

**Bend Metro Park & Recreation District  
Board of Directors  
Executive Session & Work Session  
November 18, 2008**

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

**STAFF PRESENT:** Don Horton, Ed Moore, Theresa Albert, Wayne Smith, Mike Duarte, Lindsey Lombard, Bruce Ronning, Andie Lindgren, Jan Taylor and Paula Lowery.

**LEGAL COUNSEL:** Neil Bryant.

**MEDIA:** Erin Golden, The Bulletin.

**VISITORS:** See attached list.

**EXECUTIVE SESSION**

Chair Bob Woodward convened the meeting at 5:00 pm, and recessed to an executive session pursuant to ORS 192.660 (2) (f) for the purpose of considering information or records that are exempt from public inspection, and ORS 192.660 (2) (h) for the purpose of consulting with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

**WORK SESSION**

Chair Bob Woodward convened the work session at 5:35 pm with a request for a moment of silence in observance of the passing of city of Bend councilor and former mayor, Bill Friedman, and Jim Witty, outdoor writer for The Bulletin.

**District Logo**

Andie Lindgren presented revisions to the logo as requested by the board at the November 4 meeting. The board offered their observations with regard to the curve of the river, the impact of the curve of the river on the mountain, the elimination of the word "metro", and the size of the word "district". The board directed staff to make additional adjustments and return with design for further board consideration.

**Special Events Policies**

Ed Moore reviewed the staff process of evaluating and updating existing special events policies. Jan Taylor explained the existing policy does not address the whole picture of special events for parks other than Drake Park, and the needs of event organizers and district maintenance requirements. She referred to a set of policies included in the board report that have been drafted for board consideration and explained their purpose and how the policies would be applied. George Thayer asked about the fees charged for special events. Ed explained fees are a separate component that will be addressed. Jan explained the Pyramid Pricing would be applied to help determine appropriate fees. Don Horton stated that currently Drake Park is the only park that has any guidelines for special events, and those need to be developed for all parks that are the site of special events. He stated he has requested an umbrella policy under which guidelines will be identified for individual parks. He stated the number and size of events that are occurring now has resulted in the need to put special events practices in writing. He stated that over the past year Wayne and Ed have begun conducting both pre and post event meetings with event organizers which has helped strengthen the relationship between the event organizers and the district. He noted that neither Riverbend nor Pine Nursery will be available for events in 2009, and it is anticipated the special events policy will be implemented in 2010. He reported that staff has met with Flashback Cruz and Cascade Music Festival organizers and assured them their slots have been approved for 2009, and have begun discussions to determine whether Drake

Park is the best location for their events. He added the number of events allowed in Drake Park is not being reduced. Ted Schoenborn stated it appears this policy is evolving, and will necessarily for awhile. He stated it would be well to set the time of the implementation of this policy for 2010, and continue to refine the policy and we will continue to operate as we have in the past for 2009 to alleviate community concerns. Don stated that staff would bring the completed policies to the board to inform them about what we are doing and how we are going about it. He stated we want to ensure that we are balancing the district's resources with the use of those resources. The board directed staff to move forward with the development of the special events policies and processes.

## **Annual Work Plan Review**

### **Community Relations**

Jan Taylor reviewed the status of projects such as the dog off-leash area program, the district-wide sign program, adopt-a-park program, a study of sponsorship development, grant ready projects, and marketing and outreach efforts.

### **Recreation Services**

Wayne Smith reviewed the status of projects such as the Pyramid Pricing Model, the accreditation of the senior center, renovations of the JSFC north lobby, alternative funding through grants and partnerships, and intensive adaptive recreation staff training.

### **Planning & Development**

Bruce Ronning reviewed the status of projects including the construction of the new office building, Juniper Park parking lot, near completion of Phase I of the Pine Nursery and letting of contracts for Phase II, Riverbend Park construction, Pine Ridge and Harvest Park construction, near completion of the River Canyon natural area, completion of the veterans memorial design and Brooks Park improvements, trails in the Old Mill District, Pioneer Park to Revere, a trail link along Shevlin Park Road, the Coyner Trail, Pilot Butte trail, SDC/CIP updates, the city UGB update, the Green Print Plan with Deschutes County, and an accessibility study of the district parks.

### **Finance**

Lindsey Lombard reviewed the status of projects including the new scholarship program (noting that 180% of what was used last year has been used in the first four months of the fiscal year), implementation of the financial forecasting tool developed as a result of the CIP process, evaluation of the impact of population growth, relocating the district administration offices and related technology systems, and development of the recreation registration and reservation system.

### **Human Resources**

Don Horton reviewed the status of training programs such as reasonable suspicion and drug and alcohol policies, development of an employee handbook, completion of district policies and procedures manual, and associated employee training, and beginning work on a comprehensive and classification study.

### **Park Services**

Ed Moore reviewed the status of projects including the development of special events policies, the district sign program, trail interpretive signs, and off-leash management.

## **EXECUTIVE DIRECTOR'S REPORT**

Don Horton shared a letter and information that is going out from the foundation requesting financial support.

Don Horton invited the board to participate in a tour of the new district office building on Wednesday, November 19.

Don Horton shared ads requesting public input regarding the proposed off-leash areas.

Don Horton reported that a number of children who attended the Boys & Girls Club have moved to district programs such as Kid's Inc. and Operation Recreation. He stated he has suggested that the club consider moving into the district's current administrative building to reduce their operating costs. He noted that Matt Day has issued a challenge match to raise funds for the club.

**GOOD OF THE ORDER**

Bob Woodward reported that a memorial bench to be dedicated to Bill Friedman will be installed in one of the district parks, yet to be determined.

Prepared by,

Paula Lowery  
Executive Assistant

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Bob Woodward, Chair

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Scott Wallace, Vice-Chair

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Ted Schoenborn

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George Thayer

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Ruth Williamson