

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session, Executive Session & Regular Meeting  
October 7, 2008**

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

**STAFF PRESENT:** Don Horton, Lindsey Lombard, Wayne Smith, Bruce Ronning, Jan Taylor, Theresa Albert, Ed Moore, Dave Crowther, and Pat Erwert.

**LEGAL COUNSEL:** Paul Taylor.

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

**VISITORS:** See attached list.

**WORK SESSION**

Chair Bob Woodward convened the work session at 5:30 pm.

**Review System Development Charges (SDC) Methodology Ordinance**

Bruce Ronning reviewed the background of the district's SDC methodology as provided in the board report and the board's previous review and discussion of proposed revisions to the methodology and fee schedule. He referred to the SDC fee cost indices and annual adjustments and asked if there was any further discussion. The board agreed there would be no change to the proposed change to use the Engineers News Record (ENR) 20 City Construction Cost index in place of the ENR Seattle Construction Cost Index used in the 2003 methodology. Bruce referred to the proposed language for SDC fee waivers for certain housing classes and deferrals for low income housing. He stated he believes there are two important differences that should be considered and noted the existing ordinance addresses only refunds. He explained the waiver is for those types of residential developments that will place no demand on the park and recreation district system, i.e., end of life care, Alzheimer's care, hospice care, etc. He stated the fee would be waived entirely upon the discretion of the executive director. He noted the ordinance also includes a provision for anyone who feels the executive director's decision is unfair to appeal to the board. Bruce explained the deferral of the SDC could be addressed similarly to how the city of Bend has recently done that defers the collection point of the fee from the issuing of the building permit to the occupancy permit. He added the implementation of the deferral would be addressed by a board resolution rather than being imbedded in the ordinance. Bruce also explained consideration of low income housing SDC fees would be addressed by board resolution. Ruth Williamson stated she would like the board to have a full discussion about low income housing SDCs and see the district take a position on the issue. Ted Schoenborn stated he wanted to ensure the ordinance provides the flexibility for that discussion. He also stated it would be important to understand the implications of deferring fees and the impact on the district's budget. Bruce assured Ted that the ordinance as written will provide opportunity for the board to determine and define procedures and criteria that would be implemented by resolution. Bruce reviewed the efforts to arrive at the guest room occupancy assumption of one guest per room per night that resulted in no change from the 2003 methodology. Bruce referred to the board and committee's consideration of including built recreation facilities in the SDC methodology and the conclusion to leave those facilities out of the calculation. Bruce pointed out that the proposed methodology clarifies the development of sports fields with SDC funds within community parks will not exceed 20% of the total community park development costs. He noted that there is no longer a sports parks classification in the district Comprehensive Plan and sports facilities occur within community parks such as Big Sky Park, Skyline Park and the development that is occurring at Pine Nursery Park. He stated that based on the methodology the fee is collected for community parks; however, the 20% for sports facilities does not need to be expended evenly in every community park that is developed. Bruce referred to the issue of whether to include regional park acquisition funding in the methodology and noted the sense from the board that it would be included in the calculation with the knowledge that the board has some discretion in how the fee is imposed. He stated it is important to understand that the adoption of the ordinance and methodology does not

restrict the board in the manner in which the fee is imposed. He stated the imposition of the fee is done by the resolution process. He explained that if the board chooses to impose the fee at less than 100%, it does not restrict how the money is spent. He stated the staff recommendation is to adopt the ordinance and methodology as they are written with the methodology being the calculation that does include the regional park costs. He said whether the full fee is imposed is a separate question and this board and future boards will still have the flexibility to expend SDC money on regional park land acquisition. He noted the imposition of the fee is regularly taken up with the budget discussion in May. Bruce reviewed the fee calculation provided for the board in the methodology and explained how the components are calculated to arrive at a fee of \$7,239 for single family dwelling, \$6,772 for multi-family dwellings and \$2,919 for guest rooms. He added that the board's adoption of the ordinance and methodology does not set the fees; the board is setting the calculation and methodology used to arrive at the fee. George Thayer asked whether the issue of classifying Eastgate Park as a regional park had been resolved. Bruce explained the determination of whether Eastgate Park would meet the criteria and standards for a regional park is not an SDC question, rather a Comprehensive Plan issue. He explained that in order to re-classify Eastgate Park from a natural area (the current classification) to regional park would require an amendment to the Comprehensive Plan, and unless that process is completed prior to making the methodology calculation, it would not affect the fee calculation. George referred to the advisory committee's recommendation to include Eastgate in the regional park inventory and asked if that would change the calculation. Bruce explained it would mean an excess of regional park and the effect would be that there would be a much larger reimbursement fee for regional parks, but there would be no improvement fee for regional park acquisition. He added there are some real questions that need to be answered about the re-classification such as can it be used to meet the future need for regional park. Bruce clarified that the board is being asked to consider in the business session adoption of the changes to the SDC ordinance and methodology and to schedule a public hearing.

#### **Capital Improvement Plan (CIP) Prioritization Discussion**

Lindsey Lombard referred to an August 26 presentation to the board by Ray Bartlett of the financial forecast and how it relates to the district's Capital Improvement Plan (CIP). She added the board received the advisory committee's prioritization recommendations based on large categories in the CIP. She explained the CIP is being brought before the board for further discussion to begin prioritizing the projects based on categories as provided in the board report. Bob Woodward noted the board had discussed holding a special meeting to discuss the CIP in greater detail than could be accomplished in the time allowed at this work session. Don Horton suggested holding a work session in his office to discuss the direction of the district over the next few years given the economic conditions and other issues we are faced with. He added this discussion will require more than one meeting and the hope is to have the CIP discussion completed before the SDC ordinance is adopted as he believes it will help inform the SDC discussion with regard to what we intend to fund with SDCs and how we are going to fund some of the other projects. Ruth Williamson asked for more information within each category to assist the board with its discussion. Bob Woodward stated he believes the board needs to begin the discussion with a broader look to determine what we need to do to move ahead. Ted Schoenborn stated he would like staff to facilitate their discussion by providing a better context than the basic list. George Thayer stated he could start by ranking the projects within each of the categories. Bruce Ronning referred to the timing and funding of projects that could further affect the result of the prioritization. The board tentatively agreed to a mid-day meeting on November 12.

#### **Riverbend Shelter Design**

Don Horton presented a proposed design for the Riverbend shelter and reviewed components of the design. He noted the shelter, designed to house eight picnic tables, would include restrooms attached to the structure. He explained the design also considers special event use through its orientation and access to power and water. He noted materials used in the construction would match the new district office and is estimated to cost \$375,000 which is close to the cost of the Farewell Bend Park shelter and restrooms that were built more than five years ago. The work session was concluded at 6:30 pm.

## **EXECUTIVE SESSION**

Chair Bob Woodward convened an executive session at 6:32pm pursuant to ORS 192.660 (2) (b) for the purpose of considering discipline of public officers and employees, ORS 192.660 (2) (e) for the purpose of discussing real property transactions 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.

## **REGULAR MEETING**

Chair Bob Woodward called the regular meeting to order at 7:00 pm.

## **VISITORS**

Connie Newport, Bend Park & Recreation Foundation addressed the board. She presented the annual update of the foundation's activities. She noted the annual Gopher Broke Golf Tournament had been held last week at Tetherow and in spite of the economic situation numerous sponsors participated including G5 Search Marketing and Century Insurance as title sponsors. She stated the event was sold out with a waiting list. She stated the foundation will present almost \$45,000 to the district for the scholarship fund. She added this event has become a community event and she believes people look forward to it. She added the foundation is negotiating with Tetherow to become a permanent home for the event. Connie reported the foundation is going to change its focus and makeup a bit with changes to the numbers of board members and remain smaller to more actively focus on fund raising. She stated it is hoped the foundation will be able to assist with fund raising for the future development of the Pine Nursery. She noted that in the near term the board will be working on holiday promotion for local giving to the scholarship program. She stated that in June the foundation will host an event inviting past district board members and foundation board members and members of the community to visit the new office building and Riverbend Park in an effort to establish a relationship with these people. She thanked district staff members Sue Boettner and Kim Johnson for all of the support they provide the foundation and their energy and enthusiasm.

Peggy Whiter, representing Central Oregon Master Aquatics (COMA), addressed the board. She thanked the district for having the foresight in improving the facility at Juniper. She stated there are an estimated 150 to 300 people per week that participate in the masters program with the majority being fitness swimmers. She stated they receive tremendous social support as well as exercise. She complimented Bob Bruce's efforts on behalf of the program. She presented a \$2,000 check to the foundation as the second installment from COMA for the maintenance and repair of the scoreboard and timing system at JSFC. Connie thanked Peggy for the contribution and COMA's support of the district.

Chris Sterry, Summit High School water polo coach, addressed the board. He stated currently there are 70 high school students participating in water polo. He stated he has discussed using the clock system with Matt Mercer and noted the system is not currently set up for water polo. He explained a shot clock and scoreboard package could be purchased to make it work for water polo. He stated his group is trying to do some fund raising and has purchased some floating cages for the program. He stated it is estimated the clock package would cost approximately \$4,000 and asked if the district could provide assistance with the purchase. George Thayer suggested that COMA consider directing some of the maintenance money toward upgrading the existing system.

Laurie Hubbard, neighbor of Compass Park, addressed the board. She thanked the board for removing three of the spinning toys that were the source of a problem with inappropriate park use. She stated the removal of the equipment has helped. She noted that some of the spinning toys are still in the park and are a huge draw for the teens in the middle of the night and she is back to renew her request that the remaining spinning toys be removed, and if removal is a problem she suggested locking the cage on one of the toys. She stated they still have to call the police on a regular basis. She stated the situation has improved with the colder weather and she is looking toward next summer to nip the problems in the bud. Don Horton stated that staff will evaluate the situation and look at replacing some of the equipment that was removed.

Muffy Roy, representing the Mud N Blood event, addressed the board. She stated the event has been held for ten years in Shevlin Park and it is a cross country track event for central Oregon high schools. She stated that this year 350 14 to 18 year olds participated with Summit High School hosting the event with volunteer parents, kids and community members. She stated the purpose for the race is to provide a true, exciting cross country course. She stated she believes this event is an appropriate use for Shevlin Park. She stated she hopes the district will continue to allow the event to occur in Shevlin Park and proposed that future race proceeds be directed toward maintenance of the park, and time be provided for park staff to address the race participants during the awards presentation about using natural areas, and they leave the park cleaner than they found it. She stated they are also open to any other conditions to ensure that the event continues to be held at Shevlin. Bob Woodward stated the board has discussed conducting a work session to discuss the events that are held in the parks, including the numbers of events at specific sites, and it is anticipated that discussion will occur in the near future.

### **STAFF INTRODUCTIONS**

Mike Douglas, Facilities Specialist, addressed the board. He stated as a maintenance specialist he works on all of the buildings in the parks and he is currently putting new siding and windows on the Genna intern house. He stated his projects include changing out restroom fixtures, painting and graffiti removal. He stated he is originally from southern California and attended college in Grants Pass. He stated he has been a resident of central Oregon since 1979. He stated he is married and has three children ranging in age from 25 to 19. He stated his hobbies include swimming, kayaking, road biking, hunting, fishing and basically all that central Oregon has to offer. He stated the work with the district is good, but the people are even better with good support and backup. He stated it is his goal to have a long and rewarding career with the district and help the district grow and maintain the high standards that are established.

Jon Turnage, Park Maintenance I, addressed the board. He stated he is from California, attended community college for a few years, followed by UC in San Diego where he received a degree in Political Science International Relations. He stated he followed his parents to Bend and began working seasonally for the district. He stated he works on the sports fields preparing them for games.

### **CONSENT AGENDA**

**Minutes – August 26, September 2 & September 16, 2008 work session and regular meetings**

**Approve auditor RFP**

**Award Pine Nursery irrigation contract**

**Approve new park name (Boyd Park)**

**Approve contract with High Desert ASA Umpires Association**

**Approve Riverbend Park shelter/restroom concept plan**

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

### **BUSINESS SESSION**

#### **Approve System Development Charges (SDC) Methodology Ordinance**

Bruce Ronning referred to the documents provided for the board and noted there is some minor editing remaining to be done and noted there are two motions before the board to approve changes and to set a date for the public hearing. He stated staff recommendation is to set the hearing no sooner than January 20, 2009. He explained that typically a staff report would precede the hearing to inform those who are attending the hearing. Ted Schoenborn moved to approve the changes to the BMPRD Ordinance No. 6, "Systems Development Charges" and to the associated Resolution No. 220 "A Methodology for Calculating Systems Development Charges" as proposed, understanding there may be minor editing and corrections to the document. George Thayer seconded the motion. Ted Schoenborn, George Thayer, Scott Wallace, Ruth Williamson and Bob Woodward all voted aye. Motion passed.

Ted Schoenborn moved to hold a hearing on January 20, 2009, to consider the adoption of proposed changes to the BMPRD SDC Ordinance No. 6 and the associated SDC Methodology contained in Resolution No. 220. Scott Wallace seconded the motion. Ted Schoenborn, Scott Wallace, George Thayer, Ruth Williamson and Bob Woodward all voted aye. Motion passed.

### **Approve Financial Support for Tumalo Langlauf Club**

Don Horton referred to a letter from the Tumalo Langlauf Club (TLC) provided for the board requesting funds for expansion of the parking lot at Virginia Meissner Sno-park. He reminded the board of their previous discussion and agreement to help fund the project in the amount of \$10,000. He stated TLC received a grant from the Oregon Parks and Recreation Department in the amount of \$68,674, and the project has been completed. Bruce Ronning invited the board to attend a celebration event at the sno-park scheduled for Sunday, October 12. He stated this is a tremendous accomplishment of the TLC and the members are to be congratulated for the tremendous job they have done. Bob Woodward noted the district uses the site for its recreation programs. Scott Wallace moved to approve a \$10,000 payment towards the parking lot project at the Virginia Meissner Sno-Park. Ruth Williamson seconded the motion. Scott Wallace, Ruth Williamson, Ted Schoenborn, George Thayer and Bob Woodward all voted aye. Motion passed.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Outdoor Recreation Grant**

Don Horton reported the district had not received the Outdoor Recreation Grant. He stated if this grant is offered again, the district will apply as we feel our project is a good one and believe it meets the criteria.

### **Appoint Board Member to Auditor Selection Committee**

Don Horton explained that when requests for professional services are solicited, a committee of staff and board conduct a review of the proposals submitted. He asked that a board member be appointed to the committee. Bob Woodward appointed Scott Wallace to the Auditor Selection Committee.

## **STAFF REPORT**

### **Urban Growth Boundary (UGB) Expansion**

Bruce Ronning reviewed the most recent proposed city UGB expansion maps. He explained the district's concerns with the potential expansion with regard to providing community park land. Bob Woodward asked when the new UGB would go into effect. Bruce explained the city process of hearings and city council adoption. Bob asked if someone could appeal to the Land Use Board of Appeal (LUBA) to which Bruce replied yes. Bob asked if Big Sky would be incorporated in the expansion. Bruce stated all of the parks on the east side that are currently outside of the UGB would be incorporated including Big Sky, High Desert, Pine Nursery and the Rock Ridge site. He explained that the district would then be able to apply for public facilities zoning which would be much more flexible for use of the fire station at Big Sky and a potential satellite maintenance facility at the Pine Nursery.

## **GOOD OF THE ORDER**

Ruth Williamson shared a letter from Bend 2030 requesting a \$10,000 contribution in support of the effort to further steward the vision into reality. She asked the board to add the request to a work session as soon as possible to determine whether to move forward with that support.

Ruth Williamson reported Bend 2030 is sponsoring its second annual town hall meeting on October 16, at the Bend Senior Center, where Steve Jorgensen will discuss the trails plan and Brad Chalfant will be featured as a lead partner for the quality environment focus area of the vision. She stated he would provide an update on the Skyline Forest project. She invited the board to attend the event.

Bob Woodward reported he would be representing the board at a meeting with Ron Wyden on October 15 regarding Deschutes County recreation assets.

As there was no further business the meeting was adjourned at 8:00 pm.

Prepared by,

Paula Lowery  
Executive Assistant

---

Bob Woodward, Chair

---

Scott Wallace, Vice-Chair

---

Ted Schoenborn

---

George Thayer

---

Ruth Williamson