

**Bend Metro Park & Recreation District
Board of Directors
Work Session, Executive Session & Regular Meeting
March 2, 2010**

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

STAFF PRESENT: Don Horton, Bruce Ronning, Lindsey Lombard, Wayne Smith, Theresa Albert, Andie Lindgren, Ed Moore, Jan Taylor, Steve Jorgensen and Paula Lowery.

LEGAL COUNSEL: Neil Bryant.

MEDIA: KTVZ.

VISITORS: Mike Lovely, Michael Graham, David Visiko and Sue Vordenberg.

WORK SESSION

Chair Scott Wallace convened the work session at 5:30 pm.

Customer Survey

Andie Lindgren reported that the district had sent out an email survey to 6,377 customers and received response from 899. She explained the purpose of the survey was to help determine what types of changes customers would like to see in the recreation guide and how they feel about our customer service. She added the survey provided the opportunity for customers to share any observations they have regarding district programs and services. Andie reported the majority of respondents were Juniper Swim & Fitness users, and of those 62% reported excellent service, and 34% found the service to be satisfactory with 3% at below average and less than 1% rated poor. She reported the district administration office received a 55% excellent rating, 40% satisfactory, 4% below average and 1% rated poor. She stated that the Senior Center received a 70% excellent rating, 28% satisfactory, 2% below average and less than 1% poor. Andie noted that a large number of comments were received regarding customer service experience and 230 respondents specifically wrote that the staff was friendly and helpful. She shared additional feedback that she felt would be helpful in improving customer service. Andie reported that 85% find the recreation guide helpful in choosing programs and shared comments regarding the layout of the guide and how respondents use it. She also shared comments received from the survey respondents. The board thanked Andie for sharing the information and asked that she email them a copy of the survey results.

Discussion of Long-Range Capital Improvement Plan – 6- 10 Years

Bruce Ronning shared the 5-year and 6-10 year Capital Improvement Plans and explained that the two plans combined total \$102 million. He noted the board has discussed the 5-year plan in detail and it totals approximately \$23 million while the 6 – 10 year plan at approximately \$79 million is the bulk of the total. He noted that staff is aware that a majority of the projects on the list cannot be funded in this time period. He added that a lot of the assumptions driving the plan are connected to the SDC Methodology and the population forecast that the methodology relies on, and the prediction of the future service need driven by the population forecast. Bruce noted that in the 5-year plan, the neighborhood park acquisition in service area 32, the Trap Club was added as the top priority as it is an acquisition that was funded in last year's budget, however, the development went into receivership and while the development agreement was

dropped, the acquisition remains a high priority. He added that \$448,000 is budgeted in this year's budget for neighborhood park acquisition and staff will attempt to acquire that site this year, and if that is not possible, the funds could flow to the next priorities and be funded by this year's budget. He stated that the \$448,000 could also be moved to next year's budget to provide opportunity for neighborhood park acquisition. Bruce then explained that of the nearly \$80 million in year 6-10 projects, SDC projects total \$61 million. He explained that the SDC Methodology predicted a revenue total of \$70 million over the 11-year time frame, based on the population forecast and associated cost assumptions. He explained if the population doesn't grow at the rate the current Deschutes County forecast calls for, the level of need will be reduced resulting in an automatic adjustment that will occur in the SDC expenditure. He added that there may also be projects on the list that the board chooses to remove as impractical or unnecessary. Bruce stated there is also the question of funding sources for the plan and revenue forecasts. He noted that a recreation facilities needs assessment will also drive decision-making with regard to future indoor facility need and where it belongs in terms of sequence on the list and in terms of funding sources. The board briefly discussed conducting additional workshops to discuss the 6 – 10 year plan and determined to postpone that discussion at this time, and focus on the near term Capital Improvement Plan.

Board Rules of Order & Operational Procedures

The board briefly discussed the proposed Rules of Order and Operational Procedures and determined to consider adoption at the April 6 board meeting.

Revised Park Rules & Regulations

Ed Moore referred to the Park Rules and regulations provided in the board report and noted they were last updated in 2003. He explained the revisions were as a result of the work with staff and the city of Bend over the last year to ensure that the district rules and regulations are consistent with city code to enable the city and county law enforcement officials to enforce the district's rules and regulations. Don Horton noted changes in the prohibition of the use of tobacco in the parks, the established off-leash area rules and a change in the issuance of alcohol permits by the district in place of the city police department. He added that rules and regulations are enacted by ordinance and district staff does not need to be sworn officers to enforce the ordinance. Don explained the procedure for the board adopting the ordinance that requires public hearings and two readings of the ordinance. He stated that if revisions are made based on the public hearing and first reading they will be addressed with the second reading, followed by adoption by the board at which time the ordinance becomes law. The board determined to hold the public hearing and conduct the first reading of the ordinance at the April 6 meeting.

The work session was concluded at 6:30 pm.

EXECUTIVE SESSION

Chair Scott Wallace convened an executive session at 6:35 pm pursuant to 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. The executive session was concluded at 7:10 pm.

REGULAR MEETING

Chair Scott Wallace called the regular meeting to order at 7:15 pm.

RECOGNITIONS

Ed Moore introduced Mike Duarte, Landscape Manager, for the district. He reported that Mike has received a Certificate of Sports Management Program from Ohio State University. Ed stated that Mike is responsible for managing the district's sports fields, turf programs, urban forestry program, water program, and Maxicom

system. Ed also noted that Mike is vice-president of the Pacific Northwest Chapter of the Sports Turf Association.

CONSENT AGENDA

Minutes – February 16, 2010

Pacific Park to Pioneer Park – Phase II construction contract

Resolution No. 321 – Approving application for local government grant

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

BUSINESS SESSION

Appoint Budget Committee Members

Scott Wallace reviewed the background of the process for filling two positions on the Budget Committee. He explained ten letters of interest had been received and following board review, four applicants were selected for interviews. Scott stated considering the background of the applicants, it is unfortunate there are only two positions to fill, however staff will explore finding other ways for these individuals to volunteer with the district. He stated that the interview committee is recommending Brock Stenman and David Stensland be appointed to serve on the Budget Committee for three year terms. Ted Schoenborn moved to appoint Brock Stenman and David Stensland to the Budget Committee. George Thayer seconded the motion. Ted Schoenborn, George Thayer, Scott Asla, and Scott Wallace all voted aye. Motion passed.

Approve Sales in Parks and Partnership Policies

Jan Taylor referred to the proposed policies provided in the board report and explained that staff has spent a considerable amount of time drafting these policies for activities in the parks that have been addressed with consistent practice in the past. She explained how these policies provide a tool to define these uses for staff with common language, and to communicate consistently with the community. Jan explained that with regard to concessions and sales, staff felt it is important to leave parks commercial free for the most part, while recognizing there are times and opportunities where it is best for the patrons and our organization to allow sales/concessions in the parks. She stated the Sales in Parks policy is about how we protect the general use of the parks and still define the times that are appropriate for people to have sales in the parks. George Thayer asked for clarification of concession sales in connection with leasing or renting of facilities. Jan explained that concessions can be included in the rental agreement, and proceeds of those sales go to the renter. Scott Wallace noted that a number of facilities have entered into naming rights agreements for royalties and asked if that is something the district may want to consider. Jan Taylor explained that is a separate policy that will be developed by staff and presented to the board for approval. George Thayer moved to approve the Concessions and Sales in Parks and Facilities and Partnership policies. Scott Asla seconded the motion. George Thayer, Scott Asla, Ted Schoenborn and Scott Wallace all voted aye. Motion passed.

Columbia Park Design

Norm Ziesmer reviewed the results of a second meeting with residents of the Columbia Park neighborhood. He noted the design concept remained essentially the same, although a bike path was added, the size of the shelter was reduced and the horseshoe pits were moved slightly. He stated the open lawn area is an important feature for the residents of the neighborhood, and it appears that the main trail can be made accessible to the river and Gilchrist footbridge. The board complimented the design. Norm explained the process for site plan review with the city of Bend noting that might require a Waterway Overlay Zone application. He stated he anticipates having a contractor on board within six weeks and hopefully have the project completed for summer use. Scott Asla moved to approve the Columbia Park rehabilitation design as proposed. Ted Schoenborn seconded the motion. Scott Asla, Ted Schoenborn, George Thayer and Scott Wallace all voted aye. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

Benefits Committee Appointments

Don Horton reported that the Benefits Committee needs to be appointed by the board chair. Scott Asla and George Thayer volunteered to serve and Scott Wallace appointed Michael Graham to represent the Budget Committee.

Jan Taylor reviewed proposed changes to the district's Pumpkin Festival event. She explained that a new event is being considered for Riverbend and Farewell Bend parks taking the form of a "day of play" to promote district programs, parks and trails, and the opportunities available for all ages. The board directed staff to move forward with the development of the proposed event. Ted Schoenborn asked that staff find other ways to offer district programs at Tillicum Park.

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