

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session, Executive Session & Regular Meeting  
January 6, 2009**

- BOARD PRESENT:** Bob Woodward, Ruth Williamson, George Thayer and Ted Schoenborn.
- STAFF PRESENT:** Bruce Ronning, Lindsey Lombard, Ed Moore, Jan Taylor, Andie Lindgren, Theresa Albert, Wayne Smith, Amber Blanchard, Sue Jorgenson, Paul Stell and Paula Lowery.
- LEGAL COUNSEL:** Neil Bryant.
- MEDIA:** Erin Golden, The Bulletin.
- VISITORS:** See attached list.

**WORK SESSION**

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

**District Logo Redesign**

Andie Lindgren, Marketing Manager and Jan Taylor, Community Relations Manager, shared the latest version of the redesign of the district's logo. Andie reviewed versions previously considered by the board and explained the purpose of the redesign to provide consistency of look and language for future district signage and to coincide with the opening of the new district office that will require new business cards, stationery, etc. She noted that the implementation of the new logo would be accomplished over time, therefore minimizing budgetary impact, and added that one area for more immediate implementation could be the replacement of the logo on district vehicles. Ted Schoenborn stated he is in favor of the latest version of the logo, but did not feel it is appropriate or necessary to replace the logo on district vehicles due to the cost. The board reached consensus that the newest version of the logo met their design preference.

**2007-08 Annual Financial Audit**

Stuart Katter, Kerkoch Katter and Associates, LLP, presented the annual audit for fiscal year 2007-08. He explained there have been some changes to the rules that must be met in conducting an audit, most notable of which define the responsibilities of management and the auditor. He noted that the auditing process does not relieve those charged with governance of their responsibilities to operate the district, and he is required to report any problems to the board. Stuart stated that the district is one of the cleanest organizations he works with as the accounting procedures are very accurate, and timely information is provided to him which is very helpful in the audit and for the board to make management decisions about where the money is to be spent and to determine how much money will be available for projects. He then reviewed three opinions provided in the audit report, all of which were noted to be clean opinions. He also reviewed and explained the financial statement. The board thanked Stuart for the report and Lindsey Lombard for her efforts in maintaining sound financial practices for the district.

**Therapeutic Recreation Programs**

Amber Blanchard, Therapeutic Recreation Coordinator, presented a report to the board briefly reviewing information provided in a February 2008 report. She noted the results of increased funding of therapeutic recreation programs that allowed for expansion in the Kids Inc. program. She explained the benefits of these

programs extend beyond the participant to the families and other program participants. She stated that these programs demonstrate the district's value and commitment to those with special needs. Amber noted the greater demand for inclusion in district programs which has seen the largest growth. She also reviewed the additions to adaptive programs as a result of acquisition of special equipment to open fitness activities for those with special needs, and the acquisition of an adaptive bus that has expanded program opportunities. Amber identified support groups the district has been working with to provide outreach and assist the district in determining what program participants need. She explained the partnership programs that allow the district to provide adaptive skiing and adaptive golf programs. Amber announced the second annual Central Oregon's Got Talent Show is scheduled for March 14 and the funds go toward supporting the inclusion and adaptive programs and scholarships. She also reviewed grants that have been received to support programs and those grant applications that will be made in 2009 to continue that support. Ruth Williamson complimented Amber, her staff and the district for their efforts on behalf of those with special needs in providing recreation opportunities. Sue Jorgenson noted the improvements in the inclusion program that have been the result of increased training for all program staff. Ted Schoenborn asked how the therapeutic recreation programs fit into pyramid pricing. Sue Jorgenson explained most therapeutic programs fit within the core program classification and within that level there is a range of programs that recover costs and help support others and other programs that cost more than they recover. She stated that therapeutic recreation programs do cost more due to the added staff time necessary to provide those programs. She explained how those added staff costs are taken from the therapeutic recreation budget which is supported through grants and fundraising, rather than specific program budgets.

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

Lindsey Lombard shared a draft of the 2009-10 Five-Year Capital Improvement Plan (CIP). Bruce Ronning noted that staff needs answers to some fundamental assumptions before moving forward. Lindsey reviewed SDC revenue fund forecasts in two scenarios including one with no fee change except for the annual inflationary index increase and the second with the fee assessed at \$5,043 beginning July 1, 2009. Ted Schoenborn stated he feels it is important to continue to stress that the SDCs are to account for the impact of growth so the existing population does not subsidize the impact of growth on parks. Bruce noted that it is possible that the board will receive testimony in the January 20 hearing that may help inform their discussion. Ruth Williamson noted that with the coming board election, there may be a change in the board that will result in a concern for increased SDC fees especially during a recession. She stated that she feels the board should stay extremely cautious and go with the forecasted CIP scenario that does not include an increase in the fee. Bob Woodward agreed with Ruth. Bruce noted that the fee setting is an important component of the discussion. He asked if staff is being conservative enough regarding how long the recession may last and when the number of building permits may begin to pick up. The board agreed they would rather be conservative with the projections. Bruce then reviewed the categories and projects of the CIP. He noted the Discovery park land acquisition and development had been moved beyond the five-year window and noted where general funds and SDC funds are available for completion of Phase I development at the Pine Nursery. He stated it is anticipated that those numbers will spread into the next year, and the only funds being proposed for that project are those currently budgeted. He stated that it is expected the Riverbend project will be substantially completed this year, although some of the work may be spread into the summer. He noted there isn't much community park development in the CIP except in year five for Ponderosa Park, following on the priorities the board has been discussing. He stated neighborhood park acquisition and development would be the top priority for the available funding until such time as the revenue picture improves. He stated that staff has determined that the Ponderosa Park Phase I improvements are more likely a higher priority than Discovery Park as the district owns the land and a master plan has been completed whereas we don't own the land for Discovery Park and at this point in time we don't know when we may receive the land. He added that Discovery Park is not being eliminated entirely, rather moved out to years six through 12.

Bruce then reviewed the neighborhood park category and noted that the board and advisory group have identified this category as the higher priority and for this year includes Harvest Park, Mirada acquisition, and Pine Ridge parks. He noted that the Boyd/McCall Landing Park acquisition has already taken place. He stated the funds in subsequent years for Boyd Park are for development agreement repayment. Bruce identified funds for neighborhood park acquisition in years three, four and five, with very little development money in year five. He then referred to trail development and noted that completion of the Deschutes River Trail was the highest priority (other than maintaining what we have) in the discussion with the board and the advisory committee and in the survey conducted last May. He stated that staff is currently on the first phase of a trail from Revere Avenue to Pioneer Park that will extend into Phase 2 next year which is a grant project recently approved by the board. He referred to the smaller primary trail improvements that have funds included in each year for filling trail gaps that were identified as a high priority by the board. He stated there is also general fund money included for primary trail improvements in the future. Bruce stated that SDC funds and general fund money has been allocated to the First Street Rapids bridge and it is hoped grant funds will be available to help offset some of the general fund expenditure. Bruce identified funds budgeted for JSFC rehabilitation improvements and reviewed renovation projects for playground and ADA improvements, hard surface renovations, park amenities and Skyline ball fields in response to taking care of what we have. He explained those numbers would be refined with the financial forecast process. Lindsey reviewed items that were not part of the CIP including a bond measure. Bruce explained the board has not determined the appropriate timing for a bond measure or what projects might be included in the bond. Lindsey added a majority of the long-term potential capital projects previously identified for the board are not included in the five-year CIP along with regional or community park land acquisition, funds for Phase 2 of the Pine Nursery, and only minimal funds for neighborhood park acquisition and development are included. Ruth asked about the meeting schedule for considering changes to the SDC fee. Bruce explained the board would conduct a public hearing on January 20, with the first reading of the ordinance scheduled for February 3, followed by a second reading on March 3. He reminded the board the subject of the hearing on January 20 is the proposed changes to the methodology and the fee setting is a separate question with the fee being set under separate resolution. He stated the board can determine to set the fee anywhere within the range that the methodology allows. He noted the fee has been typically set at the first meeting in May to give the city adequate time to include the district's SDC fee in their fee schedule that goes into effect July 1. The board determined that additional discussion of the CIP needs to be scheduled for future meetings.

### **Shevlin Park Wind Damage Report**

Ed Moore reported that following a quick inventory of wind damage at Shevlin Park staff has estimated there are 200 trees down, some of which are 200 to 300 years old. He stated most of the down trees were blown over by the wind storm that occurred on New Years Day. He explained some of the district staff can do the cleanup work, however, some of the mitigation of dangerous trees and removal of the bigger trees will need to be contracted out. He stated that salvage prices are at \$250 per 1,000 lineal feet which is down from the \$500 to \$1,000 of the recent past. He added there are approximately 100 trees down along Tumalo Creek that will require some permitting and direction from the state as to what we can remove. He stated use of the park is impacted and he is not able to say when the park will be reopened at this time. Paul Stell thanked Harry Fagen for responding quickly to assist district staff in mitigating some of the more immediate hazards that were a result of the damage. He explained that staff will be preparing a plan of recovery that will be presented to the board in the next few weeks. He noted that Paul had done an interview with KTVZ to inform the public about the park closure.

The work session was concluded at 6:45 pm.

### **EXECUTIVE SESSION**

Chair Bob Woodward convened an executive session pursuant to ORS 192.660 (2) (e) for the purpose of discussing real property transactions.

## **REGULAR MEETING**

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

## **CONSENT AGENDA**

### **Minutes – December 2, 2008, work session and regular meeting**

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

### **Consider Dog Off-Leash Site Recommendations**

Jan Taylor, Community Relations Manager, Ed Moore, Director of Park Services and Paul Stell, Natural Resources Manager, briefly reviewed information provided in the board report regarding their proposed dog off-leash sites including Big Sky (existing and extended site), Riverbend Beach, Ponderosa Community Park, Pine Nursery Community Park, Hollinshead Community Park, and Overturf Butte and Awbrey Butte city reservoir sites. Jan reviewed the community process. She noted that High Desert Park had been removed from the program due to the expense of paving a parking lot for the size of the site, and staff determined those funds could be better spent among the other proposed sites. She stated staff has been very pleased to work with representatives of DogPac, and they will be instrumental in helping to develop the adopt-a-park program and literature and public education campaign. Ed Moore noted there has been good support from the city police department in terms of enforcement and from public works in terms of allowing off-leash use of the reservoir sites. He noted that memorandums of understanding are to be developed with the city for board consideration and approval with respect to those sites. He stated this program is a priority and it is hoped to have all sites up and running around the first part of May. George Thayer asked for clarification of the two fenced areas at Ponderosa Park. Paul Stell explained this configuration reflects what has been designed in the master plan for the park that will allow for alternating use from one site to the other to rest the turf. George asked about the planned siting of sand volleyball courts at Ponderosa Park. Bruce Ronning explained the off-leash use does not displace the sand volleyball courts.

Sam Aiello addressed the board regarding the proposed off-leash sites. He stated he loves the concept and is in favor of several fenced dog parks, however, he does not understand the partially fenced parks. He stated he personally uses the Awbrey and Overturf sites and expressed concern for conflicts of use and he does not understand how the city or the district is accounting for litigation with regard to injured dogs or people. He stated he does not understand or believe in taking pieces of the existing park for this use. He stated he thinks time will tell about how this thing will work out. He stated he is disappointed.

Robin Vora addressed the board regarding dog off-leash use at Hollinshead. He stated Hollinshead is a special park with a special historical theme. He stated he likes the open area the way it is and he thinks a lot of people do. He stated he is a little concerned with the design and he sees even the park district is not sure it is going to work. He stated he thinks the design is going to break the open area up and he doesn't know what is going to be done to maintain the private fences that go along the boundary. He encouraged the board to maintain the historical theme and asked if the master planning process had been completed for Hollinshead and it might be appropriate to wait until that process is completed before making a decision today. He stated he would like to keep this park as it is and not create problems that may be difficult to solve down the road. Bruce Ronning explained the process has not been completed and it is scheduled for a board work session in February.

George Thayer asked for clarification regarding the use of bollards. Paul Stell explained that they will be used as boundary markers for off-leash areas. He explained the fencing proposed at Hollinshead will define the rental use area around the barn and separate that area from the rest of the park. Bob Woodward asked if there are plans to monitor the use of the sites and remove them from the program if there are problems. Jan Taylor stated that the proposal describes measurements of success and the program will be monitored. She stated it will take some time for the community to learn about the sites and appropriate use. Bob asked if staff had discussed residents' concerns about noise, etc., with the city. Paul stated that staff has had discussions with public works and the police department regarding enforcement issues. He explained there will be monitoring of the sites and site hosts will be in place to coordinate activities and monitor use. Bruce reminded the board of the extensive public process that took place with the initial planning of the Awbrey site and explained the information taken from that process was used to reconfigure the site away from the homes along the eastern boundary and design the fencing of the site. George asked if the concern about dogs barking is a big problem. Paul stated that his experience has been that there are a few dogs that bark from time to time, but not all of the dogs are barking all of the time. George stated it seems to him if there are several sites available, the use won't be so congested and he has not observed a barking problem with the existing use at Hollinshead. Jan Gifford addressed the board as a representative of DogPac. She explained they have contacted a number of trainers who have agreed to volunteer at the off-leash sites to educate users about dog and human etiquette at the sites. She stated it will take time to train people and the DogPac volunteers will do their best and they are looking for success. Ruth Williamson stated she is delighted with the program and she understands the concerns expressed. She stated this program has been thoroughly discussed and at some point you give it a try and she thinks this is a wonderful first step. She stated she is hearing from staff that they are very sensitive to what they hear from the community and there is lots of room for us to adapt and make it a situation that works for all of the neighbors around these sites. Ruth Williamson moved to approve the off-leash program and authorize staff to implement construction of the seven sites. George Thayer seconded the motion. Ruth Williamson, George Thayer, Ted Schoenborn and Bob Woodward all voted aye. Motion passed. George Thayer complimented the staff for their efforts on behalf of this program.

### **Consider Compass Park Playground Equipment Recommendations**

Ed Moore, Director of Park Services addressed the board regarding a proposal to make changes to the Compass Park playground equipment. He briefly reviewed the problems that had occurred at the park with the spinning toys and the staff, city police department, West Bend Property, and neighbor's efforts to mitigate the issues. He stated staff is recommending that the one remaining spinning piece be left in the park and to continue to monitor the use. He stated if over time the equipment continues to contribute to problems, staff will address the issue. He stated that staff is also recommending adding a new piece of equipment that is described in the board report. He explained the funds would come from the existing budget. He stated staff would make the installation in the spring.

Pamela Brody-Heine, representing the neighbors of Compass Park, addressed the board. She thanked the board and staff for their efforts in resolving the issues they have experienced with the park use. She stated she thinks everyone will enjoy the new toy that is proposed for the park, hopefully during the park hours. She stated that the lights have been left on all night to address the situation, and for energy efficiency they don't need to be on in the winter. She stated they do monitor the spinning toy and it does continue to be a draw in the warmer months and the kids do still come in the middle of the night. She encouraged the staff to keep a watch on it and they feel if the toy were relocated or disabled in a way that the spinning features didn't spin, but could be used for climbing, that would help. George Thayer moved to accept the staff recommendation to maintain the remaining spinning toy

and to fund a replacement piece for the equipment that has been removed. Ted Schoenborn seconded the motion. George Thayer, Ted Schoenborn, Ruth Williamson and Bob Woodward all voted aye. Motion passed.

**Accept FY 2007-08 Financial Audit**

Ruth Williamson moved to accept the FY 2007-08 financial audit. George Thayer seconded the motion. Ruth Williamson, George Thayer, Ted Schoenborn, and Bob Woodward all voted aye. Motion passed.

**EXECUTIVE DIRECTOR'S REPORT**

Lindsey Lombard shared information regarding district email access for the board. She explained that each board member will have an individual address and there will be a generic board email address allowing the public email access to the board. She explained the process and provided step-by-step instructions and contact information for Audrey Robeson, IT Manager, for the district. Bob Woodward stated that he personally feels the issue as raised by the media is a non-starter, as it was presumed that the board was hiding behind the cloak of anonymity. He noted that his email address has been out in the public for the past ten years. He added we will participate in this communication format and satisfy all concerned. Lindsey stated the board's email addresses will be posted on the district's web site.

Lindsey Lombard reported that the district has placed ads for the two vacancies on the budget committee. She stated the board would be receiving applications for their consideration at the February 17 work session.

Bruce Ronning reported on the status of the city's UGB process. He noted that the district provided various amendments to the city's General Plan and contributed to the framework planning of the UGB process. He stated staff proposed, and the city accepted, some new components to the development code that will help in the future in our discussions with developers and others who are proposing residential development to gain needed new facilities requisite of that growth. Bruce stated the board can view the UGB ordinances and exhibits on the city's web site.

As there was no further business the meeting was adjourned at 7:35 pm.

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