

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session, Executive Session & Regular Meeting  
September 7, 2010**

- BOARD PRESENT:** George Thayer, Ted Schoenborn, Ruth Williamson, and Scott Wallace.
- STAFF PRESENT:** Don Horton, Bruce Ronning, Wayne Smith, Lindsey Lombard, Dave Crowther, Jan Taylor, Mike Duarte, Ed Moore and Paula Lowery.
- LEGAL COUNSEL:** Paul Taylor and Neil Bryant.
- MEDIA:** None.
- VISITORS:** Mike Lovely and Michael Graham.

**WORK SESSION**

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

**Review Recreation Needs Assessment Process**

Bruce Ronning noted funds were allocated in this year's budget to conduct both a recreation needs assessment and an indoor facilities needs assessment. He stated staff is proposing to combine the funding and put out a Request for Proposal for consultant services to combine the two assessments. He cited information collected through the Community Interest & Opinion Survey done in 2004 and updated in 2008 regarding community need for both programming and facilities. He noted more detailed, specific information is needed with respect to recreation program and indoor facility needs, particularly in relation to the Comprehensive Plan review and revision that is currently underway. He noted funding for a more extensive recreation needs assessment was included in the 2010-11 budget. Bruce stated that staff has begun an initial scoping for the Recreation/Indoor Facility Needs assessment project and reviewed two phases of potential elements. He added that following board discussion and input staff will develop a request for proposal for consulting services. Wayne Smith explained that recreation staff seeks to clearly identify internally needs for support facilities that would allow for growth and enhancement of certain areas, whether there is validity in building our own facilities on school sites, expansion of the Bend Senior Center, whether a second facility such as JSFC is warranted, etc. Scott Wallace stated combining the two studies makes a lot of sense. Bruce stated the recreation in the community is not entirely driven by what we provide and it is important to look at other providers and with the board's assistant make some choices about what the district is going to provide which would also be filtered through a trends analysis. Ruth Williamson stated that the trends analysis could help inform our thinking and encouraged staff to take advantage of other channels as they present themselves. She urged the board and staff as a group to stay open to informing our thinking ahead of the questions we are asking. George Thayer suggested using the private sector in the survey of the facilities inventory.

**Large Community Events Update**

Jan Taylor explained the process for determining which park sites were most suited for large community events and the subsequent development of a tiered fee structure, maps, guidelines, and a park event reservations team. She reviewed the components of staff support of large community events that are held

in district parks. Mike Duarte reported that 41 events were held during the past event season of April through October. He noted the number of pre and post event meetings held with event organizers and explained the purpose of those meetings. Jan reported the district received approximately \$45,000 in revenue from these events. She stated that with the implementation of the new policies and processes there has been an improvement in communication between the district and event organizers resulting in better care of the parks and increased accountability and revenue. Don Horton referred to sporting events and noted that beginning in the fall the same processes will be followed. He stated that with the opening of the Pine Nursery he anticipates more sporting events taking place in Bend, and he is comfortable with using the large event procedures in helping organize these types of events. Mike noted that recently a rugby tournament and soccer tournament were held at the Pine Nursery and the new large event process was successfully used for the tournaments.

### **System Development Charges (SDC) Fees Deferral**

Don Horton referred to four questions included in the board agenda communication and asked that the board consider them in their discussion of deferring SDC fees. He asked if deferring the fee would help the economy. He stated he would not recommend implementing a deferral as he does not feel it is helping the economy, the builder or the district. He added that he feels the board should have a broader discussion concerning the currently reduced fee and what occurs in the event of a foreclosure if the district has not received the fee. He asked if a deferral is implanted whether it should apply to only a single family unit or multi-family units or both. He stated the risk is greater with multiple units. He noted that the city has renewed their program for one more year and stated that the district's program should mirror the city's to minimize confusion between the two programs. Paul Taylor explained there have been some changes to the city's program with respect to no longer requiring a deed of trust. He shared his concerns with regard to the district's rights in terms of the city collecting the fee. The board requested that staff provide additional statistics regarding the city's program for their consideration and discussion.

The work session was concluded at 6:50 pm.

### **EXECUTIVE SESSION**

Chair George Thayer convened an executive session at 6:55 pm pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions.

### **REGULAR MEETING**

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

### **STAFF INTRODUCTIONS**

Shalee Hanks, Recreation Assistant, addressed the board. She stated that she has most recently worked for the Sisters Park and Recreation District where she worked in sports and youth recreation. She also noted she had worked at the Athletic Club of Bend and with the Skyhawk Sports Academy. She stated she is excited to be with the district and looking forward to being a part of the district's recreation programs.

Scott Bossert, Sports Assistant, addressed the board. He stated that he had previously worked for the district in the Kids Inc. and Cougar Camp programs. He stated he attended Walla Walla College and has a degree in business administration. He stated that he taught middle school for four years and has also worked for a contractor.

Cheryl Kelley, Therapeutic Recreation Coordinator, addressed the board. She stated she is from Pennsylvania by way of North Carolina. She stated that she has an undergraduate degree in biology and worked as a biologist for several years in environmental education. She stated she has a master's degree

in education and taught special education for a time, followed by a master's degree in therapeutic recreation. She stated she has worked in various community adaptive recreation programs, and a rehab hospital. She also noted that she was working on her PhD in Pennsylvania prior to accepting her position with the district.

## **Consent Agenda**

**Minutes – July 20, 2010**

### **Award contract: Skyline Park Improvements**

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

## **BUSINESS SESSION**

### **Adoption of Resolution No. 328 In Support Of Ballot Measure 76**

George Thayer explained the board is being asked to adopt a resolution in support of Ballot Measure 76 that would continue the allocation of state lottery revenues for water, parks and wildlife programs. Scott Wallace asked if this action would allow for the use of the district's support in campaign materials and other means of support of the ballot. Don Horton explained that the district would be included with other cities and park districts in support of the measure. Ruth Williamson stated that she is very pleased to have the district stand alongside of that initiative. George noted that he and other board chairs will be signing an In My View letter of support to be submitted to The Bulletin. Scott Wallace moved to approve Resolution No. 328 endorsing Oregon Ballot Measure 76 in the November 2010 general election. Ted Schoenborn seconded the motion. Scott Wallace, Ted Schoenborn, Ruth Williamson and George Thayer all voted aye. Motion passed.

## **EXECUTIVE DIRECTOR'S REPORT**

Don Horton reported that the Juniper Swim & Fitness Center Aquatic Team received a 5-Star rating in an unannounced, independent operational safety audit. He explained this rating is the highest that can be achieved and it is reserved for exemplary operations. He noted the audit was performed by the founder and director of the National Star Guard Program who was so impressed that she requested permission to use video shot during the audit for future training purposes and productions.

Don Horton requested two board members to serve on a committee to review personnel policies. Ted Schoenborn volunteered to serve and George Thayer appointed Scott Asla with Ruth Williamson to serve as an alternate.

Don Horton reported the district has a signed lease with the Cascade School of Music for the district's Pacific Park building and they have begun renovations in preparation for their move.

Don Horton reminded the board that the district's Day of Play is scheduled for September 25 in Riverbend Park. He asked that they contact Jan Taylor or Kim Johnson if they would like to volunteer for the event.

Don Horton reported the fundraising effort, led by Trust for Public Land, is continuing for the Miller's Landing property. He stated the total project cost is \$1.8 million and to date \$1, 810,000 have been raised including the district's contribution and the Oregon State Parks grant. He stated he believes there are commitments to \$200,000 of the remaining funds, leaving \$260,000 to be raised before the end of the year. He commended Greg Cushman's efforts in leading the fundraising effort. He noted that Ruth is also working with the Trust for Public Land and thanked her for her efforts. Ruth stated they are receiving a lot of community contributions from a very broad cross section of the community which is very encouraging. She added that it has been very inspiring and gratifying to work with Greg Cushman.

Don Horton reported the Peace Pole for Pacific Park has been ordered and a location selected for the installation. He added the Pacific Park/Pioneer Park Trail connection has been completed and a dedication was held recently.

Don Horton reported the Pilot Butte State Park project is under construction and urged to the board to visit the site.

Lindsey Lombard provided an update on the recreation services revenue fund. She noted that during the budget process the information was presented as estimates and she wanted to share actual revenue and expenditure numbers. She reviewed revenue figures for user fees and charges and noted a minor increase over all, and noted the amount of cost recovery is at 75%. She praised the recreation staff efforts in managing their expenses and program offerings.

**GOOD OF THE ORDER**

Ted Schoenborn reported the City Club may be looking for a program in November on childhood obesity and he would like to ensure that the district's efforts in addressing the issue are adequately and accurately represented.

As there was no further business the meeting was adjourned at 8:00 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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George Thayer, Chair

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Scott Asla, Vice-Chair

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Ted Schoenborn

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Ruth Williamson

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Scott Wallace