

**Bend Metro Park & Recreation District
Board of Directors
Work Session
October 6, 2009**

BOARD PRESENT: Scott Wallace, Ted Schoenborn and Ruth Williamson.

STAFF PRESENT: Don Horton, Bruce Ronning, Wayne Smith, Lindsey Lombard, Steve Jorgensen, Jan Taylor, Pat Erwert, Matt Mercer, Audrey Robison, Sue Jorgenson and Paula Lowery. Interns: Liz Yost and David Wagner.

LEGAL COUNSEL: Neil Bryant.

MEDIA: None.

VISITORS: Mike Lovely and Michael Graham.

CONSULTANT: Goodwin Moy, Vermont Systems

WORK SESSION

Chair Scott Wallace convened the work session at 5:35 pm.

VISITORS

Sue Jorgenson introduced Dave Wegner, an intern who started with the district in June. She noted he is completing his internship with the district and returning to Illinois. She stated he has done a great job. She also introduced Liz Yost, from the Georgia Southern University. Sue stated Liz is doing a general internship and will be with the district until December.

Registration and Reservation System Update

Audrey Robeson shared brochures from Vermont Systems and introduced Goodwin Moy, Installation Specialist with Vermont Systems. She stated he is working with staff on implementing the system. Goodwin shared information about Vermont Systems noting the company has been in operation for 25 years. He stated the company is always seeking to improve their product and address user requests for enhancements. He stated the company takes pride in customer support; employing 87 employees with 58 of them dedicated to customer support. He reviewed the different types of products offered by the company to handle registration, pass management, facility rentals, maintenance management, etc. He stated the company has over 800 customers including park districts, municipalities, universities, school districts and the military. Audrey reviewed the types of software the district will be using and explained the implementation plan to go live in November to set up households and memberships so customers can go online and enroll themselves in the system and manage purchase and renewal of JSFC passes. She stated the registration for winter/spring will occur the first week in January at which time people will be able to register online. She stated that it is anticipated the facility reservation system will be online in February. She stated the district will be hosting the web component and there will be no online fees for registration. Audrey stated a demonstration of the system will be presented to the board before it goes live for the public. She explained how JSFC patrons will be able to use a self-scan component to use the facility. She also briefly reviewed the features of facility reservation, online household calendar and history features of the program. Audrey stated the system will allow for tracking of scholarship revenue and expense, and the incidence of scholarship use by department. She also reviewed the features that will enhance the management of the sports teams, schedules, coaches, etc. and automatic payments for the Kid's Inc. program and the Kid Care program at JSFC. Audrey reviewed new controls in

cash management and stated the system will interface automatically to the general ledger. She stated all sites will have the ability to do all processes, although the hope is that most people will use the online program.

Financial Update

Lindsey Lombard shared reports outlining the revenues and expenditures of fiscal year 2008-09. She explained a larger ending fund balance occurred in the Facility Reserve Fund and System Development Charges Fund due to the timing of the completion of the larger projects. She stated overall the General Fund has shown approximately \$384,000 more than the budget estimate due to higher property tax collection than anticipated, and under spending. She stated the Recreation Services Fund ending fund balance is \$63,000 less than estimated. She explained that is due to less revenue than estimated and noted that the budget committee discussions had addressed concerns about a drop in revenue due to the economy. She added that overall the fees and charges revenue came in somewhat higher than last year, but did not meet expectations based upon the growth the district has seen in the past. Lindsey also provided a breakdown of recreation revenue to identify those areas that are being affected most significantly. She referred to Juniper Swim & Fitness Center and reported that their ending fund balance was \$50,000 more than estimates with an 81% cost recovery. She noted that the outdoor and youth and adult enrichment programs have experienced the largest reduction in revenue. Lindsey stated that scholarships affected recreation and will affect the general fund subsidy to recreation overall. She reported that \$156,000 in scholarships was used last year while the previous year was just under \$100,000. She stated the financial forecasting tool created during last year's CIP process will be updated and provided for the board to assist in the planning decisions in terms of the long term forecast as related to the comprehensive and strategic plan updates. Ruth Williamson commended the managers of the various departments for their efforts in budgeting and for bringing it in so close to the estimates. Scott Wallace added that this speaks well to how we are taking care of what we have.

Review of Comprehensive Plan Amendments – Chapter 6

Bruce Ronning explained Chapter 6 of the Comprehensive Plan contains the park and facility inventory including a narrative description of each facility. He requested board comment on the narratives and explained various changes to the format of the chapter. He stated the revised version of the chapter will be posted on the district's ftp site for board review. Steve Jorgensen noted there are now 86 park, trail and facility sites managed by the district. Bruce explained the formatting changes of Chapter 6 and how they will have a direct relationship to Chapter 7 that contains the set of classifications, park types, and a more detailed description of the planning process that helps determine the need for different types of parks and geographic locations. Steve stated that he anticipates the trail section of Chapter 6 to be a summary with the Trails Master Plan added as an element of the Comprehensive Plan. He shared a Parks and Facilities Atlas and explained it will be a quick reference for information as appendices to the Comprehensive Plan and can be updated easily as park amenities change and new parks, trails and facilities come on line. Scott Wallace asked about the staff timeline going forward with this work. Bruce stated staff would continue to work on Chapter 6 and provide a revised Chapter 7 for the board. He said pulling the amendments together will rely on the board's work with respect to big picture goals, issues, targets and general direction that will be reincorporated in to Chapter 4 along with the strategic planning effort.

Board Retreat

Don Horton stated he envisions holding three separate meetings of the board to cover several topics. He said one meeting could focus on the district's direction over the next year or so with regard to a bond measure, the economy, and the Greenprint Plan and how that may change the district's position in acquiring and caring for natural areas and open space. He stated that with regard to the Comprehensive Plan and the work to be done on Chapter 4, we want to identify the trends within our community and how we are going to respond to them. He stated that both of those meetings would lead into the development of the Strategic Plan that would identify a SWOT analysis (our strengths, opportunity, weaknesses and threats) and how we are going to respond to those longer term over the next five or ten years. He asked the board to consider whether a facilitator could assist with these meetings and added that he feels a facilitator should be brought in to assist with the Strategic Plan. He noted these sessions could be held over the next six or eight months. Scott Wallace stated he would like to schedule the first session by the end of November to

frame future discussion. It was determined the board would be polled for suitable dates in November. The board also identified topics of discussion for the meeting including future funding, challenges in growing the district, the SDC program, a bond issue, and revisiting the CIP priorities.

JSFC Renovation Update

Matt Mercer reviewed the components of the renovation project and reported that the projects will come in at approximately \$240,000 under budget depending upon the outcome of an insurance claim. He identified major changes to the projects that were initially not included in the renovation such as window replacement, reroofing the entire sloped roof over the little pool, and completely rebuilding the pool storage room, adding \$100,000 in costs to the project. He stated that alternate projects were also completed including additional lighting to the 50-meter pool, renovations of the flooring into the hallway of the Pilate's area and additional improvements to the locker rooms. Matt noted the renovation was completed in 28 days and shared photographs of the different stages of the projects. Ruth Williamson stated JSFC is as nice a facility she has ever experienced and the quality and thoroughness of the remodel and reconstruction is really impressive. She thanked Matt and staff for being so thorough and holding to such high standards.

EXECUTIVE DIRECTOR'S REPORT

Don Horton reported the district has been awarded a grant for fire fuels reduction of 32.25 acres in Shevlin Park from the Oregon Department of Forestry in the amount \$15,682.

Don Horton reported the district has made application with the city of Bend for a WOZ permit with regard to the Riverbend Park dog-of-leash area. He noted the city has asked the district to do a site plan for the off-leash area and a Mill District master plan amendment. He explained that Bill Smith will not do a master plan amendment unless the district is a buyer of the property. He added the beach area has been reopened.

Don Horton reminded the board that the October 20 work session of the board has been cancelled.

Don Horton announced the public meeting to receive comment regarding the waterfowl management plan will be held November 3.

Don Horton announced the joint meeting of the city, county, and school district boards and commissions that was scheduled for October 22, has been postponed.

Don Horton announced a public meeting regarding the Colorado Dam safety improvements is scheduled for Thursday, October 29, 5:30 – 7:00 PM in the Community Room at the District Office Building.

Don Horton reported he has been asked and accepted to serve as the legislative committee chair for ORPA. He stated the Nature Conservancy, Defenders of Wildlife and Trust for Public Lands are moving forward with trying to get Measure 66 put on the November ballot. He explained this measure is a constitutional amendment that authorized how lottery dollars are spent, 15% of which are spent on state parks and natural resources. He stated that a local grant program is part of the state parks budget and those funds have dwindled over the last nine years. He said these organizations are proposing that a certain percentage of the lottery funds go toward the grant program. He stated the proposal is being opposed by state parks, but supported by ORPA and his efforts will be to try to find common ground between state parks, ORPA and local park agencies. Don also announced that he has resigned from the Pacific Northwest Regional Council of NRPA.

GOOD OF THE ORDER

Ted Schoenborn reported the City Club of Central Oregon is meeting on October 15 and the topic for presentation and discussion will be the Greenprint Plan. He asked that as many staff as possible attend and participate in the discussion, in the absence of the board who will be attending NRPA.

As there was no further business the meeting was adjourned at 7:30 pm.

Prepared by,

Paula Lowery
Executive Assistant

Scott Wallace, Chair

George Thayer, Vice-Chair

Ted Schoenborn

Ruth Williamson

Scott Asla