



Administration Office
503/645-6433
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REVISED

**Board of Directors Regular Meeting
November 2, 2009
6:00 p.m. Executive Session; 7:00 p.m. Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

- 6:00 PM 1. Executive Session*
- A. Legal
 - B. Land
- 7:00 PM 2. Call Regular Meeting to Order
- 7:05 PM 3. Action Resulting from Executive Session
- 7:10 PM 4. Presentation: Oregon Recreation & Park Association Awards
- 7:20 PM 5. Public Hearing: Request for Exemption from Competitive Bidding Process for Synthetic Turf
- A. Open Hearing
 - B. Staff Report
 - C. Public Comment**
 - D. Board Discussion
 - E. Close Hearing
 - F. Board Action
- 7:35 PM 6. Audience Time**
- 7:40 PM 7. Board Time
- 7:45 PM 8. Consent Agenda***
- A. Approve: Minutes of October 5, 2009 Regular Meeting
 - B. Approve: Monthly Bills
 - C. Approve: Monthly Financial Statement
 - D. Approve: Recreational Trail Program Grant Application Resolution
- 7:50 PM 9. Unfinished Business
- A. Update: Bond Program
 - B. Approve: Energy Savings Performance Contract Project Development Plan
 - C. Information: General Manager's Report
- 8:15 PM 10. New Business
- A. Review: Revised Planning & Budget Process
 - B. Approve: Retirement Plan Investment Policy
 - C. Approve: Resolution Approving Amendments to Exhibit D of the Tigard Urban Service Agreement
- 8:45 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 and Recreation District. * Audience Time/Public Comment:** If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, 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 American with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



MEMO

DATE: October 27, 2009
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: Information Regarding the November 2, 2009 Board of Directors Meeting

Agenda Item #4 – Presentation

A. Oregon Recreation & Park Association Awards

Enclosed please find a memo from myself noting that Amanda Rich, ORPA Executive Director, will be in attendance to recognize Jim McElhinny, Director of Park & Recreational Services, for the David E. Clark Professional Honor Award; Julie Reilly, Natural Resource Specialist, for the Natural Resources Section Outstanding Service Award; and Karin Madsen, Program Coordinator at Cedar Hills Recreation Center, for the SPRINT (Section for Programming INterests) Programming Award.

Agenda Item #5 – Public Hearing: Request for Exemption from Competitive Procurement Process for Synthetic Turf

Enclosed please find a memo from Keith Hobson, Director of Business & Facilities, regarding the public hearing to be held in order to seek exemption from the public bidding process for the selection of a synthetic turf product, in accordance with ORS 279C.335. Keith will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

Action Requested: Board of Directors, acting as the Local Contract Review Board, approval of the following actions:

- 1. Adopt the after-the-fact evaluation comparing the actual results to the findings in the original exemption of the public improvement projects, for the installation of the synthetic turf fields at PCC Rock Creek and HMT Recreation Complex Field #2.**
- 2. Approval of the findings to exempt from competitive bidding the selection and installation of a synthetic turf product for upcoming projects within the next five years, in accordance with the State of Oregon competitive bidding exemption provisions outlined in ORS 279C.335;**
- 3. Approval for the resulting supplier selected from the RFP process to be exclusively included as the supplier in future synthetic turf product construction contracts at District facilities; and,**
- 4. Authorization for the General Manager or his designee to negotiate and execute an agreement with the selected synthetic turf supplier.**

Agenda Item #8 – Consent Agenda

Attached please find Consent Agenda items #8A-D for your review and approval.

Action Requested: Approve Consent Agenda Items #8A-D as submitted:

- A. Approve: Minutes of October 5, 2009 Regular Meeting**
- B. Approve: Monthly Bills**
- C. Approve: Monthly Financial Statement**
- D. Approve: Recreational Trail Program Grant Application Resolution**

Agenda Item #9 – Unfinished Business

A. Bond Program

Attached please find a memo from Hal Bergsma, Director of Planning, providing an update regarding recent activities centered around the Bond Program. Hal will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

Action Requested: No action requested. Board information only.

B. Energy Savings Performance Contract Project Development Plan

Attached please find a memo from Keith Hobson, Director of Business & Facilities, requesting Board of Directors ratification of the findings of the Project Development Plan (PDP) conducted as the second step in the Energy Savings Performance Contract (ESPC) project. Excerpts of the PDP report produced by McKinstry are attached. Staff is also requesting authorization to move forward to the Design and Construction phase of the ESPC project. Keith will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

Action Requested: Board of Directors ratification of the Project Development Plan findings conducted as the second step in the Energy Savings Performance Contract, and authorization to move forward to the Design and Construction phase of the project.

C. General Manager's Report

Attached please find the General Manager's Report for the November 2, 2009 Regular meeting.

Agenda Item #10 – New Business

A. Revised Planning & Budget Process

Attached please find a memo from Keith Hobson, Director of Business & Facilities, regarding recommendations for the Board's consideration to enhance the Park District's current planning and budget process. Please note that this memo was provided to the Board on October 19, 2009 via email. Keith will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

Action Requested: No action requested. After Board of Directors review of the proposal, this item will be brought back to the Board for consideration of approval at the December 7, 2009 Regular Board meeting.

B. Retirement Plan Investment Policy

Attached please find a memo from Keith Hobson, Director of Business & Facilities, regarding Investment Policy recommendations for the funds held in the District Retirement Plan. Keith will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

Action Requested: Board of Directors approval of the Investment Policy for District Retirement Plan Assets as recommended in Attachment A.

Other Packet Enclosures

- Management Report to the Board
- Monthly Capital Report
- Monthly Bond Capital Report
- System Development Charge Report
- Newspaper Articles



MEMO

DATE: October 19, 2009
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: Oregon Recreation & Park Association 2009 Awards

At the 2009 Oregon Recreation & Park Association (ORPA) Annual Conference, Jim McElhinny, Director of Park & Recreational Services, was awarded the David E. Clark Professional Honor Award; Julie Reilly, Natural Resource Specialist, was awarded the Natural Resources Section Outstanding Service Award; and Karin Madsen, Program Coordinator at Cedar Hills Recreation Center, was awarded the SPRINT (Section for PRogramming INTerests) – Programming Award.

David E. Clark Professional Honor Award

ORPA describes the David E. Clark Professional Honor Award as follows: Renamed in 2002 in recognition of the late Dave Clark, a longtime leader in Oregon parks and recreation, this is the highest recognition ORPA can bestow. The award is presented to a professional ORPA member who, through incentive, inspiration and demonstration of leadership, has made noteworthy contributions over a period of time to the recreation and park movement. The candidate must have been active in the field a minimum of 15 years and ORPA history of membership for at least 10 years.

Jim McElhinny has been very active in ORPA, especially with the legislative advocacy of parks and recreation for the State of Oregon. His leadership in the profession and service not only to THPRD, but also throughout the state, is recognized and appreciated.

Natural Resources Section – Outstanding Service Award

The Natural Resources Section Outstanding Service Award is presented to those who demonstrate leadership and have contributed to ORPA and the natural resources field for many years. Julie Reilly was recognized for her role in helping establish the section, serving as its president, and making other contributions such as co-authoring Metro's "Green Trails" and Goal 5 "Low Impact Development Approaches." Julie is a 10-year veteran at THPRD and was instrumental in developing the maintenance management and operating plans for the Tualatin Hills Nature Park and the District-wide Oak Preservation Plan.

SPRINT – Programming Award

The SPRINT (Section for PRogramming INTerests) Programming Award is given to those who develop successful creative, innovative or unique programs. Karin Madsen was recognized for her creative summer youth camps through Cedar Hills Recreation Center.

With 20 children registered, Eco-Fashion Camp was programmed to meet today's trends in fashion and sustainability. In response to parents' demands for more education-based curriculum, Settling Days Homestead Camp, with an emphasis on how early settlers and children spent their time before electronics, and CSI Camp, providing hands on experience utilizing science and investigation procedures to solve a crime at the Center, were developed for 25 children each.

At the Board of Directors' November 2, 2009 meeting, Amanda Rich, ORPA Executive Director, will be in attendance to recognize Jim, Julie and Karin for their respective awards.



[5]

MEMO

DATE: October 16, 2009
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities
RE: Request for Exemption from Competitive Bidding Process for Synthetic Turf

Summary

Staff requests Board of Directors approval to seek exemption from the Public Bidding process for the selection of a synthetic turf product, in accordance with the State of Oregon competitive bidding exemption process pursuant to ORS 279C.335.

Background

In 2004, staff launched an effort to determine the best approach to purchasing and installing synthetic turf for the District's athletic fields. It was determined that given the cost of quality synthetic turf, a sole source contract was the most effective method to negotiate a price agreement for the District, as well as to ensure a consistent product and reduced maintenance coordination and training. After extensive research, staff recommended selecting FieldTurf as the preferred synthetic turf product because of its safety, product performance, field history, warranty, installation experience and competitive pricing. In March of 2005, the Board of Directors approved staff's recommendation for a five-year agreement with FieldTurf expiring in March of 2010.

The Bond Program includes two projects that call for the installation of synthetic turf fields, one at Cedar Hills Park and the second at Southwest Community Park. Upon review of the benefits in the current agreement, staff feels it would be beneficial for the Park District to enter into a new agreement for future synthetic turf products.

As required by ORS 279C.355, Exhibit A is an after-the-fact evaluation comparing the actual results to the findings in the original exemption of the public improvement projects, for the installation of the synthetic turf fields at PCC Rock Creek and HMT Recreation Complex Field #2.

Proposal Request

Staff is requesting that the Board of Directors, acting as the Local Contract Review Board, conduct a public hearing to review the findings in support of an exemption from the public bidding process in accordance with ORS 279C.335. If the Board approves the exemption from the Public Bidding process, staff will prepare a Request for Proposals (RFP) to issue for competitive solicitation for this contract. The RFP would request submittals that allow staff to evaluate companies on the basis of selected criteria: cost, quality, durability of materials, documented customer service, warranties, sustainable features of the company

and the system, and any other criteria deemed important. The exemption will permit the District to directly solicit proposals from qualified suppliers of synthetic turf, as opposed to going through a public solicitation process. It will also permit the District to consider and review proposals based on qualitative criteria in addition to the price offered by a proposer. For public improvement projects in Oregon, an exemption from traditional competitive bidding must be secured if a public agency wants to evaluate bids and award a contract based on a basis other than cost to the agency.

Prior to final adoption of the findings required for the public bid exemption, the Board must hold a public hearing for the purpose of taking comments on the draft findings. In accordance with, ORS 279C.335(5)(b), staff has published the public hearing notice for the purpose of taking comments on the draft findings. During this time, staff is also requesting the Board adopt the after-the-fact evaluations in Exhibit A comparing the actual results to the findings in the original exemption of the public improvement projects, for the installation of the synthetic turf fields at PCC Rock Creek and HMT Recreation Complex Field #2.

In addition, staff is requesting the Board authorize the supplier selected out of the RFP process to be specified in future construction contracts to install the synthetic turf product at District facilities.

Finally, staff is requesting that the Board authorize the General Manager or his designee to negotiate and execute an agreement with the resulting supplier.

Findings to support exemption from Competitive Bidding

Initial findings to support an exemption in accordance with ORS 279C.335(2) include:

- (a) Is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts,
 - o The traditional solicitation would be that of a competitive bidding process and would be awarded based on cost. This proposal will still provide for an open competitive procurement, but it will be based on qualitative factors related to the synthetic turf product, installation, and warranty rather than cost alone. There are very few local synthetic turf product companies in the region. Due to the limited number of companies available, exemption and a move to a brand name specification will not diminish the competition. As mentioned above, staff will issue a RFP to these companies to solicit their proposals. As such, competition for the contract will not be substantially diminished.
- (b) Will likely result in a substantial cost savings to the contracting agency or to the public, based upon the justification and information described in ORS 279C.330,
 - o **Operational & Budget:** The District expects to include synthetic turf fields within two different public improvement contracts. The exemption to standard procurement procedures, and the establishment of a product specification to be used in future construction contracts will allow the District to ensure that the same brand components are used in both contracts. This will provide the following cost savings:
 - *Maintenance Familiarity* – Using the same product for both projects will reduce maintenance costs and simplify maintenance strategies by minimizing staff maintenance training, and allowing staff to develop a

relationship with one supplier. It will also assist staff in tracking product warranties for these systems by having one point of contact and warranty agreement.

- Product Discount – The District can negotiate a contract discount for more than one anticipated project. The cost savings would help the District deliver the bond projects successfully and help with implementation of future projects.
- Reduced Design Scope – Having a product supplier will reduce design consultant fees by eliminating the need for future product specifications and product review, and simplifying design options.
- o **Public Benefits:** As noted above, the exemption to standard procurement procedures, and the establishment of a specified synthetic turf product to be used in future construction contracts will provide the following public benefit:
 - Product and Service Warranty – The selection of a specified product through the RFP process will allow staff to select and retain a product company that meets the needs of the Park District with the best product and warranty.
- o **Public Safety:** Providing a single product allows District staff to establish a standard and consistency in safety to monitor. The installation of synthetic turf allows the District to ensure the safest playing surface possible by eliminating ruts and holes, and worn playing surfaces (i.e., mud) that can cause injuries in grass turf fields.

Benefits of Proposal

An exemption from competitive bidding will allow the District to negotiate with the supplier for a reduced contract cost for design and materials. It will allow the District to establish common maintenance, staff training, warranties and product representation. It will minimize consultant fees and project management costs by familiarizing staff with a system and preparing a set of standard documents and specifications that will serve for multiple bid packages.

This exemption will not substantially diminish competition since the District will still conduct a RFP process to select the specified product. It merely changes the process from being a cost based solicitation to a qualitative solicitation. It also ensures that the solicitation is done before design is completed, ensuring that the design is compatible with the selected brand of equipment.

Potential Downside of Proposal

There are no apparent drawbacks to this proposal.

Action Requested

Board of Directors, acting as the Local Contract Review Board, approval of the following actions:

1. Adopt the after-the-fact evaluation comparing the actual results to the findings in the original exemption of the public improvement projects, for the installation of the synthetic turf fields at PCC Rock Creek and HMT Recreation Complex Field #2.
2. Approval of the findings to exempt from competitive bidding the selection and installation of a synthetic turf product for upcoming projects within the next five

years, in accordance with the State of Oregon competitive bidding exemption provisions outlined in ORS 279C.335;

3. Approval for the resulting supplier selected from the RFP process to be exclusively included as the supplier in future synthetic turf product construction contracts at District facilities; and,
4. Authorization for the General Manager or his designee to negotiate and execute agreement with the selected synthetic turf supplier.

Tualatin Hills Park & Recreation District

Exhibit A

Evaluation Report Justifying an Exemption for Synthetic Turf

The following is an assessment of the synthetic turf public improvement projects generated during the five-year contract (March 2005 - March 2010) with FieldTurf, in support of the initial findings anticipated by the exemption from competitive bidding, as required by ORS 279C.355(2)

- (a) Actual project costs as compared with original project estimates: Both PCC Rock Creek and the HMT Recreation Complex Field #2 met their projects' budgeted estimates in the initial findings. A price agreement was established with a base of \$3.95 per square foot for the first year.
- (b) Amount guaranteed maximum price: The price agreement with a base of \$3.95 per square foot included a 5% escalation per year. The PCC Rock Creek project was executed in the second year of the agreement for \$4.15 per square foot, and met the projected cost in the initial findings.
- (c) The number of project change orders issued by the contracting agency: No change orders were issued for the synthetic turf projects at PCC Rock Creek or HMT Recreation Complex Field #2.
- (d) Narrative description of successes and failures: From design and installation, to maintenance and warranty service, the synthetic turf purchased from FieldTurf has exceeded staff's expectations. FieldTurf was responsive during both construction projects, responding to the site within 24 hours after notice, and provided detailed drawings to WH Pacific at no cost. When a warranty issue arises, they provide a timely response and complete the repairs, usually within 48 hours. Staff has been very pleased at all levels and departments involved.
- (e) Objective assessment of the contracting process as compared to the findings as required by ORS 279C.335 (presented at March 2005 Board of Directors meeting):
 - a. *Field Partner Standardization – Approving the same sole source company as the Beaverton School District, our community field partner, will create simplicity for both parties with common maintenance practices, and provide one point of contact for the field supplier, support and warranty program.*
 - i. Partnering with the Beaverton School District has eliminated the need for the purchase of duplicate machinery, resulting in a savings of \$12,200 for the public. In addition, sharing of supplies reduces inventory needs and emergency shipment of supplies to repair or replace product/equipment.
 - ii. Provided basic maintenance services at the high school fields, ensuring the fields are maintained to District standards for our users, and allows for the evaluation of field conditions so play can be

adjusted to minimize maintenance needs. These services save the public \$4,000 annually by reducing labor costs, and potential liability exposure.

- iii. Coordinated maintenance and service support from FieldTurf is scheduled at the same time for all area fields, reducing individual trips costs to the public.

- b. *Maintenance Familiarity* – Using the same turf product for future synthetic turf fields will reduce maintenance costs by minimizing staff maintenance requirements and training.
 - i. Standardization of the maintenance practices and increased experience working with this synthetic turf has reduced the number of hours needed to maintain the fields from 250 hours in year one, to approximately 150 currently, resulting in cost savings of \$2,000, annually.

- c. *Product Discount* – More competitive prices have been provided due to larger potential purchase quantities. The cost savings will help the Park District with implementation of future synthetic projects.
 - i. See findings (a) and (b) above.

- d. *Reduced Design Scope* – Sole sourcing one synthetic turf company will reduce future design consultants fees by eliminating the need for product specifications, product review, and simplifying design options.
 - i. By using a standard turf product, the District reduced the costs associated with the research and discussion of design details for the PCC Rock Creek project, as well as evaluation of products as follows:

Consultant	\$5,250
Planning Staff	\$1,800
Maintenance Staff	\$1,500
Sports Staff	\$1,320
TOTAL	\$9,870

In addition, by standardizing the synthetic turf product company, the District realized savings of approximately \$1,600 associated with not having to conduct a separate RFP process for the PCC Rock Creek project.



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, October 5, 2009. Executive Session 6:30 p.m.; Regular Meeting 7:00 p.m.

Present:

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

Absent:

William Kanable	Secretary Pro-Tempore/Director
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Agenda Item #1 – Executive Session (A) Legal (B) Personnel (C) Land

Secretary, Bob Scott, called Executive Session to order for the following purposes:

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

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

Secretary, Bob Scott, noted that representatives of the news media and designated staff may attend the Executive Session; however, media will be excused during discussions regarding labor negotiations. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to disclose information discussed during the Executive Session. No final action or final decision may be made in Executive Session. At the end of the Executive Session, the Board will return to open session and welcome the audience back into the room.

Agenda Item #2 – Call Regular Meeting to Order

President, Larry Pelatt, called the Regular Meeting to order at 7:05 p.m.

Agenda Item #3 – Action Resulting from Executive Session

John Griffiths moved the Board of Directors authorize staff to acquire a property in the southwest quadrant of the District and use \$150,000 from the SDC appropriation for land acquisition and \$565,000 from the undesignated SDC appropriations. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #4 – Request for Exemption from Competitive Procurement Process for Splash Pad Equipment

A. Open Hearing

President, Larry Pelatt, opened the public hearing.

B. Staff Report

Steve Gulgren, Superintendent of Planning & Development, provided a detailed overview of the memo included within the Board of Directors information packet (of which a revised version was entered into the record), noting that staff is requesting Board approval to seek exemption from the public bidding process for the selection of a splash pad system supplier, in accordance with the State of Oregon exemption process. Once a supplier is selected, the District would identify the supplier by name in subsequent splash pad construction contracts. The District will be installing splash pads in two upcoming bond projects, at the Conestoga Recreation and Aquatic Center and at Cedar Hills Park. An exemption from competitive bidding would benefit the District by allowing interchangeable elements between splash pad sites, the establishment of common maintenance, staff training, and warranties, and would minimize consultant fees and project management costs. If the Board authorizes the exemption, staff would prepare a Request for Proposals (RFP) to issue for competitive solicitation for the contract.

John Griffiths asked how staff would determine whether the efficiencies forecasted had in fact been achieved.

- ✓ Steve replied that it is certain that at the very least there would be some cost savings from a maintenance standpoint.

John asked what about in terms of cost savings from the vendors or contractors.

- ✓ Keith Hobson, Director of Business & Facilities, replied that when the Park District receives an exemption from the competitive procurement process, there is a requirement to complete an analysis of those efficiencies, which has been done in the past for other exemptions. In those cases, the Park District has exceeded the initial savings estimates. In terms of discounts from vendors, there is no guarantee that a discount would be received, but it could be addressed through the RFP process with a request for pricing that could then be compared against the other bids received and would serve as motivation to the vendors to be selective.

John requested that the analyses of past competitive procurement processes be provided to the Board of Directors.

President, Larry Pelatt, noted that he had significant questions regarding this proposal which he addressed with staff prior to the meeting and that he is now satisfied with the proposal.

C. Public Comment

There was no testimony during public comment.

D. Board Discussion

There was no Board discussion.

E. Close Hearing

President, Larry Pelatt, closed the public hearing.

F. Board Action

Bob Scott moved the Board of Directors, acting as the Local Contract Review Board, approve the findings and authorize to exempt from competitive bidding a supplier for splash pad equipment and services for two upcoming splash pad projects within the next five years, in accordance with the State of Oregon competitive bidding requirements outlined in ORS 279B.085. In addition, the Board approves a brand name specification pursuant to ORS 279B.215(2) to permit the resulting supplier to be exclusively included as the splash pad systems provider in future construction contracts and authorizes the General Manager, or his designee, to negotiate and execute an agreement with the resulting supplier. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Audience Time

Louis & Risa Feldman, 1115 SW Waverly Place, Portland, are before the Board of Directors this evening regarding problems they have encountered through their two special needs sons' usage of Park District programs, including with the help of inclusion specialists. Louis described a list of incidents involving their sons' participation in programs that he felt were not properly handled and/or communicated by Park District staff to he and his wife, including an incident that led to the expulsion of one of their children from a program. In addition, they expressed concern that their case had been discussed with people outside of the employ of the Park District. Louis submitted their written testimony outlining the incidents into the record.

President, Larry Pelatt, asked the Feldmans how the Board of Directors could be of assistance in the situation.

- ✓ Louis explained that their three main concerns are the sharing of private information by Park District staff, a lack of communication by Park District staff, and the level of commitment by the Board to meeting the diverse needs of its community in terms of improving inclusion specialist training and availability.

Larry offered that the family meet with senior management level staff to see how those issues could be resolved.

- ✓ Louis and Risa replied that they have had many conversations with Lisa Novak, Superintendent of Programs & Special Activities, and staff at the Cedar Hills Recreation Center and described some communication issues that have occurred. Jim McElhinny, Director of Park & Recreational Services, offered to meet with the family immediately or on another date at their convenience.
- ✓ Larry agreed with the offer and asked that a follow-up report be provided to the Board of Directors.
- ✓ Louis and Risa Feldman agreed to meet with Jim at that time.

Agenda Item #6 – Board Time

There was no discussion during Board Time.

Agenda Item #7 –Consent Agenda

Bob Scott moved the Board of Directors approve Consent Agenda items (A) Minutes of August 24, 2009 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Trails Advisory Committee Member, (E) Athletic Center HVAC Improvements, (F) Resolution Initiating Condemnation of a Property for the Fanno Creek Trail Project, (G) Service District Initiated Annexation Resolution, (H) Resolution for Annexation of Properties per Washington County Ordinance 624 and in Accordance with ORS 198.857(2), and (I) Land and Water Conservation Fund Grant Application Resolution. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. 2008 Bond Measure

Doug Menke, General Manager, introduced Hal Bergsma, Director of Planning, Bob Wayt, Director of Communications & Development, and Keith Hobson, Director of Business & Facilities, to provide an overview of the memo included within the Board of Directors information packet.

Hal provided a detailed overview of the memo sections regarding architecture and engineering contracts, land acquisition prioritization, the THPRD/TPL Memorandum of Understanding currently in process, and a community questionnaire for Schiffler Park. Hal offered to answer any questions the Board may have.

President, Larry Pelatt, asked what the plans are for the house located on the property adjacent to Schiffler Park that the Park District recently acquired for the purpose of expanding the park.

- ✓ Hal replied that it will be determined through the master planning process for the site.

Joe Blowers noted that there was survey work being done recently in Cedar Hills Park and asked whether it was related to the upcoming master planning process.

- ✓ Doug Menke, General Manager, confirmed this.

Bob Wayt, Director of Communications & Development, provided a brief overview of the memo section regarding the bond project pages now available on the Park District's website and offered to answer any questions the Board may have.

Larry commented that the website is significantly improved from a few years ago and much easier to use and that the bond information is extensive and easy to find.

Keith Hobson, Director of Business & Facilities, provided a detailed overview of the memo sections regarding building seismic and structural upgrades, play equipment replacements schedules, and the Parks Bond Citizen Oversight Committee, and offered to answer any questions the Board may have. A draft memo recapping the policy recommendations as discussed at the Parks Bond Citizen Oversight Committee meeting on September 24, 2009 was entered into the record.

- ✓ Hearing no questions, President, Larry Pelatt, requested the staff report for the next agenda item.

B. Advisory Committee Structure

Lisa Novak, Superintendent of Programs & Special Activities, provided a detailed overview of the memo included within the Board of Directors information packet outlining the final recommendations for the structure of the Park District's nine advisory committees as developed by the Advisory Committee Task Force and Park District staff and offered to answer any questions the Board may have.

President, Larry Pelatt, asked whether all of the current advisory committees are accepting of the recommendations, with the exception of the Garden Home Recreation Center Advisory Committee.

- ✓ Lisa confirmed this.

Joe Blowers moved the Board of Directors approve the new broad based advisory committee structure, as well as the revised Advisory Committee Bylaws/Guidelines template, and authorize to form friends groups as requested and advertise for broad based advisory committee members beginning in November 2009. John Griffiths seconded the motion.

Discussion followed:

Bob Scott asked whether current advisory committee members who reapply to serve on the broad based advisory committees would receive preference over other applicants or is the intent more to start over with a clean slate.

- ✓ Lisa replied that staff will ask existing committee members if they are interested in reapplying.
- ✓ Doug Menke, General Manager, replied that people are welcome to serve consecutively on both the broad based advisory committees and any friends groups that may be formed.

Joe noted that the Parks Advisory Committee would be starting from scratch with no existing membership to build from and asked whether there would be any special communications efforts in getting that committee formed and operational.

- ✓ Lisa confirmed this, noting that one avenue to use in order to seek members would be the Park Watch groups, but that staff would also work with Bob Wayt, Director of Communications & Development, on special outreach efforts tailored to that specific committee.
- ✓ Doug noted that the other committees have a captive audience, while the users that would be interested in serving on the Parks Advisory Committee are somewhat more elusive by nature.
- ✓ Larry noted that there may be some carryover membership to the Parks Advisory Committee from the Trails Advisory Committee.

Hearing no further discussion, roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

C. General Manager’s Report

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

- PARK(ing) Day
- Concert in the Park Recap
- Aging Facilities Study
 - Keith Hobson, Director of Business & Facilities, provided a brief overview of the current efforts being explored in completing an Aging Facilities Study after unsuccessfully being able to locate a consultant specializing in such a study, as well as taking into account the work that has been done through the structural and energy efficiency upgrades to some facilities.
- Mid-Block Trail Crossings Update
- North Bethany Parks/Open Space Working Group Meeting
- The Intertwine
 - A draft legislative letter was entered into the record.
- Measure 66 Reauthorization
 - Jim McElhinny, Director of Park & Recreational Services, provided a detailed overview of the current effort in placing a permanent constitutional reauthorization of Measure 66 on the November 2010 ballot.
- NRPA Urban Park Summit
- January Board of Directors Meeting
 - *It was the consensus of the Board of Directors to hold the January Regular Board meeting on January 11, 2010.*

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

Mid-Block Trail Crossings Update

John Griffiths asked whether the Fanno Creek Trail crossings would be addressed in Washington County’s grant study.

- ✓ Doug confirmed this, noting that it could also take into consideration smaller impact streets that are not multiple lanes, but still need a crossing, as well as determine a standard on how to get people across such streets.

Joe asked whether Washington County's study would complement the Park District's grant-funded study for the crossing at Hall Street.

- ✓ Doug replied that he believes the two studies would complement one another, but that the Park District's study will be more broad based in dealing with a variety of different types of crossings of a major highway.

Agenda Item #9 – New Business

A. Athletic Fields Inventory

Scott Brucker, Superintendent of Sports, provided a detailed overview of the memo included within the Board of Directors information packet providing an overview of the fluctuation of the athletic field inventory for the time period of FY 2006-2011, including information on specific fields that have been impacted by Beaverton School District construction projects. By the end of FY 2011, staff anticipates that 279 fields will be available for play, which is down from the 300 fields that were available during the FY 2006/07 year. Scott offered to answer any questions the Board may have.

President, Larry Pelatt, asked what the quality will be of the new field at Hiteon Elementary School as compared to what existed beforehand.

- ✓ Scott replied that the new field is smaller due to the school expansion; however, the quality is equal or better as the entire field is now irrigated.

Larry asked if staff foresees any upcoming Beaverton School District projects that may impact fields.

- ✓ Scott replied that Park District staff has been working closely with Beaverton School District staff and does not foresee any significant future impacts to fields.

Joe Blowers asked whether the reduction in available fields has resulted in a reduction of overall available field hours or whether the improvements that have been made to some fields have increased the usable field hours enough to make up for the deficit in actual fields.

- ✓ Scott replied that while the work being completed does result in more productive fields, the loss of actual fields cannot be entirely made up with improvements and, therefore, net field hours are still being lost.

John Griffiths asked whether the Park District could have more involvement the next time the Beaverton School District passes a bond measure in order to have more influence in reducing the construction impacts to athletic fields.

- ✓ Doug Menke, General Manager, replied that the School District's newest facilities have been built up rather than out; however, when existing facilities are expanded, they tend to expand outward due to expense and structural reasons, thereby encroaching into athletic field space. Doug noted that for the first time in 15 years, the School District's enrollment numbers are quite stagnant. He stated that it will be interesting to see whether the School District goes out for another bond measure

in the next five years as they were originally planning to do so in 2010, but are no longer considering it.

Larry asked whether any specific sport is losing more fields than others.

- ✓ Scott replied that baseball has taken a hit based on raw numbers, but that staff has worked with the users to adjust their use. With field use adjustment, the users are more efficient, which is making it appear that baseball is losing fields when in fact they are being provided all the field time they need. Staff is taking single field sites and adjusting the space to be used for other field sports and moving baseball to multiple field locations for operational efficiency.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:15 p.m.

Larry Pelatt, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
239649	09/22/09	THP Foundation Accounts Payable	33,694.00 \$ 33,694.00
239242	09/04/09	Hal's Construction, Inc.	3,640.00
239750	09/25/09	Frye's Action Athletics Capital Outlay-Athletic Facility Improvement	2,234.00 \$ 5,874.00
239242	09/04/09	Hal's Construction, Inc.	6,764.00
239780	09/25/09	Pacific Fence & Wire Co. Capital Outlay-Athletic Facility Replacement	8,853.96 \$ 15,617.96
239522	09/15/09	Interface Engineering, Inc. Capital Outlay-Bond-Athletic Center HVAC	7,856.75 \$ 7,856.75
239624	09/17/09	Zell & Associates	3,250.00
239636	09/22/09	MacKay & Sposito, Inc. Capital Outlay-Bond-Cedar Hills Park Construction	1,719.75 \$ 4,969.75
239767	09/25/09	Miracle Recreation Equipment Company Capital Outlay-Bond-Play Structure Replacement	29,335.80 \$ 29,335.80
239739	09/25/09	David Evans & Associates, Inc. Capital Outlay-Bond-Schiffler Park Construction	13,826.10 \$ 13,826.10
239157	09/01/09	Jacobs Heating & Air Conditioning	5,461.00
239218	09/04/09	Crescent Electric Supply Co.	1,096.53
239482	09/15/09	Beaverton Plumbing, Inc.	4,090.00
239526	09/15/09	Koeber's, Inc.	3,492.00
239556	09/15/09	Pacific NW Floor Coverings	4,813.76
239735	09/25/09	Brandsen Hardwood Floors, Inc.	16,133.00
239810	09/29/09	Koeber's, Inc. Capital Outlay-Building Replacements	2,945.00 \$ 38,031.29
239299	09/04/09	R & W Engineering, Inc.	1,061.56
239727	09/25/09	Architects Barrentine Bates Lee AIA Capital Outlay-Carryover Projects	2,930.54 \$ 3,992.10
239247	09/04/09	Hoss Paving, Inc.	14,900.00
239519	09/15/09	Hoss Paving, Inc. Capital Outlay-Park & Trail Replacements	7,960.00 \$ 22,860.00
239337	09/08/09	Alta Planning & Design, Inc. Capital Outlay-SDC-Fanno Creek Trail	3,075.00 \$ 3,075.00
239491	09/15/09	Chicago Title Capital Outlay-SDC-Other Land Acquisition (FY 09)	6,000.00 \$ 6,000.00
239539	09/15/09	Douglas R. Menke	2,313.87
239706	09/24/09	Nancy Hartman Noye Conferences	1,535.84 \$ 3,849.71
239333	09/04/09	PGE	27,270.91
239465	09/15/09	PGE	3,385.27
239718	09/25/09	PGE Electricity	28,210.26 \$ 58,866.44
239457	09/15/09	Standard Insurance Company	149,149.00
239830	09/30/09	Blue Cross/Blue Shield	175,326.27
239834	09/30/09	MetLife	21,954.01
239836	09/30/09	Standard Insurance Company	2,129.92
239841	09/30/09	UNUM Life Insurance-LTC	1,372.39
239842	09/30/09	Unum Life Insurance-LTD Employee Benefits	10,258.74 \$ 360,190.33

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
239452	09/15/09	Aetna / ING Life Insurance	6,092.66
239455	09/15/09	Manley Services	6,222.13
239458	09/15/09	Standard Insurance Company	24,865.38
239459	09/15/09	Standard Insurance Company	4,078.33
239829	09/30/09	Aetna / ING Life Insurance	6,092.66
239833	09/30/09	Manley Services	7,212.63
239837	09/30/09	Standard Insurance Company	29,371.79
239838	09/30/09	Standard Insurance Company	4,078.33
239840	09/30/09	THPRD - Employee Assn. Employee Deductions	6,567.82
			\$ 94,581.73
239612	09/17/09	Northside Trucks & Equipment Fleet Capital Replacement	34,845.64
			\$ 34,845.64
239319	09/04/09	Tualatin Valley Water District	15,212.76
239537	09/15/09	Marc Nelson Oil Products, Inc. Gas & Oil (Vehicles)	1,280.51
			\$ 16,493.27
239332	09/04/09	NW Natural	17,032.26
239716	09/25/09	NW Natural Heat	17,202.76
			\$ 34,235.02
239527	09/15/09	Kronos Incorporated Information Technology Improvement	1,512.00
			\$ 1,512.00
239212	09/04/09	Carahsoft Technologies	3,523.18
239221	09/04/09	Dell Marketing L.P.	1,076.66
239770	09/25/09	Northwest Techrep, Inc. Information Technology Replacement	3,440.00
			\$ 8,039.84
239161	09/01/09	NSAOUA	3,234.00
239340	09/08/09	NSAOUA	3,573.00
239638	09/22/09	NSAOUA	2,303.00
239786	09/25/09	Rhythm Of My Heart Instructional Services	2,565.00
			\$ 11,675.00
239312	09/04/09	Sunbelt Rentals, Inc. Maintenance Equipment Replacement	7,445.10
			\$ 7,445.10
239207	09/04/09	Beaverton Auto Parts	1,342.17
239241	09/04/09	Guaranteed Pest Control	1,901.00
239307	09/04/09	Schulz-Clearwater Sanitation	3,042.68
239309	09/04/09	Stark Street Lawn & Garden	2,625.00
239345	09/08/09	Western Equipment District, Inc.	1,036.92
239427	09/10/09	Commercial Refrigeration, Inc.	2,280.00
239565	09/15/09	Quality Industrial Refinishers	3,607.57
239722	09/25/09	Abys Cleaning Services	1,900.00
239734	09/25/09	Boiler & Combustion Service	2,421.83
239821	09/29/09	Schulz-Clearwater Sanitation, Inc. Maintenance Services	4,873.08
			\$ 25,030.25
239177	09/03/09	Cascade Athletic Supply Co.	1,707.00
239199	09/04/09	Airgas Nor Pac, Inc.	1,222.22
239211	09/04/09	Boxer-Northwest Co.	2,587.00
239215	09/04/09	Coastwide Laboratories	5,049.22
239285	09/04/09	OVS Total Solutions	3,440.00
239289	09/04/09	Parr Lumber Co.	1,178.02
239318	09/04/09	TraneOregon	1,118.67
239321	09/04/09	United Pipe & Supply Co., Inc.	2,761.96
239322	09/04/09	Univar USA, Inc.	1,249.40
239326	09/04/09	Waxie Sanitary Supply	2,529.96
239432	09/10/09	Globe Lighting	1,484.78
239471	09/15/09	Airgas Nor Pac, Inc.	5,982.31
239496	09/15/09	Coastwide Laboratories	5,546.08

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
239506	09/15/09	Ewing Irrigation Products, Inc.	1,151.27
239510	09/15/09	Fazio Bros.	13,029.95
239553	09/15/09	OVS Total Solutions	3,440.00
239562	09/15/09	Platt Electric Supply, Inc.	1,645.96
239587	09/15/09	United Pipe & Supply Co., Inc.	1,553.00
239592	09/15/09	Waxie Sanitary Supply	2,743.20
239595	09/15/09	Wilbur-Ellis Company	2,852.50
239608	09/17/09	Home Depot Credit Services	4,068.53
239623	09/17/09	Woodco	2,541.00
239779	09/25/09	OVS Total Solutions	2,580.00
239805	09/29/09	Crop Production Services, Inc.	3,877.00
		Maintenance Supplies	\$ 75,339.00
239194	09/03/09	THP Foundation	1,950.00
239701	09/24/09	THP Foundation	1,590.25
		Miscellaneous	\$ 3,540.25
239280	09/04/09	OfficeMax - A Boise Company	2,456.94
239530	09/15/09	Lazerquick	3,598.99
239547	09/15/09	OfficeMax - A Boise Company	2,576.25
239774	09/25/09	OfficeMax - A Boise Company	1,131.78
		Office Supplies	\$ 9,763.96
239195	09/03/09	United States Postal Service	6,000.00
		Postage	\$ 6,000.00
239257	09/04/09	Lazerquick	4,297.70
239574	09/15/09	Signature Graphics	48,080.77
239759	09/25/09	Lazerquick	5,427.80
		Printing & Publication	\$ 57,806.27
239314	09/04/09	Tarlow Naito & Summers, LLP	1,148.00
239484	09/15/09	Beery, Elsnor & Hammond, LLP	4,545.08
		Professional Services	\$ 5,693.08
239208	09/04/09	Beaverton School District #48	2,779.20
239234	09/04/09	Food Services of America	4,523.49
239248	09/04/09	HSBC Business Solutions	4,507.72
239254	09/04/09	Kore Group	2,463.40
239260	09/04/09	Lincoln Equipment, Inc.	2,095.69
239272	09/04/09	New System Laundry, LLC	1,466.31
239320	09/04/09	U.G. Cash & Carry	1,086.34
239483	09/15/09	Beaverton School District #48	1,544.40
239551	09/15/09	Oriental Trading Company, Inc.	1,381.10
239597	09/17/09	A1 Fresh Impressions	1,133.80
239791	09/25/09	U.G. Cash & Carry	1,327.06
239801	09/29/09	Clowns Unlimited, LLC	1,425.00
		Program Supplies	\$ 25,733.51
239469	09/15/09	Waste Management of Oregon	6,050.54
		Refuse Services	\$ 6,050.54
239281	09/04/09	Oregon Dept. of Administrative Services	1,538.09
239568	09/15/09	Ricoh Americas Corporation	1,339.00
239644	09/22/09	Ricoh Americas Corporation	1,754.57
239732	09/25/09	Beaverton School District #48	2,940.00
239775	09/25/09	Oregon Dept. of Administrative Services	1,529.64
		Rental Equipment	\$ 9,101.30
239749	09/25/09	Fred Shearer & Sons	8,224.00
		Rental Facility	\$ 8,224.00

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
239224	09/04/09	Ellison Advertising	1,589.04
239228	09/04/09	ePrint	3,652.18
239246	09/04/09	Joe Horazdovsky	3,380.00
239448	09/10/09	PGE	1,724.49
239509	09/15/09	FastSigns of Beaverton	3,298.01
239577	09/15/09	Stages Northwest, Inc	1,424.00
239579	09/15/09	Stew Dodge	2,850.00
239603	09/17/09	Bravo! Publications, Inc.	1,295.00
		Technical Services	\$ 19,212.72
239180	09/03/09	Executive Forum	1,500.00
239250	09/04/09	Institute for Conflict Management, Inc.	1,720.00
239756	09/25/09	Institute for Conflict Management, Inc.	1,000.00
239807	09/29/09	Everybody's Business, Inc.	2,000.00
		Technical Training	\$ 6,220.00
239461	09/15/09	AT&T Mobility	1,232.43
239464	09/15/09	Nextel Communications	2,475.72
239715	09/25/09	Integra Telecom	5,845.70
		Telecommunications	\$ 9,553.85
239213	09/04/09	Case Power and Equipment	1,097.83
239610	09/17/09	Landmark Ford	2,786.90
		Vehicle/Equipment Services	\$ 3,884.73
239334	09/04/09	Tualatin Valley Water District	31,050.25
239462	09/15/09	City of Beaverton	17,104.63
239466	09/15/09	Tualatin Valley Water District	22,256.07
239720	09/25/09	Tualatin Valley Water District	16,079.50
		Water & Sewer	\$ 86,490.45
		Report Total:	\$ 1,174,510.74

Tualatin Hills Park & Recreation District

General Fund Financial Summary
September, 2009

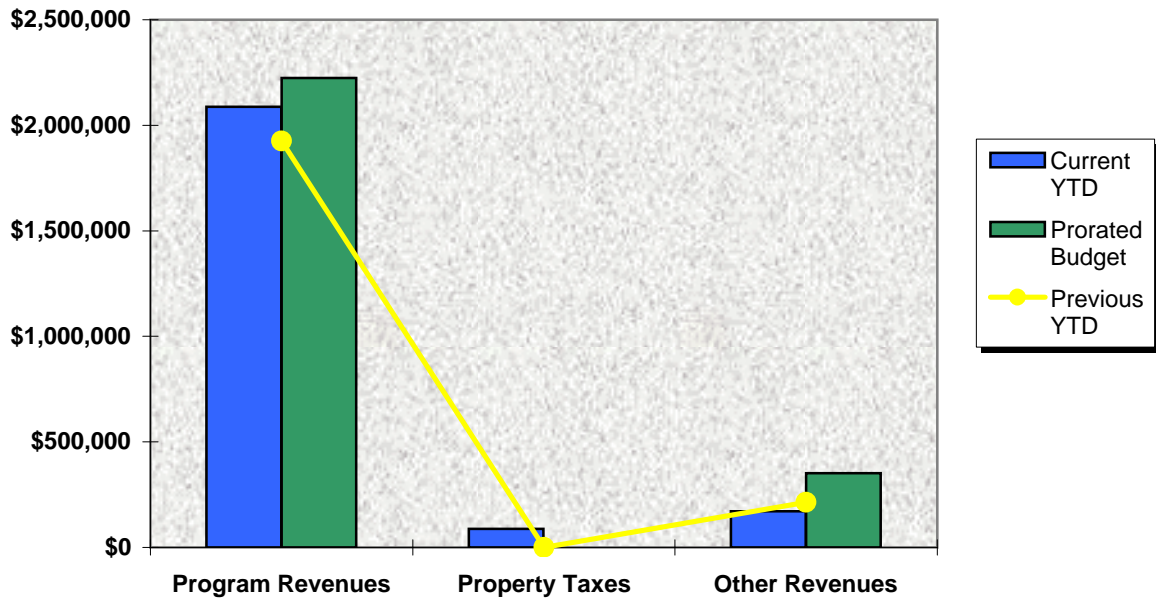
	Current Month	Year to Date	Prorated Budget	% YTD to Prorated Budget	Full Fiscal Year Budget
Program Resources:					
Aquatic Centers	\$ 354,843	\$ 625,617	\$ 615,138	101.7%	\$ 2,500,562
Tennis Center	144,829	176,574	200,241	88.2%	981,575
Recreation Centers & Programs	632,741	1,101,939	1,200,042	91.8%	4,562,899
Sports Programs & Field Rentals	74,862	140,798	145,873	96.5%	1,122,100
Nature Park	17,395	42,614	62,158	68.6%	303,210
Total Program Resources	1,224,670	2,087,542	2,223,453	93.9%	9,470,346
Other Resources:					
Property Taxes	87,561	87,561	-	0.0%	22,921,506
Interest Income	356	4,432	58,275	7.6%	225,000
Facility Rentals/Sponsorships	7,411	41,804	60,414	69.2%	294,700
Grants	100	700	700	100.0%	660,940
Miscellaneous Income	67,334	124,031	231,802	53.5%	3,621,913
Total Other Resources	162,762	258,528	351,191	73.6%	27,724,059
Total Resources	\$ 1,387,432	\$ 2,346,070	\$ 2,574,644	91.1%	\$37,194,405
Program Related Expenditures:					
Parks & Recreation Administration	83,473	186,717	69,616	268.2%	585,005
Aquatic Centers	323,900	1,171,502	1,092,855	107.2%	3,502,741
Tennis Center	86,658	250,923	241,703	103.8%	905,256
Recreation Centers	402,439	1,569,081	1,617,791	97.0%	4,993,182
Programs & Special Activities	113,056	570,735	626,806	91.1%	1,827,422
Athletic Center & Sports Programs	102,072	370,062	423,835	87.3%	1,695,339
Natural Resources/Nature Park	97,489	328,117	372,358	88.1%	1,344,251
Total Program Related Expenditures	1,209,087	4,447,137	4,444,963	100.0%	14,853,196
General Government Expenditures:					
Board of Directors	13,057	33,155	193,677	17.1%	1,880,364
Administration	114,130	437,454	444,908	98.3%	1,629,700
Business & Facilities	1,459,501	4,278,532	4,297,983	99.5%	15,349,940
Planning	108,381	322,273	284,926	113.1%	1,266,339
Capital Outlay	104,515	369,699	1,579,464	23.4%	5,806,854
Total Other Expenditures:	1,799,584	5,441,113	6,800,959	80.0%	25,933,197
Total Expenditures	\$ 3,008,671	\$ 9,888,250	\$ 11,245,922	87.9%	\$40,786,393
Revenues over (under) Expenditures	\$(1,621,239)	\$(7,542,180)	\$(8,671,279)	87.0%	\$(3,591,988)
Beginning Cash on Hand		4,298,701	3,591,988	119.7%	3,591,988
Ending Cash on Hand		\$(3,243,479)	\$(5,079,291)	63.9%	\$ -

Tualatin Hills Park and Recreation District

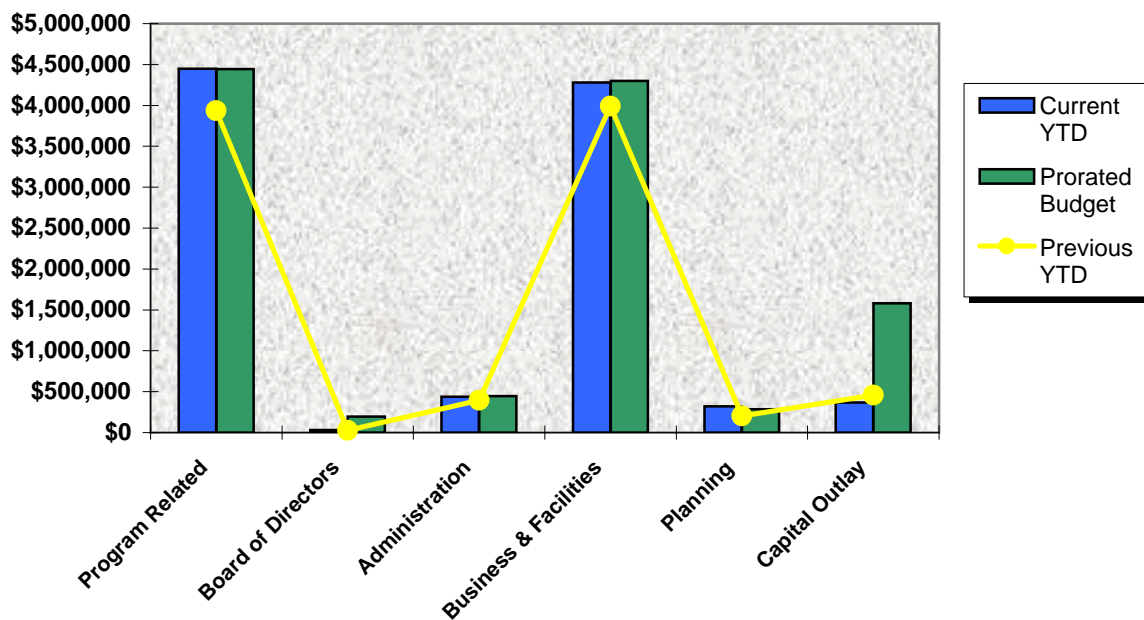
General Fund Financial Summary

September, 2009

General Fund Resources



General Fund Expenditures





[8D]

MEMO

DATE: October 20, 2009
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning
RE: Recreational Trails Program Grant Application Resolution

Summary

The Oregon Parks and Recreation Department (OPRD) is accepting applications for the 2010 Recreational Trails Program (RTP) grant program. A Letter of Intent has been submitted in order to meet a November 2, 2009 deadline. Grant applications are due by January 15, 2010. Staff is recommending that the Park District apply for this grant to replace an aging pedestrian bridge along the Fanno Creek Regional Trail located in Greenway Park.

Background

The RTP grant proposals may include restoring existing trails, including bridge replacement; building new recreation trails; developing and rehabilitating trailhead facilities; acquiring land and permanent easements; and water trails. Staff has identified the bridge replacement along the Fanno Creek Trail as a strong candidate for the 2010 RTP Grant for restoration assistance of an existing trail.

Proposal Request

The existing 5' wide x 30' long pedestrian bridge is made of wood and in need of replacement. In addition, the existing bridge is undersized given the Fanno Creek Trail's status as a regional trail (the existing trail is 12' wide). Furthermore, the existing bridge now acts as a pinch point along Fanno Creek now that the creek channel has been realigned and enhanced by the partnership project between the Park District and Clean Water Services. This pinch point causes water to back up and flood during periods of high water flow in the creek.

The proposed bridge would be 12' wide x 30' long, maintenance vehicle rated and be similar in type to a bridge installed last year along the trail in Greenway Park (as part of the partnership project). Staff estimates the total project cost to be approximately \$60,000. This figure includes engineering consulting services, permitting, existing bridge removal, proposed bridge construction, other material costs and a 10% contingency. Staff will perform the construction management oversight and permitting work.

RTP grants require a 20% match in funding from the sponsoring agency. Staff is recommending submitting a grant application for \$48,000, which is 80% of the total

estimated project cost. Staff is proposing that the RTP grant amount of \$48,000 be funded from the FY 2010/11 General Fund. This amount would be reimbursed upon the completion of the project. The Park District's financial responsibility is estimated at \$12,000, which is 20% of the total estimated project cost. The Park District's matching amount of \$12,000 would be funded from the FY 2010/11 Undesignated SDC Fund. The Park District's legal counsel Beery, Elsner & Hammond, LLP, has reviewed and approved the resolution for signatures.

Benefits of Proposal

The benefits of this proposal include a much needed bridge replacement, improved trail usability, improved environmental health and function for Fanno Creek, improved maintenance and safety access along the Fanno Creek Trail and within Greenway Park, and reduced overall project costs to the Park District with the acquisition of grant fund assistance.

Potential Downside of Proposal

With a successful grant application, appropriation of additional funds in the FY 2010/11 General Fund and the Undesignated SDC Fund would be required to complete the project for reimbursement and to fulfill the local match requirements. Completion of the project would include work that would temporarily disrupt patron use on the Fanno Creek Trail.

Maintenance Impact

The impact to maintenance costs should be reduced as the new bridge would require only periodic routine inspection and minimal maintenance and repairs (as compared to more frequent inspections given the current condition of the existing bridge). A new bridge would also improve overall efficiency of maintenance operations within Greenway Park overall and specifically the Fanno Creek Trail.

Action Requested

Board of Directors approval and signature of Resolution No. 2009-21 to apply for a 2010 Recreational Trails Program (RTP) Grant for the replacement of a pedestrian bridge along the Fanno Creek Trail in Greenway Park. Additionally, the Board of Directors also authorizes staff to complete and submit the grant application for the RTP Grant for an amount of \$48,000 to the Oregon Parks and Recreation Department.

RESOLUTION NO. 2009-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TUALATIN HILLS
PARK & RECREATION DISTRICT
AUTHORIZING APPLICATION FOR THE
2010 RECREATIONAL TRAILS PROGRAM GRANT PROGRAM
FOR A BRIDGE REPLACEMENT ALONG THE FANNO CREEK TRAIL
IN GREENWAY PARK**

WHEREAS, federal funds are available through the Federal Highway Administration and administered by the Oregon Parks and Recreation Department for the 2010 Recreational Trails Program Grant Program for trail projects; and

WHEREAS, the Tualatin Hills Park & Recreation District (THPRD) is a local government agency/special service district that is eligible to receive said federal grant funds; and

WHEREAS, design and installation of a bridge replacement along the Fanno Creek Trail in Greenway Park is a high priority project that would meet local needs identified in THPRD's Comprehensive Plan; the Oregon State Comprehensive Outdoor Recreation Plan (SCORP); and the Oregon Statewide Planning Goals and Objectives for recreation.

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

THPRD staff is authorized to submit an application to the Oregon Parks and Recreation Department for assistance in funding the design and installation of a bridge replacement along the Fanno Creek Trail in Greenway Park.

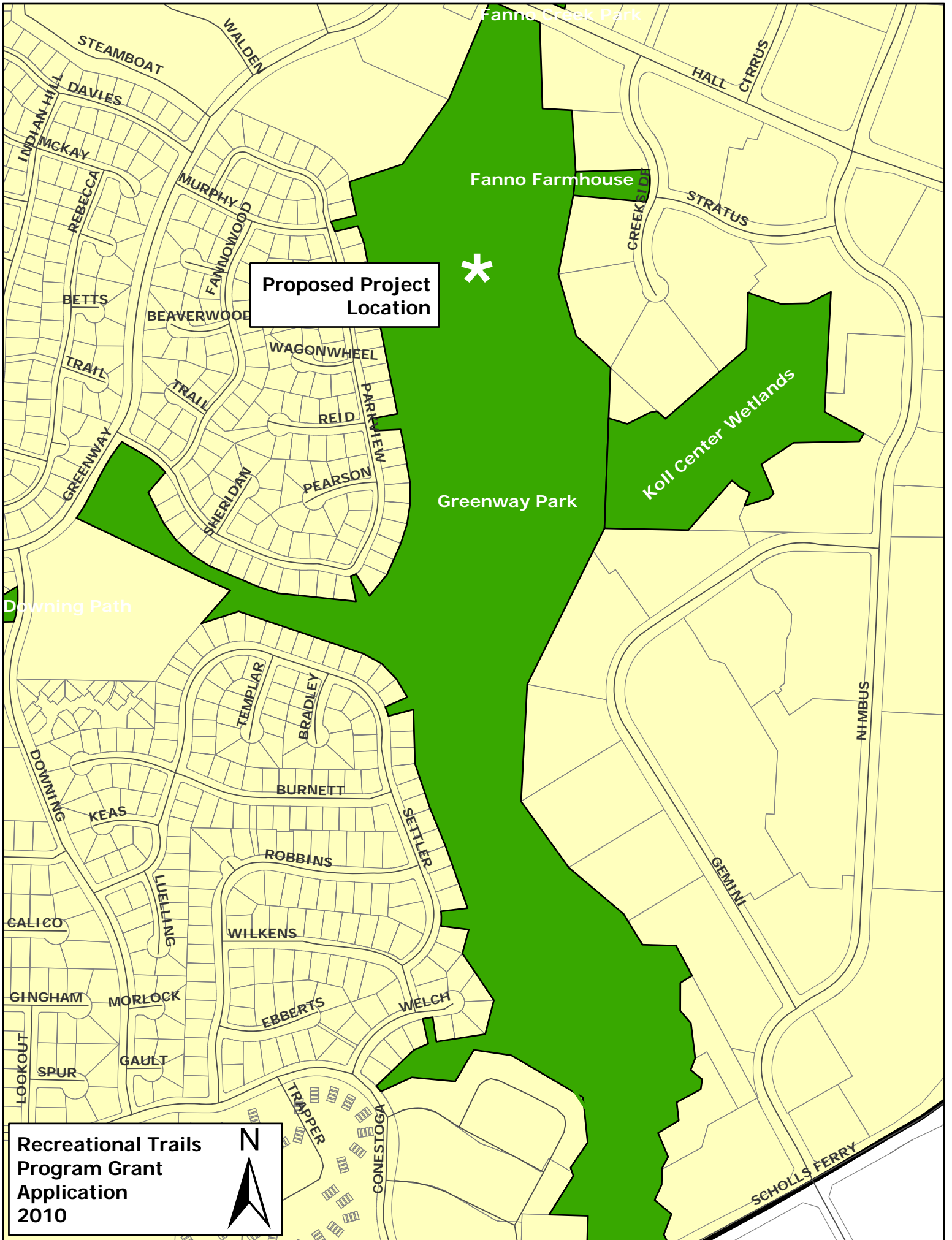
Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 2nd day of November 2009.

Larry Pelatt, Board President

Bob Scott, Board Secretary

Adoption and date attested by:


Jessica Collins, Recording Secretary



Proposed Project Location



Recreational Trails Program Grant Application 2010





Proposed Project Location



Greenway Park

Fanno Farmhouse

Fanno Creek Regional Trail

Koll Center Wetlands

Recreational Trails Program Grant Application 2010





[9A]

MEMO

DATE: October 22, 2009
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: Bond Program

The information and discussion in this memo adds to that which has been provided to the Board at previous meetings relating to implementation of the Bond Program. Topics addressed include architecture and engineering contracts status, public meetings for capital projects, the land acquisition process, play structure replacements, and natural resource program activities related to the bond program.

Architecture and Engineering Contracts Status

The Planning & Development Department has completed architecture and engineering contract negotiations for all but two of the first 16 scheduled bond projects. Staff anticipates executing the remaining contracts by the end of October or early November.

Public Meetings for Capital Projects

The following meetings have been scheduled on the specified projects:

Meadow Way Athletic Field

Tuesday, November 3, 2009, 6:30 p.m.

Conestoga Recreation & Aquatic Center Room #203

Conestoga Recreation & Aquatic Center Facility Expansion:

Thursday, November 5, 2009, 6:30 p.m.

Conestoga Recreation & Aquatic Center Room #203

Schiffler Park Redevelopment

Wednesday, January 6, 2010, 6:00 p.m.

Fir Grove Elementary in the Library

Land Acquisition Process

Based on guidance received from the Bond Oversight Committee, staff will be coming to the Board at their December meeting with proposed acquisition parameters and due diligence guidelines for the bond program. These parameters and guidelines will direct District staff as they process land acquisitions.

Staff is also working on a request for proposals for master contracts, subject to not-to-exceed limits, for various acquisition services including appraisals, surveys, environmental assessments, and lot partitions/property line adjustments.

Staff is continuing to contact the owners of targeted properties to determine their interest in selling to the District, with the initial emphasis on properties that need to be acquired in the near term to allow certain capital projects to proceed. Staff has also been working with The Trust for Public Land to determine acquisition efforts for which they might take the lead.

Play Structure Replacements

On October 15, 2009, Maintenance staff began the installation of the play equipment replacements at Roxbury Park, the first of the bond measure play structure replacements. This was a fairly minor replacement, which enabled Maintenance staff to complete the installation without an outside contractor. The work should be completed by October 31, and staff will provide photographs of the installation at the November 2, 2009 Board meeting. Upon completion of the Roxbury Park installation, staff will begin a similar play equipment installation at George Otten Park.

Natural Resource Program Activities

Natural Resources staff have evaluated 34 natural area properties for acquisition. Staff are in the planning phase for many restoration projects. Thirteen site needs assessments have been completed and five restoration plans have been written. Staff are working on gaining internal approval and planning public outreach efforts for these projects. Active work is going on at Murrayhill Park where blackberries are being removed and replaced with native shrubs.



[9B]

MEMO

DATE: October 12, 2009
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Energy Savings Performance Contract Project Development Plan

Summary

Staff is requesting Board of Directors ratification of the findings of the Project Development Plan (PDP) conducted as the second step in the Energy Savings Performance Contract (ESPC) project. Excerpts of the PDP report produced by McKinstry are attached. Staff is also requesting authorization to move forward to the Design and Construction phase of the ESPC project.

Background

In January 2009, the Board of Directors approved the authorization to negotiate and execute a contract with McKinstry, an Energy Services Company (ESCO). The initial step performed by McKinstry in the ESPC project was the Technical Energy Audit (TEA) of all District facilities. The Board, at the August 24, 2009 meeting, approved the TEA findings and authorized staff to move forward with the PDP phase of the project.

With the completion of the TEA, the potential energy savings projects were further measured and examined in the PDP. In the PDP, all of the potential energy savings and project costs calculations from the TEA were reviewed in more detail and refined. The PDP project list is the list from which final construction projects will be selected, now with a maximum construction cost for all potential projects of \$1.7 million.

Proposal Request

With the ratification of the findings of the PDP and the authorization to move forward, staff will select the final construction project list and the ESPC will move to the next phase of the project, the Design and Construction phase. In the Design and Construction phase, final equipment cost calculations will be determined and established as Guaranteed Maximum Prices (GMAX). The guaranteed energy savings calculations will also be finalized during this phase of the ESPC.

Benefits of Proposal

Ratifying the PDP findings will allow the District to continue with the ESPC process. This process allows for mechanical equipment replacement in our facilities with newer and more energy efficient equipment in a manner that is budget bottom-line neutral. The project promotes sustainability along with guaranteed energy savings.

Potential Downside of Proposal

Continuing with the ESPC will necessitate the District to make capital improvements that result in guaranteed energy savings. Such capital improvements will need to be funded through the acquisition of new debt. The projects in the contract will, however, remain bottom-line neutral by applying the guaranteed utility dollar savings to the debt repayment.

However, if the District chooses not to proceed with the ESPC, it will be obligated to reimburse project costs already incurred in the ESPC.

Action Requested

Board of Directors ratification of the Project Development Plan (PDP) findings conducted as the second step in the Energy Savings Performance Contract (ESPC), and authorization to move forward to the Design and Construction phase of the project.

Section 1 – Executive Summary

1.1 OVERVIEW

McKinstry Essention (herein known as McKinstry) is pleased to present this proposal for the implementation of energy efficiency measures for Tualatin Hills Park and Recreation District.

This proposal follows the outline contained in Phase 1, Technical Energy Audit, Part B, and Project Development Plan of the Tualatin Hills Park and Recreation District Energy Savings Performance Contract. It presents the contractual terms under which McKinstry and Tualatin Hills Park and Recreation District will work together over the term of the project.

The services included in this proposal include design, construction, system commissioning, training and verification. Although Tualatin Hills Park and Recreation District will operate and maintain the new equipment, McKinstry will provide an initial verification of the systems installed and will provide documentation of system operation and performance, proving the ability to realize the necessary savings.

1.2 PROJECT DESCRIPTION

This project includes the installation of new and retrofitted lighting systems, domestic hot water system upgrades, automated pool covers and ultraviolet light systems, a variable frequency drive installation, direct digital control system installations, and a central heating plant replacement. The complete project list is identified below:

FIM #	FIM Name	Site
9.01-ALO	Lighting Upgrade	Aloha Pool
12.02-ALO	Domestic Hot Water System Upgrades	Aloha Pool
17.01-ALO	Automatic Pool Cover and UV Installation	Aloha Pool
9.01-BEA	Lighting Upgrade	Beaverton Pool
12.01-BEA	Domestic Hot Water System Upgrades	Beaverton Pool
9.01-CHR	Lighting Upgrade	Cedar Hills Recreation Center
3.04-CON	VFD Installation	Conestoga Pool
4.01-CON	Control system upgrade	Conestoga Pool
9.01-CON	Lighting Upgrade	Conestoga Pool
12.02-CON	Domestic Hot Water System Upgrades	Conestoga Pool
9.01-GAR	Lighting Upgrade	Garden Home Recreation Center
9.01-HAR	Lighting Upgrade	Harman Pool
17.01-HAR	Automatic Pool Cover Installation	Harman Pool
1.01-HMT	Central Plant Replacement	Howard M. Terpenning Complex
4.01-HMT	Control System Upgrade	Howard M. Terpenning Complex (Athletic Center)
4.02-HMT	Control System Installation	Howard M. Terpenning Complex (Main Complex)
9.01-HMT	Lighting Upgrade	Howard M. Terpenning Complex

12.02-HMT	Domestic Hot Water System Upgrades	Howard M. Terpenning Complex
9.01-SUN	Lighting Upgrade	Sunset Pool
17.01-SUN	Automatic Pool Cover and UV Installation	Sunset Pool

1.3 SUMMARY OF BENEFITS

Financial Benefits

Section 4 of the proposal provides information related to specific project financials related to this project. The guaranteed maximum project allowable (GMAX) cost is \$1,589,508 (without a 10% owner's contingency included). This GMAX cost does not include Bureau of Labor and Industries (BOLI) fees and Business Energy Tax Credit (BETC) related processing fees, which McKinstry does not have control over, but can predict for a total project cost. With BOLI fees and BETC fees, the total project cost is \$1,600,022.

This Energy Savings Performance Contract has the benefit of a guaranteed maximum price, which is a ceiling cost for the project, and uses open book pricing to reconcile any construction cost savings back to Tualatin Hills Park and Recreation District.

The estimated utility rebate from Energy Trust of Oregon is \$139,149. The estimated Business Energy Tax Credit from the state of Oregon (as a pass-through) is \$77,006. These incentives are estimates and are not guaranteed. Actual incentives will be determined by the agencies providing the incentives. These incentives will also vary by the FIMs selected for construction.

The project is projected to produce \$88,934 in first year annual guaranteed energy savings to Tualatin Hills Park and Recreation District. McKinstry is guaranteeing the lighting projects at 95%, the Variable Frequency Drive project at 70%, and the remaining projects at 90%. The actual savings to Tualatin Hills Park and Recreation District will be \$100,207, based on the projected energy costs with the upcoming forecasted 17% rate reduction on gas costs. This rate change is forecasted to be occurring in November 2009. The annual operational savings for lamp and ballast replacement is \$667. The estimated simple payback for this project is 15.46 years, including incentives and excluding energy escalation.

A detailed financial analysis, including escalations and timing of all revenues and expenditures, is included in Table 4.3 Cash Flow Analysis. Three cash flows have been included in this proposal. The first cash flow provided shows that Tualatin Hills Park and Recreation District would have contribute \$329,555 to maintain a positive cash flow.

The second cash flow provided shows annual contributions from capital budgets for work that is planned in future years. The planned future contributions would total \$134,247, and would take place in years one through eight.

The third cash flow provided shows annual contributions from capital budgets for work that is planned in future years and an upfront contribution of \$200,000. The planned future contributions would total \$ 25,624, and would take place in years one through four.

All three cash flows exclude contingency funds of \$104,558 (10% of the construction costs), and this figure has not been factored into any of the three financing scenarios of this project.

All three financing packets are based on an 18-year municipal lease, with an interest rate of 5.50%.

Environmental Summary

The energy savings produced will directly reduce the amount of power produced by the utility companies. To compute the environmental impact, McKinstry uses factors from the Leonardo Academy's cleanerandgreener.org website, which provides fossil fuel generation emission rates.

The Leonardo Academy "Energy Prices and Emission Factors" document states "... fossil fuel generation only emission factors provide more accurate estimates of emission reductions from energy efficiency. This is because low operating cost generation like hydroelectric generation and nuclear generation will run whenever they are available because of their low position in the generation loading order, regardless of decreases in overall energy consumption. As a result, a decrease in energy consumption from increased energy efficiency will have little or no impact on the total output of nuclear and renewable-based generation."

On average, one car produces 15,000 pounds of CO₂ annually and one acre of trees absorbs 7,333 pounds of CO₂ annually. By implementing this building improvement, CO₂ emissions will be reduced by **1,302,307 pounds annually**, which is equivalent to removing **86.8 cars** from the road annually or planting **177.6 acres of trees** annually. This project will also reduce NO_x emissions by 1,513 lbs. and SO₂ emissions by 939 lbs. - both of these pollutants contribute to wet and dry acid precipitation in addition to smog.

1.4 MAXIMUM PROJECT COST

McKinstry guarantees that the project cost, related specifically to the project scope defined herein, will not exceed the maximum price of \$1,589,508 (with reconciliation to actual cost). This includes all McKinstry services, management, and is before any utility incentives or tax credits, or any contingency figures.

1.5 ENERGY SAVINGS GUARANTEE

McKinstry will guarantee the energy savings produced by this project. If the total of the energy savings of the installed measures fails to meet the amount that McKinstry guaranteed, McKinstry will pay the difference between the guaranteed amount and the energy savings guarantee shortfall. If the energy savings exceed the guaranteed energy savings amount, the excess energy savings surplus amount will accrue to Tualatin Hills Park and Recreation District.

1.6 CONCLUSION

This project represents an excellent opportunity for Tualatin Hills Park and Recreation District to greatly improve its facilities, while saving energy. The benefits of performing this scope, beyond the energy savings, includes increased light levels in the facilities, better domestic hot water systems, reduced chemical use and water use because of the UV systems and pool covers, and more reliable equipment. The project provides facility improvements with an overall project payback under 15.46 years. McKinstry looks forward to working with Tualatin Hills Park and Recreation District in making this project a success.



Scenario - F - Recommended PDP Measures
Tualatin Hills Park and Recreation District - Group 1, Phase 1
Table 4.2: FIM Matrix

FIM #	FIM Name	General Description	Description (Existing Conditions)	Description (Proposed Conditions)	Building	Budget *	Annual Utility Savings	Annual CO2 Savings (lbs)	Cost per Annual lbs of CO2 Savings	Annual Operational Savings	Potential Utility Rebate **	Net Customer Cost (with Utility Incentive)	Simple Payback (with Utility Incentive)	Federal or BETC Potential Funding **	Net Customer Cost (Including BETC)	Simple Payback (Including BETC)
9.01-ALO	Lighting Upgrade	Upgrade lighting scheme	Existing pool lighting fixtures use 400W metal halide lamps. The rest of the lighting system has been updated to use T8 lamps and electronic ballasts. Parking lot lighting uses HPS lamps.	Replace existing pool fixtures with a new T8 fluorescent fixtures. The new fixtures will have instant-on capabilities, will increase average maintained illumination levels, and will reduce lamp maintenance costs. The new fixtures will also improve color rendering and lighting quality. The new fixtures shall be supplied with high temperature electronic ballasts.	Aloha Pool	\$16,313	\$1,670	26,327	\$1	\$86	\$3,484	\$12,829	7.3	\$1,975	\$10,854	6.2
12.02-ALO	DHW System Upgrades	Install tankless water heater system and low flow showerheads	The domestic hot water is heated by a Teledyne Laars boiler and pumped to a storage tank. The heater has a 400 MBH input rate and is 81% nominally efficient. There are eight 3 GPM standard showerheads in this facility.	Demo and remove the domestic hot water storage tank and heat exchanger. Install a tankless water heating system comprised of 3 Navien tankless heaters mounted on a unistrut racking system. Replace the 8 fixtures with Niagara Conservation 1.75 GPM showerheads (model N2917).	Aloha Pool	\$48,735	\$1,458	11,886	4	\$0	\$896	\$47,839	32.8	\$1,511	\$46,328	31.8
17.01-ALO	Automatic Pool Cover and UV Installation	Install an automatic pool cover to be used during unoccupied hours. Install UV system on pools to minimize water quality issues.	The pool remains uncovered at all times. The pool is rectangular and has 3,150 square feet of surface area. Pool does not currently have a UV system to improve water quality.	Install a pool cover to cover the pool during unoccupied hours. The cover is to be automatically deployed using wall mounted switches and will cover the entire pool. A new UV system will be installed to improve water quality and reduce the dump of water from the pool to maintain water quality.	Aloha Pool	\$129,330	\$4,683	26,736	5	\$0	\$4,540	\$124,790	26.6	\$0	\$124,790	26.6
9.01-BEA	Lighting Upgrade	Upgrade lighting scheme	Throughout the athletic facility complex there are numerous areas where T12 fixtures are being used. Existing pool lighting fixtures use 400W metal halide lamps. Parking lot lighting uses HPS lamps and is controlled via a timer.	Retrofit existing T12 fluorescent fixtures with T8 lamps and electronic ballasts. Replace existing pool fixtures with a new T8 fluorescent fixtures. The new fixtures will have instant-on capabilities, will increase average maintained illumination levels, and will reduce lamp maintenance costs. The new fixtures will also improve color rendering and lighting quality. The new fixtures shall be supplied with high temperature electronic ballasts.	Beaverton Pool	\$20,183	\$2,757	44,354	0	\$180	\$5,046	\$15,137	5.2	\$2,219	\$12,918	4.4
12.01-BEA	DHW System Upgrades	Install low flow showerheads.	Ten 3 GPM standard showerheads are used in this facility.	Replace the ten fixtures with Niagara Conservation 1.75 GPM showerheads (model N2917)	Beaverton Pool	\$992	\$3,874	21,369	0	\$0	\$347	\$645	0.2	\$0	\$645	0.2
9.01-CHR	Lighting Upgrade	Upgrade lighting scheme	Throughout the athletic facility there are a few areas where T12 fixtures are being used; however, much of the existing lighting has T8 lamps and electronic ballasts. The existing gymnasium lighting fixtures use 400W metal halide lamps.	Retrofit existing T12 or HID fixtures as noted in the lighting audit with new efficient lighting technologies. Occupancy sensors have been proposed where appropriate. Replace existing gymnasium lighting with new fluorescent high bay fixtures.	Cedar Hills Rec	\$20,001	\$2,128	32,149	1	\$54	\$4,255	\$15,746	7.2	\$2,427	\$13,320	6.1
3.04-CON	VFD Installation	Install VFD for AHU-4 supply and return fans.	AHU-4 has a supply and return fan that both use inlet guide vanes for varying the flow through the system. The supply fan motor is 50 HP and the return fan motor is 15 HP.	Remove Vari-Cone system and install VFDs either in the units or mounted in a NEMA 12 can on the units, modify 3 phase power wiring to go thru VFD and modify control wiring signal. (1) 50 HP and (1) 15 HP drives are required.	Conestoga Pool	\$66,853	\$9,427	145,984	0	\$0	\$20,056	\$46,797	5.0	\$2,647	\$44,150	4.7
4.01-CON	Control system upgrade	Upgrade DDC controls system.	There is an older Johnson Controls DDC system installed w/o central interface to district. The AHU's currently are scheduled to run continuously	Upgrade controls system to correct programming to fix simultaneous mechanical cooling and economizing. Install a system that has a web interface and is capable of performing an optimal start function to eliminate some of the run time of the AHUs.	Conestoga Pool	\$89,891	\$7,480	119,755	1	\$0	\$16,090	\$73,801	9.9	\$0	\$73,801	9.9
9.01-CON	Lighting Upgrade	Upgrade lighting scheme	Throughout the athletic facility much of the existing lighting has T8 lamps and electronic ballasts. The existing pool and basketball court lighting fixtures use 400W metal halide lamps. Parking lot lighting uses Metal Halide lamps and is controlled via a timer.	Replace existing pool lighting fixtures with a new HID fixtures. The new pool fixtures shall have a natatorium finish and supplied with Philips Master Color series metal halide lamps. This new Metal Halide technology reduces energy usage, improve color rendering and lighting quality. The new fixtures shall be supplied with electronic HID ballasts which reduce restrike times. The same fixture will be supplied as a replacement for the main sport court as well, but without a natatorium finish. Occupancy sensors have been proposed where appropriate. Replace existing gymnasium lighting with new fluorescent high bay fixtures.	Conestoga Pool	\$43,372	\$3,455	53,801	1	\$0	\$7,121	\$36,251	10.5	\$6,495	\$29,756	8.6



Scenario - F - Recommended PDP Measures
Tualatin Hills Park and Recreation District - Group 1, Phase 1
Table 4.2: FIM Matrix

FIM #	FIM Name	General Description	Description (Existing Conditions)	Description (Proposed Conditions)	Building	Budget *	Annual Utility Savings	Annual CO2 Savings (lbs)	Cost per Annual lbs of CO2 Savings	Annual Operational Savings	Potential Utility Rebate **	Net Customer Cost (with Utility Incentive)	Simple Payback (with Utility Incentive)	Federal or BETC Potential Funding **	Net Customer Cost (Including BETC)	Simple Payback (Including BETC)
12.02-CON	DHW System Upgrades	Install tankless water heater system and low flow showerheads	The hot water for the building is currently heated by the heating water boiler through a heat exchanger located in the boiler room and stored in a 475 gallon storage tank. There are ten 3 GPM standard showerheads in this facility.	Demo and remove the domestic hot water storage tank and heat exchanger. Install a tankless water heating system comprised of 3 Navien tankless heaters mounted on a unistrut racking system. Replace the 10 fixtures with Niagara Conservation 1.75 GPM showerheads (model N2917).	Conestoga Pool	\$67,133	\$3,584	25,100	3	\$0	\$896	\$66,237	18.5	\$3,237	\$63,000	17.6
9.01-GAR	Lighting Upgrade	Upgrade lighting scheme	Throughout the athletic facility there are a few areas where T12 fixtures are being used; however, much of the existing lighting has T8 lamps and electronic ballasts. The existing gymnasium lighting fixtures use 400W metal halide lamps. Parking lot lighting belongs to PGE.	Retrofit existing T12 or HID fixtures as noted in the lighting audit with new efficient lighting technologies. Occupancy sensors have been proposed where appropriate. Replace existing gymnasium lighting with new fluorescent high bay fixtures.	Garden Home Rec	\$19,021	\$1,291	17,923	1	\$71	\$2,372	\$16,649	12.2	\$2,818	\$13,831	10.2
9.01-HAR	Lighting Upgrade	Upgrade lighting scheme	Throughout the athletic facility there are a few areas where T12 fixtures are being used; however, much of the existing lighting has T8 lamps and electronic ballasts. Existing pool lighting fixtures use 400W metal halide lamps. Parking lot lighting uses HPS lamps.	Replace existing pool fixtures with a new T8 fluorescent fixtures. The new fixtures will have instant-on capabilities, will increase average maintained illumination levels, and will reduce lamp maintenance costs. The new fixtures will also improve color rendering and lighting quality. The new fixtures shall be supplied with high temperature electronic ballasts.	Harman Pool	\$15,960	\$1,890	29,774	1	\$100	\$3,941	\$12,019	6.0	\$1,770	\$10,249	5.1
17.01-HAR	Automatic Pool Cover Installation	Install an automatic pool cover to be used during unoccupied hours	The pool remains uncovered at all times. The pool is rectangular and has 3,150 square feet of surface area.	Install a pool cover to cover the pool during unoccupied hours. The cover is to be automatically deployed and cover the entire pool.	Harman Pool	\$74,458	\$8,865	101,926	1	\$0	\$8,706	\$65,752	7.4	\$9,372	\$56,381	6.4
1.01-HMT	Central Plant Replacement	Install condensing hot water boiler.	The pool and domestic hot water is heated by a natural gas fired Cleaver Brooks hot water boiler. It is a Model CB-300-150 and has a maximum input of 6,277 MBH.	Replace the existing hot water boiler with a condensing Hydrotherm KN20 boiler and new heat exchanger to heat the pool water. The condensing boiler is to be a minimum of 92% efficient. Also, install a Smith HE cast iron sectional boiler with 12 sections. This boiler will provide heating water to the air handlers in this facility.	Howard M. Terpenning Complex	\$507,768	\$8,204	90,051	6	\$0	\$7,996	\$499,772	60.9	\$15,690	\$484,082	59.0
4.01-HMT	Control System Upgrade	Upgrade DDC controls system.	There is an older Johnson Controls Facilitator system that controls the 6 AHUs and boiler system for this building. Many zones were observed to be operating over temperature set point and economizing fully during periods of mechanical cooling.	Upgrade controls system to correct programming to fix simultaneous mechanical cooling and economizing. Install a system that has a web interface and is capable of performing an optimal start function to eliminate some of the run time of the AHUs.	Howard M. Terpenning Complex	\$78,229	\$7,674	118,167	1	\$0	\$15,562	\$62,667	8.2	\$0	\$62,667	8.2
4.02-HMT	Control System Installation	Install a BACKnet control system.	The building is ventilated by a pneumatically controlled multizone unit. It has stand alone thermostats in each zone that control temperature. No night set back was apparent.	Install a BACnet based DDC control system that will allow for better control of the multizone unit and scheduling for the 3 packaged RTUs. System is to have web-based interface. The 8 zone multizone control system will include economizer control, reset/in	Howard M. Terpenning Complex	\$79,441	\$2,090	35,623	2	\$0	\$5,086	\$74,355	35.6	\$0	\$74,355	35.6
9.01-HMT	Lighting Upgrade	Upgrade lighting scheme	Throughout the athletic facility complex there are a few areas where T12 fixtures are being used; however, much of the existing lighting has T8 lamps and electronic ballasts. The existing pool and main sport court lighting fixtures use 400W metal halide lamps. Indoor tennis court lighting uses indirect lighting fixtures, and in the main indoor tennis facility the existing fixtures use a bi-level controller system. Parking lot lighting uses metal halide lamps and is controlled via timeclock.	Retrofit existing T12 or low wattage HID fixtures as noted in the lighting audit with new efficient lighting technologies. Replace existing pool lighting fixtures with a new HID fixtures. The new pool fixtures shall have a natatolium finish and supplied with Philips Master Color series metal halide lamps. This new Metal Halide technology reduces energy usage, improve color rendering and lighting quality. The new fixtures shall be supplied with electronic HID ballasts which reduce restrike times. Replace the existing lighting fixtures in the main sport court with fluorescent gymnasium high bay fixtures. We are not proposing a replacement for the existing tennis court lighting.	Howard M. Terpenning Complex	\$125,953	\$10,507	163,939	1	\$0	\$21,698	\$104,256	9.9	\$14,076	\$90,180	8.6



Scenario - F - Recommended PDP Measures
Tualatin Hills Park and Recreation District - Group 1, Phase 1
Table 4.2: FIM Matrix

FIM #	FIM Name	General Description	Description (Existing Conditions)	Description (Proposed Conditions)	Building	Budget *	Annual Utility Savings	Annual CO2 Savings (lbs)	Cost per Annual lbs of CO2 Savings	Annual Operational Savings	Potential Utility Rebate **	Net Customer Cost (with Utility Incentive)	Simple Payback (with Utility Incentive)	Federal or BETC Potential Funding **	Net Customer Cost (Including BETC)	Simple Payback (Including BETC)
12.02-HMT	DHW System Upgrades	Install tankless water heater system and low flow showerheads	The domestic hot water is provided through a heat exchanger from the main boiler to a storage tank in the 50 Meter facility. There are twenty six 2.5 GPM standard showerheads in the 50 Meter and Athletic Center facilities. There are also two 2.2 GPM standard showerheads in the Athletic Center facility.	Demo and remove the domestic hot water storage tank and heat exchanger. Install a tankless water heating system comprised of 6 Navien tankless heaters mounted on a unistrut racking system. Replace the 28 fixtures with Niagara Conservation 1.75 GPM showerheads (model N2917).	Howard M. Terpenning Complex	\$46,136	\$3,086	28,029	2	\$0	\$1,799	\$44,337	14.4	\$2,690	\$41,648	13.5
9.01-SUN	Lighting Upgrade	Upgrade lighting scheme	Existing pool lighting fixtures use 400W metal halide lamps. The rest of the lighting system has been updated to use T8 lamps and electronic ballasts. Parking lot lighting uses Metal Halide lamps in two fixtures and HPS lamps in two fixtures. They are controlled via a timeclock.	Replace existing pool fixtures with a new T8 fluorescent fixtures. The new fixtures will have instant-on capabilities, will increase average maintained illumination levels, and will reduce lamp maintenance costs. The new fixtures will also improve color rendering and lighting quality. The new fixtures shall be supplied with high temperature electronic ballasts.	Sunset Pool	\$18,468	\$2,593	42,531	0	\$176	\$4,617	\$13,851	5.0	\$2,234	\$11,617	4.2
17.01-SUN	Automatic Pool Cover and UV Installation	Install an automatic pool cover to be used during unoccupied hours. Install UV system on pools to minimize water quality issues.	The pool remains uncovered at all times. The pool is rectangular and has 3,150 square feet of surface area. Pool does not currently have a UV system to improve water quality.	Install a pool cover to cover the pool during unoccupied hours. The cover is to be automatically deployed using wall mounted switches and will cover the entire pool. A new UV system will be installed to improve water quality and reduce the dump of water from the pool to maintain water quality.	Sunset Pool	\$131,787	\$2,217	16,565	8	\$0	\$3,644	\$128,142	57.8	\$7,845	\$120,297	54.3
Totals for Selected FIMs						\$1,600,022	\$88,934	1,151,988		\$667	\$138,149	\$1,461,873	16.3	\$77,006	\$1,384,867	15.5

* Project costs for Sections B, C, and E of Table 4.1 are divided among individual FIMs proportional to each FIM's Section A cost. Therefore the budget prices shown for individual FIMs are approximate and shown for reference only. If individual FIMs are dropped from or added to the project, the project cost will not decrease or increase by exactly the dollar amount shown in this table.

** Utility rebate is contingent on utility company funding and final approval. Funds are shown for reference only.

** State or Federal Tax Credit or Funding is contingent on government funding and final approval. Funds are shown for reference only.

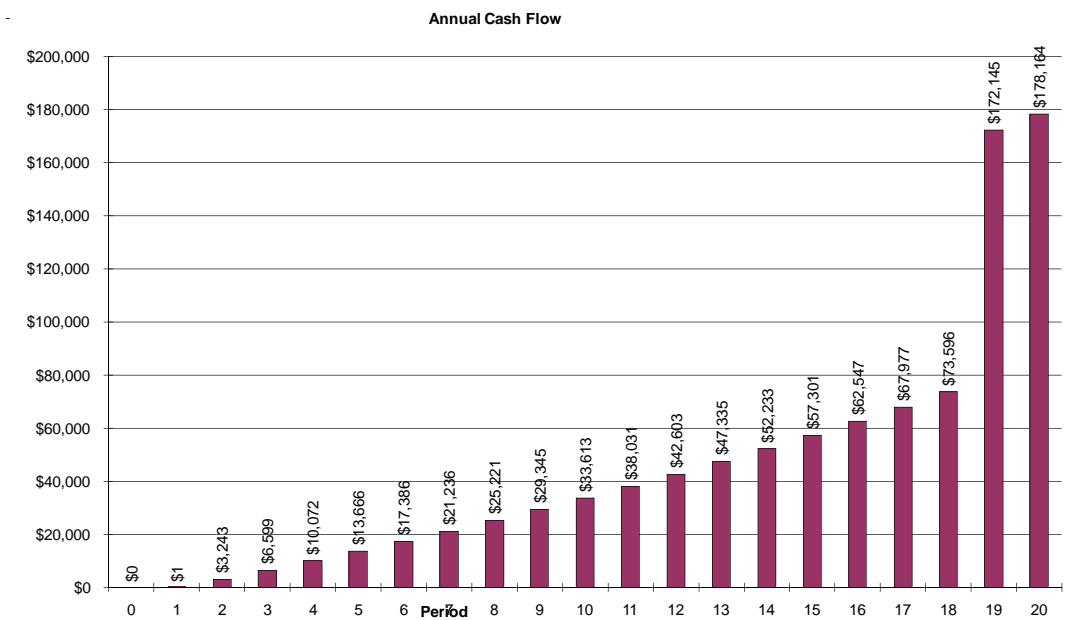
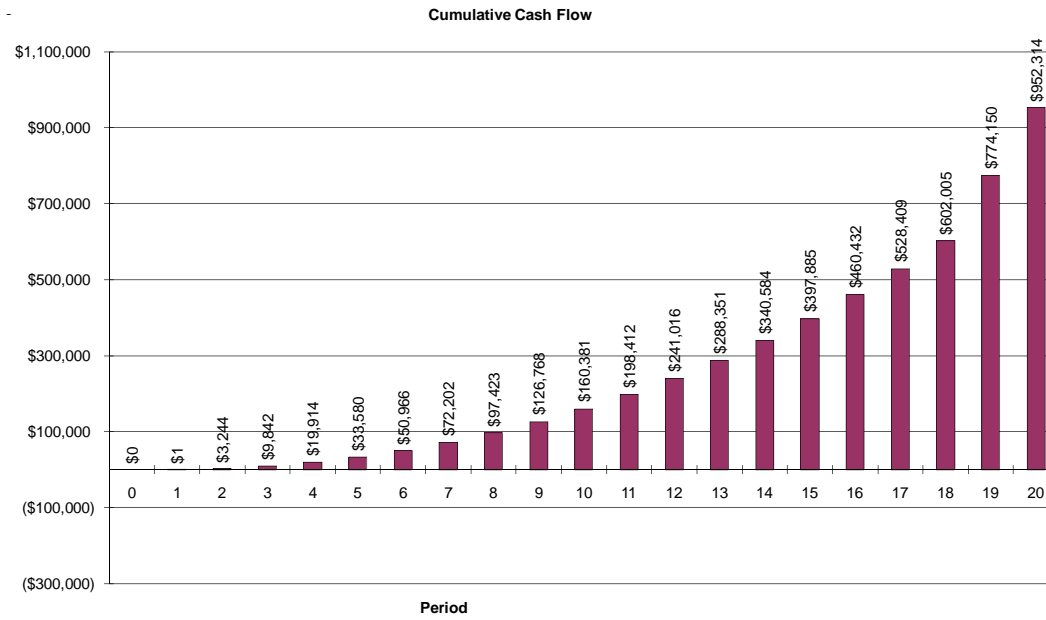
*** Total Measure Life is a weighted average based on individual measure lives and their associated annual utility and operational savings.



Table 4.3 - Cash Flow Analysis

Cash Flow Analysis Scenario 1 (Capital Contributed Upfront on the Project)

Customer:	Tualatin Hills Park and Recreation District
Group and Phase:	Group 1, Phase 1
Scenario:	F - Recommended PDP Measures
Financing Source:	18 Year Muni Lease 5.5%
Financial Data for Scenario:	
First Cost	\$1,600,022
Utility Rebate	\$138,149
BETC	\$77,006
Net Customer Cost	\$1,384,867
Capital Infusion	\$329,555
Amount Financed	\$1,055,312
Annual Utility Savings	\$88,934
Annual Operational Savings	\$667
Cash Flow Analysis Period	
Include Depreciation (1=Yes, 0=No)	20.0
Life of Equipment (For Depreciation)	0.0
Number of Years for O&M Savings	10.0
Annual Measure and Verification Fee	
% MV of Utility Savings	\$0
M&V Start Year	0.0
M&V End Year	0.0
Financing Term (Years)	
Annual Interest Rate %	18.00
Payments per Year	5.50%
First Payment Due Date	4.00
Discount Rate	12/1/09
Discount Rate	
Inflation Rate	0.00%
Scenario Simple Payback (yrs)	
Net Present Value (NPV) Year 10	15.46
Net Present Value (NPV) Year 15	\$160,381
Net Present Value (NPV) Year 20	\$397,885
	\$952,314



Period	0.0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	
Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
First & Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tax Credit Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Annual Utility Savings			\$88,934	\$92,046	\$95,268	\$98,602	\$102,053	\$105,625	\$109,322	\$113,148	\$117,105	\$121,207	\$125,450	\$129,840	\$134,385	\$139,088	\$143,956	\$148,995	\$154,210	\$159,607	\$165,193	\$170,975
Utility Escalation		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Utility Savings	\$0	\$92,046	\$95,268	\$98,602	\$102,053	\$105,625	\$109,322	\$113,148	\$117,109	\$121,207	\$125,450	\$129,840	\$134,385	\$139,088	\$143,956	\$148,995	\$154,210	\$159,607	\$165,193	\$170,975	\$176,959	
Annual O&M Savings			\$667	\$687	\$708	\$729	\$751	\$773	\$796	\$820	\$845	\$870	\$896	\$923	\$951	\$980	\$1,009	\$1,039	\$1,070	\$1,102	\$1,136	\$1,170
O&M Escalation		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Total O&M Savings	\$0	\$687	\$708	\$729	\$751	\$773	\$796	\$820	\$845	\$870	\$896	\$923	\$951	\$980	\$1,009	\$1,039	\$1,070	\$1,102	\$1,136	\$1,170	\$1,205	
M&V Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual Savings	\$0	\$92,733	\$95,976	\$99,331	\$102,804	\$106,398	\$110,115	\$113,966	\$117,954	\$122,078	\$126,346	\$130,764	\$135,336	\$140,068	\$144,965	\$150,034	\$155,280	\$160,706	\$166,325	\$172,145	\$178,164	
Accumulated Savings	\$0	\$92,733	\$188,709	\$288,040	\$390,844	\$497,243	\$607,361	\$721,330	\$839,283	\$961,361	\$1,087,707	\$1,218,471	\$1,353,807	\$1,493,875	\$1,638,840	\$1,788,874	\$1,944,154	\$2,104,863	\$2,271,192	\$2,443,337	\$2,621,501	
Annual Finance/Lease Payment	\$ -	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	(\$92,733)	\$0	\$0	
Principal		(\$36,141)	(\$38,170)	(\$40,313)	(\$42,577)	(\$44,967)	(\$47,492)	(\$50,158)	(\$52,974)	(\$55,949)	(\$59,090)	(\$62,408)	(\$65,911)	(\$69,612)	(\$73,520)	(\$77,648)	(\$82,008)	(\$86,612)	(\$91,475)	\$0	\$0	
Interest		(\$56,591)	(\$54,562)	(\$52,419)	(\$50,156)	(\$47,765)	(\$45,241)	(\$42,574)	(\$39,758)	(\$36,784)	(\$33,643)	(\$30,325)	(\$26,821)	(\$23,121)	(\$19,212)	(\$15,084)	(\$10,725)	(\$6,121)	(\$1,258)	\$0	\$0	
Annual Cash Flow	\$0	\$1	\$3,243	\$6,599	\$10,072	\$13,666	\$17,386	\$21,236	\$25,221	\$29,345	\$33,613	\$38,031	\$42,603	\$47,335	\$52,233	\$57,301	\$62,547	\$67,977	\$73,596	\$172,145	\$178,164	
Cumulative Cash Flow:	\$0	\$1	\$3,244	\$9,842	\$19,914	\$33,580	\$50,966	\$72,202	\$97,423	\$126,768	\$160,381	\$198,412	\$241,016	\$288,351	\$340,584	\$397,885	\$460,432	\$528,409	\$602,005	\$774,150	\$952,314	
Present Value (PV) Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Cumulative PV	\$0	\$1	\$3,244	\$9,842	\$19,914	\$33,580	\$50,966	\$72,202	\$97,423	\$126,768	\$160,381	\$198,412	\$241,016	\$288,351	\$340,584	\$397,885	\$460,432	\$528,409	\$602,005	\$774,150	\$952,314	

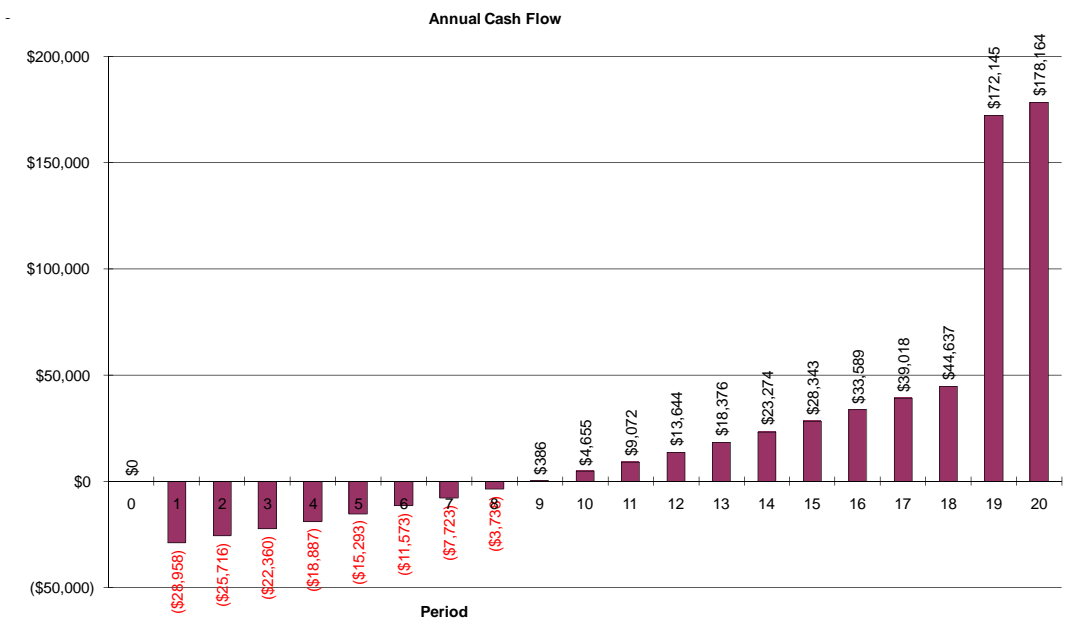
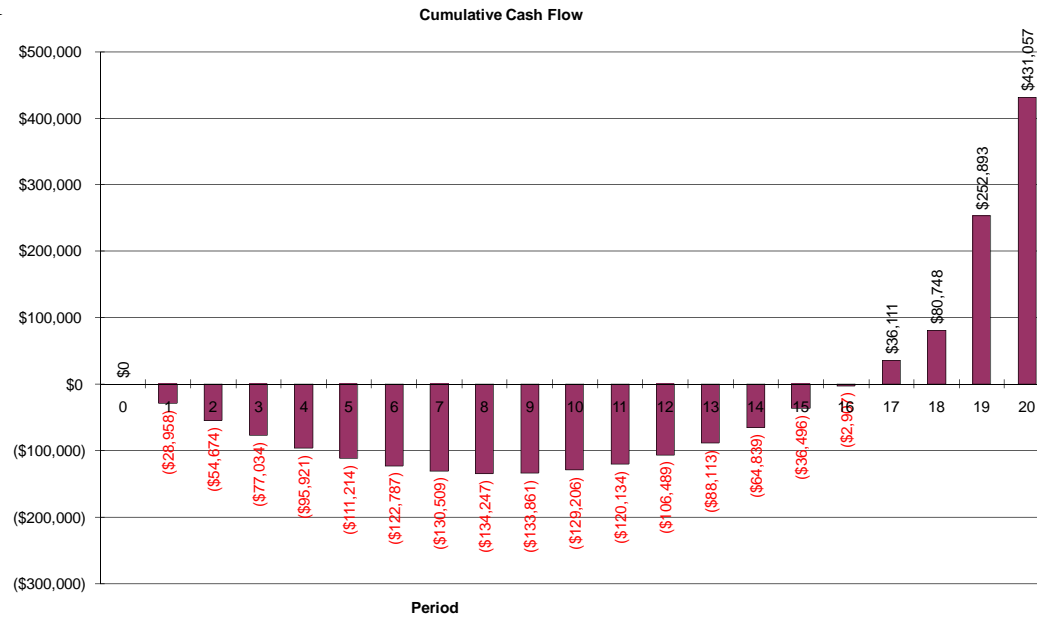
Notes (1) _____
 (2) _____
 (3) _____



Table 4.3 - Cash Flow Analysis

Cash Flow Analysis Scenario 2 (Capital Contributed From Capital Budgets During the Project)

Customer:	Tualatin Hills Park and Recreation District
Group and Phase:	Group 1, Phase 1
Scenario:	F - Recommended PDP Measures
Financing Source:	18 Year Muni Lease 5.5%
Financial Data for Scenario:	
First Cost	\$1,600,022
Utility Rebate	\$138,149
BETC	\$77,006
Net Customer Cost	\$1,384,867
Capital Infusion	\$0
Amount Financed	\$1,384,867
Annual Utility Savings	\$88,934
Annual Operational Savings	\$667
Cash Flow Analysis Period	
Include Depreciation (1=Yes, 0=No)	20.0
Life of Equipment (For Depreciation)	0.0
Number of Years for O&M Savings	10.0
Annual Measure and Verification Fee	
% MV of Utility Savings	\$0
M&V Start Year	0.0%
M&V End Year	0.0
Financing Term (Years)	
Annual Interest Rate %	18.00
Payments per Year	5.50%
First Payment Due Date	4.00
Discount Rate	
Inflation Rate	0.00%
Scenario Simple Payback (yrs)	
Net Present Value (NPV) Year 10	15.46
Net Present Value (NPV) Year 15	-\$129,206
Net Present Value (NPV) Year 20	-\$36,496
	\$431,057

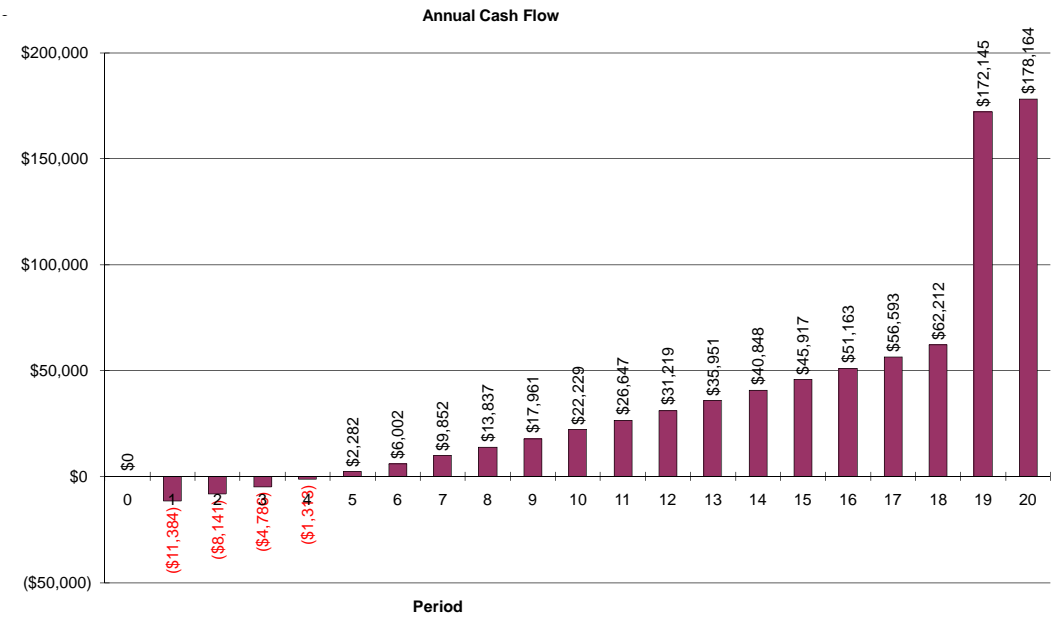
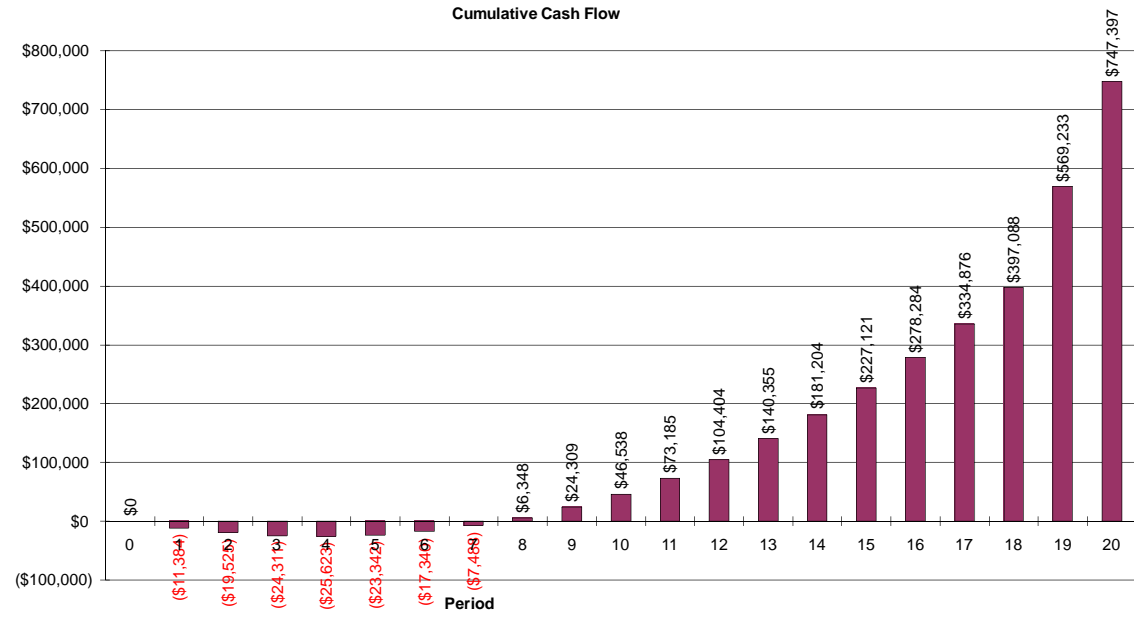


Period	0.0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	
Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
First & Replacement	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Equipment Depreciation	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Tax Credit Impact	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Subtotal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Annual Utility Savings			\$88,934	\$92,046	\$95,268	\$98,602	\$102,053	\$105,625	\$109,322	\$113,148	\$117,105	\$121,207	\$125,450	\$129,840	\$134,385	\$139,088	\$143,956	\$148,995	\$154,210	\$159,607	\$165,193	\$170,975
Utility Escalation		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Utility Savings	\$0	\$92,046	\$95,268	\$98,602	\$102,053	\$105,625	\$109,322	\$113,148	\$117,109	\$121,207	\$125,450	\$129,840	\$134,385	\$139,088	\$143,956	\$148,995	\$154,210	\$159,607	\$165,193	\$170,975	\$176,959	
Annual O&M Savings		\$667	\$687	\$708	\$729	\$751	\$773	\$796	\$820	\$845	\$870	\$896	\$923	\$951	\$980	\$1,009	\$1,039	\$1,070	\$1,102	\$1,136	\$1,170	\$1,205
O&M Escalation		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Total O&M Savings	\$0	\$687	\$708	\$729	\$751	\$773	\$796	\$820	\$845	\$870	\$896	\$923	\$951	\$980	\$1,009	\$1,039	\$1,070	\$1,102	\$1,136	\$1,170	\$1,205	
M&V Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual Savings	\$0	\$92,733	\$95,976	\$99,331	\$102,804	\$106,398	\$110,115	\$113,968	\$117,954	\$122,078	\$126,346	\$130,764	\$135,336	\$140,068	\$144,965	\$150,034	\$155,280	\$160,706	\$166,325	\$172,145	\$178,164	
Accumulated Savings	\$0	\$92,733	\$188,709	\$288,040	\$390,844	\$497,243	\$607,361	\$721,330	\$839,283	\$961,361	\$1,087,707	\$1,218,471	\$1,353,807	\$1,493,875	\$1,638,840	\$1,788,874	\$1,944,154	\$2,104,863	\$2,271,192	\$2,443,337	\$2,621,501	
Annual Finance/Lease Payment	\$	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	(\$121,691)	\$0	\$0
Principal		(\$47,427)	(\$50,090)	(\$52,903)	(\$55,873)	(\$59,010)	(\$62,323)	(\$65,822)	(\$69,517)	(\$73,421)	(\$77,543)	(\$81,896)	(\$86,494)	(\$91,351)	(\$96,479)	(\$101,896)	(\$107,617)	(\$113,659)	(\$120,041)	(\$126,951)	\$0	\$0
Interest		(\$74,264)	(\$71,601)	(\$68,789)	(\$65,819)	(\$62,682)	(\$59,369)	(\$55,869)	(\$52,174)	(\$48,271)	(\$44,149)	(\$39,795)	(\$35,197)	(\$30,341)	(\$25,212)	(\$19,795)	(\$14,074)	(\$8,032)	(\$1,651)	\$0	\$0	\$0
Annual Cash Flow	\$0	(\$28,958)	(\$25,716)	(\$22,360)	(\$18,887)	(\$15,293)	(\$11,573)	(\$7,723)	(\$3,738)	\$386	\$4,655	\$9,072	\$13,644	\$18,376	\$23,274	\$28,343	\$33,589	\$39,018	\$44,637	\$172,145	\$178,164	
Cumulative Cash Flow:	\$0	(\$28,958)	(\$54,674)	(\$77,034)	(\$95,921)	(\$111,214)	(\$122,787)	(\$130,509)	(\$134,247)	(\$133,861)	(\$129,206)	(\$120,134)	(\$106,489)	(\$88,113)	(\$64,839)	(\$36,496)	(\$2,907)	\$36,111	\$80,748	\$252,893	\$431,057	
Present Value (PV) Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Cumulative PV	\$0	(\$28,958)	(\$54,674)	(\$77,034)	(\$95,921)	(\$111,214)	(\$122,787)	(\$130,509)	(\$134,247)	(\$133,861)	(\$129,206)	(\$120,134)	(\$106,489)	(\$88,113)	(\$64,839)	(\$36,496)	(\$2,907)	\$36,111	\$80,748	\$252,893	\$431,057	

Notes (1) _____
 (2) _____
 (3) _____

Cash Flow Analysis Scenario 3 (\$200,000 Capital Contributed Upfront, with Remaining Capital Contributed From Capital Budgets During the Project)

Customer:	Tualatin Hills Park and Recreation District
Group and Phase Scenario:	Group 1, Phase 1 F - Recommended PDP Measures
Financing Source:	
Financial Data for Scenario:	
First Cost	\$1,600,022
Utility Rebate	\$138,149
BETC	\$77,006
Net Customer Cost	\$1,384,867
Capital Infusion	\$200,000
Amount Financed	\$1,184,867
Annual Utility Savings	\$88,934
Annual Operational Savings	\$667
Cash Flow Analysis Period	20.0
Include Depreciation (1=Yes, 0=No)	0.0
Life of Equipment (For Depreciation)	10.0
Number of Years for O&M Savings	10.0
Annual Measure and Verification Fee	\$0
% MV of Utility Savings	0.0%
M&V Start Year	2.0
M&V End Year	0.0
Financing Term (Years)	18.00
Annual Interest Rate %	5.50%
Payments per Year	4.00
First Payment Due Date	12/1/09
Discount Rate	0.00%
Inflation Rate	0.00%
Scenario Simple Payback (yrs)	15.46
Net Present Value (NPV) Year 10	\$46,538
Net Present Value (NPV) Year 15	\$227,121
Net Present Value (NPV) Year 20	\$747,397



Period	0.0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	
Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
First & Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tax Credit Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Annual Utility Savings		\$88,934	\$92,046	\$95,268	\$98,602	\$102,053	\$105,625	\$109,322	\$113,148	\$117,109	\$121,207	\$125,450	\$129,840	\$134,385	\$139,088	\$143,956	\$148,995	\$154,210	\$159,607	\$165,193	\$170,975	
Utility Escalation	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	
Total Utility Savings	\$0	\$92,046	\$95,268	\$98,602	\$102,053	\$105,625	\$109,322	\$113,148	\$117,109	\$121,207	\$125,450	\$129,840	\$134,385	\$139,088	\$143,956	\$148,995	\$154,210	\$159,607	\$165,193	\$170,975	\$176,959	
Annual O&M Savings		\$667	\$687	\$708	\$729	\$751	\$773	\$796	\$820	\$845	\$870	\$896	\$923	\$951	\$980	\$1,009	\$1,039	\$1,070	\$1,102	\$1,136	\$1,170	
O&M Escalation	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Total O&M Savings	\$0	\$687	\$708	\$729	\$751	\$773	\$796	\$820	\$845	\$870	\$896	\$923	\$951	\$980	\$1,009	\$1,039	\$1,070	\$1,102	\$1,136	\$1,170	\$1,205	
M&V Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Annual Savings	\$0	\$92,733	\$95,976	\$99,331	\$102,804	\$106,398	\$110,119	\$113,969	\$117,954	\$122,078	\$126,346	\$130,764	\$135,336	\$140,068	\$144,965	\$150,034	\$155,280	\$160,709	\$166,329	\$172,145	\$178,164	
Accumulated Savings	\$0	\$92,733	\$188,709	\$288,040	\$390,844	\$497,243	\$607,361	\$721,330	\$839,283	\$961,361	\$1,087,707	\$1,218,471	\$1,353,807	\$1,493,875	\$1,638,840	\$1,788,874	\$1,944,154	\$2,104,863	\$2,271,192	\$2,443,337	\$2,621,501	
Annual Finance/Lease Payment	\$ -	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	(\$104,117)	\$0	\$0
Principal		(\$40,578)	(\$42,856)	(\$45,262)	(\$47,804)	(\$50,488)	(\$53,322)	(\$56,316)	(\$59,478)	(\$62,817)	(\$66,344)	(\$70,069)	(\$74,003)	(\$78,158)	(\$82,546)	(\$87,181)	(\$92,075)	(\$97,245)	(\$102,705)	(\$108,750)	\$0	\$0
Interest		(\$63,539)	(\$61,261)	(\$58,854)	(\$56,313)	(\$53,629)	(\$50,795)	(\$47,801)	(\$44,639)	(\$41,300)	(\$37,773)	(\$34,048)	(\$30,114)	(\$25,959)	(\$21,571)	(\$16,936)	(\$12,042)	(\$6,872)	(\$1,412)	\$0	\$0	\$0
Annual Cash Flow	\$0	(\$11,384)	(\$8,141)	(\$4,786)	(\$1,313)	\$2,282	\$6,002	\$9,852	\$13,837	\$17,961	\$22,229	\$26,647	\$31,219	\$35,951	\$40,848	\$45,917	\$51,163	\$56,593	\$62,212	\$68,145	\$74,397	
Cumulative Cash Flow:	\$0	(\$11,384)	(\$19,525)	(\$24,311)	(\$25,623)	(\$23,342)	(\$17,340)	(\$7,488)	\$6,348	\$24,309	\$46,538	\$73,185	\$104,404	\$140,355	\$181,204	\$227,121	\$278,284	\$334,876	\$397,088	\$469,233	\$547,397	
Present Value (PV) Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Cumulative PV	\$0	(\$11,384)	(\$19,525)	(\$24,311)	(\$25,623)	(\$23,342)	(\$17,340)	(\$7,488)	\$6,348	\$24,309	\$46,538	\$73,185	\$104,404	\$140,355	\$181,204	\$227,121	\$278,284	\$334,876	\$397,088	\$469,233	\$547,397	

Notes (1)
(2)
(3)



[9C]

MEMO

DATE: October 27, 2009
TO: The Board of Directors
FROM: Doug Menke, General Manager
RE: General Manager's Report for November 2, 2009

Budget Committee Vacancy

Due to the expiration of one Budget Committee member term (Ruth Rosimo), one Budget Committee position is available for appointment. Park District staff recommends the Board of Directors begin accepting applications from the public in order to fill this vacancy and set a deadline that would allow staff to present the applications to the Board for their review at the December 7, 2009 Regular Board Meeting.

City of Portland/Bureau of Environmental Services (BES)

The Board will recall that the Park District entered into an agreement with BES in the late 1990's to install a high pressure sanitary sewer line on Park District property and on land BES would acquire and then transfer to the Park District's ownership. In return for the use of Park District land, BES agreed to construct a portion of the Fanno Creek Trail between Vista Brook Park (SW 86th Avenue) and SW Oleson Road at the Garden Home Recreation Center. At the same time, BES constructed a pump station (on their property) to facilitate the operation of the high-pressure line.

Staff has been in contact with BES staff and has learned that the high-pressure line has failed in multiple locations along the line and repair is no longer being considered as a option. Complete abandonment and new installation is now the preferred option. In addition, an additional pump station may need to be built (on BES land) as well. Because the line crosses the open space of the Garden Home Recreation Center, staff has expressed great concern as to the location of the new sewer line and its impact on the Center's open space and operations in general during construction. Because of the nature of the sewer line's failure, BES is on a fast track to complete new installation in the summer of 2010. I will keep the Board informed as negotiations progress.

Leadership Development Update

The participants in the leadership development program, led by consultant Richard Houston of Peopleassets, made their final presentations in September. This represents the completion of the program. A current task force is working on creating a multilevel educational academy that will include a leadership tier, which will be offered on a three-year cycle.

In addition, a professional level training component has been added to the existing training lineup for supervisory level employees. This year's series will focus on enhancing workplace

communications. Six supervisor-training sessions have been scheduled. Areas of concentration include: enhancing written communication, negotiation/conflict resolution, and performance management tips for coaching and motivating staff. Training sessions will be led by adjunct professors from local universities who will combine assigned readings that staff will perform offline and will be expected to report key concepts from. General training sessions, for all staff, will resume February 2010.

All Staff Meetings

This year's Annual All Staff Meetings will be held on Thursday and Friday, November 12 and 13 at the Nature Park Interpretive Center. These meetings are held to update staff on projects and topics of interest in and around the Park District and selected staff provide brief updates on special projects and programs they have been working on. In addition, staff is given the opportunity to ask any question that they may have about the Park District. Each staff person attends only one of the two days to assure operational coverage at our facilities.

Board of Directors Meeting Schedule

Please note the following Board of Directors meeting schedule:

- December Regular Board Meeting – December 7, 2009
- January Regular Board Meeting – Monday, January 11, 2010
- February Regular Board Meeting – Monday, February 1, 2010



[10A]

MEMO

DATE: October 7, 2009
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Recommendation for Revised Planning and Budgeting Process

Background

While the current planning and budgeting process for the Park District works very well, we have been considering ways to enhance it, and enhance our performance measurement and accountability process as well. Some of the concerns in our current process include:

- Our current goal setting process produces a list of actions to complete; while this makes it easy to measure performance, either complete or not, it does not necessarily measure how effectively we are achieving the overall goal.
- The current goal setting process does not allow flexibility to address changing needs or opportunities throughout the year.
- Due to timing of goal setting, it does not fully become a driver for the budget process, but becomes a supplement to the primary budget process.
- Due to time constraints, the goals and action steps are included in the budget without sufficient operational planning, taking away the opportunity to look for innovations and efficiencies in their implementation.
- Annual activity development as driven by the goals is very top down with little opportunity for staff input or participation.
- There is not a comprehensive process for identifying budgeted activities that no longer contribute to the overall goals of the District and should be considered for discontinuation, or activities that are exceeding their targets and should be expanded.

Proposal

To address some of these concerns, and to improve the overall performance measurement of District operations, we are recommending changes to the planning and budgeting process. One of the key differences will be that the annual goal setting, as done by the Board of Directors, will focus on performance measure outcomes for each goal, Goal Outcomes, that they would like to see rather than specific activities to be accomplished.

Using the Goal Outcomes established by the Board, staff will convene in cross-departmental teams to develop business plans designed to achieve the goal outcomes. Business plans will feed into the budget process as priority funding items.

Goals, objectives and action steps from the comprehensive plan will still be the basis for business plans. The intention of creating goal outcomes is to measure progress and ensure that the action steps and objectives are effectively moving toward achievement of the goal.

This memo describes the overall recommendation. If approved, a more detailed transition plan, likely over several years, will need to be developed.

Summary of Recommended process as compared to Current Process

	Current Process	Recommended
Goals - Basis	The Comprehensive Plan establishes Goals, and Objectives and Action Steps are prioritized initially by staff, but with Board adoption.	The basis for District Goals should still be the Comprehensive Plan, but the objectives should become outcome-based criteria rather than specific action steps. We can still look to the action steps noted in the Comprehensive Plan, but will not be limited by these.
Goals - Timeline	In December, staff prepares an update on the previous year's goals and in January and February, proposed District Goal and Objectives are brought to the Board for approval.	District Goal Outcomes would need to be adopted by the Board of Directors by October of each year.
Goals - Performance Measurement	Since the District Goals primarily consist of defined activities, the performance measurement process consists of the level of completion of the activity (not complete, substantially complete or complete)	If the District Goals are defined as desired outcomes, then performance measurement will be based on the measurement of the outcome – this should be stated as a quantifiable performance measure.
Budget – Prioritization	Currently, the Budget process is prioritized toward status quo operations. Programs are given budget targets based on prior year appropriations and new appropriations are based on evaluation of supplemental requests and based on available funding.	The recommendation is to have budget prioritized based on District Goal Outcomes. This would mean that individual program budgets would be in part funded based on how they support the outcomes rather than just an incremental adjustment from the prior year.
Budget – Inclusion of Goals	There is not currently a systematic process for ensuring that goals are reflected in the budget. Since the budget is driven by targets, the goals are funded somewhat on a funds available basis. This is also largely due to the timing of receiving the approved goals in February when most program budgets have already been submitted.	A key additional step will be the creation of business plans designed to achieve the District Goal Outcomes. Once an outcome has been established, an inter-departmental staff team will develop a business plan to implement the desired outcome. The business plans will be funded in the budget as a priority item, and may either replace or supplement existing funding of routine operations.

Example

Goals and Objectives are a given based on the Comprehensive Plan:

Goal 3: Operate Parks in an efficient, safe, and cost-effective manner, while maintaining high standards.

Objective 3A: Continue to improve the efficiency and cost-effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.

These Goal Outcomes and Business Plans are hypothetical examples based on the given goal and objective:

Goal Outcome 1: For Park Maintenance, reduce travel time as a percent of overall maintenance staff time from 25% to 18%.

Goal Outcome 2: Reduce vehicle fuel consumption per acre maintained by 5%.

Business Plan 1: Review and modify schedules and maintenance routes, create cross functional park maintenance teams to reduce park visits, increase equipment packages per vehicle to increase capacity of maintenance activities per visit, expand inspection checklist to increase thoroughness of activity per visit, assign teams the responsibility of ensuring that all prescribed maintenance is accomplished at each visit.

Business Plan 2: In addition to Business Plan 1, modify vehicle sizing needs to upgrade vehicle fuel efficiency, implement use of alternative fuel vehicles as appropriate, use On-board Advisor to monitor driving habits for fuel efficiency and create incentive program for fuel efficient driving behavior.

Annual Planning Process for Each Fiscal Year

July-August	Update menu of available Outcome Measures and benchmark where available
September	Board of Directors adopts Goal Outcomes for next fiscal year
September – November	Staff Teams develop Business Plans for next fiscal year based on Goal Outcomes
December	Business Plans for next fiscal year reviewed with Board of Directors
January	Mid-year update on Outcome Measures for current fiscal year
December – March	Business Plans incorporated into budget requests for Proposed Budget for next fiscal year
February	Mid-year update on Outcome Measures shared with Budget Committee at mid-year meeting.
April – May	Next fiscal year budget approved by Budget Committee
July	Current fiscal year Outcome Measure final report.

Next Steps

Transitioning into this model will take most of the next fiscal year to complete, and, as such, would not be fully implemented until the planning and budgeting for FY 2011-12 taking place during the 2010-11 fiscal year.

The two primary transition activities to take place during the 2009-10 fiscal year are to develop a menu of Performance Measures that can be used to set Goal Outcomes, and to begin modifying the budget development process and implementing the use of Business Plans. The timeline for these activities is as follows:

Performance Measures (Outcomes)

November 2009	Identify viable performance measures
December 2009	Request Board of Directors review of relevance of performance measures
February 2010	Share performance measures and budget process revisions with Budget Committee at Mid-year meeting
March 2010	Complete data gathering for performance measures
May 2010	Develop new performance measures data resources where existing data is not available (i.e. modify the registration program to track data)
May 2010	Analyze trend line - internal benchmarking
June 2010	Gather market data – external benchmarking
August 2010 (for 2011/12 Budget)	Request Board of Directors prioritization of measures to address, and establish Goal Outcomes

Business Plans (Transition – 2010/11 Budget)

August 2009	Eliminate new/additional funding requests from budget process
November 30, 2009	Develop Business Plan template (single department or inter-department)
December 2009	Develop Business Plan training for staff
December 2009- February 2010	Staff develop Business Plans as part of budget requests
February 2010	Management Review Business Plans for inclusion in budget
March 2010	Incorporate Business Plan into budget

During FY 2009-10 Business Services staff will also be reviewing budget development tools and techniques to refine the budget process. There are a number of budget development programs that will increase our automation of the process and provide enhanced accountability for results in the development of budget requests.



[10B]

MEMO

DATE: October 23, 2009
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Retirement Plan Investment Policy

Summary

Staff is requesting Board of Directors adoption of Investment Policy recommendations regarding the funds held in the District Retirement Plan.

Background

Staff has been working with the District Retirement Plan Consultant, Tom Smothers, to review investment performance of the Retirement Plan assets and develop recommendations for enhancing that performance.

Based on this review, staff has entered into an agreement with Morningstar Managed Portfolios to invest a portion of District Retirement Plan assets in a fund managed by Morningstar. The portion of assets invested in this fund would replace the investment in the Vanguard Market Index fund currently used.

Proposal Request

To facilitate this change, staff is requesting that the Board of Directors approve a new investment policy statement for the District Retirement Plan assets. This policy statement is driven largely by the investment policy developed by Morningstar, but it also addresses policy regarding all the District Retirement Plan assets, including those held in the Standard Guaranteed Fund. The policy also addresses investment performance measurement and reporting.

Attachment A provides an analysis and a recommended policy statement for each of the investment policy items. Also attached is the Investment Policy drafted by Morningstar and included in their proposal, as it relates to the portion of Retirement Plan assets invested their.

Tom Smothers and a representative from Morningstar will be at the Board of Directors meeting to review the investment plan and answer any questions that the Board may have.

Benefits of Proposal

The approval of the investment policy for the assets held in the District Retirement Plan enables staff to work with the Retirement Plan consultant and the investment manager to

structure an investment strategy that best serves the needs of the retirement plan. It also ensures that there is clear policy guidance between the Board of Directors, staff, the Retirement Plan consultant and the investment manager.

Potential Downside of Proposal

There is no apparent downside to the proposal, other than normal risk associated with investment of assets.

Action Requested

Board of Directors approval of the Investment Policy for District Retirement Plan Assets as recommended in Attachment A.

Attachment A:
Tualatin Hills Park & Recreation District
Retirement Plan Investment Policies.

Investment Vehicles:

1. Current Policy:

The current Board policy is to invest the District Retirement Plan assets between the Standard Guaranteed Account, backed by investment grade bonds and mortgage loans, and an equity based mutual fund. The District has used the Vanguard S&P 500 Market Index Fund.

2. Analysis

Given the recent volatility in the equity securities market, staff and the District Retirement Plan Consultant, Tom Smothers, have been exploring better investment vehicles that will provide more sophisticated management of retirement plan assets. An analysis of historic returns shows that using an Exchange-Traded Fund (ETF) methodology will provide higher returns at a lower level of risk.

3. Consultant Recommendation

The consultant recommends investing the portion of the District Retirement Plan assets that had been in the Vanguard Market Index Fund in the ETF investment vehicle managed by Morningstar Managed Portfolios.

4. Investment Policy Statement

Staff recommends that the District Retirement Plan assets be invested in both the Standard Guaranteed Fund and an ETF managed by Morningstar Managed Portfolios.

District Investment Profile:

1. Current Policy:

None

2. Analysis:

Morningstar has assessed the District Retirement Plan profile and determined that the District has a medium time horizon for investments, and a medium risk tolerance. Morningstar has also assessed liquidity needs and determined that the District does not have significant short-term needs for cash withdrawals.

Based on this profile, Morningstar is recommending a *Growth ETF*, for the District Retirement Plan assets.

3. Consultant Recommendation:

Given that the retirement plan assets will still be invested in both the guaranteed account, as well as the ETF, the consultant agrees with the Morningstar recommendation of the Growth ETF.

4. Investment Policy

Staff recommends that the Growth ETF Portfolio be used for District Retirement Plan assets.

Investment Services:

1. Current Policy:

Although there is no current policy regarding this, the current practice is that Standard Insurance provides investment management services for all assets held in the District Retirement Plan.

2. Analysis:

The proposal from Morningstar, in the investment policy section, outlined the services to be provided in several categories including: Roles and Responsibilities, ETF Rating Methodology, Portfolio Construction, Rebalancing, Reallocating, and Communication. Under Roles and Responsibilities the proposal breaks these down between Morningstar and the District advisor.

3. Consultant Recommendation:

The consultant concurs with the Morningstar list of services, and accepts the responsibility to provide those services that are to be furnished by the District advisor.

4. Investment Policy:

Staff recommends that District Retirement Plan assets be invested with Morningstar Managed Portfolios in accordance with the Investment Policy Statement provide by Morningstar in their proposal, as attached.

Asset Distribution:

1. Current Policy:

Current Board Policy is to maintain an even distribution between the Standard Guaranteed Account and the equity based mutual fund. Standard has managed this by moving funds between these two investment vehicles to maintain the 50/50 position.

2. Analysis:

The transfer of the Vanguard 500 assets to Morningstar will continue the 50/50 exposure initially. However, the Growth Investment asset model will provide greater diversity by incorporating additional asset classes. It also allows the Morningstar fund managers to judiciously shift the mix of assets based on market conditions even though the ETF portfolio maintains a constant asset allocation. *This is covered in greater detail in the attached brochure.*

3. Consultant Recommendation:

Because of the conservative position of the Standard Guaranteed account and the exposure to bonds in the Morningstar portfolio, a swing to grow the Growth Investment to 55%-60% of the entire portfolio would increase the potential for higher returns without significant additional risk exposure. This can be done by

adjusting the monthly deposits and controlling the transfer of assets between two investment managers, Standard and Morningstar.

4. Investment Policy Statement:

Staff recommends that the investment of District Retirement Plan Assets be distributed between the Standard Guaranteed Account and the Growth Investment Exchange-Traded Fund at a mix of no less than 40% in either account and no more than 60% in either account. The actual distribution will be evaluated no less frequently than quarterly, but more frequently if market conditions necessitate it.

Performance Measurement and Reporting:

1. Current Policy:

There is currently no policy regarding investment performance measurement and reporting on District Retirement Plan assets.

2. Analysis:

The Morningstar proposal provides quarterly reporting of the Portfolio Overview, and the Investment Performance. This quarterly reporting would need to be combined with the performance on the funds held in the Guaranteed Account to assess the performance on the entire Retirement Plan portfolio.

3. Consultant Recommendation:

The consultant has agreed to work with District staff in actively monitoring investment performance and reviewing asset allocation between the Guaranteed Account and the Growth ETF.

4. Investment Policy Statement:

Staff recommends that an investment performance report be provided electronically to the Board of Directors no less frequently than annually.

Investment Policy Statement for Tualatin Hills Park and Recreation

Based on the information gathered in your Profile, we have developed an Investment Policy Statement that incorporates your unique goals, time horizon, risk profile, and liquidity needs into a clear set of objectives. This enables your investment advisor and Morningstar Managed Portfolios to recommend an appropriate investment solution for you.

The following statement outlines your investment goals and objectives and describes the strategies that we will employ to meet these objectives.

Your Investment Policy Statement will:

Provide a portfolio strategy that is suited to your needs

Explain the investment process used to create your portfolio

Identify the roles and responsibilities of the different parties involved in constructing and monitoring your portfolio

Detail the procedures we will employ to monitor your investments

Outline the type of communication that you can expect to receive from us

Investment Policy Statement

Your Profile

Time Horizon

Short	Medium	Long
-------	--------	------

- ▷ **You have a medium time horizon for your financial goals. This dictates a moderately aggressive stance for your investment portfolio.**

Financial markets go through cycles that may extend over several years. Investors with a longer time horizon have the capacity to tolerate volatility over short-term periods, but they typically benefit from rising markets over time. Conversely, investors with short-term financial needs such as funding a college education or a house down payment generally need more stable investment solutions which deliver more modest, but less volatile returns.

Risk Tolerance

Low	Medium	High
-----	--------	------

- ▷ **You have a medium risk tolerance. This dictates a moderate allocation to higher return/greater volatility assets such as stocks.**

Every investor has a unique risk tolerance. It may be determined by age, the size of your investment portfolio, your experience with investing, your employment status, etc. It is a personal decision and it is important for you to discuss your risk tolerance with your advisor and ensure that it truly reflects your goals. Generally a higher risk tolerance will mean a larger allocation to stocks (versus bonds), which historically have generated greater returns, but with more volatility.

Liquidity Needs

- ▷ **You do not have any sizable short-term needs for cash withdrawals. This indicates that you may prefer a more fully invested or relatively more aggressive investment solution.**

Depending on the composition of your assets and your current financial status, you may have income needs or short-term financial goals attached to this portion of your assets. This will drive the level of risk and the amount of cash in the recommended portfolio.

Investment Policy Statement

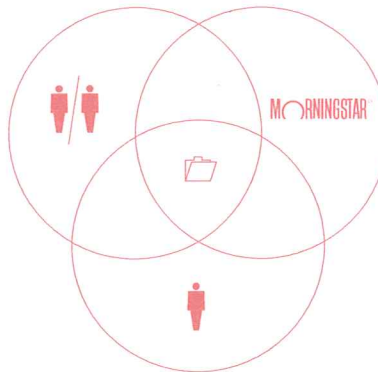
Recommended Portfolio



▷ Growth ETF

This portfolio seeks long-term capital appreciation through investments in exchange-traded funds (ETFs) representing domestic and foreign equities, and modest allocations to a diversified mix of fixed-income ETFs. The portfolio will experience some level of volatility, but its fixed-income positions should provide it with a cushion in tough stock-market environments.

Roles and Responsibilities



▷ Your Advisor

Responsible for assisting us in making an appropriate asset allocation decision based upon your particular needs, objectives, and your Risk/Return Profile.

- ▷ Analyze your current financial situation
- ▷ Help determine your Risk/Return Profile
- ▷ Help you select the appropriate portfolio
- ▷ Monitor performance relative to your goals and objectives
- ▷ Review changes in your circumstances

▷ Morningstar Investment Services

Morningstar Managed Portfolios combines the extensive mutual fund and research resources of Morningstar, Inc. with the investment strategy and management expertise of Morningstar Investment Services, Inc.

- ▷ Determine Strategic Allocation
- ▷ Determine how to position portfolio given current market climate
- ▷ Analyze, select and monitor exchange-traded funds
- ▷ Reallocate and rebalance portfolio

Investment Policy Statement

Investing in Exchange-Traded Funds

To construct our ETF portfolios, we employ a “core and explore” investment process. Core positions serve as the anchors of the portfolios by providing exposure to the asset classes represented in our strategic asset allocation, such as domestic equity, foreign equity, fixed income, and real estate. Explore positions will be used as a means to try to add value relative to our blended benchmarks. Explore positions will generally consist of ETFs that track narrower segments of the markets, such as a particular investment style (i.e. Large-Cap Growth), a specific region/country, or sector/industry.

ETF Rating Methodology

Selection of our explore positions will be based on a proprietary ETF rating methodology that draws on the substantial data and research capabilities of Morningstar, Inc. Our ETF rating methodology grades equity ETFs based on three broad factors: valuation, fundamentals, and cost.

- ▷ **Valuation**—Represents the most important component of our rating methodology and takes advantage of the considerable equity research conducted within our parent company. Our equity analysts estimate a company’s fair value, which can then be compared with its current market price. Those stocks whose prices are below our analysts’ fair value estimates are considered attractive investment opportunities. This helps us identify ETFs that have holdings in aggregate that are trading at attractive levels relative to our analysts’ assessment of their fair value.
- ▷ **Fundamental Analysis**—Looks at various Morningstar scores that measure a company’s profitability, growth characteristics and business risk.
- ▷ **Cost**—Has a direct impact on performance of an ETF. And given the fact that ETFs are passively managed vehicles, we believe that costs are a paramount factor to consider and we strive to keep them low.

Portfolio Construction

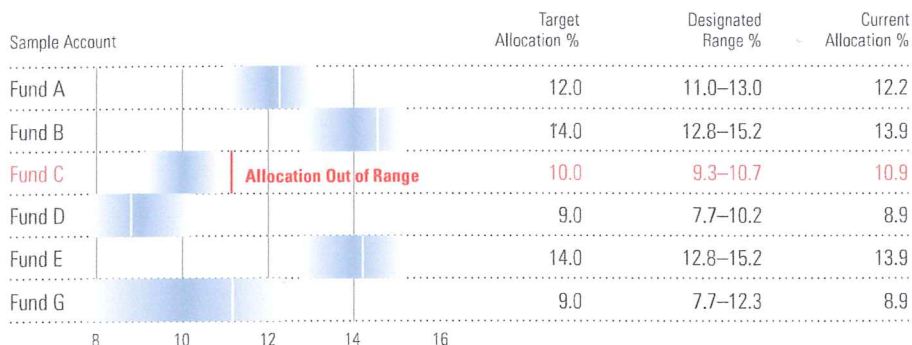
Our security selection process is then combined with our portfolio management expertise to construct the portfolios.

- ▷ The portfolios are managed within the context of a strategic asset allocation that represents the efficient portfolio over a long time period, and it serves as our benchmark for portfolio construction and performance evaluation.
- ▷ Our asset class review process will guide our decisions as to which asset classes to overweight or underweight relative to the portfolios’ strategic benchmarks.
- ▷ Our ETF rating methodology will determine which ETFs are candidates for inclusion in the portfolios.
- ▷ ETFs considered for our explore positions will be capped at 10% of assets.
- ▷ We will consider risk characteristics of underlying ETFs, such as volatility, beta, and portfolio concentration.
- ▷ We will consider portfolio characteristics of underlying ETFs and their impact on an overall portfolio. For example, greater emphasis may be placed on dividend yield in our more conservative strategies.
- ▷ We will also monitor sector and factor exposure to ensure that we are comfortable with overall portfolio positioning.

Investment Policy Statement

Active Management

Rebalancing

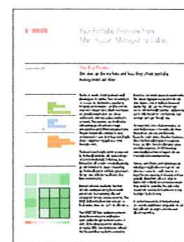
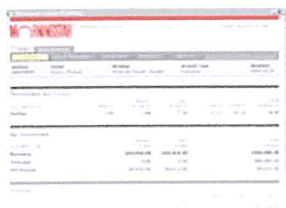


We employ a needs-based rebalancing methodology, whereby we assign a target position and deviation threshold for every exchange-traded fund in your portfolio. The thresholds are determined by the percentage of your assets invested in each fund and the volatility of the securities in which each fund invests. Whenever a fund reaches its predetermined deviation threshold, we immediately evaluate the account and determine if we need to make adjustments to bring the portfolio back into alignment.

Reallocating

By monitoring the portfolio on multiple levels we can determine when it is appropriate to make changes. After identifying the changes needed, we then look at all the factors affected by the change: redistribution of assets, which strategies are affected, potential tax implications, and the impact on the fund.

Communication



Morningstar Managed Portfolios provides several channels for you to monitor your investments.

- ▷ **Website**—You can view your account balance, transaction history, and performance at any time. Upon opening your account, you will receive a welcome kit that includes instructions for activating online access.
- ▷ **Performance Report**—Every quarter we will mail you a performance report containing the performance and holdings analysis of your account.
- ▷ **Portfolio Overview**—Each quarter, you will receive an overview and commentary on your Morningstar Managed Portfolio strategy.



MEMO

DATE: October 30, 2009
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning
RE: Non-agenda item for Board consideration at their November 2, 2009 meeting relating to amendment of the Tigard Urban Service Agreement

Summary

Washington County is scheduled to conduct a hearing on November 23, 2009 on a petition concerning the formation of a special district to manage and operate the aquatic centers at Tigard and Tualatin High Schools. In advance of that hearing, County staff has identified the need to make certain amendments to the section of the Tigard Urban Service Agreement (TUSA) relating to provision of park and recreation services. Pursuant to the agreement, THPRD is one of the parties to the agreement that must approve of the amendments. If the Board does not act on these amendments before November 24th, the Board of County Commissioners will need to continue their public hearing on the formation petition.

Background

Staff received the attached memo (Attachment 1) from County staff on Friday, October 30, 2009, after the Board agenda and packet had been completed and mailed. What the County is proposing is generally consistent with what you requested in your letter to the County Planning Commission dated October 7, 2009 (Attachment 2) in advance of their public hearing on Proposed Ordinance No. 726, which contained amendments to the Washington County Comprehensive Plan needed to allow County Board consideration of the petition. In your letter, you suggested that "...a process should be engaged in involving all the parties to the Tigard Urban Service Agreement to come to a preliminary decision about the role of the proposed park and recreation district in serving the Bull Mountain area, including West Bull Mountain, before the formation of the proposed new district goes to a vote."

Since you sent the letter, it has been determined by the County that although the proposed district would be formed under the section of State statute relating to park and recreation districts, its function would be limited solely to management and operation of the aquatic centers at Tigard and Tualatin High Schools because that was specified in the petition. The proposed District could not provide other park and recreation services without going through the same process that is being followed now. Based on that determination the Board of Commissioners voted unanimously on October 27, 2009 to approve Ordinance No. 726.

As you know, the proposed aquatic district would not provide service outside the boundaries of the Tigard-Tualatin School District, so its service area would not overlap with THPRD's service area. If the proposed aquatic district is not formed by July 1, 2010 the school district has stated they will mothball the pools due to inadequate funding for their operation, making them unavailable for public use.

Proposal Request

Attachment 3 shows the proposed amendments to Exhibit D of the Tigard Urban Service District. The amendments are to item 2 and the footer of the exhibit. The substance of the amendment to item 2 is that "CITY, COUNTY, and THPRD may also consider formation of a new park and recreation district limited to providing aquatic facilities and services." Approval of this amendment by the City of Tigard, Washington County, THPRD and Metro would be sufficient to allow a vote on formation of the proposed aquatic district on May 18, 2010.

Benefits of Proposal

Approval of the amendment would allow the process for creation of the proposed aquatic district to continue on a schedule that would allow for it to come into existence before the pools at Tigard and Tualatin High Schools are mothballed.

Potential Downside of Proposal

Approval of the amendment would allow for creation of another government agency in Washington County involved in the provision of park and recreation services. However, in the short term this is the only way to assure that the pools remain open to the public.

Action Requested

Board of Directors' approval and the Board President's and Secretary's signing of the proposed resolution in Attachment 4.



WASHINGTON COUNTY OREGON

October 30, 2009

TO: Craig Prosser, City of Tigard
Hal Bergsma, Tualatin Hills Park & Recreation District
Ray Valone, Metro

FROM: Joy L. Chang, Associate Planner

CC: Bob Davis, County Administrator
Chris Gilmore, Senior Assistant County Counsel

RE: **Exhibit D of the Tigard Urban Service Agreement**

As you know, the county has received a petition concerning the formation of a special district to be called the Tigard-Tualatin Aquatic District, which is proposed to manage and operate the aquatic centers at Tigard and Tualatin High Schools. The petitioners request that the County place the formation of the special district on the May 18, 2010 Primary Election ballot. Upon review, the County determined that the petition complies with State and Metro filing requirements and has scheduled a public hearing on the proposed special district on November 24, 2009 in accordance with Metro Code 3.09.050.

Staff has subsequently identified the need to make certain amendments to the Tigard Urban Service Agreement (TUSA). The proposed changes are necessary because the TUSA does not contain language recognizing the potential of formation of a new park and recreation district that provides aquatic facilities and services. The proposed changes would allow for the formation of the aquatic district and would require the parties to the agreement to consider making changes to the TUSA to recognize the existence of the new aquatic district, if formed.

Section VIII C, of the TUSA identifies that amendments to the exhibits of the agreement may be made upon written consent of the parties identified in each exhibit. The parties identified in Exhibit D for park and recreation services are the City, County, THPRD, and Metro.

Enclosed for your consideration are the proposed changes in Exhibit D of the TUSA. The County respectfully requests that, if possible, the changes be approved by your council or board before **November 24, 2009**. However, if the changes are not acceptable, please advise me as soon as possible, but no later than November 23, 2009. If the change is not adopted by all parties before November 24, 2009, the public hearing for the petition will need to be continued.

After adoption, please provide me with a copy of your council or board's action approving the amendments. Thank you very much for your attention to this matter. If you have any questions or desire additional information, please call me at 503-846-3873.



Doug Menke
General Manager

Board of Directors

Joseph Blowers
John Griffiths
Bill Kanable
Larry Pelatt
Bob Scott

Tualatin Hills Park & Recreation District

Administration Office
15707 SW Walker Road, Beaverton, Oregon 97006
503/645-6433 fax 503/629-6303 www.thprd.org

October 7, 2009

Marc San Soucie, Chair
Washington County Planning Commission
155 N First Ave., Suite 350
Hillsboro, OR 97124-3072

Re: **Proposed Ordinance No. 726**

Dear Chair San Soucie and Planning Commission Members:

In response to an email I received from Chair San Soucie soliciting comments on the subject ordinance I asked my staff to review it. As a result of that review we find that we have no concerns with the amendments to the County's Comprehensive Framework Plan for the Urban Area proposed by Ordinance No. 726, with the understanding that the parks and recreation district that would be formed if the ordinance is approved by the Board of County Commissioners and then a majority of voters in a subsequent election is limited in its service area to the Tigard-Tualatin School District. The Tualatin Hills Park and Recreation District is not a service provider for that area pursuant to the Tigard Urban Service Agreement.

Although we are not concerned about the amendments proposed by Ordinance No. 726, we do wonder about its relationship to any amendments to the Tigard Urban Services Agreement that may be needed to recognize the role of the proposed new park and recreation district in serving the Tigard-Tualatin School District. The ordinance would amend Implementing Strategy 15.d. to state that "In the event ... a park and recreation district is formed that includes any portion of the urban unincorporated territory in the Bull Mountain and Metzger-Progress areas, the County will work with affected service providers and amend the Tigard Urban Service Agreement as may be necessary to assure ongoing compliance with ORS 195." The staff report for your hearing on the ordinance elaborates "...that in the event a new park and recreation special service district is formed, the County will work with affected service providers and amend the existing Tigard Urban Service Agreement, as necessary, to recognize the new service district."

Our concern is that it seems to be assumed that upon its formation the proposed service district would be recognized as the provider of certain recreation services in the Tigard-Tualatin School District Area. Our District is a party to that agreement, and we have not yet been asked to

consider its amendment to recognize the role of the new district in providing park and recreation services for the area. We believe a preliminary decision should be made about this before the matter of formation of the new district is put before the voters. It is likely, if asked, that our Board of Directors would support assigning certain park and recreation responsibilities to the new district. However, that support may be qualified. A question may arise about the West Bull Mountain area, which is not addressed by the Tigard Urban Service Agreement, yet is within the urban area and split between the Tigard-Tualatin School District and the Beaverton School District.

In conclusion, although we do not oppose the adoption of Ordinance No. 726, we think a process should be engaged in involving all the parties to the Tigard Urban Service Agreement to come to a preliminary decision about the role of the proposed park and recreation district in serving the Bull Mountain area, including West Bull Mountain, before the formation of the proposed new district goes to a vote. If formation of the new district is then approved by the voters, necessary amendments of the Tigard Urban Service Agreement to formally recognize the role of the new district in providing park and recreation services in the Bull Mountain area could subsequently be completed. We would welcome the opportunity to participate in such a process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Menke', with a stylized, cursive script.

Doug Menke
General Manager

cc. THPRD Board of Directors

EXHIBIT D**PROVISIONS OF AGREEMENT FOR PARKS, RECREATION AND OPEN SPACE**

CITY, TUALATIN HILLS PARK AND RECREATION DISTRICT (THPRD), COUNTY, and METRO agree:

1. That the CITY shall be the designated provider of park, recreation and open spaces services to the Tigard Urban Service Area (TUSA) shown on Map A. Actual provision of these services by the CITY to lands within the TUSA is dependent upon lands being annexed to the CITY. Within the Metzger Park Local Improvement District (LID), the CITY will be a joint provider of services. The CITY and THPRD, however, may also enter into inter-governmental agreements for the provision of park, recreation and open space services to residents within each other' boundaries, such as the joint use of facilities or programs. This provision does not preclude future amendments to this AGREEMENT concerning how park, recreation and open space services may be provided within the TUSA.
2. That the CITY and the COUNTY should further examine the feasibility of creating a park and recreation district for the TUSA. CITY, COUNTY, and THPRD may also consider formation of a new park and recreation district limited to providing aquatic facilities and services.
3. That standards for park, recreation, and open space services within the TUSA will be as described in the CITY'S park master plan.
4. That the CITY and COUNTY are supportive of the concept of a parks systems development charge as a method for the future acquisition and development of parks lands in the TUSA that are outside of the CITY. The CITY and COUNTY agree to study the feasibility of adopting such a systems development charge for lands outside of the CITY.
5. That at the next update of its parks master plan, the CITY shall address all the lands within the TUSA.
6. That the Metzger Park LID shall remain as a special purpose park provider for as long as a majority of property owners within the LID wish to continue to pay annual levies for the operation and maintenance of Metzger Park. The CITY and COUNTY also agree to the continuation of the Metzger Park Advisory Board. However, the COUNTY as administrator of the LID, may consider contracting operation and maintenance services to another provider if that option proves to be more efficient and cost-effective. This option would be presented and discussed with the Park Advisory Board before the COUNTY makes a decision.
7. That continuation of the Metzger Park LID shall not impede provision of parks, and eventually recreation services, to the Metzger Park neighborhood by the CITY. Continuation of the Metzger Park LID will be considered as providing an additional level of service to the neighborhood above and beyond that provided by the CITY.

8. That the CITY and COUNTY will coordinate with Metro to investigate funding sources for acquisition and management of parks which serve a regional function.
9. That Metro may own and be the provider of region-wide parks, recreation and open space facilities within the TUSA. Metro Greenspace and Parks facilities typically are to serve a broader population base than services provided to residents of the TUSA by the CITY. Where applicable, the CITY, COUNTY, and METRO will aspire to coordinate facility development, management and services.

RESOLUTION NO. 2009-22

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TUALATIN HILLS
PARK & RECREATION DISTRICT
APPROVING AMENDMENTS TO EXHIBIT D OF
THE TIGARD URBAN SERVICE AGREEMENT**

WHEREAS, Washington County has received a petition to form a special district, to be called the Tigard-Tualatin Aquatic District, which as proposed would manage and operate the aquatic centers at Tigard and Tualatin High Schools; and

WHEREAS, the Washington County Board of County Commissioners is scheduled to conduct a public hearing, as required by state law and the Metro Code, on the measure to form the proposed special district on November 24, 2009 prior to placing the measure on the May 18, 2010 Primary Election ballot; and

WHEREAS, County staff has determined that an amendment to Exhibit D of the Tigard Urban Service Agreement, addressing delivery of park and recreation services within the Tigard Urban Service Area, must be approved by the parties to Exhibit D of that agreement, including THPRD, before the November 24, 2009 public hearing; and

WHEREAS, the proposed special district would serve only areas within the boundaries of the Tigard-Tualatin School District and would not have a service area that overlaps with the THPRD service area. Now, therefore,

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

The Board of Directors of the Tualatin Hills Park & Recreation District hereby approves of the amendments to Exhibit D of the Tigard Urban Service Agreement as described in Attachment A to this resolution.

This Resolution is effective upon its passage by the Board of Directors.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 2nd day of November 2009.

Larry Pelatt, Board President

Bob Scott, Board Secretary

Adoption and date attested by:

Jessica Collins, Recording Secretary



Management Report to the Board November 2, 2009

Administration

Hal Bergsma, Director of Planning

Jessica Collins, Executive Assistant

Keith Hobson, Director of Business & Facilities

Jim McElhinny, Director of Park & Recreational Services

Bob Wayt, Director of Communications & Development

1. Staff is busy preparing the Winter-Spring 2010 Activities Guide. The guide will become available in December to help patrons prepare for January registration. This will mark the first activities guide not mailed to in-District residents; from now on, only the summer guide will be mailed each year. However, the District will continue to offer hard copies of the guide at all Centers, the Administration Office, and other community locations. And the guide will always be available at www.thprd.org. Staff will mail a postcard to all households in the District letting them know when the guide is online or ready for pickup at THPRD locations.
2. As usual, THPRD has been an active participant in community activities in recent months. For example, the Park District staffed a table at two City of Beaverton events on consecutive Saturdays in October: an update on the City's visioning process and its Family Resource Fair. THPRD also hosted a table at Fiestas Patrias (Mexican Independence Day) in Hillsboro as part of outreach to the Latino population. In each case, staff distributed information about the Park District and offered free promotional items to people stopping by.
3. The Park District is committed to improving its employee communications. As part of that effort, a cross-functional Employee Communications Team has been created to evaluate the issue and make recommendations. The team's latest initiative is a survey focused exclusively on employee communications at THPRD. The survey was made available online and a hard copy was distributed to every staff member with the September 30 paycheck. Results are being tabulated, after which they will be reviewed by the Team, which will then develop recommendations.
4. The District's annual All Staff meeting has been scheduled for Nov. 12-13 at the Tualatin Hills Nature Park. The event will feature an update of the bond capital program, project success stories, overviews of fee revenue and a new planning and budget process, communications outreach, and the Tualatin Hills Park Foundation. The first session will be Thursday afternoon the 12th and the second session will be Friday morning the 13th. Information provided at the two sessions will be identical so employees can check with their supervisor and choose one that fits best with their work schedule.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatic Program Services

1. The planning process for the Aloha Swim Center's family dressing rooms (bond project) is in full swing. We are tentatively planning on closing in mid-December to begin the work. At the same time, the resurfacing of the pool deck (Capital Project) will be complete.
2. Special Olympics swimming practices are Saturdays at Beaverton Swim Center. There are 25 swimmers and eight divers. The sectional meet will be at Mt. Hood on November 1. There will be no State meet at the Aquatic Center this year due to lack of funding.
3. High school swimming classes are in full swing at Aloha Swim Center. For example, Aloha High School's weight lifting class currently has 30 students participating in Deep Water Aerobics. We have seven weeks of high school physical education classes scheduled for the fall and are working them into our daily schedule with minimal impact on the regular programming schedule.
4. The Aquatic Center attracts some unique uses. In September, the US Marine Corps brought in 225 troops for in water training. Also, the Sundragon Paddlers is a new group on Sunday mornings, 10 a.m.-11 a.m. While the paddlers are training at the pool edge, we open Kayaking out in the water. It works perfectly.
5. The Oregon High School State Water Polo Tournament is on November 13 and 14 at the Aquatic Center.

Maintenance

Dave Chrisman, Superintendent of Maintenance Operations

1. Staff coordinated a "community build," play equipment installation at Hiteon Park, Saturday, October 10. The District posted informational flyers at the site prior to and sent a local mailer inviting neighbors to assist with the assembly. The Beaverton Optimist Club provided morning refreshments and pizza during lunch. Approximately 25 volunteers participated and the equipment was assembled and ready for concrete by 2:00 pm. The play equipment was funded from the 2009/10 General Fund Capital Replacement Budget.
2. Maintenance staff will conduct peer safety interviews as part of the requirement to retain SHARP's safety status. At least 10 percent of our staff will be interviewed about District safety policies and procedures. The intent is to monitor actual safety knowledge among staff and respond with training or other support as needed. Since the interviewer and interviewee are on the Maintenance staff, both receive a training benefit as well as assist with the assessment. The interviews will be completed by the second week of November.
3. The Athletic Center air conditioning installation contract was recently signed and a pre-construction meeting was held on October 19. Specific project dates have not been determined although the project timeline is October through January. Staff and the contractor will review project impacts, mobilization and necessary program

adjustments. Although some programs and activities will be affected, the project will not require a building closure.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Newt Day Preparation. Staff are gearing up for our annual event of fall forest happenings and creatures. Newt Day takes place on Saturday, November 7, from noon to 4:00 pm at the Tualatin Hills Nature Park.
2. Tadpole Pond Project. Red-legged frogs, a rare species, are the focus of a bond planning project at the Tualatin Hills Nature Park. Staff are studying ways to improve pond habitat to support breeding and rearing success.
3. Nature Mobile. After a successful summer season, staff are planning fall activities and developing new programs for our traveling education vehicle.
4. Volunteer Report. One hundred eighty volunteers worked in nine different parks during the last month, including Matrix Hill, Moonshadow, Bauman, Carolwood, Summercrest, Autumn Ridge, and Murrayhill Parks. They removed approximately 76 cubic yards of weeds, participated in the Tualatin Hills Nature Park Advisory Committee, nature education programs, Park Watch and Eagle Scout projects. Together, our volunteers contributed approximately 700 hours of time valued at approximately \$12,700.

Planning & Development

Steve Gulgren, Superintendent of Planning & Development

1. 2008 Bond Measure. The Planning & Development Department has completed Architectural & Engineering (A&E) contract negotiations for 14 of the first 16 scheduled bond projects. Staff anticipates executing the remaining contracts for the outstanding projects by the end of October. Currently, seven of the 16 bond project schedules have been accelerated from the original timeline. Staff has also completed 11 project kickoff meetings. Additionally, staff has scheduled the first public task force meetings for Schiffler Park and Cedar Hills Park for late October.
2. Winkelman Park Master Plan. In September, staff issued a Request for Quote (RFQ) to five Consultants of Record (COR) for the Winkelman Park Master Plan. Four quotes were received and reviewed. Staff has begun negotiating the final contract with WH Pacific. The master plan is scheduled to be completed by early Summer 2010. Funding for the master plan will come from the System Development Charges (SDC) fund.
3. Jackie Husen Park Update. Staff has received Land Use Conditions of Approval from Washington County and is currently incorporating the comments into the permit documents. Once completed, staff will submit the updated documents to Clean Water Services for the Site Development and permits. In addition, staff has submitted documents to the Washington County Building Department and anticipates comments shortly. The project is currently scheduled for construction

bidding in January 2010 with an anticipated construction schedule beginning in April 2010 and ending in August/September 2010.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities

1. The Superintendent of Programs & Special Activities has been meeting with the gardeners at John Marty Park Community Garden to discuss maintenance and projects for the next several months.
2. The Elsie Stuhr Center's 2009 Health Fair was held on October 3. This well attended event included 51 booths with health care information and information from nonprofit organizations. Services provided included blood pressure screening, balance and flexibility testing, depression screening and flu shots.
3. Volunteer Services and Special Events staff recruited 120 volunteers to support fall special events at these Centers: Cedar Hills (Fall Festival), Garden Home (October Moon Festival), and Jenkins Estate (Spooktacular).
4. The Tennis Center has 48 league teams playing out of THPRD this fall: Junior Team Tennis (6 teams), Seniors (7 teams), City League (9 teams), Mixed Doubles (26 teams). This is a record number.
5. The Jenkins Estate's 36th Annual Painters Showcase was held October 8-11. Overall attendance was good. A public tea was held in the Gatehouse on Saturday and a local Volkswalkers group toured that day.

Recreation

Eric Owens, Superintendent of Recreation

1. It is over a month away, but all vendor slots for the December 5 Garden Home Holiday Bazaar have been reserved.
2. Conestoga hosted a Family Fun Night in September. The event was very successful with 60 children involved in games, swimming and arts and crafts. Including parents, more than 100 people were involved in this family event.
3. The Rec Mobile participated in Compassion Beaverton on October 10 at Barnes Elementary School. Compassion Beaverton provided a free medical clinic to the community with a variety of resources and services. THPRD was listed as a sponsor and supporter of the event.
4. Portland Photographers Forum will hang its photography display in the Cedar Hills Recreation Center display area immediately following Fall Festival in partnership with the Beaverton Arts Commission. The art displays are a popular feature at the Center.

Security Operations

Mike Janin, Superintendent of Security Operations

1. On October 14 & 15, Security Operations staff met with Park Watch members for Commonwealth Park, Foothills Park, and Greenway Park. We discussed park concerns and conducted training on the new park rules and regulations. We are developing a Park Watch group at Cooper Mountain Nature Park.
2. Security Operations conducted six training sessions with uniformed patrol officers of the Washington County Sheriff's Office and Beaverton Police. We discussed our continued partnership with both agencies and the new rules and regulations.
3. On October 12, Park Patrol's discovery of the fire at Bethany Meadows Park and activation of our Emergency Response Communication Plan resulted in a combined quick multiple agency response effort. Property damage was restricted to native vegetation covering about 2-3 acres of the park.
4. Beaverton Police Chief Geoff Spaulding recently renewed the agreement between THPRD and the Beaverton Police Department allowing Park Patrol to carry a Beaverton Police radio. The radio is used by Park Patrol to monitor police calls at District parks and for Park Patrol to summon an officer for immediate aid regarding an officer safety issue.

Sports

Scott Brucker, Superintendent of Sports

1. The Sunset Park athletic field drainage installation is complete and the park is closed for the winter. Herringbone drainage was installed on all four fields to increase drainage and provide more play.
2. Winter basketball registration continues for the adults and youth. Registration has been slow so far this year but is picking up.
3. Staff is working with the high school lacrosse clubs to establish them as affiliated clubs by February 2010. Sunset High School is complete and Southridge High School is very close. They will be included in spring allocations with the high school athletic directors providing the Park District with the time they have provided in the past years.

Business Services

Cathy Brucker, Finance Manager

Nancy Hartman-Noye, Human Resources Manager

Mark Hokkanen, Risk and Contract Manager

Ann Mackiernan, Operations Analysis Manager

Phil Young, Information Services Manager

1. A Preparedness Plan has been developed as a guide for District employees, volunteers, and Patrons during the upcoming flu season, recognizing that, because of H1N1 swine flu, the incidence of flu may reach a level that requires unexpected measures. This plan is designed to implement measures to prevent or reduce the

transmission of flu among THPRD employees and patrons, to monitor levels of illness, and to support orderly operation of the Park District in the event that a large numbers of employees or patrons become ill.

2. The Information Services Department has completed the second module of the League Management System. This module allows patrons to register for fall basketball online. This has saved a significant amount of time for Sports staff. In the past, paper forms had to be entered into the billing system and then entered again into spreadsheets so that teams could be created. Over 86 percent of the patrons that registered for fall basketball did so online.
3. The on-site workshop Secrets to Keeping Our Customers Happy was held on October 21. Ruby Newell-Legner, a nationally recognized customer service consultant, presented the session to more than 75 employees. The District is pleased it had the opportunity to bring in a trainer of Ruby's caliber, which was made possible through a partial cost share with the City of Portland (who also used Ruby's services). The District recognized a 25 percent cost savings as a result of the partnership.
4. The District's agent of record, Beecher-Carlson, is reviewing and updating the Park District's insurance schedule for the upcoming renewal period, beginning 2010. Because of the Park District's outstanding loss ratios in previous years, Special Districts Association of Oregon guarantees a maximum annual cap rate of 3 percent through the end of 2011.
5. As part of the District's Sustainability Program, a Sustainable Costing Model has been developed. Training in the use of this model was delivered to the Vehicle Maintenance staff as one of the two beta-test groups for the model. Training for the Athletic Field Maintenance staff is to follow. Each group will work with the model for the remainder of the calendar year and provide feedback on the mechanics and ease of use.
6. In October, the District's auditing firm, Talbot, Korvola and Warwick, returned to complete the fieldwork for the audit of the District and Tualatin Hills Park Foundation annual financial statements. Once the complete reports are ready in their final form, TKW will complete a final review, and present to the Audit Committee later in November.
7. By no later than November 30, the General Fund will repay the interfund borrowing to the Bond Capital Project Fund. This borrowing replaced the annual Tax Revenue Anticipation Note secured each year to finance operations from July to mid-November. By utilizing an inter-fund borrowing, the District will save approximately \$167,000 in budgeted interest expense, while paying the current investment pool rate to the Bond Capital Project Fund. The total cost to the General Fund for the year will be approximately \$7,500-\$8,000.

Calendar of Upcoming Meetings & Events

November						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 BOARD MEETING	3	4	5 Aquatics Advisory Committee Meeting 7pm Dryland	6	7 Newt Day @ Nature Park
8	9 Stuhr Center Advisory Committee Meeting 10am	10	11 HOLIDAY Garden Home RC Advisory Committee Meeting 10:30am	12 Nature Park Advisory Committee Meeting 7pm	13 Oregon High School State Water Polo Tour @ Aquatic Center 500ppl	14 Oregon High School State Water Polo Tour @ Aquatic Center 500ppl
15	16	17 Conestoga Advisory Committee Meeting 7pm Trails Advisory Committee Meeting 7pm @ Stuhr Center Jenkins Estate Advisory Committee Meeting 1pm	18	19 Athletic Center Advisory Committee Meeting 4:30pm Cedar Hills RC Advisory Committee Meeting 6pm	20	21
22	23	24	25	26 HOLIDAY	27 HOLIDAY	28
29	30					
						2009

* Please note that only athletic events expecting 500 or more attendees are listed *

December						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3 Aquatics Advisory Committee Meeting 7pm Dryland	4	5 Garden Home Holiday Bazaar Jenkins Estate Holiday Tea
6 Holiday Bazaar @ Garden Home RC	7 BOARD MEETING	8 Jenkins Estate Holiday Tea	9 Garden Home RC Advisory Committee Meeting 10:30am	10 Nature Park Advisory Committee Meeting 7pm	11	12
13	14 Stuhr Center Advisory Committee Meeting 10am	15 Conestoga Advisory Committee Meeting 7pm Trails Advisory Committee Meeting 7pm @ Stuhr Center Jenkins Estate Advisory Committee Meeting 1pm	16	17 Athletic Center Advisory Committee Meeting 4:30pm Cedar Hills RC Advisory Committee Meeting 6pm	18 Evening with Santa @ Conestoga USTA/PNW Challenger Tourn. @ Tennis Center 500ppl Dive-In Movie @ Aquatic Center	19 USTA/PNW Challenger Tourn. @ Tennis Center 500ppl
20 USTA/PNW Challenger Tourn. @ Tennis Center 500ppl	21 USTA/PNW Challenger Tourn. @ Tennis Center 500 ppl	22	23	24	25 HOLIDAY	26
27	28	29	30	31		
						2009

* Please note that only athletic events expecting 500 or more attendees are listed *

January

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

2010

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 09/30/09

Description	Project Budget				Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget			
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
CARRY FORWARD PROJECTS													
Off-leash Dog Park Construction	15,000	15,000	35,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Land Acquisition- Jenkins Estate Right of Way	90,000	90,000	-	90,000	90,000	-	-	90,000	Budget	90,000	90,000	-	-
John Quincy Adams Young House Renovation	100,000	5,000	-	100,000	5,000	85,687	-	5,000	Budget	90,687	5,000	9,313	-
Stuhr Center- Bequest Funded Project	75,000	63,000	-	75,000	63,000	6,443	-	63,000	Budget	69,443	63,000	5,557	-
GIS Development	40,000	35,362	(4,492)	35,508	30,870	7,036	-	30,870	Budget	37,906	30,870	(2,398)	-
Server Replacement	-	-	4,492	4,492	4,492	-	4,482	-	Complete	4,482	4,482	10	10
Board/Conference Room-Audio	8,000	6,500	-	8,000	6,500	1,073	-	6,500	Budget	7,573	6,500	427	-
Software Upgrades	25,000	25,000	-	25,000	25,000	6,420	-	25,000	Budget	31,420	25,000	(6,420)	-
Challenge Grant Competitive Fund	30,000	30,000	-	30,000	30,000	-	9,958	20,042	Budget	30,000	30,000	-	-
John Marty Park Community Garden	14,750	5,700	2,000	16,750	7,700	15,016	-	7,700	Budget	22,716	7,700	(5,966)	-
HMT Administration Center Front Office Remodel	15,000	5,530	70,000	85,000	75,530	7,576	3,711	71,819	Budget	83,106	75,530	1,894	-
BMX Park Maintenance	3,000	3,000	-	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Performance Contract Energy Efficiency Improvements	14,500	14,500	-	14,500	14,500	-	-	14,500	Budget	14,500	14,500	-	-
Barnes School Field Irrigation Restoration	35,000	35,000	-	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Tennis Center Roof Overlay Panels	20,000	14,500	-	20,000	14,500	5,500	-	14,500	Budget	20,000	14,500	-	-
Conestoga Recreation & Aquatic Center Rewire Underwater	47,000	46,406	-	47,000	46,406	4,447	2,532	43,874	Budget	50,853	46,406	(3,853)	-
Athletic Field Turf Renovation	100,000	95,000	-	100,000	95,000	3,244	60	94,940	Budget	98,244	95,000	1,756	-
Tennis Court Resurface/Overlay	67,490	67,490	-	67,490	67,490	67,488	-	-	Complete	67,488	-	2	67,490
Large Rotary Mower	50,000	50,000	36,000	86,000	86,000	-	82,293	-	Complete	82,293	82,293	3,707	3,707
TOTAL CARRYOVER PROJECTS	749,740	606,988	143,000	892,740	749,988	209,930	103,036	575,745		888,711	678,781	4,029	71,207
ATHLETIC FACILITY REPLACEMENT													
Resurface Tennis Courts (5 Sites)			90,307	90,307	90,307	-	90,308	-	Complete	90,308	90,308	(1)	(1)
Long Jump Court Resurface			2,000	2,000	2,000	-	1,998	-	Complete	1,998	1,998	2	2
Athletic Facility Fence Repair			8,300	8,300	8,300	-	8,726	-	Complete	8,726	8,726	(426)	(426)
Baseball/Softball Backstop Replacement (1 Site)			3,456	3,456	3,456	-	803	2,250	Award	3,053	3,053	403	403
Basketball Asphalt Pads (2 Sites)			16,000	16,000	16,000	-	13,315	-	Complete	13,315	13,315	2,685	2,685
Install Bleacher Backs & Rails			6,600	6,600	6,600	-	6,128	472	Budget	6,600	6,600	-	-
Athletic Field Lamps & Ballasts			16,500	16,500	16,500	-	-	16,500	Budget	16,500	16,500	-	-
Garden Home Recreation Center Weight Room Equipment			9,000	9,000	9,000	-	3,199	5,801	Award	9,000	9,000	-	-
TOTAL ATHLETIC FACILITY REPLACEMENT			152,163	152,163	152,163	-	124,477	25,023		149,500	149,500	2,663	2,663
ATHLETIC FACILITY IMPROVEMENT													
Baseball/Softball Field Netting (various sites)			5,000	5,000	5,000	-	2,731	2,269	Budget	5,000	5,000	-	-
Synthetic Turf Magnet			3,500	3,500	3,500	-	3,470	-	Complete	3,470	3,470	30	30
Lost Park Water Meter			10,000	10,000	10,000	-	9,127	-	Complete	9,127	9,127	873	873
Sunset Park Asphalt & Drainage Improvement			6,000	6,000	6,000	-	3,640	2,360	Budget	6,000	6,000	-	-
Garden Home Park Drainage Completion			50,171	50,171	50,171	-	364	49,807	Budget	50,171	50,171	-	-
PCC Recreation Complex Boomless Spray System Support			3,500	3,500	3,500	-	-	3,500	Budget	3,500	3,500	-	-
Cedar Hills Recreation Center Volleyball Standards			2,500	2,500	2,500	-	1,594	-	Complete	1,594	1,594	906	906
TOTAL ATHLETIC FACILITY IMPROVEMENT			80,671	80,671	80,671	-	20,926	57,936		78,862	78,862	1,809	1,809
PARK AND TRAIL REPLACEMENTS													
Drinking Fountains (3 Sites)			19,000	19,000	19,000	-	-	19,000	Budget	19,000	19,000	-	-
Irrigation (3 Sites)			70,000	70,000	70,000	-	11,016	58,984	Budget	70,000	70,000	-	-
Signage (Signage Master Plan Project)			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Fanno Farm House Fence Replacement			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Forest Hills Park Tables & Benches			1,810	1,810	1,810	-	-	1,810	Budget	1,810	1,810	-	-
Jenkins Estate Well & Stable Septic System			28,000	28,000	28,000	-	-	28,000	Budget	28,000	28,000	-	-
Concrete Sidewalk Repair (11 Sites)			87,500	87,500	87,500	-	22,860	64,640	Budget	87,500	87,500	-	-
Asphalt Path Replacement & Repair (11 Sites)			177,000	177,000	177,000	-	16,696	160,304	Budget	177,000	177,000	-	-
Waterhouse Bridge Repair			25,000	25,000	25,000	-	440	24,560	Budget	25,000	25,000	-	-
Hiteon Park Play Structure			40,000	40,000	40,000	-	3,395	36,605	Budget	40,000	40,000	-	-
TOTAL PARK AND TRAIL REPLACEMENTS			538,310	538,310	538,310	-	54,407	483,903		538,310	538,310	-	-

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
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Description	Project Budget				Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget			
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Memorial Benches			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
Bethany Lake Community Garden Expansion			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Future Community Garden			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
RTP Grant - Fanno Creek Trail Bridge			48,000	48,000	48,000	-	-	48,000	Budget	48,000	48,000	-	-
MTIP Grant - Fanno Creek Trail/Hall Crossing			359,000	359,000	359,000	-	-	359,000	Budget	359,000	359,000	-	-
LGGP Grant - PCC Recreation Complex Restrooms			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
TOTAL PARK AND TRAIL IMPROVEMENTS			500,000	500,000	500,000	-	-	500,000		500,000	500,000	-	-
<u>CHALLENGE GRANTS</u>													
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	-	-
<u>BUILDING REPLACEMENTS</u>													
Harman Swim Center Filter Pit Sump Pump			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Chemtrol Units (2 Pools)			4,400	4,400	4,400	-	-	4,400	Budget	4,400	4,400	-	-
Raleigh Swim Center Skim Gutter Valve			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Raleigh Swim Center Main Drain Valve			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Beaverton Swim Center Circulation Pump			4,400	4,400	4,400	-	-	4,400	Budget	4,400	4,400	-	-
Jenkins Estate Pump House Re-roof			18,000	18,000	18,000	-	-	18,000	Budget	18,000	18,000	-	-
Jenkins Estate Gate House Re-roof			22,000	22,000	22,000	-	-	22,000	Budget	22,000	22,000	-	-
Conestoga Recreation & Aquatic Center Gym Roof Cap			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Dryland Training Center Roof			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Aloha Swim Center Metal Roof Coat			18,000	18,000	18,000	-	-	20,146	Award	20,146	20,146	(2,146)	(2,146)
Windows & Doors (9 Sites)			35,931	35,931	35,931	-	-	35,931	Budget	35,931	35,931	-	-
Beaverton Swim Center Shower Room Wall Tile			16,000	16,000	16,000	-	-	15,899	Award	15,899	15,899	101	101
Aquatic Swim Center North Windows Recaulk			16,000	16,000	16,000	-	967	15,033	Budget	16,000	16,000	-	-
Cedar Hills Recreation Center Tile (Room 2 & 3)			38,000	38,000	38,000	-	-	38,000	Budget	38,000	38,000	-	-
Garden Home Recreation Center Tile Floor			7,500	7,500	7,500	-	-	6,888	Award	6,888	6,888	612	612
Athletic Center Floor Study			25,000	25,000	25,000	-	356	24,644	Budget	25,000	25,000	-	-
Wood Floor Resurface (4 Sites)			21,150	21,150	21,150	-	16,133	1,215	Award	17,348	17,348	3,802	3,802
Carpets (4 Sites)			33,226	33,226	33,226	-	20,776	12,450	Budget	33,226	33,226	-	-
Cedar Hills Recreation Center Lower R/R Vinyl Floor			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Aloha Swim Center Non-Skid Floor (Pool Deck)			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Exterior Painting (4 Sites)			10,200	10,200	10,200	-	1,061	9,139	Budget	10,200	10,200	-	-
Garden Home Recreation Center Tile Floor (Room 15)			7,000	7,000	7,000	-	-	7,000	Budget	7,000	7,000	-	-
Cedar Hills Recreation Center Lighting Shower Rooms			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Cedar Hills Recreation Center Lights (Rooms C1 & D, Lwr Hall)			10,000	10,000	10,000	-	1,036	8,964	Budget	10,000	10,000	-	-
Somerset West Swim Center Interior Light Fixtures			1,320	1,320	1,320	-	62	1,258	Budget	1,320	1,320	-	-
Athletic Center Pathway Light Fixtures			23,000	23,000	23,000	-	-	23,000	Budget	23,000	23,000	-	-
HMT Administration Center Skylight (Front Entry)			38,000	38,000	38,000	-	-	38,000	Budget	38,000	38,000	-	-
Garden Home Recreation Center Beams (Front Entry)			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Window Shades& Blinds (4 Sites)			43,045	43,045	43,045	-	-	43,045	Budget	43,045	43,045	-	-
Sunset Swim Center Window Shades			12,500	12,500	12,500	-	-	12,500	Budget	12,500	12,500	-	-
Athletic Center Gym Divider Curtains (5)			38,000	38,000	38,000	-	-	38,000	Budget	38,000	38,000	-	-
Locker Light Fixtures (2 Sites)			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
Jenkins Estate Main House Dishwasher			3,700	3,700	3,700	-	-	3,700	Budget	3,700	3,700	-	-
Garden Home Recreation Center Light Fixtures (Rm 8)			2,600	2,600	2,600	-	-	2,600	Budget	2,600	2,600	-	-
Supply Fan Motor (2 Sites)			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
Aloha Swim Center Balcony Fans			2,200	2,200	2,200	-	-	2,200	Budget	2,200	2,200	-	-
Exhaust Fans (4 Sites)			13,500	13,500	13,500	-	-	13,500	Budget	13,500	13,500	-	-
HMT Administration Center Condensing Unit (Server Room)			8,500	8,500	8,500	-	-	8,500	Budget	8,500	8,500	-	-
Stuhr Center HVAC Ductwork Cleaning			11,500	11,500	11,500	-	11,280	-	Complete	11,280	11,280	220	220
Jenkins Estate Water Tower Heater			1,150	1,150	1,150	-	-	1,150	Budget	1,150	1,150	-	-
Garden Home Recreation Center Heat Pump (Library)			18,000	18,000	18,000	-	-	18,000	Budget	18,000	18,000	-	-
Schlottman House Heat Pump Units (2 each)			13,000	13,000	13,000	-	5,461	7,539	Budget	13,000	13,000	-	-
Cedar Hill Recreation Center (2) drinking fountains			4,000	4,000	4,000	-	3,954	-	Complete	3,954	3,954	46	46
Jenkins Estate Stable Water Heater			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Harman Swim Center ADA Drinking Fountain			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Stuhr Center Garbage Disposal (Kitchen)			2,600	2,600	2,600	-	-	2,600	Budget	2,600	2,600	-	-

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
BUILDING REPLACEMENTS (continued)													
Harman Swim Center Holding Tank (Domestic)			32,000	32,000	32,000	-	-	32,000	Budget	32,000	32,000	-	-
Garden Home Recreation Center Batteries Emergency Light System			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Raleigh Swim Center Security Fence			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Beaverton Swim Center Furnace			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Jenkins Estate Gate House Furnace			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Tennis Center Indoor Court Relamp			4,300	4,300	4,300	-	3,524	776	Budget	4,300	4,300	-	-
Tennis Center East Air Structure Relamp			1,300	1,300	1,300	-	1,010	290	Budget	1,300	1,300	-	-
TOTAL BUILDING REPLACEMENTS			688,522	688,522	688,522	-	65,620	620,267		685,887	685,887	2,635	2,635
BUILDING IMPROVEMENTS													
Asbestos Abatement (2 Sites)			9,000	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
Chemical Storage Sheds (3 Sites)			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Aluminum Folding Tables for Special Events			3,500	3,500	3,500	-	-	3,500	Budget	3,500	3,500	-	-
Nature Park Interpretative Center Office Furniture			1,000	1,000	1,000	-	231	769	Budget	1,000	1,000	-	-
Jenkins Estate Enclosed Metal Dish Storage Cabinets			2,700	2,700	2,700	-	-	2,700	Budget	2,700	2,700	-	-
TOTAL BUILDING IMPROVEMENTS			21,200	21,200	21,200	-	231	20,969		21,200	21,200	-	-
ENERGY SAVINGS PERFORMANCE CONTRACT													
Energy Saving Improvements			3,000,000	3,000,000	3,000,000	-	-	3,000,000	Budget	3,000,000	3,000,000	-	-
TOTAL ENERGY SAVINGS PERFORMANCE CONTRACT			3,000,000	3,000,000	3,000,000	-	-	3,000,000		3,000,000	3,000,000	-	-
ADA PROJECTS													
Garden Home Recreation Center ADA Accessible Indoor Play			1,000	1,000	1,000	-	1,000	-	Budget	1,000	1,000	-	-
TOTAL ADA PROJECTS			1,000	1,000	1,000	-	1,000	-		1,000	1,000	-	-
TOTAL CAPITAL OUTLAY DIVISION	749,740	606,988	5,199,866	5,949,606	5,806,854	209,930	369,697	5,358,843	-	5,938,470	5,728,540	11,136	78,314

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
INFORMATION SERVICES DEPARTMENT													
Workstations			65,000	65,000	65,000	-	1,077	63,923	Budget	65,000	65,000	-	-
Servers (Kronos, CRA, Unity, (3) Telephone)			35,000	35,000	35,000	-	22,144	12,856	Budget	35,000	35,000	-	-
LAN/WAN equipment			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Printers/network printers			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
FAX- IP based solution			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Software- Misc. Applications, Development & Network			20,000	20,000	20,000	-	3,523	16,477	Budget	20,000	20,000	-	-
Computer Workstation & Telephone for Front Desk			3,400	3,400	3,400	-	-	3,400	Budget	3,400	3,400	-	-
Computer Workstation for Athletic Center			500	500	500	-	-	500	Budget	500	500	-	-
Selectron Upgrade			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Kronos Update			26,760	26,760	26,760	-	4,347	22,413	Budget	26,760	26,760	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			197,660	197,660	197,660	-	31,091	166,569		197,660	197,660	-	-
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	197,660	197,660	197,660	-	31,091	166,569		197,660	197,660	-	-
MAINTENANCE DEPARTMENT													
BUILDING EQUIPMENT REPLACEMENT													
Conestoga Recreation/Aquatic Center Pressure Washer			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Stuhr Center Pressure Washer			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Somerset West Swim Center Vacuum			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
Conestoga Recreation/Aquatic Center Carpet Extractor			1,800	1,800	1,800	-	-	1,800	Budget	1,800	1,800	-	-
Garden Home Recreation Center Propane Floor Buffer			4,000	4,000	4,000	-	-	3,895	Award	3,895	3,895	105	105
Sunset Swim Center Ladder (Upper Roof Access)			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Conestoga Recreation/Aquatic Center Water Feature Remote Control			1,600	1,600	1,600	-	-	1,600	Budget	1,600	1,600	-	-
Conestoga Recreation/Aquatic Center One-Man Lift			8,000	8,000	8,000	-	6,596	-	Complete	6,596	6,596	1,404	1,404
Athletic Center Pressure Washer			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
TOTAL BUILDING EQUIPMENT REPLACEMENT			24,900	24,900	24,900	-	6,596	16,795		23,391	23,391	1,509	1,509
FLEET REPLACEMENTS													
Utility Vehicles (3) Electric Gators			30,000	30,000	30,000	-	19,976	10,024	Budget	30,000	30,000	-	-
Bunker Rake			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
Aerator / Seeder			13,500	13,500	13,500	-	-	13,500	Budget	13,500	13,500	-	-
Large Rotary Mower			86,000	86,000	86,000	-	82,293	-	Complete	82,293	82,293	3,707	3,707
Trim Rotary Mowers (2)			22,000	22,000	22,000	-	23,577	-	Complete	23,577	23,577	(1,577)	(1,577)
Utility Vehicle Toro 3300D Workman			22,000	22,000	22,000	-	19,219	-	Complete	19,219	19,219	2,781	2,781
Full Size Pickups (4)			79,000	79,000	79,000	-	34,846	44,154	Budget	79,000	79,000	-	-
Compact Pickups (3)			42,000	42,000	42,000	-	-	42,000	Budget	42,000	42,000	-	-
Spreader			4,000	4,000	4,000	-	3,611	-	Complete	3,611	3,611	389	389
15-passenger van			25,500	25,500	25,500	-	-	24,350	Award	24,350	24,350	1,150	1,150
Blower			7,200	7,200	7,200	-	6,325	-	Complete	6,325	6,325	875	875
TOTAL FLEET REPLACEMENTS			340,700	340,700	340,700	-	189,847	143,528		333,375	333,375	7,325	7,325
TOTAL MAINTENANCE DEPARTMENT	-	-	365,600	365,600	365,600	-	196,443	160,323		356,766	356,766	8,834	8,834
GRAND TOTAL GENERAL FUND	749,740	606,988	5,763,126	6,512,866	6,370,114	209,930	597,231	5,685,735	-	6,492,896	6,282,966	19,970	87,148

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	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
SDC FUND													
<u>LAND ACQUISITION</u>													
Land Acquisition (FY 09)	335,000	335,000	-	335,000	335,000	-	9,000	326,000	Budget	335,000	335,000	-	-
Land Acquisition (FY 10)	-	-	150,000	150,000	150,000	-	-	150,000	Budget	150,000	150,000	-	-
Bonny Slope/BSL Land Acquisition	-	-	350,000	350,000	350,000	-	395,000	(45,000)	Budget	350,000	350,000	-	-
TOTAL LAND ACQUISITION	335,000	335,000	500,000	835,000	835,000	-	404,000	431,000	-	835,000	835,000	-	-
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
Beaverton Powerline Trail Segments 7-11	802,500	-	-	802,500	-	469,227	3,198	(3,198)	Budget	469,227	-	333,273	-
Synthetic Turf Field Matching Funds	800,000	600,000	-	800,000	600,000	200,000	-	600,000	Budget	800,000	600,000	-	-
Fanno Creek Trail	1,311,950	1,261,950	-	1,311,950	1,261,950	223,128	5,529	1,256,421	Budget	1,485,078	1,261,950	(173,128)	-
MTIP Grant Match for Westside Trail	40,000	40,000	-	40,000	40,000	283	-	40,000	Budget	40,283	40,000	(283)	-
Winkleman Park Initial Site Improvements	-	-	70,000	70,000	70,000	-	7,493	62,507	Budget	70,000	70,000	-	-
Bonny Slope/BSL Trail Development	175,000	175,000	-	175,000	175,000	47	-	175,000	Budget	175,047	175,000	(47)	-
LWCF Grant Match/Schiffler Park Pavillion	40,000	40,000	10,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Jackie Husen Park Construction	190,844	190,844	-	190,844	190,844	-	-	190,844	Budget	190,844	190,844	-	-
PCC Rec Complex Site Amenities	-	-	72,000	72,000	72,000	-	8,352	63,648	Budget	72,000	72,000	-	-
MTIP Grant Match-Fanno Creek Trail/Hall Blvd Crossing	-	-	41,000	41,000	41,000	-	-	41,000	Budget	41,000	41,000	-	-
LGGP Grant Match-PCC Restroom	-	-	35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
RTP Grant Match-Fanno Creek Bridge	-	-	12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
Winkleman Park Master Plan	-	-	100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Undesignated Projects	-	-	3,151,965	3,151,965	3,151,965	-	-	-	Budget	-	-	3,151,965	3,151,965
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	3,360,294	2,307,794	3,491,965	6,852,259	5,799,759	892,685	24,572	2,623,222	-	3,540,479	2,647,794	3,311,780	3,151,965
Total - SDC Fund	3,695,294	2,642,794	3,991,965	7,687,259	6,634,759	892,685	428,572	3,054,222		4,375,479	3,482,794	3,311,780	3,151,965

KEY
Budget Estimate based on original budget - not started and/or no basis for change
Reallocated Project Scope has been reduced to provide funding for another project
Award Estimate based on Contract Award amount or quote price estimates
Complete Project completed - no additional estimated costs to complete.

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	Initial Project Budget	Adjustments	Current Project Budget	Expended Prior Years	Expended Year-to-Date			
	(1)	(2)	(1+2)	(4)	(5)			
BOND CAPITAL PROJECTS FUND								
<u>LAND ACQUISITION</u>								
New Neighborhood Park	1,500,000	-	1,500,000	-	37,305	1,462,695	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Community Park	10,000,000	-	10,000,000	-	-	10,000,000	10,000,000	-
Natural Area Acquisitions	8,400,000	-	8,400,000	-	-	8,400,000	8,400,000	-
New Linear Park and Trail Acquisitions	1,200,000	-	1,200,000	-	1,750	1,198,250	1,200,000	-
Community Center Site Acquisition	5,000,000	-	5,000,000	-	-	5,000,000	5,000,000	-
TOTAL LAND ACQUISITION	33,600,000	-	33,600,000	-	39,055	33,560,945	33,600,000	-
<u>NEW/REDEVELOPED NEIGHBORHOOD PARKS</u>								
AM Kennedy Park	1,285,250	-	1,285,250	2,072	4,576	1,278,602	1,285,250	-
Barsotti Park	1,285,250	-	1,285,250	-	-	1,285,250	1,285,250	-
Kaiser Ridge Park	771,150	-	771,150	-	-	771,150	771,150	-
Roy Dancer Park	771,150	-	771,150	-	-	771,150	771,150	-
Roger Tilbury Memorial Park	771,150	-	771,150	-	-	771,150	771,150	-
Cedar Mill Park	1,125,879	-	1,125,879	-	-	1,125,879	1,125,879	-
Camille Park	514,100	-	514,100	-	-	514,100	514,100	-
Somerset West Park	1,028,200	-	1,028,200	-	-	1,028,200	1,028,200	-
Pioneer Park	514,100	-	514,100	-	-	514,100	514,100	-
Vista Brook Park	514,100	-	514,100	-	-	514,100	514,100	-
Westside Waterhouse Trail Connection	1,542,300	-	1,542,300	974	3,757	1,537,569	1,542,300	-
Nature Park Old Wagon Trail	359,870	-	359,870	223	1,516	358,131	359,870	-
NE Quadrant Trail - Bluffs	257,050	-	257,050	951	-	256,099	257,050	-
TOTAL NEW/REDEVELOPED NEIGHBORHOOD PARKS	10,739,549	-	10,739,549	4,220	9,849	10,725,480	10,739,549	-
<u>NEW/REDEVELOPED COMMUNITY PARKS</u>								
SW Community Park	7,711,500	-	7,711,500	-	-	7,711,500	7,711,500	-
Cedar Hills Park	6,194,905	-	6,194,905	2,346	25,122	6,167,437	6,194,905	-
Schiffler Park	3,598,700	-	3,598,700	2,477	17,993	3,578,230	3,598,700	-
TOTAL NEW/REDEVELOPED COMMUNITY PARKS	17,505,105	-	17,505,105	4,823	43,115	17,457,167	17,505,105	-
<u>TRAILS/LINEAR PARKS</u>								
Westside Trail Segments 1, 4, & 7	4,267,030	-	4,267,030	1,334	3,158	4,262,538	4,267,030	-
Jordan/Jackie Husen Park	1,645,120	-	1,645,120	1,508	1,668	1,641,944	1,645,120	-
Lowami Hart Woods Park	822,560	-	822,560	1,708	1,352	819,500	822,560	-
Rock Creek & North Bethany Trails	2,262,040	-	2,262,040	1,273	4,489	2,256,278	2,262,040	-
Waterhouse Trail Segments 1, 5 and West Spur	3,804,340	-	3,804,340	3,273	2,060	3,799,007	3,804,340	-
TOTAL TRAILS/LINEAR PARKS	12,801,090	-	12,801,090	9,096	12,727	12,779,267	12,801,090	-
<u>YOUTH ATHLETIC FIELDS</u>								
Winkleman Park	514,100	-	514,100	394	640	513,066	514,100	-
Meadow Waye Park	514,100	-	514,100	1,504	2,044	510,552	514,100	-
New Fields in NW Quadrant	514,100	-	514,100	-	-	514,100	514,100	-
New Fields in NE Quadrant	514,100	-	514,100	-	-	514,100	514,100	-
New Fields in SW Quadrant	514,100	-	514,100	-	-	514,100	514,100	-
New Fields in SE Quadrant	514,100	-	514,100	-	-	514,100	514,100	-
TOTAL YOUTH ATHLETIC FIELDS	3,084,600	-	3,084,600	1,898	2,684	3,080,018	3,084,600	-

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 09/30/09

Description	Project Budget			Project Expenditures			Project Cumulative (4+5+6)	Est. Cost (Over) Under Budget (3-7)
	Initial Project Budget	Adjustments	Current Project Budget	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete		
	(1)	(2)	(1+2)	(4)	(5)	(6)		
FACILITY EXPANSIONS AND IMPROVEMENTS								
Structural Upgrades at several facilities	5,141,000	-	5,141,000	93,819	4,025	5,043,156	5,141,000	-
Sunset Swim Center Structural Upgrades and parking lot	1,135,133	-	1,135,133	-	125	1,135,008	1,135,133	-
Sunset Swim Center Air Handling Tunnel/Pool Tank	514,100	-	514,100	285,918	-	-	285,918	228,182
Elsie Stuhr Center Expansion	1,542,300	-	1,542,300	3,225	2,409	1,536,666	1,542,300	-
Conestoga Recreation & Aquatic Center Expansion	5,449,460	-	5,449,460	5,506	4,069	5,439,885	5,449,460	-
Aloha ADA Dressing Rooms	123,384	-	123,384	74	1,269	122,041	123,384	-
Aquatics Center ADA Dressing Rooms	133,666	-	133,666	215	735	132,716	133,666	-
Athletic Center HVAC Upgrades	514,100	-	514,100	5,007	14,115	352,748	371,870	142,230
HMT ADA Parking and other site improvement	950,057	-	950,057	-	101	949,956	950,057	-
ADA Improvements - numerous sites	293,037	-	293,037	-	-	293,037	293,037	-
TOTAL FACILITY EXPANSION AND IMPROV.	15,796,237	-	15,796,237	393,764	26,848	15,005,213	15,425,825	370,412
REPLACEMENTS AND IMPROVEMENTS								
Play Structure Replacements at 11 sites	810,219	-	810,219	3,788	35,991	770,440	810,219	-
Bridge/Boardwalk Replacements at 6 sites	244,712	-	244,712	-	-	244,712	244,712	-
Irrigation Replacement at Roxbury Park	49,354	-	49,354	-	-	49,354	49,354	-
Pedestrian Path Replacement at 3 sites	116,188	-	116,188	-	-	116,188	116,188	-
TOTAL REPLACEMENTS AND IMPROVEMENTS	1,220,473	-	1,220,473	3,788	35,991	1,180,694	1,220,473	-
NATURAL RESOURCES PROJECTS								
Roger Tilbury Memorial Park	30,846	-	30,846	-	-	30,846	30,846	-
Cedar Mill Park	30,846	-	30,846	-	-	30,846	30,846	-
Jordan/Jackie Husen Park	308,460	-	308,460	-	-	308,460	308,460	-
NE/Bethany Meadows Trail Habitat Connection	246,768	-	246,768	-	-	246,768	246,768	-
Kaiser Ridge Park	10,282	-	10,282	-	-	10,282	10,282	-
Allenbach Acres Park	41,128	-	41,128	-	-	41,128	41,128	-
Crystal Creek Park	246,768	-	246,768	-	-	246,768	246,768	-
Foothills Park	61,692	-	61,692	-	-	61,692	61,692	-
Commonwealth Lake Park	41,128	-	41,128	-	-	41,128	41,128	-
Nature Park	30,846	-	30,846	-	-	30,846	30,846	-
Pioneer Park	10,282	-	10,282	-	-	10,282	10,282	-
Whispering Woods Park	51,410	-	51,410	-	-	51,410	51,410	-
Willow Creek Nature Park	20,564	-	20,564	-	-	20,564	20,564	-
AM Kennedy Park	30,846	-	30,846	-	-	30,846	30,846	-
Camille Park	77,115	-	77,115	-	-	77,115	77,115	-
Vista Brook Park	20,564	-	20,564	-	-	20,564	20,564	-
Greenway Park/Koll Center	61,692	-	61,692	-	-	61,692	61,692	-
Bauman Park	82,256	-	82,256	-	-	82,256	82,256	-
Fanno Creek Park	162,456	-	162,456	-	-	162,456	162,456	-
Hideaway Park	41,128	-	41,128	-	-	41,128	41,128	-
Murrayhill Park	61,692	-	61,692	-	1,633	60,059	61,692	-
Hyland Forest Park	71,974	-	71,974	-	-	71,974	71,974	-
Cooper Mountain Area	205,640	-	205,640	-	-	205,640	205,640	-
Winkleman Park	10,282	-	10,282	-	-	10,282	10,282	-
Lowami Hart Woods Park	287,896	-	287,896	-	-	287,896	287,896	-
Rosa/Hazeldale Parks	28,790	-	28,790	-	-	28,790	28,790	-
Mt Williams Park	102,820	-	102,820	-	-	102,820	102,820	-
Jenkins Estate	154,230	-	154,230	-	-	154,230	154,230	-
Summercrest Park	10,282	-	10,282	-	-	10,282	10,282	-
Morrison Woods Park	61,692	-	61,692	-	-	61,692	61,692	-
Interpretive Sign Network	339,306	-	339,306	-	-	339,306	339,306	-
Beaverton Creek Trail	61,692	-	61,692	-	-	61,692	61,692	-

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 09/30/09

Description	Project Budget			Project Expenditures		Estimated Cost to Complete	Project Cumulative	Est. Cost (Over) Under Budget
	Initial Project Budget	Adjustments	Current Project Budget	Expended Prior Years	Expended Year-to-Date			
	(1)	(2)	(1+2)	(4)	(5)			
Bethany Wetlands Park	41,128	-	41,128	-	-	41,128	41,128	-
Bluegrass Downs Park	15,423	-	15,423	-	-	15,423	15,423	-
Restoration of new properties to be acquired	643,022	-	643,022	-	-	643,022	643,022	-
TOTAL NATURAL RESOURCES PROJECTS	3,702,946	-	3,702,946	-	1,633	3,701,313	3,702,946	-
BOND ADMINISTRATION COSTS								
Debt Issuance Costs	1,493,000	-	1,493,000	516,987	-	976,013	1,493,000	-
Technology Needs	18,330	-	18,330	20,597	-	(2,267)	18,330	-
Office Furniture	7,150	-	7,150	3,642	298	3,210	7,150	-
Consultant Costs	31,520	-	31,520	-	-	31,520	31,520	-
	1,550,000	-	1,550,000	541,226	298	1,008,476	1,550,000	-
TOTAL BOND CAPITAL PROJECTS FUND	100,000,000	-	100,000,000	958,815	172,200	98,498,573	99,629,588	370,412



MEMORANDUM

Date: October 22, 2009
 To: Board of Directors
 From: Keith Hobson, Director of Business and Facilities
 Re: **System Development Charge Report for August, 2009**

Below please find the various categories for System Development Charges, i.e., Single Family, Multiple Family, Manufactured Housing Unit, and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through August, 2009.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$6,888.00 with 1.6% discount = \$6,777.79
Multi-Family	\$5,150.00 with 1.6% discount = \$5,067.60
Non-residential	\$179.00 with 1.6% discount = \$176.14

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,384	Single Family Units	\$5,795,346.55	\$176,779.90	\$5,972,126.45
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,399	Multi-family Units	\$2,624,822.68	\$80,892.66	\$2,705,715.34
0	Less Multi-family credits	(\$7,957.55)	(\$229.36)	(\$8,186.91)
<u>177</u>	Non-residential	<u>\$385,122.36</u>	<u>\$11,511.31</u>	<u>\$396,633.67</u>
<u>3,975</u>		<u>\$8,804,670.39</u>	<u>\$269,175.96</u>	<u>\$9,073,846.36</u>

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
5,910	Single Family Units	\$14,003,098.90	\$418,141.12	\$14,421,240.02
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
1,796	Multi-family Units	\$3,663,878.09	\$110,290.65	\$3,774,168.74
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
<u>77</u>	Non-residential	<u>\$235,447.75</u>	<u>\$6,433.66</u>	<u>\$241,881.41</u>
<u>7,459</u>		<u>\$17,231,552.52</u>	<u>\$514,116.80</u>	<u>\$17,745,669.32</u>

<u>Recap by Agency</u>		<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
3,975	City of Beaverton	33.83%	\$8,804,670.39	\$269,175.96	\$9,073,846.36
<u>7,459</u>	Washington County	<u>66.17%</u>	<u>\$17,231,552.52</u>	<u>\$514,116.80</u>	<u>\$17,745,669.32</u>
<u>11,434</u>		<u>100.00%</u>	<u>\$26,036,222.91</u>	<u>\$783,292.76</u>	<u>\$26,819,515.68</u>

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,399	1,399	177	3,975
Washington County	5,610	1,772	77	7,459
	<u>8,009</u>	<u>3,171</u>	<u>254</u>	<u>11,434</u>

Total Receipts to Date **\$26,941,176.22**

Total Payments to Date

Refunds	(\$1,992,840.42)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$16,159,075.36)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$6,387,111.74)</u>	<u>(\$24,539,046.17)</u>
		<u>\$2,402,130.05</u>

<u>Recap by Month, FY 2009-10</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2009 (1)	\$26,581,982.54	(\$23,540,002.08)	\$1,953,470.67	\$4,995,451.13
July	\$165,948.78	(\$594,177.49)	\$3,210.58	(\$425,018.13)
August	\$193,244.90	(\$404,866.60)	\$2,951.55	(\$208,670.15)
September	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$26,941,176.22</u>	<u>(\$24,539,046.17)</u>	<u>\$1,959,632.80</u>	<u>\$4,361,762.85</u>

(1) Net of \$929,664.98 of SDC Credits awarded for park development projects.

Projected SDC receipts through June 30, 2009 per the budget were \$27,638,077. Actual receipts were \$25,099,174. This fiscal year's projected total receipts per the budget are \$3,416,094.

Tualatin Hills Park and Recreation District
Systems Development Charge - Monthly Accounting, Year-to-Date FY 2008-09

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

	Unit Rate	Revenue	Collection Fee	Total
607 Single Family Units	1,891.50	1,147,194.75	35,480.25	1,182,675.00
138 Single Family Units	2,102.96	290,208.48	8,975.52	299,184.00
327 Single Family Units	2,203.84	720,655.68	22,288.32	742,944.00
15 Single Family Units	489.09	7,336.35	221.45	7,557.80
331 Single Family Units	2,327.03	770,250.47	23,818.53	794,069.00
205 Single Family Units	2,457.01	503,687.05	15,577.95	519,265.00
281 Single Family Units	2,638.40	741,390.40	22,929.60	764,320.00
303 Single Family Units	2,891.57	876,145.71	27,097.29	903,243.00
167 Single Family Units	3,466.78	578,952.26	17,905.74	596,858.00
25 Single Family Units	6,674.47	166,861.75	2,706.70	169,568.45
9 Single Family Units	6,777.79	61,000.11	974.15	61,974.26
464 Multi-family Units	1,454.03	674,669.92	20,866.08	695,536.00
0 Multi-family Units	1,616.99	0.00	0.00	0.00
0 Less Credits		(7,957.55)	(229.36)	(8,186.91)
110 Multi-family Units	1,694.59	186,404.90	5,765.10	192,170.00
74 Multi-family Units	1,789.65	132,434.10	4,095.90	136,530.00
245 Multi-family Units	1,889.56	462,942.20	14,317.80	477,260.00
68 Multi-family Units	2,029.24	137,988.32	4,267.68	142,256.00
332 Multi-family Units	2,224.21	738,437.72	22,838.28	761,276.00
0 Multi-family Units	2,445.37	0.00	0.00	0.00
102 Multi-family Units	2,666.53	271,986.06	8,411.94	280,398.00
4 Multi-family Units	4,989.86	19,959.46	329.88	20,289.34
0 Multi-family Units	5,067.60	0.00	0.00	0.00
177 Non-residential	Various	385,122.36	11,511.31	396,633.67
3,984	Total	8,865,670.50	270,150.11	9,135,820.62

Improvement Fee (1)	Reimbursement Fee (1)	Collection/ Admin Fee (1)	Total SDC Fee
1,048,032.00	27,282.50	107,350.50	1,182,675.00
265,123.05	6,904.25	27,156.70	299,184.00
658,362.68	17,144.86	67,436.46	742,944.00
	6,697.37	174.41	7,557.80
	703,667.30	18,324.67	794,069.00
	460,148.68	11,983.04	472,131.72
	677,305.11	17,638.15	694,943.26
	800,412.26	20,844.07	821,256.33
	528,908.01	13,773.65	542,681.66
	150,263.73	3,913.15	154,176.88
	54,918.73	1,430.21	56,348.94
	545,663.32	86,768.81	632,432.13
	0.00	0.00	0.00
	(6,422.81)	(1,021.33)	(7,444.14)
	150,761.60	23,973.40	174,735.00
	107,110.79	17,032.25	124,143.04
	374,420.99	59,538.66	433,959.65
	111,602.97	17,746.58	129,349.55
	597,237.68	94,969.95	692,207.63
	0.00	0.00	0.00
	219,978.41	34,979.93	254,958.34
	15,917.39	2,531.12	18,448.51
	0.00	0.00	0.00
	360,579.68	0.00	360,579.68
7,830,688.94	475,942.33	829,189.30	9,135,820.62

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

	Unit Rate	Revenue	Collection Fee	Total
1,916 Single Family Units	1,891.50	3,624,114.00	112,086.00	3,736,200.00
(91) Less SFR Credits	1,891.50	(172,126.50)	(5,323.50)	(177,450.00)
351 Single Family Units	2,102.96	738,138.96	22,829.04	760,968.00
(91) Less SFR Credits	2,102.96	(191,369.36)	(5,918.64)	(197,288.00)
741 Single Family Units	2,203.84	1,633,036.71	50,515.29	1,683,552.00
(118) Less SFR Credits	2,203.84	(260,053.12)	(8,042.88)	(268,096.00)
714 Single Family Units	2,327.03	1,661,582.84	51,294.16	1,712,877.00
732 Single Family Units	2,457.01	1,798,531.32	55,624.68	1,854,156.00
528 Single Family Units	2,638.40	1,393,075.20	43,084.80	1,436,160.00
324 Single Family Units	2,981.57	936,868.68	28,975.32	965,844.00
349 Single Family Units	3,466.78	1,209,906.22	37,419.78	1,247,326.00
151 Single Family Units	6,674.47	1,007,844.97	16,312.05	1,024,157.02
104 Single Family Units	6,777.79	704,890.16	11,229.85	716,120.01
117 Multi-family Units	1,454.03	169,830.51	5,552.49	175,383.00
41 Multi-family Units	1,616.99	66,296.59	2,050.41	68,347.00
68 Multi-family Units	1,694.59	115,232.12	3,563.88	118,796.00
194 Multi-family Units	1,789.65	347,192.10	10,737.90	357,930.00
(24) Less MFR Credits	1,789.65	(47,323.24)	(1,463.61)	(48,786.85)
508 Multi-family Units	1,889.56	959,896.48	29,687.52	989,584.00
563 Multi-family Units	2,029.24	1,142,101.28	35,322.58	1,177,423.86
139 Multi-family Units	2,224.21	309,165.19	9,561.81	318,727.00
118 Multi-family Units	2,666.53	314,650.54	9,731.46	324,382.00
48 Multi-family Units	4,989.86	239,513.28	4,082.60	243,595.88
12 Multi-family Units	5,067.60	60,811.20	973.68	61,784.88
0 Manufactured Housing	1,483.13	0.00	0.00	0.00
0 Manufactured Housing	2,039.91	0.00	0.00	0.00
32 Manufactured Housing	2,445.37	78,251.84	2,420.16	80,672.00
77 Non-residential	Various	235,447.75	6,433.66	241,881.41
7,503	Total	18,075,505.72	528,740.49	18,604,246.21

Improvement Fee (1)	Reimbursement Fee (1)	Collection/ Admin Fee (1)	Total SDC Fee
3,310,848.00	86,220.00	339,132.00	3,736,200.00
(177,450.00)	0.00	0.00	(177,450.00)
674,334.72	17,560.80	69,072.48	760,968.00
(174,827.52)	(4,552.90)	(17,907.68)	(197,288.00)
1,491,886.08	38,851.20	152,814.72	1,683,552.00
(237,574.30)	(6,186.83)	(24,334.87)	(268,096.00)
1,517,872.54	39,527.93	155,476.53	1,712,877.00
1,643,067.47	42,788.30	168,300.23	1,854,156.00
1,272,658.71	33,142.16	130,359.13	1,436,160.00
855,886.36	22,288.73	87,668.85	965,844.00
1,105,322.72	28,784.53	113,218.75	1,247,326.00
907,560.68	23,634.72	92,961.62	1,024,157.02
634,592.52	16,526.22	65,001.29	716,120.01
137,591.83	21,879.20	15,911.97	175,383.00
53,619.73	8,526.36	6,200.91	68,347.00
93,198.08	14,819.92	10,778.00	118,796.00
280,803.97	44,652.13	32,473.90	357,930.00
(38,274.36)	(6,086.21)	(4,426.28)	(48,786.85)
776,350.46	123,451.60	89,781.94	989,584.00
923,714.97	146,884.81	106,819.67	1,177,423.86
250,048.36	39,761.51	28,917.10	318,727.00
254,484.83	40,466.98	29,430.19	324,382.00
194,732.47	26,761.16	22,102.21	243,595.88
48,471.48	7,707.72	5,605.56	61,784.88
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
66,532.38	6,805.81	7,333.81	80,672.00
219,009.50	884.80	21,991.76	241,881.41
16,084,461.68	815,100.75	1,704,683.79	18,604,246.21

Recap by Agency

	Revenue	Collection Fee	Total	Percent
City of Beaverton	8,865,670.50	270,150.11	9,135,820.61	32.93%
Washington County	18,075,505.72	528,740.49	18,604,246.21	67.07%
Total	26,941,176.22	798,890.60	27,740,066.82	

Improvement Fee (1)	Reimbursement Fee (1)	Collection/ Admin Fee (1)	Total SDC Fee
7,830,688.94	475,942.33	829,189.30	9,135,820.61
16,084,461.68	815,100.75	1,704,683.79	18,604,246.21
23,915,150.62	1,291,043.08	2,533,873.09	27,740,066.82

Add	Allocation of interest earned		1,959,632.80
	Grant rec'd (Wa Cty) & Coparans pledge		24,000.00
Less	SDC Credits for Land Donation Paid in Cash	x	(1,336,701.66)
	Refunds of SFR Fees Collected in Error	x	(656,138.76)
	Administrative Costs Paid	x	(18.65)
	Collection Fees paid to City and County		(798,890.60)

Project Costs

Inger Land Acquisition	(690,517.55)
Husen Land Acquisition	(448,254.93)
Fanno Trail Matching	(256,504.21)
Stover/JQAY Acquisition	(164,160.04)
PGE Land Acquisition	(3,500.00)
Rock Creek/Bethany	(775,329.38)
Camp Rivendale	(628,794.95)
Conestoga Play Structure	(27,951.70)
Synthetic Turf Project	(315,242.42)
Stuhr Building Expansion	(148,261.65)
Bluffs Park Development	(107,645.65)
Foege Park Development	(130,871.23)
Kelvin Land Acquisition	(46,448.00)
Beaverton Pwrln Trail	(920,762.83)
Kaiser Woods	(1,016,829.86)
PCC Athletic Fields MP & Construction	(9,467,932.95)
Synthetic Turf Field 2	(531,551.57)
Winkleman Land Acquisition	(27,000.00)
BSD Synth Turf Field Matching Funds	(200,000.00)
Nature Park Infrastructure	(98,362.62)
HMT Play Structure Phase II	(135,277.74)
Other Land Acquisition (thru FY07)	(627,196.85)
Novice Skate Park	(209,707.59)
CRA Backyard Master Plan	(103,987.26)
Mt. Williams Land Acquisition	(1,600,220.00)
Tennis Air Structure	(528,651.17)
Lowami Hart Woods Phase I	(88,366.77)
Garden Home Parking Lot Expansion	(300,050.89)
Aloha Park School Fields Restoration	(107,196.50)
Old Wagon Trail Rplcmnt Design	(33,927.72)
Land Acquisition (thru FY08)	(42,999.52)
Rystadt Property Acquisition	(88,001.85)
March Property Acquisition	(932,569.52)
Brady Property Acquisition	(355,708.77)
Nopper/Turner Property Acquisition	(268,913.36)
Winkleman Park Initial Site Imp.	(25,302.30)
Land Acquisition (thru FY09)	(1,742.21)
Young House & Property	(5,000.00)
Bonny Slope/BSL Land Acquisition	(586,075.81)
Winchester Land Purchase	(522,803.32)
MTIP Grant/Westside Trail	(283.20)
TE Grant Match/Westside Trail	(283.20)

Total SDC Fund Cash Increase (Decrease)

4,361,762.86

1,663,521.02 | 1,407,091.45 | 1,267,150.36 | 4,361,762.86

NEWS BRIEFS

Stuhr Center hosts wellness fair Saturday

Tualatin Hills Park and Recreation District and Beaverton's Senior Citizen's Advisory Committee are sponsoring a Health and Wellness Fair at the Elsie Stuhr Center on Saturday from 9 a.m. to 1 p.m.

This year's lectures and screenings will have a "fall prevention" focus. The event will feature a flu shot clinic, resource fair, informational lectures, health screenings, healthy snacks and a raffle. The lecture series is sponsored by Summit Research Network, Signature and Avamere.

The Elsie Stuhr Center is located at 5550 S.W. Hall Blvd. For more information, call Ann Satterfield at 503-629-6342.

Native plant sale returns to Nature Park

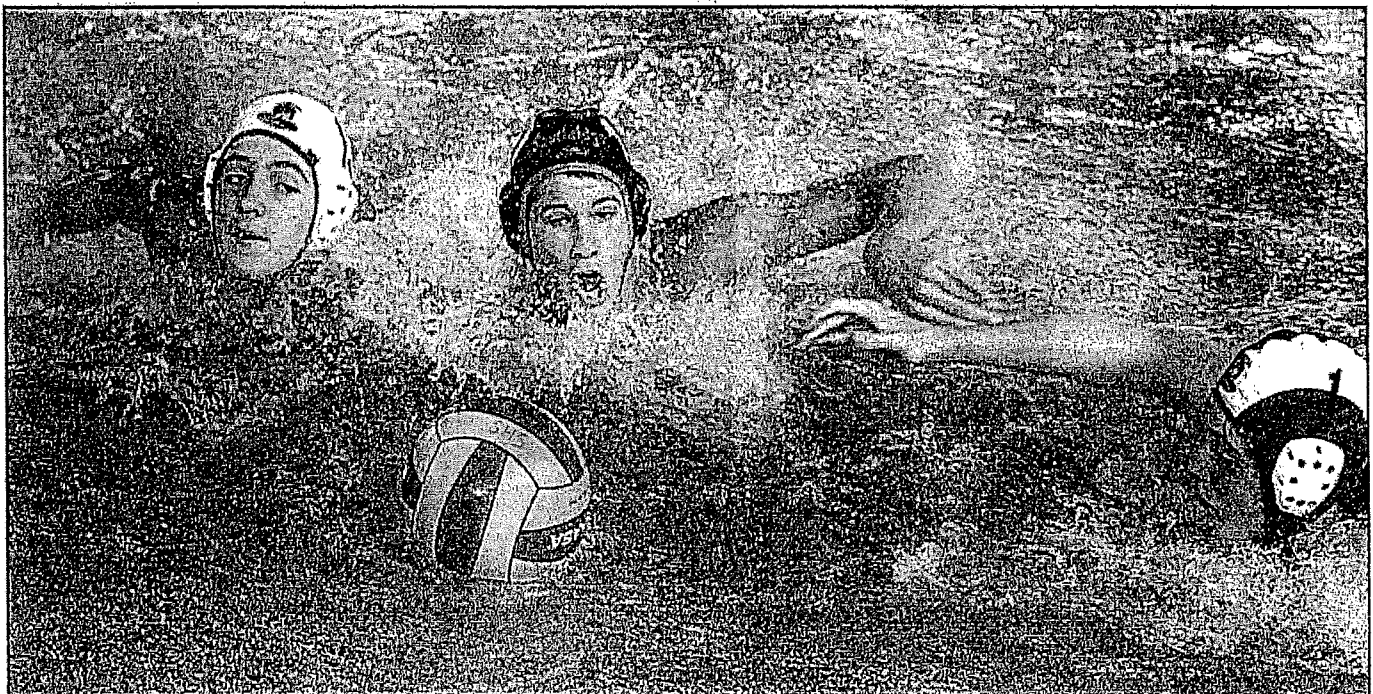
Gardeners won't want to miss the Tualatin Hills Nature Park's fall native plant sale on Saturday from 10 a.m. to 2 p.m.

Shoppers will be able to select from an array of native trees, shrubs and flowering plants in all price ranges for every spot in their garden. Once established, native plants need little care and water.

All proceeds will go toward future park improvements.

To get a jump on what plants to add to your garden, view the "Fall Native Plant Sale List" at www.thprd.org. A free bag of potting soil will be provided with every \$35 purchase.

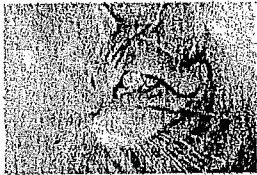
The Nature Park is located at 15655 S.W. Millikan Way.



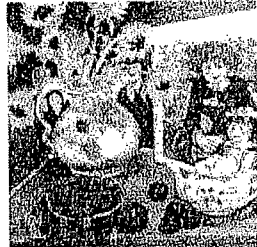
MILES VANCE/The Times

GO FOR IT — Southridge's Josh Stiling (center) races Aloha's Michael Buisain (left) and goalie Daniel Albers to the ball during the Skyhawks' 11-1 win over the Warriors at Beaverton Swim Center on Tuesday.

36th Annual Art Show & Sale



Barbara Vance
Watercolor
artelnwatercolor.com



Rosemary Lockhart
"Afternoon With Bessie"
Oil



Royce Kugler
Oil



Dee Rommel
"Grandma's Beanpot"
Watercolor

Painters Showcase

October 8th through 11th, 2009 10am to 5pm

"Escape With Art"

will be the theme for this year's event
put on by this outstanding group of 32 artists.



Laurene Coleman
"Coffin Lilies"
Oil



Linda Baker
"Queen Elizabeth Roses"
Oil



Maud Durland
Watercolor
www.maudart.com
503-635-7928



Ellen Jerome
"Mt Hood from White Salmon"
Oil



Donna Brethouwer
"Off Trail"
Pastel



Annette Zack
"Tuba Reflections"
Watercolor

Join Us

10am to 5pm
daily

ARTISTS RECEPTION

with live music
Open to
the Public,
Saturday,
October 10th
1 to 4pm

Tualatin Hills
Park and
Recreation
District

Jenkins Estate Stable

8005 SW
Grabhorn Rd.
(off Farthington Rd.)
Aloha, OR
97007

Admission \$5.00,
1 day pass,
age 6 and under free.
All proceeds benefit
Camp Ramothnie
individuals with
disabilities.

Council to vote on smoking ban in Hillsboro parks

Public health | City leaders have local partner schools in mind with ordinance

By **CASEY PARKS**
THE OREGONIAN

HILLSBORO — For years, Pam Kramer has attended Hillsboro's concerts in the park. They're fun, she says, but the event has always been spoiled for her by cigarette smokers.

"People get up and they smoke ... and the air drifts, and all you do is smell their smoke," Kramer told the Hillsboro City Council recently. "Something has to be done. Not just one or two people are affected. Everybody sits in a crowd, like 75 people or more."

The council will vote Tuesday night on an ordinance that would ban tobacco products in all city parks, including those owned by Metro but operated by the city.

In the Metro area, only one other city — Sherwood — has a ban that is as extensive. But nationwide, 425 municipalities prohibit smoking in parks. In California, smoking is illegal in all state parks. Last month, New York City council members began studying a potential ban in parks. Tacoma leaders are also looking at a ban.

In Portland, people can't smoke within 25 feet of a play structure or a bench or anywhere in Pioneer Courthouse Square. The Tualatin Hills Park and Recreation District prohibits smoking

Please see **SMOKING**, Page B3

Smoking: Ban would add fine, no extra patrols

Continued from Page B1

in only two parks — The Tualatin Hills Nature Park and The Cooper Mountain Nature Park.

For years, people have asked Hillsboro city officials to extend smoking bans, said Parks Department spokeswoman Corinne Bloomfield. This summer, the department decided to act.

Currently, smoking is prohibited only in parks with artificial turf. City leaders say they want stronger limitations not only for better public health but also to be more accessible to local schools. The city often partners with the Hillsboro School District, which bans all tobacco products.

Bob Wayt, a spokesman for the Tualatin Hills Park and Recreation District, said his agency does prohibit smoking at events where it collaborates with the Beaverton School District or Portland Community College. But the district, which

reviewed and rewrote its rules this summer, won't pursue an outright ban any time soon.

"We really do hear from both sides," Wayt said. "So, to this point, we're sticking with the policy that we've had in place."

Bloomfield, the Hillsboro parks representative, says the city hasn't heard any backlash on the potential ban yet.

But that may be because the city hasn't engaged the community in a big public process. At the first reading of the ordinance, councilors approved the proposal quickly, without reading it aloud or explaining what they were doing.

Later, after Kramer asked the council to consider such a ban, Councilor Ed Dennis acknowledged the lack of clarity.

"Sometimes I see a very long agenda, and I want to move through it very quickly," Dennis told Kramer. "But we're very lucky that you said that because I think there's lots of people who don't know what we did."

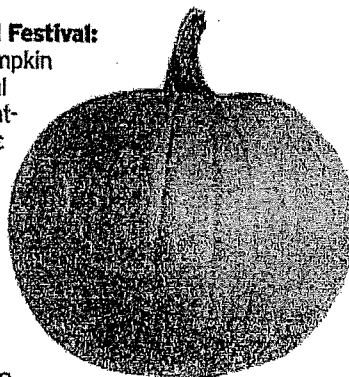
If councilors pass the ordinance, violators would face \$250 fines, effective Oct. 21. Bloomfield said park patrol specialists or other police employees could issue the citations but that the city won't increase patrols.

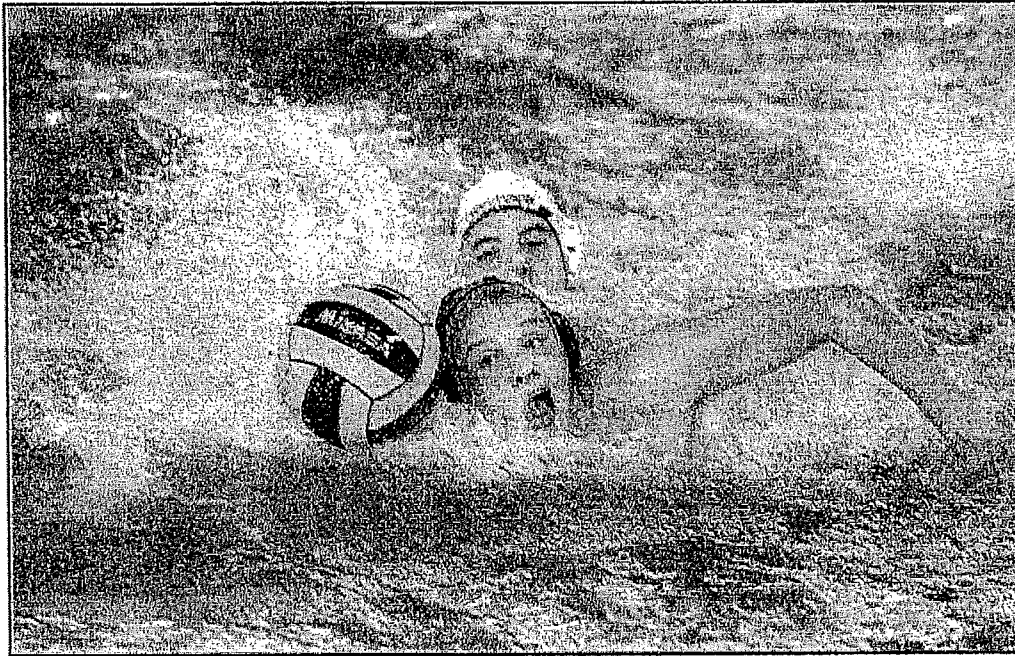
Casey Parks: 503-294-5954;
caseyparks@news.oregonian.com

Saturday

Cedar Hills Fall Festival:

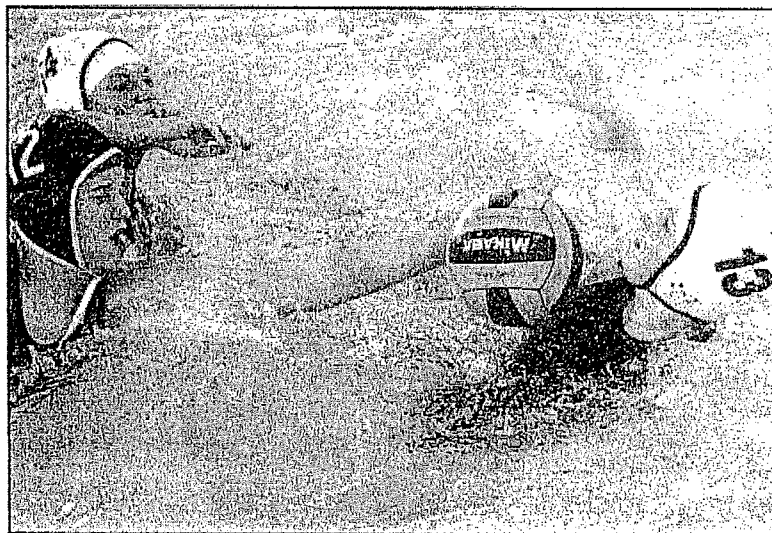
Noon-4 p.m. Pumpkin painting, carnival games, face painting, bingo, magic show, costume parade and more are all part of the fest. Cedar Hills Recreation Center, 11640 S.W. Park Way; \$2; 503-629-6341





MILES VANCE/TheTimes

OUT IN FRONT — Southridge's DJ Heino drives toward the goal during his team's win over Westview at Beaverton Swim Center last week.



ARMS RACE

— Sunset's Hannah Lewis (left) reaches out for the ball while Beaverton's Kate Rodman tries to recover it during Sunset's 6-1 Tuesday win at Sunset Swim Center.

MILES VANCE/
TheTimes



A walk in the park

Kaycheri Rappaport and Steve Kaplan take advantage of the clear fall weather Monday to take a stroll through the forested paths of Tualatin Hills Nature Park. The 222-acre wildlife preserve is home to a host of creatures from spiders to waterfowl to deer, like those at right who stopped to watch two bicyclists pedal by. With about five miles of paved and soft surface trails, the park serves as a great place to take a walk when the weather is cooperating. Unfortunately, next week's forecast calls for showers, clouds and fog. In other words: Fall is here.



Photos by **JONATHAN HOUSE**

Three teens face arson charges in Bethany brush fire

Three Westview High School students were arrested late last week in connection with a brush fire in a Bethany-area green space that threatened several homes and a community park.

The boys, two 15-year-olds and one 14-year-old, were all charged with first-degree arson, reckless burning, first-degree criminal mischief and conspiracy. They were turned over to the Washington County Juvenile Department for legal action.

The fire was started Oct. 12 in an open space in the 15900 block of Southwest Energia Street that winds through a Bethany neighborhood beneath power lines.

The fire threatened several houses and a playground. It burned four PGE utility poles before firefighters were able to extinguish it.

Witnesses told Washington County sheriff's deputies that they saw three boys running from the area after the fire began. Deputies worked with school resource officers to investigate the case and eventually developed information about the possible suspects.

The boys told deputies that they went to the park to smoke marijuana and had started several very small fires for entertainment. One of the fires got out of control, so the boys said they ran away.

They were arrested Friday at Westview High School.