20 mature trees would be removed. This extensive of a removal would make a significant difference in the look and function of the grove. As much wood as feasible would be left on the ground to become part of the ecosystem. Staff will also explore whether there are more appropriate species of trees that could be replanted in the area; however, given the number of trees in the grove, the remaining trees may fill out that empty space.

Jerry expressed concern for this situation, noting that he can identify with the sense of urgency on the part of the family. He believes that the district should address this situation as a priority.

John commented that this problem is created when homes are constructed near existing forests, but he agrees that this particular situation needs to be addressed.

✓ President Pelatt expressed agreement, noting that trees that did not pose a threat when a home was initially constructed can be much taller decades later.

# Agenda Item #5 – Board Time

John Griffiths inquired whether the headlining act has been announced for the upcoming Groovin' on the Grass concert.

✓ Aisha Panas, director of Park & Recreation Services, replied that The Temptations will be the headliner for the August 20 concert.

Jerry Jones Jr. commented that he had the honor of representing the district during the recent Memorial Day event held at Veterans Memorial Park. He noted that the event was well-attended and that the site looked amazing.

✓ President Pelatt agreed that district staff noticeably take pride in their work at Veterans Memorial Park.

# Agenda Item #6 – Consent Agenda

Jerry Jones Jr. moved that the board of directors approve consent agenda items (A) Minutes of May 2, 2016 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Garden Home Recreation Center Seismic Upgrade Project. John Griffiths seconded the motion. Roll call proceeded as follows:

Bob Scott Abstain
Ali Kavianian Yes
John Griffiths Yes
Jerry Jones Jr. Yes
Larry Pelatt Yes

The motion was APPROVED by MAJORITY vote.

# Agenda Item #7 – Unfinished Business

Americans with Disabilities Act Access Audit and Transition Plan Update Aisha Panas, director of Park & Recreation Services, provided an overview of the memo included within the board of directors' information packet regarding the district's Americans with Disabilities Act (ADA) Access Audit and Transition Plan currently underway. Aisha provided a small sample of the 2,000 page draft document that has been received from the consultant, noting that the audit included a review of all of the district's parks and facilities and lists the ADA barriers that exist at each location. The draft document separates each barrier into several categories and provides a timeline for completion of each item: projects that could be completed by district staff within one to three years; small capital projects that could be completed within five to 10 years; and, large capital projects that could be considered within 10 to 15 years. Staff are currently reviewing the entire document in order to prioritize the projects based on maintenance and facilities' staff input and categorizing the projects as follows: projects that can be addressed in-house as routine maintenance occurs; projects that have a cost impact to the district; and significant capital projects. Aisha noted the next steps in this process, which include presentation of a draft transition plan to the board at the August meeting, followed by a second public open house in September, and consideration of board adoption at the October meeting. Aisha commented that although a 2,000 page document seems daunting, the project consultant assured staff that this is less than what other agencies have faced and that the district is in a good starting position. She offered to answer any questions the board may have.

Bob Scott asked how long it took the consultant to compile the information for the draft plan.

✓ Aisha replied that the consultant began in late July of last year and that the initial information became available in December.

John Griffiths asked if the draft plan covers all park sites and facilities within the district.

✓ Aisha confirmed this.

John asked whether the funding for the items identified would be included within future capital improvement project lists.

✓ Aisha confirmed this, noting that some items would be addressed as routine maintenance occurs or included within larger capital projects. Anytime there is a capital project occurring at a district facility, staff will evaluate whether there is an opportunity to address some of the ADA items noted. It will be a thoughtful process incorporating some funds for these changes into the capital program every year.

# B. 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:

- Ridgewood View Park and Reservoir Project with Tualatin Valley Water District (TVWD)
  - René Brucker, park planner, provided a PowerPoint presentation, a copy of which was entered into the record, showing the progress of the TVWD park redevelopment and reservoir project at Ridgewood View Park.
- Teen Programming: Cupcake Wars
  - Lindsay Beckman, leadership team assistant, provided a PowerPoint presentation, a copy of which was entered into the record, regarding a recent successful teen programming event at Cedar Hills Recreation Center called Cupcake Wars.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

John Griffiths observed that there seems to be enough empty space on top of the reservoir around the tennis courts to facilitate more recreational amenities.

✓ René replied that this is to accommodate the hatches needed in order to access the inside of the reservoir.

President Pelatt asked whether there is an update regarding redevelopment of the decommissioned reservoir at Reservoir Park.

✓ René replied that, at this time, there has been no further discussion regarding redevelopment of the decommissioned reservoir at Reservoir Park. The new reservoir currently under construction will have enough capacity for TVWD's immediate needs.

# Agenda Item #8 - New Business

# A. National Recreation & Park Association (NRPA) Gold Medal Award

Deb Schoen, interim superintendent of Sports, provided a detailed overview of the memo included within the board of directors' information packet regarding the district's pursuit of NRPA's Gold Medal Award. On April 29, THPRD was announced as one of four finalists in Class II, which includes agencies serving populations of 150,001 to 400,000. The winners of the Grand Plaque Award in each class will be named at the 2016 NRPA Annual Conference to be held in October 2016. Deb played a video the district developed as part of the award application process and offered to answer any questions the board may have.

John Griffiths asked whether THPRD would be given advance notice if it is the winner.

✓ Deb replied that it would not. All applicants learn who the winner is at the same time via an announcement made during the conference.

General Manager Doug Menke thanked Aisha, Deb and the district's staff team responsible for compiling the award application, noting that they have done an outstanding job.

✓ President Pelatt agreed, noting that the video is quite impressive.

Agenda Item #9 – Adjourn There being no further business, the meeting was adjourned at 8:25 pm.		
Larry Pelatt, President	Jerry Jones Jr., Secretary	
Recording Secretary, Jessica Collins		



**DATE:** June 8, 2016

**TO:** Doug Menke, General Manager

**FROM:** Keith Hobson, Director of Business & Facilities

RE: Resolution Authorizing Non-Revolving Line of Credit

# **Introduction**

The attached resolution authorizes the issuance of up to \$6,000,000 of short-term borrowing, in the form of a taxable line of credit to finance the district's operating cash flow during the 2016/17 fiscal year.

# **Background**

Due to the timing of cash flow generated by annual property taxes, the district traditionally requires short-term borrowing at the beginning of the fiscal year to meet its operating needs. Traditionally, the district has utilized TRANs (tax and revenue anticipation notes) as the vehicle for this type of short-term borrowing. Due to the shorter duration of borrowing, an analysis of bond debt versus line of credit borrowing resulted in lower costs to the district for the line of credit option.

### **Proposal Request**

Staff are requesting approval of the attached resolution which provides the authorization to negotiate and execute the issuance of the line of credit to provide the district's interim funding needs. This resolution will authorize the general manager or the director of Business & Facilities, as Authorized Officer, to establish the interest rate and negotiate and execute the release of the line of credit funds. Preliminary staff investigation has determined the interest rate of the line of credit will be approximately 1.95% (Prime Rate of 3.5% minus 1.55%). This resolution has been drafted by the legal counsel for the Washington Federal bank and reviewed by Jim Shannon of Mersereau Shannon LLP, the district's bond counsel.

# **Action Requested**

Board of directors' approval of Resolution 2016-11 authorizing the issuance of short-term borrowing, in the form of a taxable line of credit in an amount not to exceed \$6,000,000, and related matters.

### **RESOLUTION NO. 2016-11**

A RESOLUTION OF TUALATIN HILLS PARK & RECREATION DISTRICT, WASHNGTON COUNTY, OREGON AUTHORIZING THE ISSUANCE, NEGOTIATED SALE, EXECUTION AND DELIVERY OF A TAXABLE NON-REVOLVING LINE OF CREDIT AND NOTE, SERIES 2016, IN AN AMOUNT OF \$6,000,000; APPOINTING AN AUTHORIZED OFFICER; APPOINTING NOTE COUNSEL AND PURCHASER; AND RELATED MATTERS.

WHEREAS, the Board of Directors (the "Board") of Tualatin Hills Park & Recreation District, Washington County, Oregon (the "District") is authorized pursuant to the Constitution and Oregon Revised Statutes Section 287A.180 to borrow money in anticipation of taxes and other revenues, provided the borrowing may not be issued in a principal amount that exceeds 80 percent of the taxes or other revenues, except grant moneys, that the District has budgeted or otherwise reasonably expects to have available to pay the borrowing; and

WHEREAS, the District has adopted or will adopt a budget for the 2016-2017 fiscal year, providing for the collection of ad valorem property tax revenues and other budgeted revenues, and for the borrowing and repayment of \$6,000,000 in anticipation of such taxes and other revenues for the payment of current expenses; and

WHEREAS, the District adopts this resolution to provide the terms under which the District will issue a Note (the "Note") to meet current expenses.

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

Section 1. <u>AUTHORIZATION</u>. The General Manager, the Director of Business & Facilities, the Chief Financial Officer or the Fiscal Operations Supervisor, or his or her designee, (the "Authorized Officer") is hereby authorized to execute and deliver the Note and the Taxable Non-Revolving Line of Credit (the "Line") between the District and Washington Federal (the "Bank") and to authorize the issuance, sale, execution and delivery of the Note in the maximum aggregate principal amount of \$6,000,000.

Section 2. <u>SECURITY FOR THE NOTE</u>. The District's ad valorem property taxes subject to the limits of Article XI, Sections 11 and 11b of the Oregon Constitution, the full faith and credit of the District, and any unused Line Proceeds as defined in the Line are hereby irrevocably pledged to the punctual payment of the amounts due under the Line and the Note.

# Section 3. <u>DELEGATION FOR ESTABLISHMENT OF TERMS AND SALE OF</u> THE NOTE AND LINE.

The Authorized Officer is hereby authorized, on behalf of the District, to:

- a. Establish the final principal amount, dated date, denominations, payment dates, optional and mandatory redemption provisions, if any, and all other terms of the Note in accordance with this Resolution and the Line;
- b. Negotiate the terms under which the Note shall be sold, enter into the Line with the Bank, with such changes as the Authorized Officer deems appropriate, and execute and deliver the Note and the Line;
- c. Enter into covenants regarding the use of the proceeds of the Note and the current expenses financed with the proceeds of the Note;
- d. Pledge the District's legally available revenues, taxes and other funds to pay the amounts due under the Note and the Line; and
- e. Execute and deliver any other certificates, documents or agreement that are necessary to issue, sell and deliver the Note and the Line in accordance with this Resolution.

# Section 4. <u>APPOINTMENT OF NOTE COUNSEL.</u>

The law office of Mersereau Shannon LLP of Portland, Oregon is appointed as note counsel to the District with respect to the Note.

# Section 5. RESOLUTION TO CONSTITUTE CONTRACT.

In consideration of the purchase and acceptance of the Note by those who shall own the same from time to time (the "Noteholders"), the provisions of this resolution shall be part of the contract of the District with the Noteholders and shall be deemed to be and shall constitute a contract between the District and the Noteholders. The covenants, pledges, representations and warranties contained in this resolution, the Line and in the closing documents executed in connection with the Note, including without limitation the District's covenants and pledges contained herein, and the other covenants and agreements herein set forth to be performed by or on behalf of the District shall be contracts for the equal benefit protection and security of the Noteholders, all of which shall be of equal rank without preference, priority or distinction of any of such Note over any other thereof, except as expressly provided in or pursuant to this resolution.

# Section 6. EFFECTIVE DATE.

This resolution shall take effect and be in full force and effect from and after its passage and approval.

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

	By:	
	Larry Pelatt, President	
	By:	
	Jerry Jones Jr., Secretary	
ATTEST:		
By:		



**DATE:** June 8, 2016

**TO:** Doug Menke, General Manager

FROM: Keith Hobson, Director of Business & Facilities

RE: <u>Aquatic Center Renovation Project – Phase One Roofing Contract</u>

### Introduction

Staff are seeking board of directors' approval of the lowest responsible bid for the construction of the Aquatic Center Renovation project's roof work.

### **Background**

The entire Aquatic Center Renovation project went out to bid on March 15, 2016 to four prequalified contractors. The construction estimate determined by an independent cost estimator was \$2.9 million for the entire project that included the roof replacement and structural upgrades, HVAC and pool tank repairs, underwater light and pool deck replacement, berm remodel and diving tower repairs. The lower of the two bids received was \$4.38 million, creating a budget shortfall of \$1.48 million. Reasons for the bids being over budget include the current bidding environment being saturated with projects that are larger and with less risk. The Aquatic Center Renovation project also had a tight schedule for the amount of work proposed and available construction access points.

The bids were rejected due to the available budget, and project value engineering and phasing options were evaluated to move the project forward. Following a thorough review process with staff, design consultants, the cost estimator, and a third-party project consultant, it was determined that the project would be phased. Phase one will include the roof replacement, structural roof repairs, and HVAC repairs. The HVAC work was bid out separately to HVAC contractors to eliminate general contractor mark-ups and is presented in a separate board action.

Phase two of the project will be considered at a future date when funding becomes available and includes all the remaining work such as the pool tank repairs, underwater lights and pool deck replacement, berm remodel and refinishing the diving tower and diving platforms due the interrelationship and construction efficiencies. Some elements in phase two were appropriated as separate line items in the FY 2016/17 budget and these appropriations will be carried forward to be used when phase two is completed.

The roof project was rebid May 18, 2016. Due to the large change in scope, the district's counsel advised the project be advertised as an open bid and not limited to the four prequalified contractors. The district received one bid, which happened to be from one of the four prequalified general contractors. The bid, which was determined to be responsible, came from 2KG, with a base bid of \$2,631,600. The bid includes three deductive alternates. Staff have reviewed these options and recommend accepting deductive alternates two and three in the

amount of \$239,000. These alternates would substitute the rock wool insulation with poly-iso and change the metal ceiling deck with another product. Accepting these alternates will reduce the bid to \$2,392,600. This bid along with the soft costs and contingency of 7.5%, or \$179,445, will create a budget savings of \$2,238 in the capital funds that could be carried forward to phase two.

The roof project is funded by capital, bond seismic funds and a grant. A breakdown of the project budget is below. Most of the soft costs have been applied to the phase one roof work.

Aguatic Center Renovation - Funding

Sources	Phase 1 Roof	Phase 1 HVAC	Phase 2
Capital- general	\$2,389,584		
Capital- general portion to HVAC		\$228,000	
Capital- underwater lights			\$121,067
Capital- dive tower			\$42,860
Bond- seismic	\$444,915		
SDC- building expansion (berm)			\$150,000
SDIS grant	\$10,000		
Budgeted Funding	\$2,844,499	\$228,000	\$313,927

Aquatic Center Renovation- Roof Budget Information

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Budget Item	Current Project Cost	
Project funding (includes \$17,926 savings from HVAC project)	\$2,862,081	
Roof construction bid w/ alternates 2 & 3	\$2,392,600	
Project soft cost	\$287,798	
Contingency 7.5%	\$179,445	
Project budget variance (over) under	\$2,238	

The project design consultants have estimated phase two construction to be \$1,167,000. Based on the projected funding remaining from phase one work, staff anticipate an additional \$853,073 needed to complete phase two, and staff will propose these appropriations in a future budget year. It is worth noting that the combined cost of phases one and two are still approximately \$500,000 below what the total project cost would have been based on the combined bids received in May.

All permit documents have been submitted to the City of Beaverton. Staff expect the permits to be issued in July, prior to the anticipated August 1 construction start. The construction of the project is scheduled for completion by the end of November 2016.

### **Proposal Request**

Staff are seeking board of directors' approval of the lowest responsible base bid, less the deductive alternates 2 and 3, for the construction of the Aquatic Center Renovation project roof work.

# **Benefits of Proposal**

Approval of the bid will provide a significant upgrade to the building. The new roof system will stop the leaks, prevent condensation inside the roof system, increase the roof insulation value by four times and bring it up to code. The new system will also have a complete air barrier to

prevent warm air from escaping the system. The structural upgrades will make the building more stable in seismic events.

# Potential Downside of Proposal

Separating the Aquatic Center Renovation into two phases will create the need for an additional facility closure in the near future.

# **Action Requested**

Board of directors' approval of the following items:

- 1. Acceptance of the lowest responsible bid from 2KG, for the amount of \$2,392,600 and
- 2. Authorization for the general manager or his designee to execute the contract.

# Tualatin Hills Park & Recreation District PROJECT AWARD RECOMMENDATION REPORT

Project:	: Aquatic Center Renovation- Phase One Roofing Contract		
Contractor:	2KG		
Contractor worke	d for THPRD previously: <b>Yes</b>		
Contractor refere	nces checked: <b>Yes</b>		
Contractor registe	ered with appropriate boards: Yes		
	SCOPE OF WORK		
Location:	cation: HMT Aquatic Center		
<b>Description:</b> Remove roof and roof structural deck. Repair structural steel. Paint entire structural frame. Install new decking. Install new roofing system.			
FUNDING			
Funds Budgeted and Estimated Costs Amount: Page			
Current total project budget:		\$2,862,081	CP-3
Estimated proje	ct cost: (expenditures, lowest bid)	\$2,859,843	
Project budget variance: (over) under \$2,238			

# **BID PROPOSALS RECEIVED**

Low to High Bid	Contractor	Base Bid Amt.	Completed Bid forms
1	2KG	\$2,631,600	Yes

PROJECTED ROOFING PROJECT SCHEDULE				
Invitation to Bidders	May 18, 2016			
Mandatory Pre-Bid Conference	None			
Sealed Bids Due Bid Opening	June 7, at 2 pm, Opening 2:05 pm			
Bid Results Distributed	June 8			
Final Bid Review	June 8			
THPRD Board Meeting seeking approval	June 20			
Start contract preparation	June 8			
Notice to Proceed (approx.)	July 1			
Preconstruction Site Meeting (approx.)	Late July			
Site Mobilization (approx.)	August 1			
Desired Project Duration	4 months			



**DATE:** June 8, 2016

**TO:** Doug Menke, General Manager

FROM: Keith Hobson, Director of Business & Facilities

RE: <u>Aquatic Center Renovation Project – Phase One HVAC Contract</u>

# **Introduction**

Staff are seeking board of directors' approval of the lowest responsible bid for the construction of the Aquatic Center Renovation HVAC work.

# **Background**

As described in the Aquatic Center Renovation Project – Phase One Roofing Contract memo dated June 8, 2016, the originally bid renovation project came in \$1.48 million over budget and was rejected. The renovation project was broken into two phases, with the roof replacement and HVAC repair work in phase one. To reduce general contractor mark-up on the HVAC repairs, it was bid separately from the roof as it is a distinct scope of work by specialty contractors. The HVAC repair was rebid May 20. We received one bid from an HVAC & HVAC control company. The lowest responsible bid came from Northwest Controls Company Inc., with a base bid of \$187,558.

Phase two will be considered at a future date when funding becomes available and includes all the remaining work such as the pool tank repairs, underwater lights and pool deck replacement, berm remodel and refinishing the diving tower and diving platforms due the interrelationship and construction efficiencies.

A breakdown of the project budget is below. Most of the soft costs have been applied to the phase one roof work.

**Aquatic Center Renovation - Funding** 

Aquatic Center Renovation - Funding					
Sources	Phase 1 Roof	Phase 1 HVAC	Phase 2		
Capital- general	\$2,389,584				
Capital- general portion to HVAC		\$228,000			
Capital- underwater lights			\$121,067		
Capital- dive tower			\$42,860		
Bond- seismic	\$444,915				
SDC- building expansion (berm)			\$150,000		
SDIS grant	\$10,000				
Budgeted Funding	\$2,844,499	\$228,000	\$313,927		

**Aguatic Center Renovation- HVAC Budget Information** 

Budget Item	Current Project Cost	
Project funding	\$228,000	
HVAC Bid	\$187,558	
Project soft costs, including commissioning	\$8,450	
Contingency 7.5%	\$14,066	
Project Variance (over) or under	\$17,926	

All permit documents have been submitted to the City of Beaverton. Staff expect the permits to be issued in July, prior to the anticipated August 1 construction start. The construction of the HVAC project is scheduled for completion by early October 2016.

# **Proposal Request**

Staff are seeking board of directors' approval of the lowest responsible base bid for the construction of the Aquatic Center Renovation project HVAC work.

# **Benefits of Proposal**

Approval of the bid will repair the aging HVAC system dampers and filter racks. The project will replace pneumatic controls with digital. The Tennis Center will be part of the control replacement as it is operated from the Aquatic Center's control system. Replacement of the south wall dampers will reduce overheating in the summer. The repairs will enhance the air quality at the pool surface. The new digital controls will implement differential air pressures between the locker rooms and lobby for better patron comfort. The new controls will simplify the operation for the cool/reheat cycle for swim meets and coordinate the air and water temperature which will also add to expected energy savings.

# Potential Downside of Proposal

Separating the Aquatic Center Renovation into two phases will create the need for an additional facility closure in the near future.

# **Action Requested**

Board of directors' approval of the following items:

- 1. Acceptance of the lowest responsible bid from Northwest Controls Company Inc., for the amount of \$187,558.
- 2. Authorization for the general manager or his designee to execute the contract.

# Tualatin Hills Park & Recreation District PROJECT AWARD RECOMMENDATION REPORT

		100		
Project:	Aquatic Center Renovation- Phase 1 HV	AC Contract		
Contractor:	NW Controls Company, Inc.			
Contractor work	ed for THPRD previously: <b>Yes</b>			
Contractor refer	ences checked: <b>Yes</b>			
Contractor regis	tered with appropriate boards: Yes			
	SCOPE OF WORK			
Location:	HMT Aquatic Center			
Description:	HVAC controls upgrade and repairs.			
	FUNDING			
Funds Budgete	ed and Estimated Costs	Amount:	Page	
Current total p	roject budget: apportioned from phase 1	\$229 AAA	N/A	
for HVAC				
Estimated proj	ect cost: (expenditures, lowest bid)	\$210,074		
Project budget	variance: (over) under	\$17,926		

# **BID PROPOSALS RECEIVED**

Low to High Bid	Contractor	,	Base Bid Amt.	Completed Bid forms	
1	Northwest Controls Company Inc.		\$187,558	Yes	
PROJECTED PROJECT SCHEDULE					
Invitation to Bidders Ma		May 20,	May 20, 2016		
Mandatory Pre-Bid Conference		none			
Sealed Bids Due Bid Opening		June 2, at 2 pm, Opening 2:05 pm			
Bid Results Distributed		June 8			
Final Bid Review		June 9			
THPRD Board Meeting seeking approval		June 20			
Start contract preparation		June 10			
Notice to Proceed (approx.)  July 1					
Preconstruction Site Meeting (approx.) Late J		Late Jul	ate July		
Site Mobilization (approx.) August 1					
Desired Project Duration		2 months			



# 5" x 10.375" Summer Fun Guide

Party in the Park — Mark your calendar for July 30 and attend one of Beaverton's top summer traditions. Hosted by the Tualatin

Hills Park & Recreation district,

the 11th annual Party in the Park at the Howard M. Terpenning Recreation Complex is free and offers family fun for all. Activities include the Family Triathlon, Celebrate Beaverton cultural festival, Beaverton Police Department's K-9 demonstration and more.

PECREATION

# BEAVERTON REMEMBERS AMERICA'S BEST

Event held at the updated Veterans Memorial Park

By MILES VANCE The Times

For many Americans, Monday was a day to relax, a day to shop and a day to barbecue.

But for many Beaverton residents, Monday meant much, much more.

On Monday — Memorial Day — Beaverton-area residents gathered by the hundreds at the city's sundrenched Veterans Memorial Park.

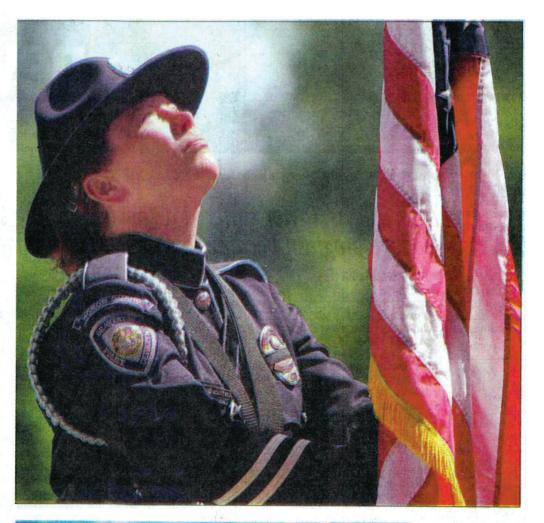
They gathered to remember friends and family members. They gathered to honor their country. And they gathered to remember—and honor—their country's war dead.

Following recognition of the family of John Pelham — a Sunset High graduate who was killed in Afghanistan in February of 2014 — Beaverton Mayor Denny Doyle read a proclamation offering thanks for the sacrifices made by American soldiers to protect the freedoms enjoyed by all American citizens.

Chaplain Wally Johnston followed, describing the day as a tribute to those lost and emphasizing that they aren't just names on paper, but people memorialized by the human connections they left behind.

The day featured patriotic music

See MEMORIAL / Page A9





Members of the **Beaverton Police** Department's Honor Guard, including Misha Sashavvich (above), presented the colors at **Veterans Memorial** Park in Beaverton during Monday's **Memorial Day** celebration. Brig. Gen. Steven Beach, left, assistant adjutant general of the Oregon Army National Guard, was one of the day's featured speakers. TIMES PHOTOS:

TIMES PHOTOS MILES VANCE

The Tualatin Hills Tennis Center would be renamed the Babette Horenstein Memorial Tennis Center if the district's Board of Directors agrees with a proposal to honor the late board member.

# THPRD proposes renaming tennis center

District accepting comment on proposed Babette Horenstein Memorial Tennis Center

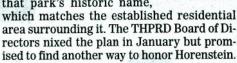
By ERIC APALATEGUI

The Times

The Tualatin Hills Park & Recreation District has proposed a new way to honor the late Babette Horenstein, a longtime board member considered one of the most influential people in the district's 61-year history.

The new idea is to rename the current Tualatin Hills Tennis Center as the Babette Horenstein Memorial Tennis Center.

Last year, the district planned to rename Hideaway Park in the Garden Home community after Horenstein, but neighbors rallied to keep that park's historic name,



See RENAME / Page A8

HORENSTEIN

# **Lename:** Horenstein's legacy looms large

tually funded development of what today is the Howard M. measure campaign that even-Ferpenning Recreation Com-

One of the facilities built at HMT is the tennis center, considered among the best public tennis facilities in the Northwest. It is used for classes and

resent this proposal to the

Horenstein was elected to od when 83 park sites were until 1993, a high-growth periadded to the district, including a number that include tennis the board in 1977 and served tournaments of all sizes.

Horenstein's public service Board, Raleigh Hills Water Disrict Board, Washington Counalso included service on the Beaverton School District y Visitors Association Board dation Board, among other vol-During her 16 years on the board and beyond, Horenstein was a major advocate for the

heir honor.

district's tennis programs and

unteer affiliations.



From Page A1

District officials are collect-ng comments through July 6 about the tennis center renamng proposal through their Staff will decide whether to website, thprd.org.

Perpenning, both of whom nave major facilities named in Around THPRD, Horenstein ime general manager Howard - who died in 2013 - is regarded in a similar league with ounder Elsie Stuhr and longpoard after the comment peri od closes.



PHOTOS BY ALLAN BRETTMAN/STAFF

Jim Courier, U.S. Davis Cup captain and former world No. 1-ranked tennis player, talks about the Davis Cup match between the U.S. and Croatia that will be held July 15-17 at the Tualatin Hills Tennis Center in Beaverton.

# Serving up WORLD-CLASS tennis

# Bringing the Davis Cup to the Tualatin Hills Tennis Center may be a boon to the sport locally

By Allan Brettman Staff writer

A core of Portland-area tennis supporters hatched a dream more than two decades ago for the Tualatin included Doug Menke, gen-Hills Tennis Center.

Their vision will become a reality July 15-17.

Over that three-day span, the center in Beaverton will host the 2016 Davis Cup quarterfinal between the United States and Croatia. The U.S. Tennis Association will construct a 6,000-seat temporary stadium around the center's main court - just as was envisioned originally.

"We all sat around a table 25 years ago and together we asked, 'What can we do to grow tennis?" recalled Brian Leahy, tennis center supervi-

sor. "They're finally coming."

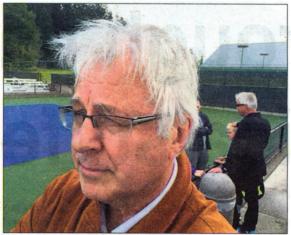
The group that discussed building a solitary tennis court designed for big-time matches, Leahy recalled, eral manager of Tualatin Hills Park & Recreation District; Danice Brown, now St. Johns Racquet Center general manager; and Mike Nakajima, director of tennis for Nike. The Greater Portland Tennis Council also played a key role.

"We had visions for a small stadium," Leahy said.

Fund-raising through private sources took longer, and construction costs were higher than expected.

The court was completed in 2006 at a cost of \$315,000.

See Tennis, A6



Drew Mahalic, Oregon Sports Authority chief executive, says the Davis Cup could be the precurser to other major tennis events being held at the Tualatin Hills Tennis Center.

# Davis Cup quarterfinals

Who: U.S. vs. Croatia When: July 15-17.

Where: Tualatin Hills Tennis Center

Tickets: Available online at www.usta.com/daviscup or by phoning 888-484-8782.

TV: Tennis Channel



ALLAN BRETTMAN/STAFF

A U.S. Tennis Association official helps remove water from the main court at Tualatin Hills Tennis Center in Beaverton.

# **Tennis**

Continued from A1

Initial projects pegged the cost at \$150,000. While 400 seats now surround the court, it was configured to allow construction of additional seating – which accounts for USTA's plan to build 6,000-seat stadium.

Construction equipment will begin arriving at the center next week and work will get underway June 27. By July 25, about a week after the tournament, the temporary seating will be gone.

But Drew Mahalic, Oregon Sports Authority's chief executive, hopes the idea of staging additional major tennis tournaments will remain.

"When people come to this Davis Cup match... people are going to realize a (permanent tennis) stadium of surrounding seats is a great thing for the area and we ought to do something to make that happen," said Mahalic, who kept in contact with USTA officials following the last time the Davis Cup was played in Portland - the 2007 Final versus Russia in Memorial Coliseum, where the U.S. captured its last Cup. Memorial Coliseum also hosted Davis Cup matches in 1981 and 1984.

"This court is perfect," Mahalic said last week, on a visit to the Tualatin Hills Tennis Center's main court. "As we speak right now, it's the best tennis court in Oregon."

While indoor sites with permanent seating – such as the Moda Center and Memorial Coliseum – could have hosted the tournament, U.S. Davis Cup captain Jim Courier wanted the event held outside. As the team leader of the host country, that was his prerogative.

Courier could also dictate the type of surface he wanted Beynon Sports Surfaces of Tigard to apply to the concrete base. Courier, once the world's No. 1 ranked player, tested the court last week to make sure it met his preference for a slower surface.

Before selecting Tualatin Hills Tennis Center, the USTA considered UCLA and two locations north of San Diego, said Derek Fisher, USTA director of team events.

He estimated the event cost of at about \$1.5 million, an expense that could be offset by sponsorships, ticket sales, concessions and television revenue. While it's not expected to be profitable for the national federation, it will provide good exposure, Fisher said.

Through June 23, only threeday ticket packages will be sold at prices ranging from \$140 to \$500. The \$90 three-day packages have sold out. Single-day tickets go on sale at 10 a.m. June 24, with prices ranging from \$40 to \$175 a day.

The U.S. Davis Cup Team is likely to be led by top American John Isner, Jack Sock and Bob and Mike Bryan. Courier has up to 10 days prior to the event to select his four-man roster. Croatia is likely to be led by 2014 U.S. Open singles champion Marin Cilic, who is currently ranked No. 10 in the world. The winner of the quarterfinal match in Beaverton advances to the World Group Semifinal, held Sept. 16-18.

Mahalic – touting the tournament's impact on hotels, restaurants and rental car companies – also sees the Davis Cup as a good advertisement for the region.

"The international television is exactly what this area needs," he said. "The whole world can appreciate the majesty of Oregon in the summertime – something that is probably our No. 1 marketing piece. There's no better place to be in the world than here, in July."