

**Bend Metro Park & Recreation District
Board of Directors
Work Session & Regular Meeting
February 16, 2010**

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

STAFF PRESENT: Don Horton, Bruce Ronning, Lindsey Lombard, Ed Moore, Paul Stell, Jan Taylor, Kim Johnson, Norm Ziesmer, Steve Jorgensen, Theresa Albert, Wayne Smith, Katrina Ross-Schulzke, Amber Blanchard, Katie Rutledge and Paula Lowery.

LEGAL COUNSEL: Neil Bryant.

MEDIA: None.

VISITORS: Mike Lovely.

WORK SESSION

Vice-Chair George Thayer convened a work session at 5:30 pm.

Columbia Park Renovation Plan

Bruce Ronning explained the proposed plan is being presented to the board for their input in advance of the March 2 meeting at which time approval of the design will be requested. He stated the funding for this project is in this year's budget and staff would like to begin the improvements as soon as possible. He noted the public process includes public meetings of the residents of the neighborhood as well as a questionnaire conducted by mail. Norm Ziesmer reviewed the history of the park including development through the use of Land and Water Conservation funds. He identified the existing features and conditions of the park. He shared the results of the questionnaire that identified the most popular features to be open lawn, a picnic area, replacement and improvements to the playground equipment, a picnic shelter and natural area. He added the results of the initial public meeting were much the same as the questionnaire. Norm displayed and reviewed a design concept developed as result of the public input including improved access to the park, upgrades to the playground, improvements to landscaping, relocation of the horseshoe pits, installation of a picnic plaza at the bottom of the Gilchrist footbridge, fence repair, improvements to the grade of the trail to the river, improvements to a riparian area, sites for interpretive signs or art and a portable toilet contained in a shelter. Norm stated the concept will be shared with the neighborhood at a public meeting and that will be followed by a final design to be approved by the board. He stated it is anticipated the work will be done this summer.

Special/Therapeutic Recreation Update

Amber Blanchard, Therapeutic Recreation Coordinator, presented an update on the expansion of programming for persons with disabilities. She reviewed the staff analysis of the district's existing programs and a survey of program users. She stated a tremendous response was received by those desiring inclusion in all district program offerings. Amber identified grant funding and fund raising efforts that have been dedicated to expanding the district's inclusion program. She referred to the adaptive programs and explained this group is not interested in programs, preferring to seek out recreation

opportunities on their own. She explained she has provided resource information and opportunities through various support groups in an effort to meet those who have adaptive needs. Amber reviewed the intern program and explained how that enhances the districts ability to provide programs and expand the inclusion program. Amber introduced Katie Rutledge, an inclusion facilitator, who shared information about the inclusion program. She introduced Lucky, a Bitty Ball program participant, and his grandmother, Holly, who spoke about Lucky's experience in the program. Holly explained how district staff has worked with them to create very positive experiences that have helped Lucky tremendously. She stated that Lucky has participated in Operation Recreation programs and floated the river. She stated Lucky has been participating in park and recreation programs for three years and district staff has made it very accessible and the programs have been tremendous in his socialization.

Ruth Williamson stated it is absolutely fundamental to our mission in this community to make all that we do available to everyone, and if that takes us to a very personal and individual action with people we are all the better for that.

George Thayer thanked Holly and Lucky for sharing their story with the board, and staff for their efforts in making these programs available.

Board Rules of Order & Operational Procedures

The board briefly discussed the procedure for speaking to the media and determined to move a full discussion of the Rules of Order and Operational Procedures to the March 2 meeting.

Capital Improvement Plan (CIP) Prioritization

Bruce Ronning referred to previous board discussion that has resulted in the prioritization of types of projects, and within those types prioritization of individual projects, as well as spreading those projects out over a period of five years, and coordinating the list and priority of expenditures with the forecast revenue. He explained staff has shifted some project work to ensure enough money is available in each given year within those five years to accomplish the projects, based upon revenue forecasting assumptions. Bruce added that the first year of the plan will drive the budget and annual planning work for 2010-11, and staff needs direction from the board if there are any major issues to be addressed. Lindsey Lombard and Bruce Ronning reviewed an updated draft of the Five-Year CIP and SDC Five-Year Fund Forecast. Bruce noted that the total Five-Year CIP is \$22 million. A map of the projects corresponding to the CIP, prepared by Steve Jorgensen, was also provided for the board. Don Horton noted that the projects are fairly evenly distributed throughout the district.

Budget Committee Appointment Process

Lindsey Lombard recommended that the board make appointments to the Budget Committee at the March 2 meeting. Each board member provided their top four candidates from the applications received. Ted Schoenborn volunteered to participate in the interview process along with Scott Wallace and Lindsey Lombard.

REGULAR MEETING

Vice-Chair George Thayer called the regular meeting to order at 7:30 pm.

RECOGNITIONS

Ed Moore introduced Katrina Ross-Schulzke, a custodian for the district, and recognized her efforts in assisting an elderly gentleman who collapsed in Riverbend Park. He noted the police and fire departments praised her quick response and appropriate action. Ed stated that Katrina is a valuable member of the district's staff and one who is always the first to step forward. Katrina cited the first aid and CPR training she has received through the district and stated it really helps to prepare you for the moment you need it. George Thayer, speaking on behalf of the board, thanked Katrina for her service and competency.

Ed Moore recognized Paul Stell for receiving a stewardship award from the Oregon Department of Fish and Wildlife and the Oregon Department of Forestry for his work in the restoration of Shevlin Park and Tumalo Creek following the January 1, 2009, windstorm in the park. Paul Stell stated the award is more a celebration of partnerships and a real honor coming from some of the resource people he admires. He stated their passion and commitment have been his greatest resource over the years.

CONSENT AGENDA

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

Volunteer Program Update

Jan Taylor introduced Kim Johnson, Volunteer Coordinator for the district. She stated Kim does a tremendous job of making sure the volunteers are well-trained, oriented to the district and she continually seeks out opportunities to find volunteers throughout the district. She stated the program has continued to grow and is exceptionally well-organized under Kim's direction. Kim thanked the board for their volunteer service to the district. She stated the time the board members contribute is a great gift to the district. She reported there were 2,536 volunteers who served the district in 2009, contributing over 54,000 hours which is equal to 26.09 FTE. She stated that at this time there are volunteers helping with almost all facets of the district at JSFC, Bend Senior Center, parks and trails, youth and sports programs, etc. She stated the fitness programs are very popular with volunteers, due in part to the efforts of the staff, and more people want to volunteer at JSFC as they are currently unemployed and wish to stay busy in the community. Kim reported that the sports staff does a great job of recruiting volunteers from the participant pool and most of the volunteers are parents. She stated that the 601 youth sports volunteers coach 422 teams and serve 4,828 participants. Kim stated that 2009 was the first year volunteers were used for the 4th of July Festival in Drake Park and it was very successful as the volunteers loved the event. She added involving volunteers in the operation of the off-leash areas was an area of significant growth in 2009. She stated that looking ahead she is working with Audrey Robeson, IT Manager, to create an easier access through the Rec Track System to information about volunteer opportunities with the district. She added that some single day volunteer opportunities are being developed for this spring with projects at Hollinshead and Riverbend parks.

EXECUTIVE DIRECTOR'S REPORT

Don Horton reported that staff is about to begin the Natural Step process to evaluate sustainable practices. He explained the process will help define sustainable practices we have in place as well as those we should have. He stated from that evaluation we will back cast to determine what changes need to be made within the organization. He stated a nine-member committee of staff representing a cross section of the district is participating in the process, and it is hoped that by training those nine members, it will help to

generate a culture within the organization to consider sustainable practices in making choices about how we do our work, design the parks, maintain the facilities and provide programs.

Don Horton reported a request for appropriations has been submitted to Representative Walden's office for the Pine Nursery in the amount of \$7,168,000 to complete the project through Phase 1 including the lights, restrooms, concession facility, and two sports fields. He stated the same request will be submitted to senators Wyden and Merkley.

Don Horton reported a recreation customer survey was conducted based on the new recreation software. He stated that 6,000 emails were sent out and to date 700+ have responded resulting in a lot of information to compile. He stated that once that information has been evaluated a report will be presented to the board. He stated a lot of the information received will be very helpful and was very supportive of the new registration program.

Don Horton reported the old house in Hollinshead Park that was used for a number of years for youth recreation programs needs to be demolished as it is structurally unsound and not salvageable. He stated an asbestos evaluation has been done and it was determined there is a small amount that will need to be abated. He referred to the master plan underway for Hollinshead Park that includes the site of the house with the house removed. The board agreed the structure needs to be removed and suggested salvaging some materials, is possible.

Don Horton reported that an appropriations request is being submitted by the Mirror Pond Advisory committee however, it was done without the knowledge of the district. He stated concerns regarding how the request could impact future requests, and how this action presents challenges to the partners on the advisory board.

GOOD OF THE ORDER

Scott Asla complimented staff on the management of the PERS pool issue and the CIP process and preparation. He stated he appreciated being able to meet in a workshop to discuss the proposed projects and financial impacts.

Ted Schoenborn cited the trust the board has in Lindsey Lombard's judgment with regard to the PERS pool issue and stated he appreciates being presented with understandable information. He stated this is also reflected in the CIP planning process through the full discussion and the manner in which staff has structured the plan.

George Thayer stated there is a lot of trust between the members of the board and he looks forward to continued collaborative efforts.

As there was no further business the meeting was adjourned at 8:20 pm.

Prepared by,

Paula Lowery
Executive Assistant

Scott Wallace, Chair

George Thayer, Vice-Chair

Ted Schoenborn

Ruth Williamson

Scott Asla