

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session & Regular Meeting  
February 5, 2008**

BOARD PRESENT: Ruth Williamson, Ted Schoenborn, Bob Woodward, Scott Wallace and George Thayer.

STAFF PRESENT: Don Horton, Bruce Ronning, Wayne Smith, Lindsey Lombard, Jan Taylor, Steve Jorgensen, Theresa Albert, Ed Moore, Dave Crowther, Amber Blanchard, Sue Jorgenson and Paula Lowery.

LEGAL COUNSEL: Neil Bryant.

MEDIA: Yoko Minoura, The Bulletin.

VISITORS: See attached list.

**WORK SESSION**

Chair Ruth Williamson convened a work session at 5:30 pm.

**Central Oregon Trails Alliance update**

Steve Jorgensen introduced Kent Howes, president of Central Oregon Trails Alliance. Kent explained the organization is a non-profit mountain biking organization that has 500 members. He stated the group works in conjunction with the forest service, Bureau of Land Management, BMPRD and other land managers to build and maintain trails in central Oregon. He stated they have become an advocacy group to further the development and connectivity of trails. He cited the trail development at Winoga and stated it is the organizations largest project and identified it as being located adjacent to the Winoga snowmobile sno-park. He stated the project will consist of approximately 30 miles of trails, some of which will hook into the river trail and extend to Sunriver. He displayed a drawing of the proposed and existing trails. Kent referred to and identified a free-ride skills park project known as the Lair that borders Tetherow property, the urban growth boundary and national forest. He stated it is hoped the Lair will be open before Memorial Day this year. He also identified projects at Cline Butte and Horse Ridge that COTA is involved in designing and developing. Kent stated that the organization has achieved 3,000 volunteer hours building trails and working on trail projects.

Ruth Williamson thanked Kent Howes for the update and the organization's willingness to work with the district.

### **Annual Audit**

Lindsey Lombard introduced Stuart Katter, Kerkoch Katter and Associates. She stated that audit is an annual report, presented in the form of financial statements and schedules, and it is an audit of last fiscal year. Stuart stated the district is receiving a clean opinion which means that in his opinion the financial statements are fairly stated and he did not find any major adjustments. He also reviewed additional disclosures in compliance with the State of Oregon rules and regulations which includes a review of the district's investments and budget. He stated there were no over expended appropriations last year, and through the course of procedures required to conduct the audit he found no problems with anything covered by state statutes. He referred to an additional auditors report regarding internal controls and compliance with other federal and state laws and regulations. He stated he noted no significant problems or exceptions to be reported resulting in a clean financial statement across the board. Stuart also reviewed a balance sheet of the district's assets and explained how the information is calculated and reported.

### **Sunset View Park – revised tentative plan for Northwest Crossing Phase 16 (21-23)**

Bruce Ronning introduced Ron White, representative of West Bend Property Company. He identified the Sunset View Park site on the district map and explained that the park is currently landlocked and accessible only from the west end of Stannium Road, and a trail connection farther to the west. He stated that staff has been concerned about providing street access to the park and initiated discussion with West Bend Property regarding a property exchange and reconfiguration of the design of Phases 21, 22, and 23 to offer the opportunity for relocating the intersection of NW Drouillard Lane and NW Fields Lane to provide additional street access for the park. He noted the street redesign will require a lot line adjustment between the park and West Bend Property Company lands. Bruce referred to a map of the proposed lot line adjustment and explained the proposed lot line adjustment. He also noted that park improvements at Sunset View Park will be part of the CIP SDC 2008-09 budget process.

### **Adaptive Recreation Focus report**

Wayne Smith explained that the report is a review of the impact of new full time staff for the district's therapeutic recreation program. He stated predominately the district's special recreation programs have served those with developmental disabilities. He stated a number of programs are provided for those with physical disabilities at Juniper Swim & Fitness Center. Wayne added that for a time the district provided recreation therapy in cooperation with St. Charles Medical Center rehabilitation program. He explained the focus of the last few years has been inclusion of all abilities in all programs which has required a lot of time and effort for internal staff at all program levels in order to support any person of any ability to participate in any district recreation program. He stated that the growth of the community has meant an increase in people with physical needs who require support to participate in district programs. Amber Blanchard explained how staff evaluated the barriers to offering recreation programs for people with all abilities. She noted that one barrier is equipment which is very expensive, along with training and staff. She stated that staff has identified community partners to use a variety of resources to provide more programs for people with

various special needs. She noted that an adaptive golf program provider has been secured to provide a two-day clinic in June to conduct training for physical therapists and golf pros, and the opportunity for those with disabilities to learn how to golf. She added that staff will be looking toward acquiring a grant from USGA to obtain an adaptive golf cart. Amber described a wheel chair support program to determine how the district can include those who use wheel chairs in recreation programs. She stated an adaptive boating clinic is planned along with a partnership with Eugene Parks and Recreation to provide an adaptive sports program. Amber noted the district is hosting a fund raiser, "Central Oregon's Got Talent", to be conducted at the Tower Theater on March 15 with all proceeds going to adaptive programs. Sue Jorgenson referred to the most recent program guide that includes information regarding therapeutic recreation program offerings. She stated she believes Amber has done a phenomenal job of networking in the community so the district can make the most of our resources to provide these programs. Wayne stated the ultimate goal is to provide more opportunities for those with special needs, which is a growing population that has the desire to play like everyone else in the community. He stated we are focusing our efforts on making that as seamless as possible.

## **REGULAR MEETING**

### **VISITORS**

Bill Martin addressed the board regarding the new district office. He stated we have a gold medal staff, we do gold medal work and we built the new library, The Center, St. Charles in this town and he doesn't think there is anything wrong with doing a first class building for parks and recreation. He stated he thinks it needs to be big enough to provide for staff to work together and it needs to be available to the public with adequate parking and we will need to be able to offer more as the city grows. He stated he does not think we should cut ourselves short and have to come back later to make adjustments.

Bob Woodward stated that he believes the district should have been more proactive in getting the message out to the public to avoid misconceptions about the project.

George Thayer referred to the crowding at Juniper Swim & Fitness Center and noted that it is a condition that exists throughout the community due to growth and the district is working to address those needs. He stated we are all experiencing crowded conditions and we will get the parks built eventually.

Ruth Williamson stated that she does not believe our community is well served by mediocrity and encouraged the board and staff to do what we do really well. She also noted that Mr. Martin serves on the district's budget committee and represents the Old Farm Neighborhood Association and thanked him for addressing the board.

## **CONSENT AGENDA**

**Minutes - January 22, 2008 special meeting and January 22, 2008, work session**

**Acceptance of Annual Audit**

**Approval of lot line adjustment for Sunset View Park**

**Approval of paver requirement contract**

Bob Woodward move to approve the consent agenda. George Thayer seconded the motion. Bob Woodward, George Thayer, Scott Wallace, Ted Schoenborn and Ruth Williamson all voted aye. Motion passed.

### **Appointment of Benefits Committee**

Chair Ruth Williamson appointed Ted Schoenborn and Bob Woodward to serve on the Benefits Committee for the 2008-09 budget session.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Budget Calendar**

Lindsey Lombard presented a proposed budget calendar. She proposed that the meeting schedule be moved up to provide for adoption of the budget at the first meeting of the board in June. She suggested that the budget committee conduct one meeting held in a long session or two meetings held in one week on May 13 and May 15. The board preferred two short meetings conducted in the evening hours. Ted Schoenborn noted that he would be gone during the week of May 12.

### **Budget Committee appointment**

Lindsey Lombard reminded the board they will be reviewing applications for the vacancy on the budget committee on February 19 in preparation of their appointment to fill the vacant position at their regular meeting on March 4.

### **CIP/SDC Advisory Committee**

Bruce Ronning reminded the board they will be appointing the CIP/SDC Advisory Committee at the February 19 meeting.

### **Meissner Sno-Park update**

Bruce Ronning reported the environmental analysis required by the forest service for the proposed Tumalo Langlauf improvements at the Meissner Sno-Park has been noticed for the 30-day comment period. He noted the district has previously provided a letter of support.

### **Local Government Grant - First Street Rapids**

Bruce Ronning reported that staff intends to apply for a local government grant in support of the First Street Rapids Bridge to prepare a design for the bridge and build trail improvements along the east bank of the Deschutes River from Pioneer Park to Revere Avenue.

### **Volunteer Report**

Jan Taylor referred to the information provided in the board report regarding the volunteer report. She noted that there has been an increase in the number of volunteers in 2007. She added that the district's new volunteer coordinator has done an incredible job in revising the district's volunteer policies, application process and tracking volunteer hours.

### **Volunteer Park Host**

Jan Taylor referred to information provided in the board report regarding a volunteer park host position description. She explained this is an additional program that her staff is working on with park services staff on to launch at Farewell Bend Park as a park ambassador program to provide information for visitors. She added this will provide an opportunity to use the kiosk that is being built, and incorporate volunteers to help us with our relationship with the public.

### **Public Relations Plan for new district office**

Jan Taylor reported that an extensive public relations program is planned for the new district office building which is scheduled to launch on March 1, following the groundbreaking.

### **Colorado Street Bridge Dam concept**

Bruce Ronning shared several concept drawings that address the proposed Colorado Street Bridge Dam improvements. He noted these proposed concepts were shared at a public meeting, and reviewed each of the drawings that depicted different approaches to provide safe passage of the dam for different types of water crafts.

As there was no further business the meeting was adjourned at 7:15 pm.

Prepared by,

Paula Lowery  
Executive Assistant

---

Ruth Williamson, Chair

---

Bob Woodward, Vice-Chair

---

Ted Schoenborn

---

George Thayer

---

Scott Wallace