

**Bend Metro Park & Recreation District
Board of Directors
Work Session & Regular Meeting
January 19, 2010**

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

STAFF PRESENT: Don Horton, Lindsey Lombard, Bruce Ronning, Wayne Smith, Jan Taylor, Theresa Albert, Vickie Dawley, Becky Smith, Audrey Robeson, Paul Stell, Steve Jorgensen, Andie Lindgren and Paula Lowery.

LEGAL COUNSEL: Neil Bryant.

MEDIA: KOHD, The Bulletin.

VISITORS: Mike Lovely, Michael Graham, Bill Martin and Jeff Amaral.

WORK SESSION

Chair Scott Wallace convened a work session at 5:33 pm.

Budget Committee Applications & Budget Calendar Review

Lindsey Lombard presented applications for the two vacant positions on the district's budget committee. She stated she had received 10 applications, including one from former budget committee member Bill Martin. She stated it is a strong group of applicants with a lot of experience, skills, background and passion. Lindsey then referred to the proposed budget 2010-11 schedule for the budget meetings and tour. She stated that she also plans to add a budget committee workshop this year for the new committee members and any returning members that are interested in attending. The board discussed a process for selecting new budget committee members and determined that each board member would select their top three candidates based on their application to be followed by a review at the February 2 meeting to select finalists to be interviewed, if necessary. The board agreed that it would be beneficial to the district to be able to involve all applicants in other volunteer opportunities with the district.

Update of New Registration System

Vickie Dawley, Becky Smith and Audrey Robeson provided an update of the new registration system beginning with the selection of the Vermont Systems program. Vickie reviewed the process involving staff that identified what the district needed in the system followed by prioritizing the framework of the program. Becky Smith reviewed the process involving the district's program coordinators in setting up their activities in the new system that led to the development of the program guide which eliminated a big step in the process. Vickie reviewed the process of training the JSFC receptionists and the determination to use the pool as a test site due to the variety of programs and activities offered at the facility and the success of that step. Becky reviewed the steps to going live on January 7. She reported that 80% of the program registration done that day was via the new online system. Audrey reported that the district took in a total of \$78,000 on January 7; \$63,000 through online registration. She added that for the week the district took in \$131,000 total revenue; \$92,000 through online registration. Becky also reported that staff has received a great deal of positive feedback from online users about the new system. Audrey also reported that online

pass renewal started last week and league registration, day care and child care and facility reservations will be implemented in the next few months.

Update on Goose Management Plan

Paul Stell reported on the revisions to the Goose Management Plan previously presented to the board. He explained that the focus for the next few months will be increased consistent, persistent efforts with hazing with a trained dog, egg oiling, use of effigies, and application of repellants. Paul stated that the revision of the Park Rules and Regulations will include a proposal to prohibit feeding of waterfowl in the parks. Scott Wallace asked if the implementation of the plan is currently limited to the use of staff. Paul stated that staff has discussed the potential for involving volunteers, but at this time the proposed methods will involve only district staff. Don Horton stated that staff learned from the public input that they want the district to do more to manage the geese in the parks including lethal means, if necessary. He stated that following the public comment, staff felt we need to take every step that we can without lethal means which is the intent from now until May when the geese molt. He stated that in the past we probably haven't done a very good job of mixing all of these methods or sustained them over a longer period of time. He stated that if we are successful in reducing the population using these means, then the right decision will be to continue to do it. Don stated that in the event we are not successful, we will need to make a decision regarding lethal means of removal. He stated this is a long term management plan that will need to remain in use into the future. George Thayer asked if changes will be made to the river's edge in the parks to discourage the geese from using the parks. Paul explained that staff is evaluating different plant materials and changes to the rock walls. Ted Schoenborn stated he thinks it is an excellent report and he hopes that we can make the report available on the web site. Scott Wallace asked if the use of staff will divert them away from other things. Paul explained the program is going to require staff time and it is important enough that staff time will be reallocated to the program. He stated that staff that normally works in the river parks and the Pine Nursery will provide hazing while they are in the parks performing other tasks. Ruth Williamson recommended providing status updates and continuing to engage the public. The board agreed to move forward with the proposed plan as presented.

Capital Improvement Plan (CIP) Prioritization

Bruce Ronning explained this discussion is a continuation from the previous board meeting and staff has prepared additional material based on the board's previous direction. He noted the revised tiered lists now include a park/facility category; project descriptions; estimated project cost (if available); potential funding sources; community priority level; current (July 2009) level of service; and comprehensive plan target level of service. Bruce also reviewed a set of assumptions applied to the process for determining the project list including projected population growth, the implementation of the SDC fee in accordance with Resolution No. 312, and land and development costs contained in the SDC methodology including a 3% rate of inflation. Steve Jorgensen presented a Neighborhood Park analysis map and explained the data used to develop information that identifies where there are gaps, where SDC fees have been collected, but residents are not within ½ mile distance to the nearest neighborhood park, and housing density. He reviewed the map and identified area of need with respect to neighborhood parks. Steve also presented a map demonstrating a similar analysis for community parks. Bruce explained that staff has developed two five-year CIP lists. He referred to a spreadsheet provided for the board and explained it has been ordered from top to bottom based on the level of priority established in the 2008 survey and the SDC Advisory Group process. He added that the spreadsheet includes the existing level of service and comprehensive plan target level of service to demonstrate in a very general way where the deficiencies are in terms of classification of facility. He noted the first priority is taking care of what we have, followed by facility

rehabilitation and upgrade projects. Bruce briefly reviewed the list of projects. As there was not sufficient time left in the work session for a thorough discussion, the board scheduled a special workshop for Friday, January 29 to focus on discussion of the prioritization of the CIP.

Board Rules of Order & Operational Procedures

Don Horton reviewed the previous efforts of the board and staff to design a board policy. He noted that the board currently has a Carver Model of policy governance in place, however, it has not been followed which has led to the most recent draft of the Board Rules of Order & Operational Procedures recently provided for board review. He explained in drafting the document he felt this should be a manual the existing board could use as a guide and a potential board member could use the document to understand the duties and responsibilities of a board member. He added the document could also be used as an orientation tool for new board members. He stated district legal counsel has reviewed and approved the document, and found it to be correct in terms of state law governing special districts. The board agreed to review the document and discuss any changes or additions at the next board meeting and consider adoption at a subsequent meeting.

REGULAR MEETING

Chair Scott Wallace called the regular meeting to order at 7:30 pm.

CONSENT AGENDA

Minutes – January 5, 2010

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

BUSINESS SESSION

Consider Approval of PERS Resolution No. 319

Lindsey Lombard stated the district is a member of the Public Employees Retirement System (PERS) as an independent employer which means the district's contribution rate is based solely on the district's employees or retirees. She stated there are two pools for the state, including the State and Local Government Rate Pool that is available to the district. She explained the need for a resolution from the board to meet a January 31 deadline. She explained that a pool helps blend rates which in turns helps agencies budget for changes. She stated that since 2001 over two-thirds of the local governments in the state have joined the pool, many of which are smaller organizations. She stated that based upon staff analysis at this point, the district could save money in the next two years and there are no apparent significant potential risks of being in the pool long term. Lindsey explained that staff needs to continue to evaluate the risks before determining whether the district should join the pool. She noted that should staff determine it is not in the best interests of the district to join the pool, staff will not submit the resolution and the board will be asked to rescind Resolution No. 319 at the next board meeting. Ruth Williamson moved to adopt Resolution No. 319, electing application for entry to the Public Employees Retirement System State & Local Government Rate Pool. George Thayer seconded the motion. Ruth Williamson, George Thayer, Ted Schoenborn, Scott Asla and Scott Wallace all voted aye. Motion passed.

EXECUTIVE DIRECTOR’S REPORT

Don Horton reminded the board of the joint meeting with the City Council, School Board and County Commission, January 21, beginning at 5:30 pm.

Don Horton recommended cancelling the March 16 work session as he and Ted Schoenborn will be attending the NRPA Legislative Forum in Washington, D.C. The board agreed to cancel the work session and conduct two business meetings in February.

As there was no further business the meeting was adjourned at 8:05 pm.

Prepared by,

Paula Lowery
Executive Assistant

Scott Wallace, Chair

George Thayer, Vice-Chair

Ted Schoenborn

Ruth Williamson

Scott Asla